

## The Hong Kong Polytechnic University

### Guideline for Green Promotion and Campus Activities

#### Background

Every year, numerous events and activities are organized on campus and organizers have employed different ways to promote these activities to stakeholders. As PolyU is committed to fostering campus sustainability, the University invites Faculties/Departments/Officers to adopt green practices in organizing as well as promoting their events and activities. The development and implementation of this guideline links to the goals and implementation of PolyU's Energy and Greenhouse Gas, Green Procurement and Waste Management Policies.

#### Purpose of the Guideline

The purpose of this guideline is to help PolyU's staff to achieve the goals of Energy and Greenhouse Gas, Green Procurement and Waste Management as set out in the corresponding policies. This guideline is not meant to be exhaustive but to provide directions and tips which shall be applicable to all organizers in general.

#### Reduce, Reuse and Recycling

1. Avoid printing of banners unless there is a genuine need. If banner is needed, try not to show the year (e.g. 2016) in the design such that they can be reused in the future.
2. Minimize printed promotional material such as posters, leaflets and brochures, etc.
3. Avoid serving bottled water or packed drinks for meetings, seminars, conferences and events but drinking water in a glass or provide drinking water dispenser.
4. Prepare appropriate messages or signage to promote recycling and bring the recycling arrangement to the attention of colleagues and participants. Use existing facilities such as waste collection and recycling bins on campus or liaise with Campus Sustainability Office (CSO) and/or Facilities Management Office (FMO) on the handling of unwanted gifts, promotional material such as banners and other recyclables, etc. for reuse, recycling, donation and/or upcycling.
5. Encourage Bring Your Own (BYO) in all circumstances by reminding colleagues and participants in advance, e.g. BYO bag, devices, food container and mug.
6. Choose environmentally friendly decorations and reduce the use of disposable items.

#### Energy

1. Maintain an average indoor temperature of the venue(s) between 24-26°C during summer (June to September).
2. Use natural daylight for lighting purposes as far as practicable.
3. Turn off all lights, air-conditioning and equipment before leaving the venue(s).

4. Use energy saving lightings (e.g. compact fluorescent lamp) as far as practicable for system booth setup and outdoor activities.
5. Encourage participants to take public transport to and from the event venue as far as practicable and provide relevant information on event material.

### Refreshment and Dining

1. Avoid the use of single-use food and beverage containers and cutleries.
2. Plan ahead (e.g. prepare the most appropriate portions of meals according to expected number of participants) to minimize food wastage at source.
3. Recover the food leftovers as much as practicable (e.g. enable the food leftovers to be taken away for enjoyment later).
4. If disposal of food leftovers is unavoidable, dispose them in the collection facilities for food waste recycling, as far as practicable.
5. Avoid shark fin, bluefin tuna and black moss on the menu by adopting Government's green menus practice and make reference to WWF's Sustainable Seafood Guide, in particular the marine species in the "Avoid" list (<http://www.wwf.org.hk/en/whatwedo/footprint/seafood/sci/guide>).
6. Serve organic, locally produced food and beverages as far as practicable.

### Go Electronic

1. Minimize printing and use website for promotion, online registration and collection of feedbacks.
2. Use electronic means for guests invitation and registration instead of printed copies.
3. Use of the Campus Digital Display System (CDDS) to display activity information on the campus LCD or Plasma display panels.
4. Use social networking tools to promote and/or disseminate messages to stakeholders.
5. If printed matter is unavoidable, reduce the number of pages as much as possible (e.g. adopt double-sided printing wherever practicable), print on environmentally-friendly paper and provide QR codes, web addresses or search tips for access to detailed information.
6. Use "mySurvey" service launched by the Information Technology Services Office (ITS) to conduct online survey (<https://myacs.polyu.edu.hk>).
7. Please refer to "Green Tips: The "Green" Ways to Promote Your Activities" for more information about "Go Electronic" (<http://www.polyu.edu.hk/greencampus/redirect/green-promotion>).

### Gifts and Souvenirs

1. Avoid free gifts and souvenirs.
2. If gifts and souvenirs have to be given out, explore green products (e.g. recycled products) and choose products with minimal packaging.
3. Avoid distribution of plastic and non-woven bags (i.e. the so called "environmentally-friendly" bags).
4. Take into account the Government practice, do not arrange souvenirs, wearing of corsage and bottled water for University events and activities.