

BRING YOUR OWN (CLIO) MUG

- This year, Clio sells enamel Clio mugs (€4,-) which you can clean after every time you drink - in this way you do not have to throw away a cardboard mug every time you drink at the university. Moreover, when you bring your own mug to the cafeteria you get a discount!
- If you work at the Attic, you can also take a mug, cutlery or plates out of the red or blue box to use it for the day. Please clean it after you are done using.

PAPER USAGE

- Copying images on both sides of a sheet of paper can save up to 50% of paper costs.
- Changing the default settings in Word will result in having more words on each page. Go to Layout -> Margins -> Narrow.
- When you are printing, you can adjust your font size in order to decrease the amount of paper required.
- Print only the pages you need by using the 'Print Selection' function.
- Print two pages per sheet if when possible.
- Use the print preview function before printing any document to avoid copy-mistakes.
- Please throw away your paper waste in the designated paper bins, also to be found at the Clio Attic. Make sure to separate the paper waste from other waste.

ELECTRONIC DEVICES

- After you are done using a desktop computer at university, please make sure that you turn off the computer AND the monitor!
- Due to the GDPR, you have to switch off your monitor when you leave your workspace.

COMMITTEE GUIDELINES

- Try to have sustainable catering for your activity. Make sure to only provide vegetarian food and buy local food whenever possible. Avoid exotic food products with long transport ways.
- Make sure to not use single-plastics in the activities that you plan with your committees. If you provide goodie bags, make sure to use reusable bags instead of plastic bags.
- For more information on sustainable food and on avoiding single-use plastics, check out the Facebook page of the Support (formerly Awareness) Committee!
- Check out the inventory list first before buying new material – the material you need might already be in the Clio Attic!
- When getting to events, try going by bike or by walking. Also, with regards to transporting goods for your event, a '*bakfiets*' could be a fun and sustainable way to transport good.

- Make sure to avoid flyers as a means of promotion. Look into alternatives such as sponsored advertisement on social media. If flyers are considered absolutely necessary, order the recyclable ones!
- Try to lower the print paper usage by for example working with online tickets, QRcodes or PDF files.
- When inviting speakers to your event, take into consideration what their footprint will be and whether flying them to Groningen really is a necessity.
- Due to the GDPR, you have to make sure that you put the email addresses in the BCC when you are sending an email with any Clio email. This way, people cannot see other people's email addresses.