



**REDUCE**

**REUSE**

**RETHINK**

**Reception**



<ul style="list-style-type: none"> <li>✓ Turn off lights when not needed</li> <li>✓ Turn off the PC monitor, printer and copier when not in use</li> <li>✓ Book rooms on the same floor to shut down parts of the hotel when not fully booked</li> </ul>	<ul style="list-style-type: none"> <li>✓ No running water</li> <li>✓ Keep track of leaking pipes, dripping taps and running toilets</li> <li>✓ Use the water-saving function on toilets</li> </ul>	<ul style="list-style-type: none"> <li>✓ Take only as much food as you can eat</li> <li>✓ Drink water from the tap</li> <li>✓ Less meat and more vegetables</li> <li>✓ Recycle food waste</li> </ul>	<ul style="list-style-type: none"> <li>✓ Reduce printing</li> <li>✓ Print and copy on both sites of the paper</li> <li>✓ Write e-mails instead of letters</li> <li>✓ Use minimal packaging and plastic</li> <li>✓ Circulate large publications among colleagues</li> <li>✓ Recycle waste such as paper, bottles, cans etc.</li> </ul>
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