# *Thank you for your commitment to green initiatives at the University of Illinois. One of the final steps in completing the terms of the funding agreement for your project is the submission of a Final Report with key information about your project. You will also need to submit a detailed report of expenses (if you don't list it within this document) as well as supporting photos to showcase your project.*

# *Please be as accurate as possible in describing the project (including possible setbacks or challenges in meeting the initial goals of the project). Not fully meeting your project's goals will not disqualify you from making future funding requests as long as your reports are as complete and accurate as possible. If you have any questions, please contact the Student Sustainability Committee, at* [*sustainability-committee@illinois.edu*](mailto:sustainability-committee@illinois.edu)*.*

**Project Name:** Illinois Language and Linguistics Society 15th Annual Conference

**Date of Report Submission:** March x, 2023

**Project Purpose:**

This is the 15th annual conference held at UIUC for linguistics research. Our goal was to make this conference more sustainable by reducing our waste through encouraging our attendees, both from UIUC and other universities, to bring their reusable water bottles and reuse nametags from previous conferences. Additionally, we did not print programs, and created an interactive booklet instead. We bought less materials of nametags that are recycled for the next year, and used compostable plates, cups, utensils during snack breaks. The UIUC Union Catering Services charges $2.50 per person for reusable dishware. Originally, we asked SSC to fund us to pay for this fee for 4 snacks over the course of the two-day conference for 100 people, which amounts to $1,000. However, the options available to us were compostable utensils for snacks and reusable dishware for the reception. For this reason, SSC’s funding was used for the reusable dishware at the reception, where all silverware was used as shown in the photos attached.

**Project Summary:**

Reusable dishware during snacks were not an option presented to us. Because of this, we used funds towards the reception, where we used reusable dishware and cloths. We also made sure that food from the snack breaks would not be thrown away. Instead, we encouraged volunteers and catering employees to take leftovers home, therefore, this event had no food waste.

**Summary of Project Expenditures:**

SSC funds were used for silverware, glass cups, and cloths during the reception. The budget sheet is attached, wherein other expenses such as plenary travel/lodging, food, space/tech, and materials can be seen. The receipt for the reception is also attached, where expenses for reusable dinnerware can be seen.

**Problems/Challenges Encountered**

It was extremely difficult to find affordable catering for our event that could accommodate our sustainable requests without exceeding our budget. After calling several restaurants we decided to move forward with university catering because they had affordable silverware options as well as compostable paper plates and used silver utensils for everything else. They also allowed us to bring our own water kettle to not waste boiled water, and so everyone who needed to make tea would be able to with no waste. Another issue we have faced is regarding receiving funding and learning the protocol for transferring those funds. We also were not able to use reusable dishware for snacks, as intended originally, but we used the silverware in the reception.

**Problems/Challenges Encountered**

We called all restaurants first to estimate the expenses, and finally decide of university catering. To address the remaining challenges mentioned previously, we reached out to funding offices with our questions. Additionally, we opted for compostable utensils for snacks, and used reusable dishware for the reception instead.

**Student Involvement and Outreach to Date:**

Students were involved as volunteers, attendees, and presenters. The planning committee is entirely composed of graduate students, and many of our day-of volunteers were undergraduate students. 89 of attendees were students, and they were encouraged to network with each other and the plenaries for future collaborations.

**Marketing and Promotion Efforts to Date:**

To promote the event, we used flyers, social media, and our website. All promotional materials included SSC, as approved for use in the flyer (attached).

**Additional Comments:**

ILLS15 was a great success, and it would not have been possible without sponsors like SSC. Thank you again for the contribution!

In addition to the above fields, please provide a detailed accounting of how the funding was spent as well as pictures of the final project in an email to [sustainability-committee@illinois.edu](mailto:sustainability-committee@illinois.edu). Thank you again for your commitment to sustainability.