



# Green Meetings Guide

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- ✓ Do not offer disposable water bottles at meetings, instead have a jug of water/ and washable glasses for meeting members.
- ✓ Send out relevant documents to meeting participants with adequate time for them to review them online prior to the meeting. This avoids having to print documents for each attendee and maximizes efficiency ensuring everyone is briefed prior to meeting.
- ✓ Allow individual laptop or tablet use or consider smartboard/projector use within the meeting to reduce printing.
- ✓ When printing is necessary opt for double sided option
- ✓ When applicable and amenities/equipment are available on site consider self-catering options. (ie. Make coffee on site and provide light snacks)
- ✓ When outsourcing the catering search for a local business who can supply either permanent, re-usable trays/serving dishes, recyclable or compostable food service ware (plates, utensils).
- ✓ Ensure leftover food is taken home by meeting participants, other staff, or is donated to a local shelter rather than thrown out and wasted
- ✓ Request or supply bulk supplies of coffee cream, milk, condiments, salt, pepper, and dressings to caterer rather than individual use packets
- ✓ Consider minimizing transportation emissions when choosing your meeting location. Utilize technology and have a tele-conference or conference call instead of a face-to-face meeting if applicable. Urge meeting participants to carpool if multiple employees travelling off-site to the same location. Hold meeting near a public transportation stop to give attendees that option.
- ✓ Following the meeting ensure all light fixtures and electronic digital equipment is turned off