



## Top 10 Tips for Holding Green Meetings

- 1. Save paper.** Using new media and electronic technology can cut down your paper use. If your meeting is a large event, create a website for it offering electronic registration and confirmation; and advertise using the web and/or email. Try using audio visual tools to project and display information in the meeting instead of printing out lots of copies of agendas and handouts. Make follow-up presentation hand-outs available online or provide on CD's.
- 2. Reuse.** If you do feel it necessary to print off agendas try printing double sided sheets to cut down on waste. At the end of the meeting collect the agendas that people don't need or aren't used and use them for scrap paper or for the fax machine, which only needs one clear side. Use recycled paper wherever possible. Use nametags in reusable holders and be sure to have collection box to retain for future meetings. Look for ways to reuse binders and meeting materials such as signage for multiple meetings.
- 3. Make the most of natural light.** Use a meeting room with as much natural light as possible. Delegate's concentration is improved and scarce resources are saved by not using unnecessary electricity. Always ensure lights and air-conditioning are turned off at the end of the meeting when the room is no longer in use.
- 4. Cut food waste.** Plan the provision of food carefully by keeping close tabs on attendance numbers and not over-providing.
- 5. Go to the top.** Gain management support by selling your approach to management and emphasising the range of environmental benefits, enhanced public image, and potential cost savings that result from holding green meetings. With management onboard you will find it easier to achieve objectives.

**6. Get your priorities straight.** Identify environmental issues that are especially significant to your organization, community, or region. Then select environmental priorities reflecting those particular issues. By using clearly defined environmental priorities you'll be better able to achieve these objectives and evaluate their effectiveness.

**7. Inform and motivate.** Make sure all meeting staff, facilitators, venue staff and attendees are aware of the new goals and policies with regards to green meetings and the potential benefits. Tell attendees about your efforts in your pre-meeting communications and with verbal reminders during the event. Add the environment to your meeting agendas to motivate organization and attendees to move forward towards more responsible environmental practices

**8. Recycle.** Remove unused papers from the meeting room for reuse within your own office or deposit unneeded paper in designated recycling bins. Be sure your venue will make available recycling bins for plastic, paper, glass and aluminium materials for use in your meeting rooms.

**9. Conserve Energy:** Turn lights and electrical equipment off when not needed and when your meeting is over. Make sure you know where the light and equipment switches are located at the beginning of your program.

**10. Green venues.** Research venues' environmental policies and try to choose venues and accommodation which are considerate to the environment e.g. a hotel that offers a linen reuse service. Work actively with the hotel to assure that green principles are used to the extent possible at the hotel.