



Green Meetings Guide

What is a Green Meeting?

A green meeting is one that is organized and conducted in a way that encourages sustainable practices and minimizes negative impacts to the environment. Common ways to make our meetings greener include reducing paper usage, food waste, packaging, and energy consumption and increasing the recycling of materials.

Why Should We Conduct Green Meetings?

There are many benefits to greening our meetings. First and foremost, by conducting more environmentally responsible meetings, we can reduce waste, shrink our carbon footprint and promote innovative techniques to reduce consumption. In addition, greener meetings can help save money simply by using fewer resources, such as paper and water bottles. It also shows our Neighbors that, as we ask them to work on reducing their impact on the environment, we are doing the same as Community Builders. Furthermore, conducting green meetings supports the City's Press Play Strategic Plan and its Sustainable Purchasing Policy by encouraging Community Builders to minimize waste and utilize sustainable goods when organizing and conducting meetings.

Green Meetings Kit Contents:

To encourage Greening Our Meetings, the Green Team will be distributing Greening Our Meeting Toolkits to City staff. The toolkits will include:

- Coffee Carafes
- Water Pitchers
- Tray
- Bag

Remember to clean your toolkit before you return it so that other Community Builders can Green their Meeting too.

Green Meeting Checklist:

The following suggestions are offered as ways to make your meetings greener. How many can you incorporate in your next meeting?

- Minimize waste from refreshments
 - Fill a pitcher with tap water and encourage people to bring a reusable cup or bottle rather than providing bottled water to participants.
 - Ask participants to bring their own mug for coffee from the carafe instead of providing disposable cups, and, if disposable cups must be used, select paper rather than styrofoam.

- Use the tray provided in this kit for serving snacks and drinks rather than disposable trays.
- Provide snacks that do not require utensils, such as cheese and crackers, veggies, or fruit.
- Avoid individual packaging for snacks, condiments, cream/sugar, etc. and opt to serve from bulk containers.
- Carry items in a reusable bag or bin instead of disposable bags.
- Make sure to have an accurate count of the number of attendees when ordering food to cut down on waste.
- Request reusable or recyclable utensils and dishware from caterers.
- Go paperless
 - Distribute meeting agendas by email ahead of time rather than printing them out and display them electronically at the meeting, if possible. If this is not feasible, print just a few copies for people to share or fit the agenda onto half sheets of paper.
 - Share presentations via email or online instead of providing a printed copy.
 - Encourage people to take notes on a laptop or tablet, rather than in a notepad.
 - Minimize distribution of printed materials, but when printing is required, make sure pages are printed double sided and on recycled paper (if available).
 - Print PowerPoint presentations double sided and multiple slides per page (2, 4, 6 or even 9) when printing is necessary.
 - Have people sign in with a computer or tablet rather than utilizing a paper sign-in sheet.
- Recycle
 - Provide recycling bins in the meeting room.
 - Keep unused papers for use as scrap paper in your office or deposit in recycling bins.
- Save energy
 - Turn off monitors and projectors when not in use.
 - Turn off lights when the group leaves the meeting area.
 - If possible, turn the air conditioner to an “unoccupied” setting when you leave the room (e.g., 80 degrees with fan set to “auto”).
- Reduce travel
 - Arrange for videoconferencing or teleconferencing options for those who would have to drive a long distance to attend the meeting.
 - Encourage carpooling for participants who will be attending in person.

Spread awareness!

- Let attendees know that you are conducting your meeting in a sustainable way.
- Point out your green initiatives.
- Encourage participants to implement some of these strategies for their next meeting.

If you have any questions on Greening Our Meetings, please contact your Green Team member or the Sustainability Division.