



Best Practices: **Meetings**

Preparation

Reduce the amount of handouts through the electronic distribution of documents and presentation materials.

When needed, double-side handouts and print them on recycled paper. Try to print only the amount needed.

Encourage carpooling for meeting participants, or schedule meetings after another event to reduce trips.



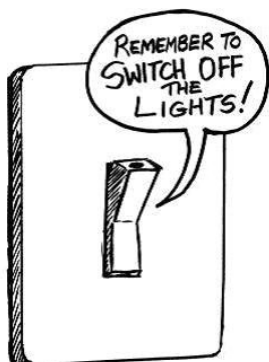
Hospitality



Use reusable cups, plates and cutlery. Serve beverages in pitchers, and offer bowls of sugar and a jug of milk/cream instead of the single servings packets of sugar, milk and cream. Heat only enough water as is needed to make the desired amount of tea/coffee.

Use pitchers of water instead of plastic water bottles which come with relatively large carbon footprints and many justice concerns.

Meeting Space



Use reusable or recyclable signs to direct people to appropriate meeting rooms.

Put green bins (where available), compost collection containers and recycling bins in prime locations to collect waste and recycle handouts not taken home.

Turn lights and electrical equipment off when not needed and when your meeting is over. Where possible, return the thermostat to its not-in-use temperature setting.

For more information, consult the corresponding Best Practices Info Sheet available at www.niagara.anglican.ca/green

