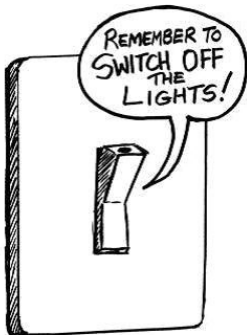


Best Practices: Meetings



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

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 information sheet available at
www.niagaraanglican.ca/climatejustice/best-practices

