

Kansas Green Teams

Friday Facts



Greening Your Meeting

As we plan and implement meetings for both internal staff and external employees or stakeholders, there are different ways to minimize the environmental impacts associated with each kind of meeting. Different types of meetings have distinct roles, from the staff meeting to the conference or workshop. Whatever type of meeting you plan can create a host of environmental impacts, from the smog and greenhouse gas emissions associated with air and ground travel to the paper, plastic, and food waste. Source: <http://www.epa.gov/epp/pubs/meet/greenmeetings.htm>

Ways to Green your Meetings, Conferences or Workshops:

- * Think green throughout any or all stages of planning, producing, and managing your event.
- * Use double sided copies.
- * Promote electronic distribution instead of printed agendas and handouts to reduce paper usage.
- * Post minutes or other handouts on the Internet, or circulate them electronically after the meeting.
- * Reuse name badges.
- * Do not use mailing lists that have not been maintained. A mailing list more than two years old is usually unreliable.
- * Reduce paper by allowing attendees to register online. Confirm registration by e-mail when possible.
- * Select locations that, on average, minimize the distance the attendees have to travel.
- * Encourage use of electronic presentations and distributing disk handouts to eliminate paper waste.
- * Use teleconferencing or better yet, video conferencing for speakers or attendees.
- * Utilize online training when available rather than traveling long distance.

When planning a conference or other big event, meeting planners should discuss Green Practices with their contractors. This could include reusable mugs, non-toxic cleaners, energy efficient lighting, and use of items that are recyclable or compostable. The National Recycling Coalition's Green Meetings Policy is a great resource you should not be without. Check out their link for more great ideas for greening your event. <http://nrc-recycle.org/Data/Sites/1/greenmtgpolicy.pdf>

What Difference Does It Make

1. Cost savings advantages to both the organization and participants, in travel, lodging and meals.
2. Paper reduction.
3. Recycling and reusing - less use of new materials. Plastics, paper and ink.
4. Less air pollutants emitted, including greenhouse gases.
5. Less natural resources used in both the pre-event, the event and post-event
 - Electricity
 - Fuel (gasoline)
 - Natural gas

Get Caught !



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