



Sustainability Check List

Green Meetings



A green meeting is one designed, organised and implemented in a way that minimises negative environmental impacts. Every day across the Health Service hundreds of meetings take place, by implementing some simple actions to improve sustainability at these meetings we can make a big difference.

Venue

- Choose a venue close to where your attendees are located, with access to public transport, cycling and walking routes.
- Provide attendees with information on public transport and active travel options.
- Ensure the venue has recycling systems in place.
- Consider holding the meeting virtually; exploit the advantages offered by teleconference and videoconference services to limit travel and reduce carbon emissions.

Meeting materials

- Limit use of paper - post presentations, agendas, notes and handouts online or issue by email.
- If you must print use recycled paper, print in grey scale and double-sided – encourage attendees to do the same.
- Use recycled lanyards and badge holders and offer a deposit bin as attendees leave for reuse.

Catering

- Minimise the use of disposables by requesting only reusable or compostable cutlery, glassware and dishware.
- Request healthy locally grown produce and/or organic ingredients.
- Serve water in pitchers or provide a water cooler.
- Ask delegates to sign up for meals and confirm catering numbers in advance of the meeting, this will reduce food waste - and your costs.

For larger events and more detailed guidance see the World Health Organisations Healthy and Sustainable meeting guidelines.