If food is available, encourage people to bring their utensils/ cups

Encourage electronic modes of communication

Avoiding printing agendas/ other documents

Encourage taking notes on tablets or laptops

Reuse name tags/placards
• Prior to a meeting, send the agenda to participants. Share with them that the agenda will be on a screen and there is no need to print it. Mention you are doing this to reduce paper usage.

• When booking a room, ensure it has a screen/projector to display your agenda and any other documents/information that is needed.

• Encourage attendees to take notes on their electronic device such as laptop, tablet or phone.

• If name tags are required, consider reusing your name tags instead of a single-use name tag at every meeting.

• If food is being served at a meeting, encourage attendees to bring their reusable silverware, plates, and bottles. This helps reduce the amount of waste generated at a meeting.

• Make sure to make accommodations if necessary for ADA needs.

• Remind people that notes will follow the meeting electronically.