**Guidance for Hosting a Sustainable Meeting (Face-to-Face & Hybrid)**

**Purpose**
Promote sustainable meetings by minimising waste, reducing energy consumption, and encouraging eco-friendly practices to support the university in meeting its commitment to sustainability.

**Definition of a Meeting**

For this guidance, a meeting refers to a gathering with a business purpose, typically smaller in scale than an event, and organised with a specific agenda. Meetings differ from events, which are larger and more socially oriented.

**Before the Meeting**

* **Catering:** Order [Fairtrade](https://www.fairtrade.org.uk/what-is-fairtrade/using-the-fairtrade-mark/#:~:text=The%20FAIRTRADE%20Mark%20is%20a,people%20to%20buy%20Fairtrade%20products.) tea, coffee, and sugar. Source from local suppliers and include vegetarian/vegan options. Avoid single-use plastics and ensure packaging is [recyclable](https://www.recyclenow.com/how-to-recycle/recycling-symbols) or [compostable.](https://severnwaste.com/)
* **Travel:** Provide details of [sustainable travel options](https://www.worcestershire.gov.uk/council-services/environment/sustainability-and-carbon-reduction/travel-sustainably) for attendees.
* **Room Setup:**
	+ Choose a room that best suits the meeting size to minimise unnecessary heating/cooling.
	+ Use natural light where possible—adjust blinds to maintain optimal room temperature.
	+ Report any concerns about heating and ventilation to the [facilities team](https://www2.worc.ac.uk/facilities-staff/contact.html#:~:text=Estates%201%20facilities.helpdesk%40worc.ac.uk%202%20Ring%20the%20switchboard%20on,of%20the%20person%20you%20need%20to%20speak%20to) through the portal as soon as possible.
* **Recycling & Waste Management:**
	+ Familiarise yourself with the [nearest recycling points](https://www.worcester.ac.uk/about/sustainability/what-we-do/waste-management.aspx) and share this information with attendees. Report any concerns about recycling points to the [facilities team](https://www2.worc.ac.uk/facilities-staff/contact.html#:~:text=Estates%201%20facilities.helpdesk%40worc.ac.uk%202%20Ring%20the%20switchboard%20on,of%20the%20person%20you%20need%20to%20speak%20to) through the portal as soon as possible.
	+ Encourage attendees to bring reusable water bottles and coffee cups.
* **Agenda Reminder:** Include a short reminder on sustainability at the beginning of the meeting.

**During the Meeting**

**Materials & Resources:**

* + Use digital agendas instead of printed handouts and share documents.
	+ Use whiteboards instead of paper flip charts. You can recycle pens at the Students’ Union.
	+ If you have non-confidential unwanted paper, leave these at one of the Students’ Union’s scrap paper stations.

**After the Meeting**

* **Catering Waste:** Store, reuse, or donate leftovers where possible.
* **Energy Conservation:** Ensure all lights, screens, and electrical devices are switched off and not left on standby.
* **Feedback:** Encourage attendees to suggest further sustainable improvements for future meetings.

**Compliance and Review**
This guidance will be reviewed periodically by the Students’ Union