

# MEETING ATTENDEE

As a meeting attendee, you are able to impact the sustainability of a meeting through your actions. Use the Sample Message below to let your meeting planner know that you want to be green. The message includes a link to the Green Meeting Resource, which they can use to help green their meetings. GSN has also provided the ten ways you can be green at any meeting.

## Sample Message to Meeting Planner

Dear Meeting Planner,

As you may know, the event and trade show industry is one of the most wasteful industries second only to the construction industry. As a meeting planner for [*insert name of meeting or company host*], you have a unique opportunity to make an impact on sustainability. There are many ways to make meetings greener these days and your decisions could help us make a positive impact on the future of our people and planet.

I would request that you make sustainability a priority during your planning process, providing opportunities for myself, as an attendee, to leave a positive impact through my attendance. The Green Meeting Resource, provided by the Green Spa Network, details sustainable ideas in a variety of areas, including travel, venue selection, and food and beverage. I believe that with your support we can positively impact spa and wellness meetings.

Thank you for your time and consideration. I look forward to seeing sustainability initiatives at your meeting in the future.

Sincerely,

Green Attendee [*to be replaced with your name, of course!*]

## 10 Green Suggestions for Meeting Attendees:

1. Bring your own reusable water bottle.
2. Offset air travel with a donation to a carbon offset non-profit or volunteer project; online carbon footprint calculators can assist you in determining the appropriate number for your travel.
3. Ensure lights are turned off in your office, home, or hotel room; set room temperatures at temperatures fit for the time of year.
4. Download presenter notes and access them from your tablet or laptop to reduce printing.
5. Utilize eco-friendly transportation to get to the meeting, i.e. public transportation, bicycles, ride-share programs with eco-friendly vehicles or shuttle services.
6. Turn off water while brushing teeth and washing hands or face.
7. If staying overnight, participate in the properties linen and towel reuse programs.
8. Get outside! Take advantage of local nature activities or volunteer opportunities.
9. Add this tag line to your emails, "Please consider the environment before printing this email"
10. Participate in the sustainable initiatives promoted by the meeting.