

# TOP 10 TIPS FOR BETTER MEETINGS

FROM THE HARVARD SUSTAINABLE MEETING AND EVENT GUIDE

The Harvard Sustainable Meeting and Event Guide was created to support a culture of health and wellness in meetings and conferences across the University. Start with these 10 tips to help employees, students, and visitors eat well and be active while reducing their environmental impact.

## FOOD AND BEVERAGES

*Always ask caterers to label common allergens, such as nuts and shellfish.*

- Make pitchers of tap water the featured beverage. Add fruit to some pitchers for a flavor-infused option.
- Opt for plant-based proteins for the main dish, like beans, lentils, or tofu.
- Offer fruits and/or vegetables every time food is served.
- Always serve whole grains instead of refined grains (like brown rice in place of white rice).
- When offering snacks, serve whole or cut fruit, vegetables and hummus, or unsalted nuts.
- Coffee and tea make for a satisfying end to a meal. If dessert is necessary, opt for a combination of dark chocolate, fresh fruit, and unsalted nuts.



## WASTE REDUCTION

- Ask your caterer to use reusable, recyclable, or compostable serving items.
- Make sure your meeting room has a “waste station” with clearly-marked recycling, compost, and trash bins.



## MOVEMENT

- Periodically break up sitting time with standing, walking, or light stretching.
- Inform attendees of which stairwells, elevators, and restrooms they may use, including any on other floors.



CHECK OUT THE FULL GUIDE AT [GREEN.HARVARD.EDU/EVENTGUIDE](https://green.harvard.edu/eventguide)