

# Best Sustainability Practices for Hosting Meetings

## Meeting Modality & Transportation

Choosing an appropriate meeting modality has a direct impact on your ability to get a high level of meeting participation, diverse stakeholder engagement and ensure that folks are able to fully participate in meetings and events. Consider surveying your group to determine the best location and meeting mode and coordinate appropriately to optimize benefits.

## Remote Meetings

Scheduling remote meetings provides the most flexibility, reduces traffic congestion and supports clean air quality. Furthermore, we know that air pollution in the greater Portland area has an inequitable impact on people of color and lower-income households. Many companies that offer cloud hosted services, including [Google](#) and [Microsoft](#) have greenhouse gas emissions targets that align with [PCC's Climate Action goals](#). Both companies have promised to remove the sum total of their lifetime carbon emissions from Earth's atmosphere. [Amazon Web Services](#), which hosts Zoom, is on a pathway to use 100% renewable energy by 2025.

## Hybrid Meetings

Hosting hybrid meetings can help folks reduce the college's carbon footprint, while accommodating the need for flexible work schedules and in-person engagement. Further, reducing inter-campus travel saves the college money by preventing the need for mileage reimbursement. Consider having your meeting at a central location that serves the majority of attendees and allowing folks on different campuses and/or sites to remote in.



## In-Person Meetings

When scheduling an in-person meeting, you can help reduce the college's environmental impact by encouraging employees to use PCC's shuttle service. Scheduling meetings around the current [shuttle service schedule](#) is one way to encourage and/or incentivize carpooling for meetings as well.

Furthermore, schedule meetings so that employees will be avoiding rush hour and school pick-up times. Less time in traffic means reduced commuter stress and reduced time spent idling, which wastes gas, money and creates air pollution.

## Catering & Events

When ordering catering for in-person meetings, please check out our [sustainable dining guide](#).

If you are hosting an event, please check out our [sustainable events checklist](#).



## Resources

- [PCC Locations](#)
- [Zoom at PCC](#)
- [Using Google Meets at PCC](#)
- [Room Scheduling](#)
- [PCC Shuttle Service Schedule](#)
- [Best Sustainability Practices for Hosting Catered Meetings & Events: Faculty & Staff](#)
- [Best Sustainability Practices for Hosting Catered Meetings: Students](#)

Get in touch with us at [sustainability@pcc.edu](mailto:sustainability@pcc.edu). For sustainability policies, plans guides and procedures, please visit our [Sustainability Guidance page](#).