NIH Mindful Printing Campaign 2015:

How to Host Paperless Meetings

* Use emails, or a web application like Microsoft SharePoint to share meeting materials prior to the actual meeting. As the host, let your meeting attendees know that you will not be providing paper copies of the materials at the meeting. Meeting attendees can bring paper copies if necessary.
* During the meeting, display the meeting agenda and the presentation materials on the screen.
* Provide options for members to attend the meeting remotely. Implement a conference call number and/or an online meeting space.
* Take meeting notes and attendance with your laptop or a hand held device. After the meeting, post the meeting notes on a SharePoint site or distribute them through email.
* If you need volunteer participation, try using online sign up tools such as “Sign-up-Genius”.
* If you need to collect data, try using an online survey tool, such as “Survey Monkey”.





For more information visit: [http://nems.nih.gov/Pages/paperfree.aspx](http://cm.nems.nih.gov/Pages/paperfree.aspx)