

**INTERNATIONAL STANDARDIZATION  
TUTORIAL**

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**ABSTRACT**

E-meeting is a concept of Green IT/ICT which is very effective in reducing cost, time consuming and carbon footprint.

**Introduction**

The increasing cost of conducting and attending a meeting, time consuming and contribution to the global warming are among the factors that we should change the existing meeting method and go for e-meeting.

**Section**

The printed materials and documents prepared for a meeting, gas and petrol consumed to get to the meeting venue are necessary for a meeting but at the same time are leading to the global warming problems which in other words are supporting tree-cutting, allowing for increasing carbon emissions and waste of energy. We should look at the resource (energy) and manage to use it wisely to show our concern to the world's environmental and resources issues. This is a concept of Green IT, which provide us with alternatives such as video conferencing instead of a face-to-face meeting. Green IT can be defined as conserving energy, using computing resources efficiently, reducing carbon emissions, appropriate handling of hazardous waste and etc.

By applying e-meeting, we can simply reduce our travelling cost and the fuel consumption which benefits us and the earth as well. Carbon footprint and global warming are the inevitably results of our lifestyle nowadays. If there is a way to reduce them, it should be a standard that everybody needs to comply with.

e-meeting is also less time consuming compared to face-to-face meeting as it could be held in more flexible schedule and take people less time to get ready (to be in the meeting group).

**Conclusion or Proposal**

The more Green Initiatives that we practice, the more efficient our businesses would be in terms of financial, time management and energy consumption. Therefore, GTO should use only e-meetings.