

# LSA Sustainable Travel Tips



## **Do you need to meet face-to-face?**

Consider whether or not your journey is really necessary. If you are working as part of a team, there are a number of collaboration tools that you can use to meet and work with colleagues and associates from across the globe (both within and outside the firm).

We recognise that when dealing with clients face-to-face meetings are often important. However, we can reduce our flying by switching to video or audio conferencing or using alternative methods of transport.

## **Take the train or ferry to Europe**

Taking the train can be a time efficient option. Time getting to and queuing at airports is lost time, however, laptops and wireless connections have enabled a mobile office space on trains. Remember to try to book as early as you can for cheaper tickets.

## **Train there, fly back**

If you are pushed for time, why not take the train for one half of your journey?

## **Videoconferencing**

You can videoconference with many offices around the world. This enables virtual face-to-face meetings without the travel.

## **Schedule several meetings in the same trip**

Remember to make your trip more efficient by arranging to have several meetings on the same trip.

## **Audio conference calls**

This option enables you to stay at your desk and access relevant documents. Set up your own audio conferencing account, which will provide you with a phone number for you and all participants to dial into.

## **Webinars**

If you want interaction between users, and to enable everyone to see the same documents, this may be the option for you.

## **Pyramid of travel priorities**

Think through the need to travel according to our pyramid of travel priorities.

### Reducing the number of face-to- face meetings

According to YouGov research, 37 per cent of face-to- face meetings are unnecessary. Is it possible for you to cut down on the number of meetings that involve travel or send fewer people to attend them? If not, can you hold more ‘virtual meetings’ using conferencing technologies instead?

### Hierarchy of communications

Whether you should meet in person depends on many factors. It may be necessary if you are meeting someone for the first time, establishing good working relationships or sharing confidential information. But for regular team or progress meetings you may be able to use conferencing technologies instead.

### Choosing the right technology

	Recommended for?	How many locations?	Remote locations?	Share documents or presentations?	Nature of meeting?	Cost
Audio conferencing	One to one or many to many	Fewer than 50	Works with or without Internet	Not suitable	Routine	Low
Webinars	One to one or many to many	Unlimited	Needs Internet access	Suitable	Routine or important	Low
Video-conferencing	Many to many	Restricted by equipment	Only where facilities and bandwidth available	Suitable	Important	High