

Supplementary File—List of 16 meetings

Article: *Meeting design supporting sustainability in early planning practice: a combination of 'hard & soft' characteristics*

Case Title & Time	Participants	Room and seating
Physical meetings		
1. NDS Innovation Forum, part 1 Time: 3h, 2015.09	20 people: property owners, developers, contracted architects, city representatives, sustainability specialists.	Flexible room and seating, but no real windows. Air quality was bad after a while. Mentimeter
2. NDS Innovation Forum, part 2 Time: 4h, 2015.09	ca 35 people: property owners, developers and contracted architects, city representative, sustainability specialists, researchers, lawyer, communication, school principal, youth administrator.	Flexible room and seating, but no real windows. Air quality was bad after a while. Mentimeter
3. Culture House Sustainability Time: 4h, 2016.10	13 people: architects, sust. experts, structural engineer, clients municipality, systems engineers, project leader, facade specialist.	Nice flexible room and seating, half-moon and round table seating.
4. Housing Developer Sustainability goals Time: 4h, 2016.10	Ca 35 people: business developers, project leaders, procurement, market and communication, coming from different regions.	Nice flexible room and seating, half-moon and round table seating. Mentimeter
5. Ebbe park Sustainability analysis Time: 2h, 2016.05	5 people: Architect, Sustainability expert, Digital Methodology expert, Energy engineer,	Very small room with one large window. Difficult to move in the space. Mentimeter
6. Eco canopy initiation, part.1 Time: 3h, 2017.05	12 people: Architect, Project Lead client, Developer, Researcher, Student/User, Sustainability Expert, Energy expert, Property owner, Systems Engineer, Digital strategist, Community manager, Business developer, Biologist.	Very small room with one large window. Bad air quality and difficult to move in the space. Mentimeter
7. Making Sence Time: 1h, 2017.12	Ca 45 people: architects, engineers, digital experts, researchers from mainly European countries.	Nice large room with view. No organized seating. Mentimeter
8. Business Arena lunch Time: 1h, 2019.04	8 people: Architects, Project Managers, Municipality (housing), Developers.	Large room, no windows. Difficult to find, (caused delay and frustration). Seating around a large oval table. Mentimeter
Case Title & Time	Participants	Room and seating

Digital meetings		
9. Corona Hack-the-crisis Time: 1h, 2020.03	7 people: Architects, Project Manager, Engineers Digital IT-, Environmental-, 3 Systems- engineer	Zoom-video, ideaboardz
10. Climate goals B&F Time: 2h, 2020.04	6 people: architect, structural engineer, societal analysts., IT engineer, systems engineer, project manager.	Teams-video, Mentimeter
11. Sustainability National plan Time: 1h 15 min, 2020.04	15 people: Chief sustainability, Systems engineer, Environmental engineer, Architect, Structural engineer, Social analyst, Infrastructure specialist, IT engineer, Project Management, Industry expert, Energy expert.	Teams-video, break-out rooms, telephone, Mentimeter
11. Sustainable growth VD/RC Time: 1h 15 min, 2020.05	12 people: CEOs and Regional Operations Managers from 5 different companies within Sweco Group; Architects, Systems engineers, IT engineers, Project Management, Societal analysts, Communication & marketing, CEO assistant.	Teams-video, break-out rooms, telephone,
12. Fågel Fenix 1 Time: 1,5 h, 2020.05	10. people: Leading positions from different companies within Sweco Group: IT specialist, Project Management, Architect, Systems engineer.	Teams-video, telephone, ideaboardz
13. Fågel Fenix 2 Time: 1,5 h, 2020.05	5. people: Leading positions from different companies within Sweco Group: IT specialist, Project Management, Architect, Systems engineer.	Teams-video, telephone, ideaboardz
14. Fågel Fenix 3 Time: 1,5 h, 2020.05	7. people: Project Manager, Architect, IT engineers, Environmental Infrastructure, Chief Sustainability, Communication graphic-designer.	Teams-video, telephone, ideaboardz
15. Fågel Fenix net-0-communities Time: 1,5 h, 2020.06	17 people. Project Management, Architect, Landscape architect, Energy and community advisors, Municipality Politicians and clerks, Swedish gouvernement sustainable communities, Academic researchers, Private sector; bank clerk, car dealer, farmer, change-maker.	Teams-video, ideaboardz
15. Sustainable Banking and real estate Time: 1,5 h, 2020.04	12 people: Bank and real estate planning sector: Chief Sustainability Group, Sustainable Business developer, Capital market, Architect, Environmental engineer, Project Manager, Systems engineer.	Skype, Mentimeter