

Disclaimer

Notice: This presentation has been provided as part of the U.S. Environmental Protection Agency Federal Green Challenge Web Academy Series. This document does not constitute EPA policy. Mention of trade names or commercial products does not constitute endorsement or recommendation for use. Links to non-EPA web sites do not imply any official EPA endorsement of or a responsibility for the opinions, ideas, data, or products presented at those locations or guarantee the validity of the information provided. Links to non-EPA servers are provided solely as a pointer to information that might be useful to EPA staff and the public.

Hosting a Green Meeting

Federal Green Challenge Web Academy
April 8, 2009

*The remarks made by Ms. Salazar are made in her personal capacity and do not necessarily reflect the official position of the USEPA or any other federal agency.

Steps and Struggles



1. Picking a location
2. Minimizing Travel
3. Reducing what we use
4. Providing Food



Picking a location

- All the basics plus...
- Close to a central location
 - We planned on providing busing from the hotel but only one person was going to use it.
- Has recycling, composting and other waste reduction opportunities
- Can provide video-conferencing
- Green building
- Has light and reflects values of nature



Minimizing Travel

- Video-conferencing
 - Easy, right?? No, but it can be done.
 - The more bridges the more difficult and expensive
 - Hard to find people who know how to manage it
 - People like to travel
- Giving Awards without having people in the same location – logistics
- Lessons:
 - Takes time but savings are significant
 - Estimate: 32,000 pounds of CO2 reduction and \$12,500 in travel costs (assuming average of \$500 per trip for 25 people)
 - Costs of videoconference are significant, over 5K

Reducing what we use



- Minimizing copying and paper
- Minimizing waste
- Recycling and composting
- Electronic versions:
 - No presentation handouts, only print what is needed
 - Provide follow-up materials electronically
- Lessons:
 - Clear Expectations
 - Need to do business in a different way and manage expectations
 - Saves money but hard to track savings.

Providing Food



- On reusable trays instead of individual servings.
- Coffee is served in compostable cups
- Organic where possible
- Bulk buying
- Lessons:
 - Plan ahead
 - Work with your caterer
 - Be clear on expectations even if you can't achieve them all.



Conclusions

- It takes practice and just doing it.
- Hard to move money between budgets to pay
 - can't use travel savings to pay for videoconferencing
- New expertise is needed within our organizations
 - Similar to when we were beginning to use voice conference calls instead of all in person meetings.
- Management support is critical
 - Smooth the way

The background of the slide features a close-up photograph of a hand with a yellow-gloved finger pointing towards a map of the United States. The map is partially visible, showing the western and central regions. The entire image is framed by a light blue gradient with wavy, layered borders at the top and bottom.

Questions?

Vicky Salazar
EPA Region 10, 206-553-1060