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Greening Your Meeting

Federal Green Challenge Webinar on Green Meetings

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PPRC

- Have been around for about 15 years
- Serve EPA Region 10 (WA, OR, ID and AK)
- Provide pollution prevention information resources and research
- Provide support for Technical Service Providers in State and Local government and Industry



What's the big deal about meetings?



Big or small, meetings have impacts

- Five day meeting with 2200 people with breaks, meals can result in 1890 lbs of plastic
- Collecting name badges for a meeting of 1300 can save about \$975
- Large convention saved \$46,000 by not using water bottles
- Not pre-filling water glasses in that same meeting saved 520 gallons of water



Examples of Financial and Environmental Savings

Water Bottles

Financial

- 500,000 bottles: Cost estimate \$1,750,000 !



Environmental

- 594,000 liters of water
- 36,900 kg of carbon dioxide
- 6,750 kg of oil
- 745,000 megajoules of energy

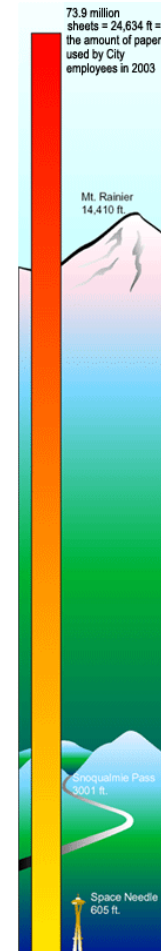


Paper for Meetings

not “sexy” ... or is it??

Seattle’s Paper Use in 2003? 73,900,000 Sheets!!!

- % for Meetings??
 - Agendas
 - Handouts
 - PowerPoint Copies
 - “Extra copies”



Seattle's Paper Reduction Impacts

REDUCTIONS (in %s) of 100% PC, PCF PAPER	BENEFITS/SAVINGS						
	Costs (\$)	Trees	Effluent Flow (gallons)	Water Pollutants (lbs)	Solid Waste (lbs)	Greenhouse Gas and Other Air Emissions (lbs.)	Energy (BTUs)
1% reduction in use	\$3,794.14	See Note 3	35,208	138	3,938	12,383	73,852
10% reduction in use	\$37,941.44	See Note 3	352,082	1,384	39,375	123,831	738,521
15% reduction in use	\$56,912.16	See Note 3	528,124	2,076	59,062	185,746	1,107,781
30% reduction in use	\$113,824.20	See Note 3	1,056,247	4,153	118,125	371,492	2,215,562
100% reduction in use			3,520,825	13,843	393,752	1,238,305	7,385,207



What it Takes

Parry Burnap, City of Denver, Director of Greening

- Leadership
- Venue Selection & Location
- Resource Recovery
- Communication & Education
- Legacy



Leadership

- Get buy-in from management.
- Create BMP's and communicate your sustainable meeting goals and objectives to all partners.
- Use RFP's and written agreements to ensure that suppliers and staff will give you their full cooperation.
- Know how you will measure success.



Sample RFP Language

from Denver's Democratic Convention

- In support of the DNC's "green" mission, preference will be given to Vendors that have a proven commitment to "green" practices and that consider and minimize the life-cycle environmental impacts of food service.
- Offer, highlight and promote local and/or organic food and vegetarian options, Fair Trade shade grown coffee.
- Use re-usable service ware such as china, porcelain, glassware, and metal flatware. Use cloth napkins and tablecloths instead of paper.
- When absolutely necessary to use a disposable product, make sure that it is *either* made out of recycled *and* recyclable plastic *or* that it is compostable bioware.
- Donate all food waste to local food banks that can be donated. Compost all food that cannot be donated.
- Do not serve plastic bottled water. Serve tap water in large dispensers or in pitchers to be served upon request.
- After your event, calculate and offset its carbon footprint using the online mechanism provided by the Planning Committee.
- Communicate your green activities to your attendees creatively while generating the least amount of waste. Be sure that any necessary documents, signage or banners are made of highest content possible post-consumer recycled content are able to be re-used or re-purposed.

Venue Selection and Location

- **Recycling Service:** Provide recycling of paper, cardboard, plastic, glass, metal and food.
- **“Recycling break”** after lunch.
- **Food & Catering:** Highlight options that include healthy, local or organic food, and veg options.
- **Waste Reduction:** Reusable/compostable linens, china, and cutlery, and bulk service of water, beverages, and condiments in food service.
- **Product Procurement:** Use minimum 30% post-consumer products.
- **Transportation:** Choose location based on proximity to public transportation.
- **Recommend Green Hotels.**
- **Carbon Footprint:** Use a calculator to measure meeting’s footprint.

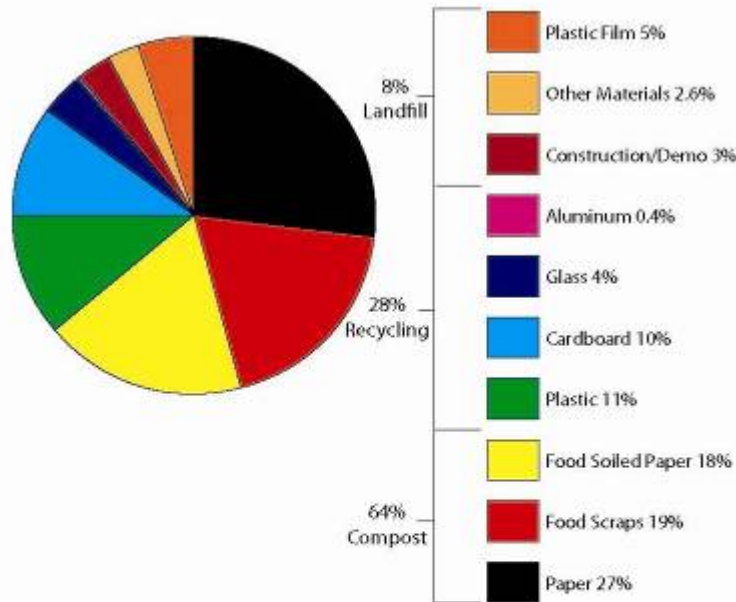


Resource Reduction

- Promote the event through electronic media, such as websites and emails.
- Use recycled paper and encourage participants to limit overall paper use.
- Ask people to bring their re-usable cups.
- Reuse signage, dry erase boards, lanyards, and name tag holders.



California Integrated Waste Management Board (CIWMB) waste audits for special events



- Recycling only: 10-20% diversion rate, due to the contamination issues
- Compost- for up to an additional 60% of total waste stream
- Total diversion rate up to 90%.

Communication and Education

- Send out an early invitation that clearly states your sustainability goals.
- Be consistent about your green initiatives in your messaging.
- Work closely with stakeholders.
- Be creative and make it fun for the attendees to be more green!



Legacy of Your Meeting

How can your meeting have lasting results?

- Get on-going buy-in from your manager for Green Meetings
- Craft a Green Meeting policy or BMP's that become part of your future meetings
- Pass along what you have learned by word of mouth, press releases, and other forms of communications



City of Denver and the Democratic Convention: Legacy Project- Bikes!

- Colorado Democratic Convention's Legacy was bicycles for City Employees!
- Bikes were purchased to be used by City employees during the day
- One person will commit to live car-free for one year as part of the Car-for-Bike Trade Program. The dedicated individual will sign over their car title and receive a hand-built New Belgium commuter bike. The selected candidate will chronicle trials and triumphs along their car-free journey..



Sample Green Meeting Best Practices

- Consider using low impact transportation
- Coordinate ridesharing.
- Bring your favorite cup for water, coffee/tea and beverages.
- Bring non-paper method of note taking if possible; laptop.
- Share documents electronically rather than by using printed copies.
- If people will be staying overnight provide a list of “green” hotels, restaurants, events
- Consider purchasing carbon offsets for transportation



Resources

Calculators

- MeetGreen Calculator
Gauges Environmental
Impacts of Meetings
https://www.meetgreen.com/calculator_info.php
- Blue Green Meetings
<http://www.bluegreenmeetings.org/AboutUs.htm>
- Paper Calculator
<http://www.ofee.gov/gp/papercal.asp>

Other

- The Bonneville Environmental Foundation offers Green Tags to offset carbon and a carbon calculator
- Stopwaste.org, Special Event Best Practice Guide



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