

A large green shape on the left side of the slide, featuring a white cutout that resembles a stylized letter 'C' or a partial 'U'.

GREEN MEETINGS

You can make a
difference

A solid dark green horizontal bar with rounded ends, positioned below the text.

Green Meetings

By adopting a few policies:

- Enhance attendee experience
- Save cost
- Attendees can feel good about participating and knowing what is being done on their behalf.

Green Meetings

- Start in the selection process. Ask before you book:
 - Does your hotel have a recycling program?
 - Does your hotel collect green waste for composting?
 - Can I make arrangements to donate excess food?
 - Can I donate any leftover give-aways?
Conference materials? Foamcore signage?

Green Meetings



“Food Runners is a volunteer organization dedicated to alleviating hunger in San Francisco. Food Runners accomplishes this by offering businesses the service of picking up their excess perishable and prepared food and delivering it to shelters and neighborhood programs that feeds the hungry.” <http://www.foodrunners.org>

Green Meetings

- Pre-Plan for Offsites
- Pre-Plan for Packaged Food – Exhibits or Trade

Call Food Runners: 929-1866

- Pack food in disposable containers:
 - Plastic bags
 - Cardboard boxes (i.e. pastry box) with plastic bag liner
- Store

Green Meetings – Legal Issues

- Legal codes releasing food donators from liability:
 - California Food & Agriculture Code (1988) Sec 27900-27910 (Russell Bill)
 - Federal: Emerson Good Samaritan Food Donation Act of 1996 available at:
www.usda.gov/news/pubs/gleaning/appc.htm

Green Meetings

- Conference Give-Aways
 - Mugs
 - Tee-shirts
 - Tote Bags
- Conference Display
 - Foamcore
 - Decore, Sets and Scrim

Green Meetings - Foamcore



Props from Exhibits



Green Meetings – Ask For

- Plates, cups and glasses to be china or glass (non-disposable). If disposable, ask if they are biodegradable or compostable (Dow-Cargill has compostable disposable cutlery).
- No Styrofoam
- Paper cups can be compostable

Food Service Waste

SF Food Service Waste Reduction Ordinance No. 295-06, effective as of 6/1/07

SF food vendors may not use polystyrene foam (or expanded polystyrene such as Styrofoam) disposable food service ware.

Green Meetings – Ask For

- Use recycling containers in
 - Registration area
 - Exhibit area
 - Catered functions

Green Meetings

- Print handouts on two sides using post-consumer recycled paper
- Recycled content promotional products – pens, bags, shirts and caps.
 - <http://www.recycledproducts.com>
- Awards can be made of recycled material
 - <http://www.eco-artware.com/catalog/awards>

Green Meetings – Reduce

- The amount of handouts. Make them available on the website.
- The size of the registration brochure – make the rest of the information available on line.

Green Meetings

- Pre-plan for disposal of proprietary material:
 - Use locked shredding bins for disposal of confidential or proprietary material – companies are bonded.

Green Meetings – Ask For

- Hotels not to change sheets and towels daily unless requested by guest.

Green Meetings – Ask For

- Hotels not to replace the amenities daily unless they are gone.

Green Meetings

- Can your hotel provide statistics on their environmental practices?

Environmental Statistics

Your Hotel of Choice FOR AN ENVIRONMENTALLY SOUND MEETING



- In addition to consistently improving our own performance, the Hilton San Francisco is the lead hotel and organizer for San Francisco Hotels for the Hotel/Non-Profit Collaborative.
- See Brochure for Hotel/Non-Profit Collaborative.

Green Meetings – Hotel Statistics

Recycling

- **Cardboard: @ 26 bales per month at 800 lbs. per bale = 249,600 lbs/yr.**
- **Clean Paper: @ 8 bins per month at 400 lbs. per = 42,800 lbs/yr.**
- **Mixed Paper: @ 15 bins per month at 200 lbs ea. = 36,000 lbs/yr.**

Green Meetings – Hotel Statistics

- **Can/Bottles & Plastic: @ 32 bins per month at 800 lbs. = 307,200 lbs/yr.**
- **Compost: @ 38 bins per month at 2500 lbs. per 3 Cu. Yd. bin = 1,140,000 lbs./yr.**
- **Recycled weight total = 1,775,600 lbs/yr., excluding batteries, paint, metals, fluorescent bulbs, pallets and donated items.**

Green Meetings – Hotel Conservation

	<u>1988</u>	<u>2006</u>
● Steam	83,014,900 lbs.	56,215,600 lbs.
● Electricity	26,555,265 kwh	20,245, 800 kwh
● Water	109,785,456 gals	81,743,830 gals

Green Meetings – Hotel Conservation

- *Recycling for Re-Use and Donation*
- Food, prepared and packaged
- De-Construction Conference Left-Overs
- Employee Donations
- All usable hotel supplies, furnishings and equipment
- In-Kind Donations of goods, supplies and equipment regularly exceed 200 tons a year.

Signage for Departments

- HILTON SAN FRANCISCO RECYCLES



- PAPER
- BOTTLES
- PLASTIC
- CANS



Guestroom Signage

For Conserve and Preserve Card:

Dear Guest,

We are committed to energy and resource conservation. Energy conservation helps reduce the effects of global warming, acid rain, and smog, and protects our natural resources. Water conservation is a vital concern as well. Our standard is to change your bed linen every third day and at check-out. If you would like your sheets changed during your stay, we will gladly accommodate you. Just place this card on your pillow or call Housekeeping. In addition to the above, we've also pioneered recycling programs, installed water saving devices, energy saving lighting and guestroom paper, bottle and can recycling receptacles throughout the Hotel.

Thank you.

Guestroom Signage

For Recycling Receptacle:

Hilton San Francisco Recycles

*We will recycle papers,
bottles and cans*

placed in this receptacle

*Thank you for your
commitment to conservation.*



Signage for Departments

- **RECYCLE YOUR USED BATTERIES HERE.**
- **CONTACT PROPERTY OPERATIONS, EXT. 6494, WHEN BOX IS FULL.**



Green Meetings- Organizations

- Lead Hotel and Member: Hotel/Non-Profit Collaborative
- CORY Award 2002, 2003, 2004, 2006
- Golden Dumpster Award – Dept. of Environment, 2002 and 2004, 2005
- Member, Green Meeting Strategies
- Green Lodging, Leadership Status – California Integrated Waste Management

Energy Conservation

Hello San Francisco Hilton,

Today is an **Energy Action Day**, due to forecasted high temperatures for downtown San Francisco.

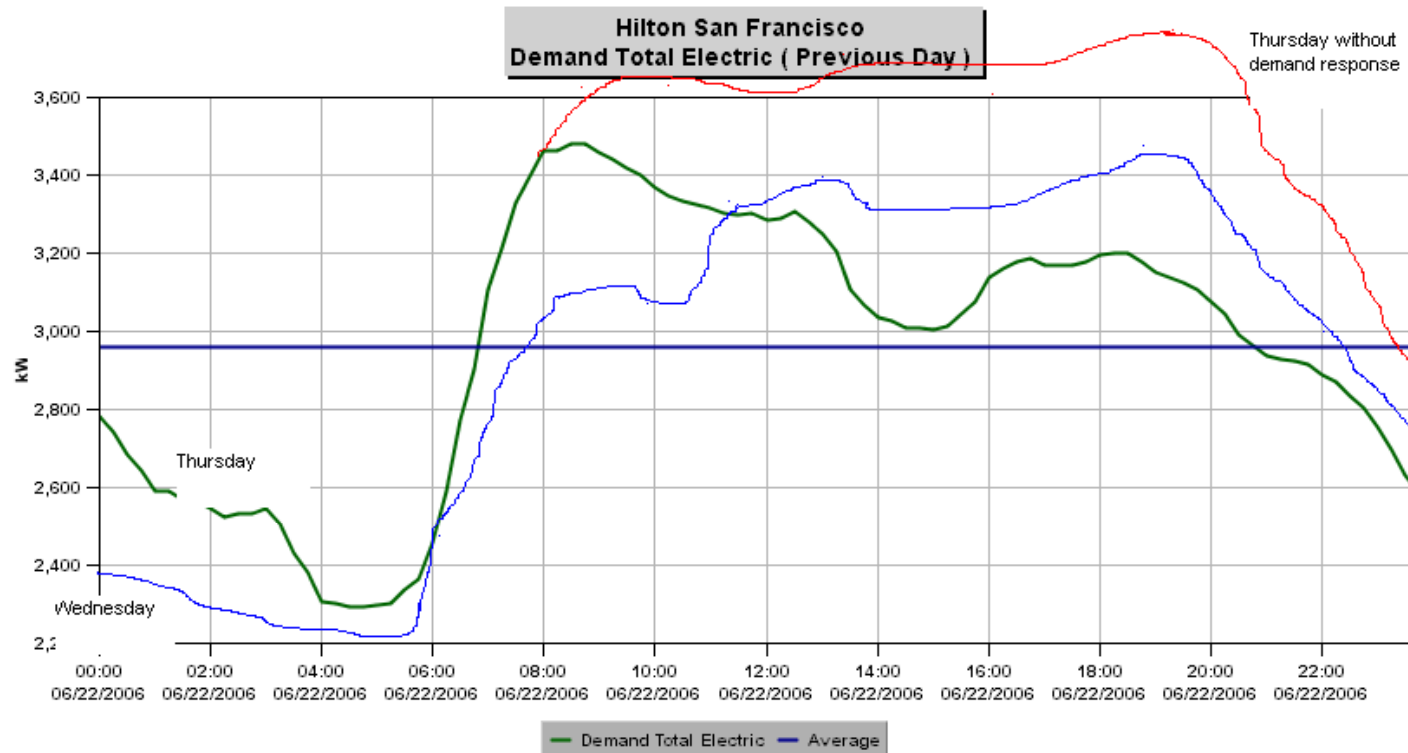
As part of our participation in the Business Energy Coalition, we will be reducing the Hotels energy consumption between the requested hours of 1:00pm - 5:00pm.



Energy Conservation

- As participants in this energy conservation program, we have made a commitment to doing our part to ensure a stable and reliable energy system in California, reduce greenhouse emissions and help spare the air. As team members, you have an opportunity to make a difference for the City and our State by taking the following suggested actions:
- Turn off all lighting not necessary for safety or productivity. Use natural lighting and supplement it with task lighting if at all possible.
- Turn off office equipment, computers, printers and other electrical equipment that is not required for your productivity today.
- Consider using a central copier, and turn off infrequently used copiers for the remainder of the day.
- Turn off coffee makers when not in use.
- Turn off any idle equipment.
- Thank you for your support and cooperation. Tomorrow I will post results from today. Stay Tuned to see what a difference you can make. Little things add up quick!

Energy Conservation



Energy Conservation

- Great job yesterday! It appears that everyone participated and we were able to reach our goal of staying under 3300 KW from 1-5pm. With anticipated high temperatures inland again today **we have been asked for a second day in a row to curtail energy usage.** Please continue to turn things off when not in use today and we should easily maintain our goal for today. Great job and let's keep it up for one more day!

- Brian Mork
- Director of Property Operations
- Hilton San Francisco
- 415 923-5091



**San Francisco
Hotel / Non-Profit Collaborative**

Please join us. Learn how hotels and businesses may assist the non-profit sector with donations of excess supplies and equipment. Remodeling, De-construction, cleaning out storage areas, updating hotel amenities, near to expiration packaged foods. These activities and items can yield an enormous benefit to the non-profit sector...keep these items out of waste stream and landfill, and save on garbage collection costs.

For more information and RSVP

Jo Licata, Community Projects Manager

Hilton San Francisco

(415) 923-5069 – phone - (415) 673-6490 – fax

jo_licata@hilton.com



**San Francisco
Hotel / Non-Profit Collaborative**

A Recycling and Reuse Network

**This meeting hosted by:
Hilton San Francisco
333 O'Farrell Street**

---- 0 ----

For more information and to RSVP:
**Elliot Helman, San Francisco Green Hotel & Hospitality Initiative
(415) 550-4047)**

sfgreenhotels@sbcglobal.net

---- 0 ----

**Jo Licata, Community Projects Manager, Hilton San Francisco
(415) 923-5069 (phone)/(415) 673-6490 (fax)/jo_licata@hilton.com**

Green Meetings

- “Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.”

Margaret Mead