



GSA Public Buildings Services  
Office of Client Solutions



# NATIONAL EXECUTIVE CLIENT SUMMIT

## SUSTAINABLE ACTIVITIES

Event Elements	Green Considerations	Promoted	Achieved	Cost-Benefit (if available)	Incorporation Tactics / Reasoning
Transportation	Direct flights	x			via the website "green" menu tab
	Trains for regional/local travel	x			via a metro map provided on the Location menu tab
	Shared ride vehicles from airport/train station to hotel	x	x		metro map provided on Location menu tab hotel chosen within walking distance and hotel promotes
	Shared ride vehicles from hotel to meeting venue	x	x		
Accommodations	Water conservation - low flow toilets, showerheads, sink faucets, reuse linens and	x	x		via the website "green" menu tab
	Recycling and composting available for guests	x	x		via the website "green" menu tab
	Alternatives to plastic key cards				
	Use of natural/environmentally friendly cleaning products	x	x		via the website "green" menu tab
	Select a central, accessible location	x	x		promoted via the website "green" menu tab
Meeting Venues	Check with the venue for green/sustainability plan information	x	x		Promoted via website. Confirmed with RRITC
	HVAC settings - energy conservation	x			Promoted via website. Confirmed with RRITC
	Motion sensed lights or turn off meeting room lights at the end of the day				
	Recycling and compost services for paper and food waste	x	x		Confirmed
Food and Beverage	Select a central, accessible location	x	x		near metro and guest hotel
	Check with the hotel for green/sustainability plan information	x			Checked and Confirmed
	Does the kitchen compost food waste?	x	x		Yes
	Determine a goal for locally-sourced food and beverage (define local distance)	x			Incorporates locally grown food into menu
	Use reuseable cups, plates, utensils for coffee/tea service, breaks, and meals	x	x		All utensils are reusable glass and stainless steel
	Explore a vegetarian meal option to reduce livestock consumption				Diversity of food for guests/ not presenting time for alternatives

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Keynote Speaker	Select speakers who are based near the conference location to minimize travel	x	x	Chicago direct flight / Texas not direct flight - cost prohibitive
	Select speakers who are already in town for another event to minimize travel			All other speakers are local
	Share presentation materials electronically	x	x	PowerPoint used and preloaded onto portable flash drives for takeaways. Using previously printed notepads and offered, and are optional to take. Reusing materials for take aways that are already produced.
Exhibits and Presentation	Minimize the need for printed materials (email information, update event website)	x	x	most communication is emailed
	Procure products and services for exhibits/printing that are produced in a sustainable manner			Reusing regional banners / sustainable paper products for printing materials. Print using Soy ink. Badge holder material is Poly material that is recycleable. Take aways: use of portable flash drives for all networking and presentation material. Bags to house any information will be reusable and made of biodegradable product. Discarded badges will be collected and deposited to be recycled by RR building / Aria
	Document the sustainable features and benefits of products and services	x	x	Done
	Document what will happen to the product at the end of the use cycle	x	x	Done
Audiovisual	Local company (define local distance)			Audio visual vendor within Metro DC or Site A/V staff.
	Power down equipment at the end of the day	x	x	
	Is energy star equipment available?			CHECK
Communications	Provide presentations on thumb drives, event website, cd, etc.	x	x	Presentations will be submitted via web/email or thumbdrive. All presentations will be pulled together and saved on a thumb drive
	Print the agenda on existing paper, recycled paper, etc.	x	x	Printed on recycled paper and using soy ink
	Use email for save-the-dates, invitations, registration, and post-conference survey	x	x	Most communication is emailed and provided on the Event website.
On-site Office	Set printer to duplex printing			
	Provide recycling bins			Staff. No recycling bins will be out on floor
	Power down all systems at the end of the day	x		
	Six computers and one printer for about 300 event attendees			1-2 computers will be used for this event
Event Consultant	Green Event Certified	x	x	Gallagher & Gallagher is Green Event Certified

**SUMMARY of SUSTAINABLE ACTIVITIES at CHOSEN VENUES**

During the National Executive Client Summit, held at the Ronald Reagan International Trade Building in Washington, DC, the team was able to achieve the following sustainable impacts:

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<p><b>Ronald Reagan Building &amp; International Trade Center</b></p>	<p>The Ronald Reagan Building and International Trade Center Green Initiatives program, RESOLVE (<a href="http://www.itcdc.com/green-initiatives.php">http://www.itcdc.com/green-initiatives.php</a>) by:</p> <ul style="list-style-type: none"> <li>-Offering environmentally-responsible alternatives to help reduce the amount of waste that results from meeting activities.</li> <li>-Using china, glassware, and flatware to minimize our reliance on single-use products.</li> <li>-Customarily using cloth dinner napkins. On the rare occasions when we must use paper napkins, we use those made from recycled materials.</li> <li>-Frequently reusing table linens and skirting for multiple day events. This enables us to significantly reduce our water consumption.</li> <li>-Incorporating organic and local ingredients into our menus.</li> <li>-Donating unused food to the DC Central Kitchen, a local food bank that runs a food recycling program to combat hunger in the nation's capital.</li> <li>-Offering complimentary filtered drinking water served in pitchers as an alternative to serving bottled drinking water in our meeting rooms.</li> <li>-Purchasing many of our condiments in bulk.</li> <li>-Using only "green" cleaning products.</li> <li>-Following economically and environmentally friendly landscaping practices.</li> <li>-Using recycled carpet wherever possible and ensuring our discarded carpet is recycled.</li> <li>-Encouraging our employees to carpool, walk, bike, or use mass transit—and we can facilitate the use of mass transit for our clients and their guests.</li> <li>-Since the conference center is located in a federal building, we follow the disposal and recycling practices as mandated by the Resource Conservation and Recovery Act.</li> </ul>
<p><b>Metro Center Marriott Hotel   Guest Accommodations</b></p>	<p><b>Facilities:</b> Replaced light bulbs with energy-efficient bulbs Installed low-flow showerheads and toilets Introduced water/energy saving linen program Operates the most ENERGY STAR®certified properties in the industry, as part of Marriott's portfolio of brands Involves its global workforce in eco-volunteerism</p> <p><b>Recycling:</b> Central recycling for guest participation –meeting space, lobby and guest floors Office recycling throughout –paper/glass/plastic Convention services meeting room recycling <b>Fire &amp; Sage restaurant</b> recycles glass bottles Kitchen oil recycled into Biodiesel Recycle used fluorescent bulbs, batteries, lighting ballasts, metals, computer components &amp; used refrigerants Cardboard recycling compactor</p> <p><b>Chemical Reduction/ Earth Friendly Solutions</b> Saline water in both pool and whirlpool Purchase from Eco-friendly vendors Use environmentally friendly cleaning products Use bulk chemical that are dispensed into reusable spray, not aerosol, bottles <b>Chemical Reduction/ Earth Friendly Solutions</b> Saline water in both pool and whirlpool Purchase from Eco-friendly vendors Use environmentally friendly cleaning products Use bulk chemical that are dispensed into reusable spray, not aerosol, bottles</p> <p><b>Energy &amp; Water Conservation</b> Energy Management System controls lighting on lobby level on timer, reducing usage by day part and takes advantage of natural light Energy &amp; Water saving linen program to include bedding and towels Maximize use of free cooling capacity through use of outside air and plate exchanger Waterless devices in men's restroom saving over 600,000 gallons of water a year</p>

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Energy star rated guest floor vending machines & guest laundry washer and dryer  
Storage areas and select offices on energy saving switches  
Use of photo cell and timers for exterior lighting  
Automatic faucets and flush valves in public restrooms  
Variable frequency drives 50% of air handling units, remaining 50% completed in 2010  
Guestroom windows secured to reduce loss of conditioned internal air  
Conservation Culture  
Executive Management membership in the Hotel Association of Washington, DC Green Council  
Online event menus, e-folios and e-proposals  
Promote public transportation, Hotel resides above Metro  
Green committee in hotel to produce new ideas and implementation  
Clean air from implementing no smoking policy  
Recycle damaged linen to be reused as cleaning rags  
Perform internal daily energy audits to reduce usage  
Air dryers for hands reducing paper hand towel usage