

**2008 OWEB Biennial Conference
Green Meeting Practices
REV 9.10.08**

Hilton Hotel Green Seal Initiatives

Energy Improvements

Compact fluorescent light bulbs in all guestrooms
Sensored thermostats in all guestrooms

Water Conservation

Guest bathrooms use low-flow showerheads
Linen and towel reuse program for multiple-night guests

Recycling & Composting

Recycling containers in all guest rooms
Used shampoo & conditioner bottles donated to a local shelter
Recycling containers in all back-of-the-house areas
Recycling containers in public space
Consumer paper products made from recycled fibers
Recycled paper used in all printers

Waste Minimization

Copy machines defaulted to double-sided printing

Green Conferences

Local, organic, and vegetarian options
Left-over food is donated to a local farm/charity
Condiments served in bulk
Recycling containers throughout all meeting space
Extra exhibit materials distributed to charitable organizations
Eco-friendly materials & cleaning products
Double-sided printing on post-consumer recycled paper
Hotel information communicated electronically, not printed

Conference Manager

Order water in pitchers NOT individual bottles
Order locally produced, organic menu items and seasonal food
Order recycled or sustainable conference notebooks / giveaways
Use recycled paper for all printing and copying
Double-sided copies and printing
Collect and reuse name badge holders and/or provide sustainable name badges
Leftover conference supplies (padboards, pens, etc) given to charity
Use sustainable/recycled material centerpieces

Conference Planning

On-line registration brochure, not printed
Printed pieces on recycled paper using soy based ink
Encourage car pooling or using PickupPal
Provide whiteboards instead of flipcharts
Purchase carbon footprint offset from Bonneville Environment Foundation