



Dear SFEB Sustainability Spotlight Participants,

Welcome to the sixth Sustainability Spotlight e-newsletter! We are reaching the end of our Energy Campaign and preparing for our Green Meetings Campaign. We're eager to continue sharing ideas and tools to help you make it a success! This issue explores **video teleconferencing (VTC)** as a tool that reduces travel miles from meetings.

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## Green Meeting Tools

A green meeting is an event incorporating environmental considerations throughout all stages of the meeting to minimize the negative impact on the environment. To help you begin thinking about ways to organize a green meeting in your agency, we have included a green meetings checklist. A comprehensive guide for planning a green meeting will be posted on Fed Center when the site is up and running.

## Why use a video teleconference?

Transportation is the largest contributing factor to greenhouse gas emissions from meetings. Since a video teleconference does not require people to commute to a meeting, it will reduce the amount of greenhouse gases emitted from travel. Video teleconferencing can also save money in the form of transportation and accommodation costs and is a convenient way for participants to communicate with each other. Documents are also shared electronically, which cuts down on paper usage.



### **Spotlight: The Sky Less Traveled**

The EPA Office of Environmental Cleanup (ECL) and the Alaska Operations Office (AOO) has been tracking air travel reductions since the beginning of 2010 by tracking the number of air travel trips **not** taken to meetings. Denise Ripley, Management Analyst in ECL, explains: "The office tracks when they use video teleconference (VTC), combine multiple trips into one, reduce the number of attendees, change to a closer location or change to a greener mode of transportation. It all adds up to a lot less travel." For FY2011, ECL's reductions were estimated at 46,341 air miles reduced and 16,631 lbs. of CO<sub>2</sub> reduced. The program changes more and more attitudes about travel with every trip saved.

### **DOC-OIG's Use of Online Training**

The Department of Commerce Office of Inspector General's Seattle Regional Office has made several changes to its standard business practices over the past few years. Most of the changes were due to budget and resource constraints, but have had an unexpected benefit in sustainability. The most impactful change has been the reduction of travel related to training. To meet training requirements, their office is using Video Teleconferencing (VTC), in-house experts, Audio Conferences and local vendors to train staff. This has resulted in a savings of \$25,000, or \$2,100 per person, in travel costs.

### **Tool: 28 Web Conference Tips**

This site provides steps for setting up a web conference, testing the technology beforehand, and effectively engaging with participants during the meeting.

<http://www.syberworks.com/articles/28-Web-Conference-Training-Tips.htm>

### **Tool: U.S. Forest Service Green Team Toolkit**

The Green Team Toolkit is a place for U.S. Forest Service green teams to share resources, tips, and success stories, which encourages collaboration across the Forest Service in engaging in sustainable practices. One of the tools on this site is called "Resources by Footprint Area," which contains an abundant list of resources for reducing consumption and greenhouse gas emissions in various focus areas, including energy, water, and transportation. Visit the link below to check out some of these resources, including a green event checklist and a list of tips for minimizing water and energy consumption, among many others!

<http://www.fs.fed.us/sustainableoperations/greenteam-toolkit/index.shtml>

### **Reminder: Next Conference Call**

The next Spotlight community conference call will be on October 8 at 1:30 p.m.

