MEETGREEN® About Us and Our Commitment

Communication of Progress

Revision:	2/26/2014
Status:	CoP complete for FY 2013 (enclosed)
	Corporate Report complete for 2012
Contact:	Nancy Zavada, Principal
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Commitment	
statement:	As a member of the UN Global Compact since 2007, I am pleased to reaffirm that MeetGreen® supports the Ten Principles of
	the United Nations Global Compact in respect to the areas of Human Rights, Labour, Environment, and Anti-Corruption. We are committed to making these Principles a part of our daily operations and to that end, have provided training to our staff in each of the Principles over the course of the past year to assure each individual understands them. Documentation of this training program and resources are available as an orientation tool for new staff who join MeetGreen® in future.
	Since joining the Global Compact, we have been diligent in reporting on our progress in our Corporate Report which is publically shared. We have also engaged our stakeholders in discussions as issues arise in our work in the meetings industry.
	Sincerely,
	Nancy J. Zavada
	President
	MeetGreen
	MeetGreen® works with progressive global organizations integrating sustainable practice and producing conferences and events
What we do:	that deliver targetted business results.

OUR COMPANY

١	JUR COMPANY		
	Туре	Small business, fewer than 15 employees	
	Vision	To continuously transform the event industry through leadership, innovation, education and performance inspired in sustainabillity.	
	Values	Inclusivity Integrity Stewardship Transparency	
	Locations	Global; Headquarters: Portland, OR	
	Service projects	APEX-ASTM Environmentally Sustainable Event Standards, Chair Global Reporting Initiative Event Organizer Sector Supplement, Task Force Members Green Meeting Industry Council, Founders ISO 20121 Mirror Committee, Members (USA/Canada) Oregon Food Bank, Donor UN Global Compact, Signatory	
	Memberships	Green Meeting Industry Council Meeting Professionals International Professional Convention Management Association Natural Step Network Sustainable Event Alliance	
	Certifications	ISO 20121: 2012 (Company) Certified Meeting Professionals Sustainable Event Alliance Accredited Professional	
	Supply chain influence	Accommodation providers Audio-visual & Production Destinations, Destination Marketing Companies and Convention and Visitor Bureaus Carbon Offset Providers Decor and Floral Food and Beverage General Services Contractors Information Technology Marketing Promotional Products Registration Transportation and Shipping Venues	

OUR PRODUCTS

MeetGreen® Calculator www.meetgreen.com MeetGreen® Resource Kit www.meetgreen.com

Simple Steps to Green Meetings Saving Green By Going Green Book series

Best Places to MeetGreen® www.bestplacestomeetgreen.com Sustainable event measurement tool launched 2007. Revised 2010.

Sustainable event toolkit including RFP surveys, contract language and measurement aides. Launched 2007. Revised annually.

Resource book and training tool for event professionals to 'green' their meetings. First book published 2007. Second book published 2011.

Online directory of sustainable event destinations. Launched 2008.



MEETGREEN® Progress Against Sustainability Principles

Communication of Progress

	years, currently scheduled for 2015 (most recent report: 2012).											
Revision:	1/7/2014											
Status:	CoP complete for FY 2013 Corporate Report complete for 2012											
	Corporate Report Complete for 2012			ISC	20121	Princip	oles		UNGC P	rinciple	5	
	 Partially implemented or addressed: The implementation scope for these items is limited in one of three ways: 1. They apply to only one business category (Conference Management or Sustainability Consulting), 2. They have not addressed the full extent of a principle to a degree that MeetGreen is content is complete, or 3. In terms of reporting, they are not fully publically disclosed. Fully implemented or addressed: Across all scopes of business, including Conference Management and Sustainability Consulting projects. MeetGreen is satisfied this principle is fully addressed to the scope that is applicable to the business. 	Year?	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Important NEW Milestones in Current Year
PLANS prov	ide strategic direction for projects and procedures for processes											
	Sustainability Policy created, including vision, objectives, targets and actions. Posted internally and externally.	2008 2010	•	•	•	•	•	•	•	•	•	Updated 2010. Posted on web site.
	Back of House Café (company intranet) warehouse of employee and administrative information for staff (wiki-based). Includes "green" office practices, workplace health and safety, benefits and HR policies.	2009	۲	•	•	•	•	•	•	•	•	Emergency Information added to all employee pages.
	Operations Manual for all procedures related to client projects, including sustainability (wiki-based).	2009 2013	۲	•	•	•	•	•	•	•	•	Major revision. Supplier database added. Minimum sustainability guidelines for Conference Management expanded to 17 items.
PLANS	Standard project status report forms for managing client-specific work (wiki-based).				•	•	•	•	•	•	•	Streamline procedures for stakeholder engagement ("Stakeholders Table"). Add Billables Table. Post-project Report developed and embedded. Travel information form added to facilitate emergency response and planning.
	Event Sustainability Workbook to assist external groups with developing their own event sustainability policy, objectives, procedures and practices.	2013		•	•	•	•	•	•	•	•	Created 2013 to externalize wiki- based ISO 20121 systems for clients.
	Risk Management Plan template created.	2012 2013			•	•	•					Draft tested Fall 2012. Second revision Summer 2013.
	Sustainability Issues Registry (2014)											
SUPPORT is	Ethics Policy (2014) provided through procurement systems, communications and training to enable effective execution											
	Procurement systems for integrating sustainability into projects: RFP survey language, contract language, best practices checklists and FAQs.	2007	۲	•	•	•	•	۲	•	•	۲	Employee diversity language added. Printers RFP survey developed. Modified exhibitor sustainability audit process developed and tested. New exhibitor scorecard created. Employee manual updated. Sustainability Coordinator role
	Orientation resources developed for new staff, including a standard sustainability introduction.	2007		•	•	•	•	•	•	•	•	added to conference projects. Sustainability orientation, first quarter work plans and onsite sustainability guide templates
4	HR documents and processes include sustainability expectations and evaluations	2007		•	•	•	•	•	•	•	•	added Highlights of new intelligence
	Weekly staff meetings to discuss day-to-day news.	2007		•	•	•	•	•	•	•	•	shared: 1) Event sustainability in China, Brazil. 2) Hybrid events. 3) Food trucks sustainability. 4) Social justice oriented procurement tools (ECPAT, JUST label).
	Weekly project meetings to discuss project activities among project teams.	2007		•	•	•	•	۲	•	•	۲	UN Clabel Compart Training Caries
	Standing cross-team training times for special topics (i.e. first aid, UNGC principles training).	2010		•	•	•	•	•	•	•	•	UN Global Compact Training Series added.
E E	Quarterly project manager meetings for each of Conference Management and Sustainability teams.	2012		•	•	•	•	•	•	•	٠	New 2012.
SUPPOR	Quarterly Director meetings to inventory issues and progress across projects to pursue integrated solutions.	2010	۲	•	•	•	•	•	•	•	•	Solutions processed in current cycle: Sustainability Coordinator role for CM. New tools for communicating sustainability benefits to clients ("If One Event Attendee").
	Social media education through Facebook, LinkedIn, Twitter and website.	2007	٠	٠	٠	٠	٠	٠	٠	•	٠	
	"If One Event Attendee" tool created to simply show impact of attendee and planner choices. Anticipate testing with CM team in December 2014.	2013			•	•	•			•		Drafted Fall 2013. Testing anticipated Winter 2013/2014. Marketing/distribution to follow early 2014.
	Materials spec sheets developed to summarize research and guidance on making better purchasing decisions for common event items (i.e. graphics substrates)	2013			٠	•	٠			•		Drafted one in Fall 2013: Signage and graphics substrates.
	Standards-compliance tools for projects, including APEX-ASTM Environmentally Sustainable Event Standards and ISO 20121 analysis.	2012 <mark>2013</mark>	۲	•	•	•	•	•	•	•	•	"Offline" planner and Supplier Trackers developed for all standards 2013. Online tools available through SEMS affiliate relationship.
	PowerPoint training templates on event sustainability topics (webinars, conference sessions).	2007	•	•	•	•	•	۲	•	•	۲	No significant template changes in 2013. Content enhanced for social sustainability aspects through UNGC training.
	Simple Steps to Sustainable Events books: Simple Steps to Green Meetings (2009), Saving Green By Going Green (2011)	2008	٠		٠	٠	٠			٠		

Background: MeetGreen* records progress against key sustainability principles annually. We submit these to the UN Global Compact each year, within the first quarter of the year. A more comprehensive Corporate Report is completed every three years, currently scheduled for 2015 (most recent report: 2012).

			ISO 20121 Princi			Principl	es	UNGC Principles					
		Partially implemented or addressed: The implementation scope for these items is limited in one of three ways: 1. They apply to only one business category (Conference Management or Sustainability Consulting), 2. They have not addressed the full extent of a principle to a degree that MeetGreen is content is complete, or 3. In terms of reporting, they are not fully publically disclosed.	Y ear?	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
		 Fully implemented or addressed: Across all scopes of business, including Conference Management and Sustainability Consulting projects. MeetGreen is satisfied this principle is fully addressed to the scope that is applicable to the business. 					52	F	로		ш	Ant	
ACTIONS	enga	ge stakeholders to implement plans to improve satisfaction and sustainability											
		Stakeholder engagement embedded in project processes (wiki status reports).	2009 <mark>2013</mark>	۲	٠	٠	•	٠	•	٠	•	• :	New table added to status report 2013, including detailed instructions and rollout to staff.
		Social media monitoring to scan for and respond to emergent issues. Client satisfaction form and processes in place.	2011 2010	•	:	:	:	:	•	•	:		IMEX Greenstorming.
		Project testimonials are collected from a diversity of project stakeholders.	2009	۲	•	٠	٠	•		۲	٠		Significant additions for SER 2013, UUA 2013, Oracle 2012.
		Attendee satisfaction forms and processes in place for projects as appropriate.	2007		۲	۲	۲	۲		۲	۲	â	New guidance provided on standard attendee evaluation questions related to sustainability.
5	DNI	Onsite sustainability engagement through attendee orientations, information booths	2013		۲	۲	۲	۲	۲	۲	۲		New "green" booth added at UUA.
Ă	DNIODNC	Company Day of Service is held January 20 each year as a day "off" with pay for employees to volunteer in their local communities.	2013		٠	٠	٠	٠	٠	٠	٠		2013 projects included a coastal clean up and tree planting.
		communities. Corporate Reporting completed and shared publically every three years. Each year in between will be a minor report, suitable for serving as UNGC CoP.	2009	•	•	•	•	•	•	•	•	• t	clean up and tree planting. 2012 Report published. Decide to adjust pattern of Corporate Reporting in October 2013. Will switch to a major Sto audit year. The two years in between will be minor updates, including requirements of UNGC CoP. Next major report expected in calendar
0115.0%		sure progress and ensure accountability										١	year 2015 (for 2014).
CHECK 10	mea	MeetGreen® Calculator to measure event sustainability.	2007 2010	۲		•			۲	۲			
		Best Places to MeetGreen* to measure destination event sustainability.	2009 2013	۲	•	•	•	•	۲	۲	•		Major error-fixes completed.
×	ğ	Sustainable Event Management System (SEMS) affiliate relationship to access online standards compliance tools (ISO 20121)	2013	٠	٠	٠	٠	•	•	•	٠	•	
CHECK	ONOGING	Event-specific resource use monitoring (waste, energy, water, carbon, cost).	2007	•	•	•	•	•		۲	•		
Ċ,	NO	HQ resource consumption monitored (waste, energy, water, gas, carbon). Staff work travel carbon footprint measured and offset 100%.	2009 2008					:					
		MeetGreen® Onsite/Hybrid Event Carbon Calculator.	2008	õ	•	•	•				•	,	New 2012.
		Post-project reporting process and procedure to capture progress against targets.	2009 2012	۲	•			•	•			•	New embedded table added to
ADVOCAT	'E to	change internal and external practice based on lessons learned											status report in 2012.
		Green Meeting Industry Council Founders, Directors, Committee members.	2007	•	•	•	•	•	•	•	•	•	
	Ŋ	Sustainable Event Alliance, Member, Accredited Professional.	2013		•	•	•	٠	٠	٠	•	•	
	ONGOING	Meeting Professionals International Members.	2007	٠	٠	٠	•	٠	٠	٠	•	•	
	ō	Mount Hood Community College Hospitality Advisory Board.	2010	•	•	•	•	•	•	•	•	•	
		Meetings Focus Advisory Board.	2010	•	•	•	•	•	•	•	•	•	Authorship of chapters on
2	F	Convention Industry Council 9th Edition CMP Manual revision contributors.	2013		•	•	•	•	•	•	•	• :	Sustainability and Human Resource Management.
ADVOCATE	CURREI	British Columbia Institute of Technology guest lecturing.	2013		•	•	•	•	•	•	•	•	Curriculum on standards, measurement and reporting.
Š_		APEX-ASTM Environmentally Sustainable Event Standard Review Panel, member	2013		٠	٠	٠	٠		٠	٠		To review and recommend clarification and adjustments.
AD I		ANSI-ASQ National Accreditation Board Advisory Group.	2013		٠	٠	٠	٠	٠	٠	٠	• 1	New 2013.
	PENDING	JUST Program participation - International Living Future Institute program to promote social responsibility transparency in business (2014)											
		Global Reporting Initiative EOSS working group member.	2010	٠	٠	٠	٠	٠	٠	٠	٠	٠	
		ISO 20121 Sustainable Event Standard mirror committee members (US/Canada).	2010	•	•	•	•	•	•	•	•	•	
	a .	APEX-ASTM Environmentally Sustainable Event Standard Chair, members.	2008	•	•	•	•	•		•	•		
	δ.	Professional Convention Management Association Course Tests France	2000										
	٥ د م	Professional Convention Management Association Green Task Force. Special projects (i.e. Event Camp Vancouver, Get Your Green On project).	2009 2011	:	:	:	:	:	:	:	:	:	

ONGOING Task is refined and updated on an ongoing bases. Notable improvements are included in the "New Milestones" column. CURRNT Task is expected to be one-time, and is currently in process. Expected to be moved to "Complete" once finished. PENDING Identified as a possible action item in future. Once action commences on this item it will become "Current" or "Ongoing". COMPLETE Task is considered closed.

MeetGreen

MEETGREEN® Event Sustainability Measurement

Communication of Progress

CORE COMPANY INFORMATION

		2013	2012	Baseline*
1	Number of FTE employees	12	12	11
2	Number of client projects	17	15	16
3	Total event participants	252,336	321,387	90,910
4	Maximum event participants	58,392	90,000	37,000
5	Minimum event participants	50	35	160
6	Total events managed/mentored	857	1,549	44
7	Total number of direct vendors	341	365	457
8	Total number of event destinations	90	88	17
9	Total exhibitors/sponsors	3,440	3,343	2,340
10	Fines/citations received	0	0	0
11	Incentives received (>\$25 per staff)	0	0	0
12	Privacy complaints	0	0	0
13	Fairness complaints	0	0	0
14	Workplace health & safety incidents	0	0	0

MeetGreen* measures the scope of our business operations (table left), as well as our progress against three primary sustainability objectives (table below). Our core company information includes disclosure of any fines, incentive commissions or complaints received during the reporting period. Regarding our objectives, we evaluate progress in two ways: considering both the **significance of impacts** resulting from action, and the **degree of control** we have over outcomes. For example, our operational impact for discretionary air travel is our greatest impact that is able to be controlled. Conversely, the impacts of event suppliers can be significant, however our ability to influence supplier behavior is limited given it is typically our clients, and not MeetGreen* who are the buyers.

L	LOW			SIGNIFICANCE C	DF IMPACTS		HIGH
т			OBJEC	TIVE: REDUCE OPERA	TIONAL FOOTPRINT		
НВН	2013	2012	Baseline*	2013		2012	Baseline*
	19237 kwh electricity	20019	595	249,253	Total air miles (project and discretionary)	218,947	228,173
	103 therms natural gas	107	107	81,644	Total discretionary (non-project) air miles	66,229	117,031
	18 CCF water	23	58	167,609	Total project air miles	152,718	111,142
	70% waste diversion from landfill	67%	53%	52	MT CO2e emissions (Scope 3)	34	42
	8 MT CO2e emissions (Scope 1/2)	8	8	100%	Percentage of carbon emissions offset Scope 1, 2 & 3)	100%	100%
	100% Employees offered transit subsidy	100%	100%				
	45% Employees work from home	50%	25%				
				OBJECTIVE: MEASU	RE LEGACY		
5	2013	2012	Baseline*	2013		2012	Baseline*
Ĕ	196 Pro-bono consulting hours	74	264		Audience reached by education sessions/webinars	2,031	2,045
CONTRO	96 Day of Service hours by staff	80	80	2,871	Audience reached by most active social media (Twitter)	2,486	435
Ŭ							
			OBJECTIVE: A		LITY FOR EVENT PROJECTS		
				2013		2012	Baseline*
				53	Average MeetGreen Calculator score	60	54
	 MeetGreen provides sustainable event p 	ourchasing to	ools,	13	Event vendor types covered with responsible purchasing	12	5
	including RFP surveys and contract langu	age, to 1009	% of our	4505 700	language	4007.000	4405 000
	clients. These tools touch on carbon offs	etting,		\$585,789	Value of sustainable event recommendations to clients	\$297,000	\$105,000
	communications and marketing and ons	te office pra	ictices that	1			
	reduce impacts. We support client work	to communi	icate	v	MeetGreen provides sustainability purchasing tools to all clien		
	sustainability efforts to their stakeholde	rs, including	"fun facts"		applicable to our scopes of work. This includes supply chain res		
	onsite and post-event sustainability repo	orts.					
8					measurement tools. Tools that support destination, venue and		in selection,
					food and beverage, transportation and exhibits are deemed m	ost significant.	

* Operational baseline. Varies per indicator. Typically 2008 or 2009. All measurements are for a single fiscal year, January 1 - December 30. MeetGreen