



CORPORATE REPORT
August 2009 - July 2010



From August 2009 - July 2010 MeetGreen® event projects:

Saved **1653 trees**

Prevented **63 trucks of trash** from entering landfills

Trimmed **\$1.4 million** from client budgets through recommendations

Avoided emissions equivalent to taking **2620 cars** off the road for a year

Saved enough energy to power **65 American homes** for a year

Eliminated **774,000 water bottles** from the waste stream

Conserved enough water to fill **3 Olympic-sized pools**

Helped **34 community groups**

OUR REPORT - OUR IMPACT - OUR INFLUENCE



Welcome to MeetGreen®'s second Corporate Responsibility Report.



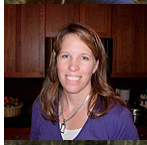
When you stop to think about it, the meeting and event industry has facilitated the most pivotal environmental agreements in history. After all, the very definition of sustainability was created by meeting. All of the numerous international protocols building on this concept were also enabled by meeting and event professionals. From Rio to Kyoto and Bali to Copenhagen, without us, the pivotal agreements named after these host cities would not exist.



Yet in addition to having an enabling influence, meetings and events contribute negative impacts. Our actions touch diverse product and service providers, each of which have their own footprint. As key decision-makers, meeting planners are able to work across a vast supply chain to support actions that are economically viable, as well as environmentally and socially responsible. In this way planners have a critical capacity to impact communities in positive and negative ways.



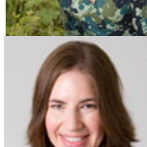
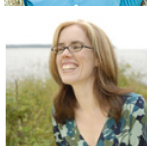
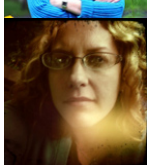
At MeetGreen®, we take this impact and influence very seriously. We consider it in both our day-to-day operations - the activities we directly control - and in our client projects. As an independent sustainable event management company we are hired to assist others to manage their events, reduce their impact and improve their event-related business. As an outside consultant our role is one of manager, advisor and influencer in these projects, but not often final decision maker. The degree of influence we exert over the projects in our mix is therefore varied.



It is our responsibility to anticipate and inform our clients of significant issues that effect their projects, even if disclosure of issues might be unpopular or cause difficulty. This is because while we are directly accountable to our clients, our consideration extends beyond this primary group to include our employees, event attendees, sponsors, other vendors and the communities in which we operate.



To acquire perspective on our decisions we tap into a simple mantra: *Be a Good Human*. We seek direction in implementing this ethic by aligning with prevailing codes of conduct, standards and research put forth by independent, credible third parties. Most importantly we honour our own personal values through our work. The path is not always easy and we offer this report with humility in order to share some of the successes and harder lessons we've learned.



THE MeetGreen® PROJECT MIX

Sustainability Consulting

Event Sustainability Verification:

- Sustainable destinations
- Sustainable hotel programs
- BS8901 management systems
- Auditing & certification
- Carbon strategies
- Measurement



Management for Event Sustainability

- Energy & water conservation
- Community, donation & volunteer programs
- Waste management
- Contract negotiation & site selection
- Education & training
- Virtual meeting solutions

Conference Management

- Registration
- Housing
- Speaker management
- Exhibition & sponsorship
- Programs
- Food & beverage
- Transportation
- Budgeting

These pages inventory our operations at MeetGreen® headquarters in Portland, OR, and the full scope of projects in our mix from August 2009 - July 2010. It includes both Conference Management and Event Sustainability clients. It covers resource inputs and outputs, primarily environmental and economic. We have worked hard over the years to track data about cost, energy, waste, water and emissions from our events. The framework we have created to benchmark our sustainable events is unique given no roadmap existed when we started planning them over 16 years ago. We will continue to expand our tracking to include more social responsibility and other metrics as we continue to experiment and learn.

The data is compiled from primary and secondary sources. We rely on direct venue metering and hauling, and defer to secondary sources for estimates of emissions and environmental benefits. Procurement data for social and environmental indicators is based on direct observation through site inspections by MeetGreen® staff, or verification by a credible third-party.

In this, our second report, we have expanded our approach to include Global Reporting Initiative Guidelines. Our GRI Index appears at the end of this document. We are self-reporting application of GRI Level B. We will continue to strive to complete annual reports of progress within 3 months of year close (July 31) to ensure timeliness.

MeetGreen® verifies that all data reported herein is accurate to the best of our knowledge and is willing to provide additional documentation of our operational metrics. We have not sought third-party verification of this report, however have been independently certified to operate a BS 8901: 2009-compliant event sustainability management system for company operations and all client projects. Where permitted we may provide supplemental client data, however we honor client privacy as a first course of action.

We welcome your feedback, and look forward to another year of learning.

Amy Spatrisano, CMP and Nancy J. Zavada, CMP
Principals

OUR COMPANY

MeetGreen® is an independent company with over 16 years experience in sustainable event management. We provide management, consulting and sustainability services for the event industry that help our clients achieve measured economic, environmental and social responsibility results.

OUR CUSTOMERS	Region	Scope
American Wind Energy Association	USA	VER
Businesses for Social Responsibility	USA	CM/CMS
Canadian Tourism Commission	CAN/USA	CMS/VER
Cascadia Group	USA	CMS
Cisco	USA	VER
Eclipse Foundation	USA/GER	CM
Green Meeting Industry Council	USA	CM/CMS
Intel	USA/CHN	VER/CMS
IMEX America	USA	CMS/VER
IYNAUS	USA	CM/CMS
Meeting Professionals International	USA	CMS
National Recycling Coalition	USA	CM
OOPSLA/ACM	USA	CM
Oracle	GLOBAL	CMS/VER
Jack Morton	CHN	VER
Super Computing	USA	CM
Travel Portland	USA	CMS
Unitarian Universalist Association	USA	CMS/VER
United States Green Building Council (USGBC)	USA	CMS/VER
Wallace Fund	USA	CM

Region correlates to location of/impact of client scope of work. No government assistance received.

CM: Conference Management

VER: Event Sustainability Verification

CMS: Management for Event Sustainability

OUR PROJECTS	2008-2009	2009-2010
Number of events	39	48
Number of event participants	187,804	136,446
Number of event destinations	25	19
Number of exhibitors	3,752	4,119
Number of direct vendors	410	356
Maximum event size	50,000	35,000
Minimum event size	30	158

Events include meetings, conferences, committee meetings and site visits required under client scopes of work.

OUR PRODUCTS	
MeetGreen® Calculator www.meetgreen.com	<i>Sustainable event measurement tool launched 2007.</i>
MeetGreen® Resource Kit www.MeetGreen.com	<i>Sustainable event toolkit including RFP surveys, contract language and measurement aides. Launched 2007.</i>
<i>Simple Steps to Green Meetings</i> book	<i>Resource book and training tool for event professionals to 'green' their meetings. Published 2007.</i>

Best Places to MeetGreen®
www.bestplacetomeetgreen.com

Online directory of sustainable event destinations. Launched 2008.

OUR EVENT LOCATIONS:

83%	North America
11%	Asia
6%	Europe

OUR WORKFORCE:

Location:	12.5% based outside of the USA 87.5% based in the USA
Gender:	4% male / 96% female
Age:	8% under 30 years 67% 30-45 years 15% over 45 years
Status:	25% part-time / 75% full-time Non-unionized
Turnover:	1 full-time equivalent, 2 part-time
Responsibility:	17% of workforce is Ownership 17% Senior management 33% Project management 8% Sales 25% Operations

FTE Benefits: Subsidized training
Paid holiday, vacation and PTO
Subsidized health insurance
Allowances for flexible work hours and telecommuting



- Office locations
HQ: Portland, OR, USA
Home offices: New Jersey; Washington DC; Vancouver, BC; Stockholm, Sweden
- Event locations



OUR SUPPLY CHAIN

Accommodations • Airlines • Audio-visual & Production Companies • Carbon Offset Providers • Caterers and Food Services • Convention & Visitor Bureaus • Decorators • Destination Marketing and Management Companies • Entertainers • Florists • General Services Contractors • Ground Transportation Providers • Meeting Venues • Printers & Signage Manufacturers • Temporary Staffing Agencies

Direct Vendors

Indirect Vendors

Communications & Information Technology Providers • Construction & Building Supplies • Farmers & Growers • Government Agencies • Finance and Insurance Agencies • Legal Support • Retail • Security & Emergency Services • Shipping & Couriers • Textile & Clothing Manufacturers • Utilities & Waste Management

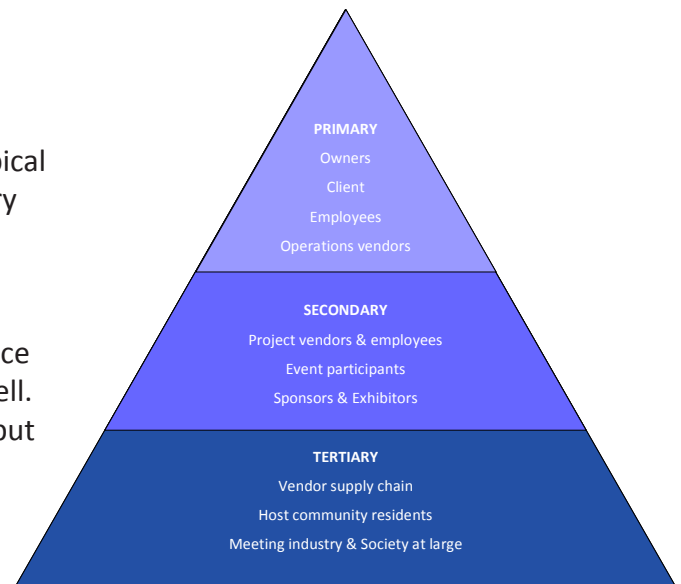
OUR STAKEHOLDERS

GOVERNANCE

MeetGreen® is owned by Nancy J. Zavada, CMP and Amy Spatrisano, CMP. A partnership venture, the company has no shareholders, executive board or subsidiaries. In addition it has a very flat organizational structure. Owners and Program Managers directly interface about operations and projects. All employees and employment contractors participate in once-yearly reviews where issues of performance and compensation are discussed. Compensation may be increased based on employee performance and overall success in achieving sales targets. Owner Meetings are held weekly and provide an on-going opportunity for operational activities to be reviewed, emerging issues to be discussed and staff to be notified of any pending changes. Project meetings are held separately at times determined by Project Managers. Owners conduct a once-yearly Senior Management Review. Senior Project Management staff conduct quarterly reviews of project activity to ensure client work is on-track, challenges are discussed and resolutions to any barriers or conflict reached.

STAKEHOLDERS

The following diagram provides a simple summary of typical stakeholders, broken into Primary, Secondary and Tertiary Groups. MeetGreen® is directly accountable and has the highest degree of influence over Primary Stakeholders. MeetGreen® has a moderate degree of influence to the Secondary Level of stakeholders and through our influence on the client can have a significant impact on them as well. The Tertiary Stakeholders are impacted and influenced, but to a lesser degree than the previous levels.



Project Managers and teams are required to record and document who Primary and Secondary Stakeholders in their projects are on a wiki-based project status report before commencing work on a project. In addition they must document any issues that emerge in the planning process relating to stakeholders, including concerns raised and solutions adopted. This process helps MeetGreen® identify chronic concerns within a project and similar issues across projects. Issues may be raised by a diversity of groups, so the source of concern is also logged because knowing this information often helps identify solutions.

A sampling of stakeholder issues identified and addressed in the reporting period include:

- Insufficient project planning time causing opportunities for data collection and action to be lost.
- Lack of access to key decision-makers delaying planning time and decision-making.
- Labour unrest and strikes impacting smooth execution of events.
- Law and policy related to international travelers and immigration preventing access to events.
- Budgetary restrictions reducing ability to invest in sustainable practices.
- Reduced budgets causing reduced scopes of work and pressure to do more for less.
- Vendor unwillingness to cooperate with event verifications limiting access to important information to complete projects.
- Lack of local infrastructure to accommodate event sustainability in host destinations.

EXTERNAL COMMITMENTS

UN Global Compact

MeetGreen® is committed to the following externally validated initiatives.

The UN Global Compact is a global policy initiative that promotes the adoption of strategic sustainability principles into the activities of organizations. Signatories to the UN Global Compact commit to translate ten principles related to human rights, labour, the environment and anti-corruption into practical actions and strategies that are relevant to their area of work. These principles include:

Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labour Standards

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

This is MeetGreen®'s second Communication on Progress for the UNGC. Our progress is outlined in the Maturity Matrix Table that follows.

The Natural Step

The Natural Step Framework proposes that if left to its own devices the earth is a balanced system that is capable of sustaining itself. It is where human intervention with these systems occurs that the natural balance may be disturbed. The principles of the Natural Step encourage society to eliminate our contribution to:

- Non-renewable resource extraction.
- The build-up of toxins in the environment.
- Overharvesting of renewable resources and the destruction of habitat.
- Conditions that impede people's ability to meet basic human needs.

MeetGreen® is a member of the Oregon Natural Step and works to integrate these principles into decision-making.

EXTERNAL COMMITMENTS

BS 8901

BS 8901 is the British Standard for Sustainable Event Management. It was launched in 2007 and updated in 2009. It is presently the only third-party certification for sustainable events in the world and may be awarded to a company or an event. It is a process-based standard, which means it does not present a checklist of best environmental practices, but helps events and companies set standards of practice and integrate systems that support more sustainable event management.

MeetGreen® was certified BS 8901: 2009 compliant on August 5, 2009. As a certified company we are required to continue to develop, maintain and document elements included in the BS 8901 framework, which is the foundation for ISO 20121, an emerging standard for sustainable event management. MeetGreen® sits on both the American and Canadian Technical Committees developing ISO 20121.

APEX-ASTM Environmentally Sustainable Meeting Standards

MeetGreen® team members are drivers and active participants in the development of soon-to-be released industry standards for sustainable events. The APEX-ASTM Environmentally Sustainable Meeting Standards is a consensus-based standard that outlines performance requirements for sustainable meetings. These practices compliment a BS 8901 system by identifying very specific requirements and baselines for sustainable practices by events, including energy and water conservation, waste reduction, air quality, procurement, and policy. These specifications can provide a guideline for objective setting and performance evaluation under a BS 8901 system. MeetGreen® has committed to ensure our internal guidelines reflect the final version of this Standard, anticipated to be completed December 2010. We have also advocated for inclusion of principles from the UN Global Compact in the draft standard.

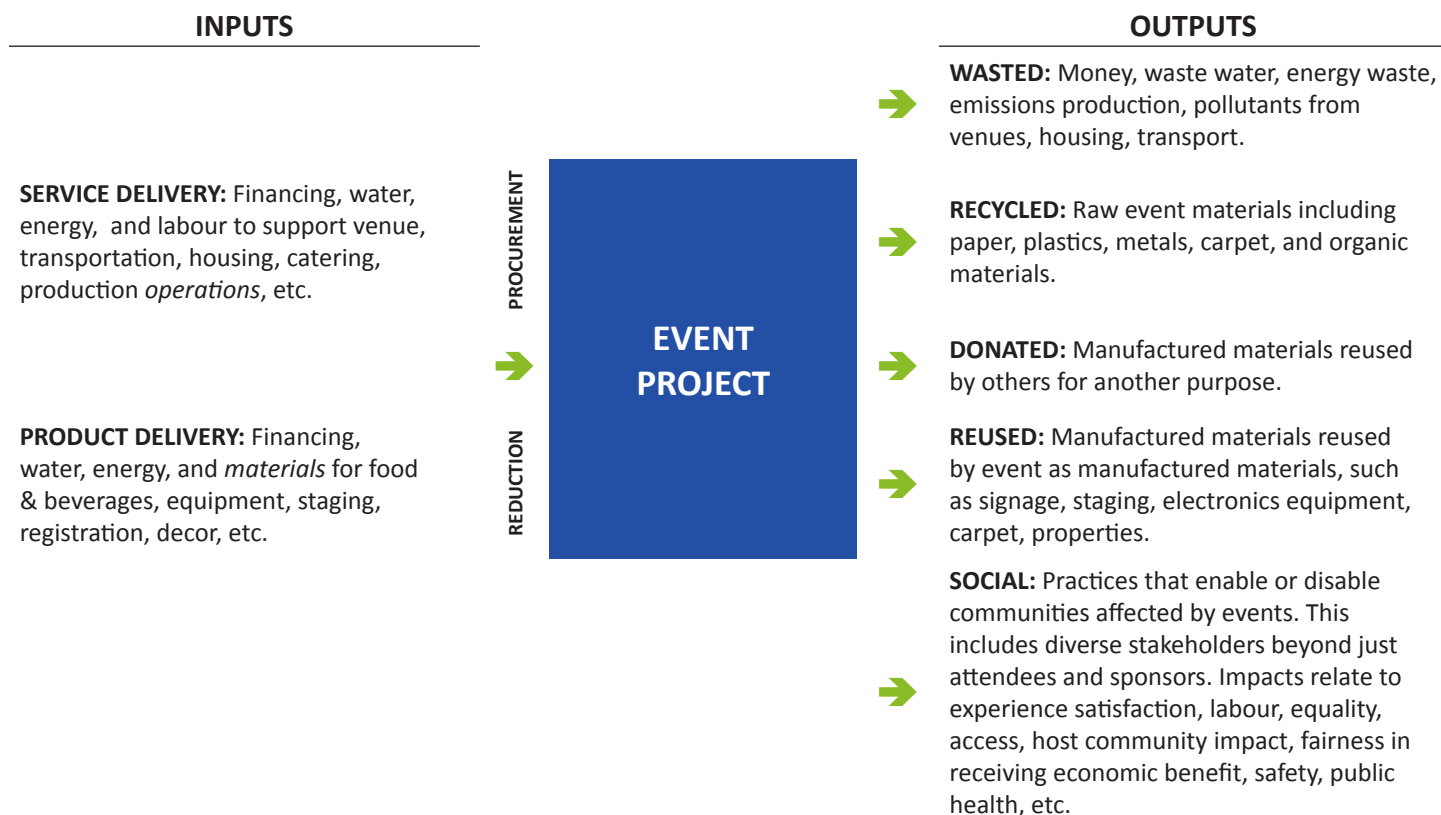
Global Reporting Initiative Event Sector Supplement

MeetGreen® also participates in the Event Sector Supplement Working Group for the Global Reporting Initiative. We are playing an active role in reviewing and providing critique to this initiative that will standardize reporting elements for event organizers wishing to comply with GRI Guidelines. Presently under development, the Supplement is expected to be released in mid-2011. This report includes MeetGreen®'s first attempt at disclosures using current GRI Guidelines.

OUR ISSUES

IMPACTS

The MeetGreen® Measures section outlines our Operations and Project Impacts during the reporting cycle. In a general sense this includes the following impacts. The arrows represent leverage points for us to make a difference in terms of event sustainability.



RISKS & OPPORTUNITIES

The following list highlights key risks identified in the reporting period. Some of these can be thought of as opportunities, depending on the context. These items are considered by project managers during weekly team meetings and formally discussed during the Senior Management Review annually.

HIGH PRIORITY RISK	MODERATE PRIORITY RISK	LOW PRIORITY RISK
<ul style="list-style-type: none"> Natural disaster Virtualization of events leading to fewer events Shrinking travel/meeting budgets USA federal policy curbing travel and incentives 	<ul style="list-style-type: none"> Cost of carbon / emissions regulation Resource shortages impacting event satisfaction and costs Safety & security of travel 	<ul style="list-style-type: none"> Labour unrest Greenwashing and maintenance of reputational capital
HIGH PRIORITY OPPORTUNITY	MODERATE PRIORITY OPPORTUNITY	LOW PRIORITY OPPORTUNITY
<ul style="list-style-type: none"> Virtualization of events as a new business opportunity Sustainable event measurement Cost savings through sustainability 	<ul style="list-style-type: none"> Sustainable event verification & auditing Sustainable event procurement policies and practices 	<ul style="list-style-type: none"> Event sustainability communications support Speaking and training opportunities

OUR VISION & VALUES

In 2009 MeetGreen® adopted an updated Vision and Values which were developed by Owners in consultation with employees and clients.

MEETGREEN® VISION

To continuously transform the meetings industry through leadership, innovation, education and performance inspired in sustainability. Our commitment is to ensure what we deliver to our clients, employees and vendors is based on sustainable business practices resulting in the viability of economic, environmental and social components.

MEETGREEN® VALUES

Connecting	Sustaining	Thriving	Respecting
Connecting people to make valuable progress. Our high performance team delivers targeted business results for event-related programs while saving money and protecting the environment.	Sustaining momentum by providing our expertise for clients and/or building green meeting capabilities in-house.	Thriving by integrating technologies and best practices that engage people powerfully, whether they sit across the table or around the world.	Respecting the culture and needs of each other, clients, vendors and event stakeholders.

OUR OBJECTIVES & TARGETS

MeetGreen®'s Senior Management Review outlines company objectives and targets related to sustainability. This review is based on an analysis of prevailing risks, opportunities, threats and strengths.

MeetGreen® Company Objectives	2009 - 2010 Target	Status
1. Exceed client expectations.	1. \$100,000 in cost savings achieved for clients.	<i>Exceeded</i>
	2. Demonstrate a five times financial ROI to clients from hiring MeetGreen®.	<i>Exceeded</i>
	3. Achieve one new Award for clients.	<i>Exceeded</i>
	4. 90% of clients reporting expectations exceeded.	<i>Not Implemented</i>
2. Minimize our environmental impacts in the areas of waste, water, energy, and air quality.	1. Operations: No increase in utility use.	<i>Exceeded</i>
	2. Projects: Track sustainability data for 50% of client events.	<i>Exceeded</i>
3. Ensure our financial viability by setting and meeting our sales targets and staying within our budget as well as our client's.	1. Budget target set.	<i>Met</i>
	2. Sales target set.	<i>Met</i>
	3. Profitability target of 12% achieved.	<i>Met</i>
4. Giving back to communities by volunteering and donating resources, encouraging our clients to engage in legacy projects and donation efforts.	1. Operations: \$12,000 of pro-bono work	<i>Exceeded</i>
	2. Projects: Track sustainability data for 50% of client events	<i>Exceeded</i>
5. Ensure our practices provide equal consideration for diverse cultures, physical abilities and spiritual beliefs.	1. 100% of employee requests honored.	<i>Met</i>
	2. 100% provision of special dietary options for events.	<i>Met</i>
	3. 100% of event contracts scoped by MeetGreen® to include ADA compliance.	<i>Met</i>
6. Being accountable for our carbon footprint by carefully evaluating the need for corporate travel and offsetting as a last result when reduction has been maximized.	1. Continue to track air miles.	<i>Met</i>
	2. Offset 100% of unavoidable emissions for office and air travel.	<i>Met</i>
7. Ensuring our supply chain has responsible social and environmental practices.	1. 100% compliance with minimum sustainable hotel practices	<i>Not Met</i>
	2. 100% of events using local produce	<i>Met</i>
	3. 100% of events using organic produce	<i>Met</i>
	4. 100% of events providing a fair trade coffee option	<i>Not Met</i>
8. Creating innovative approaches and tools to minimize negative environmental impacts, improve economic bottom lines and integrate social responsibility elements into delivering meetings.	1. Business plans will be developed for all new and existing products to determine viability (priority, timeline, budget, marketing and measurement).	<i>Not Met</i>
9. We're committed to measuring all of our event impacts cultivating a culture of continuous improvement and being transparent about the results.	1. Publication of 2010 Corporate Report.	<i>Met</i>

OUR PROGRESS

MeetGreen® continues to progress and innovate in the field of event sustainability. We are recognized leaders in our field, earning accolades for our company, employees and of course, our clients

ACCOLADES



Conference Management

"I could give you endless examples of how MeetGreen® is simply the best meeting planning organization I've ever worked with and how they, year after year, organize and execute our conferences painlessly, profitably, and to the benefit of our attendees."

- Bjorn Freeman-Benson, past EclipseCon and OOPSLA Conference Director

Event Sustainability

"It is always wonderful to work with leaders in our industry who are truly kicking in the door for change."

- Kimberly Lewis, Vice President, Conference & Events, US Green Building Council

"MeetGreen® is an indispensable part of our green initiative—they have helped the UUA become a leader in working with cities to provide not only a sustainable meeting but to leave a legacy of green practices in our wake. They started with where we were and brought us along in manageable increments, moving us from a place of resistance to championing sustainable practices."

- Janiece Sneegas, Director of Conference Services for the Unitarian Universalist Association

Training

"The sustainability knowledge of MeetGreen®'s consultants and their tools are industry leading, and help to increase implementation time while reducing work and stress levels! Their staff is not afraid to question your thinking, and to help you to think out of the box. MeetGreen® helped MCI to accelerate the introduction of green meeting practices which then enabled us to develop our own staff."

- Guy Bigwood, Group Sustainability Director, MCI

Verification

"I was very impressed with MeetGreen®'s management system. It is clear that the firm has fully integrated environmental and social considerations into their business as well as into the products and services that they are offering to their clients."

- Tim Sunderland, BS8901 Lead Examiner

AWARDS

In addition to accolades from peers, MeetGreen® has helped our clients earn six IMEX-GMIC Green Meeting Awards. These Awards represent the highest global accolades for sustainability in the meeting and event industry. In 2010 we assisted Intel Corporation to successfully secure the Silver Green Meeting Award for Intel Developer Forum 2009 in San Francisco.



2010 Silver: Intel Corporation, Intel Developer Forum 2009, San Francisco, CA

2009 Gold: US Green Building Council, Greenbuild International Conference & Expo 2008, Boston, MA

2009 Silver: Oracle, Oracle OpenWorld 2008, San Francisco, CA

2008 Silver: Unitarian Universalists Association General Assembly 2007, Portland, OR

2006 Gold: US Green Building Council, Greenbuild International Conference & Expo 2004, Portland, OR

2004: US Green Building Council, Greenbuild International Conference & Expo 2003, Pittsburgh, PA

2003: Meeting Strategies Worldwide, Forest Leadership Forum, Atlanta, GA

APPROACH & MATURITY MATRIX

Our overall approach to event sustainability includes:

1. **Plans** that provide a solid foundation and strategic direction.
2. **Support** through procurement systems and training to enable execution.
3. **Action** to engage stakeholders to implement plans.
4. **Checks** to measure progress and ensure accountability.
5. **Advocacy** to change internal and external practice based on lessons learned.

The following chart shows our progress to continually evolve our efforts, and opportunities for future action.

✓ Scope addressed by the tactic and date the tactic was fully implemented

⊙ Partially-implemented tactic

CM: Conference Management / SC: Sustainability Consulting

ACTION		SUSTAINABILITY SCOPE				PROJECT SCOPE		IMPLEMENTATION TIMELINE			
		Human Rights	Labour	Environ-ment	Anti-Corruption	CM	SC	2007	2008	2009	2010
PLAN	Sustainability Plan & Policy, including vision, objectives, targets and actions.	✓	✓	✓	✓	✓	✓		⊙(25%)	⊙(50%)	✓
SUPPORT	Procurement system integrating sustainability - • RFP survey language • Contract language • Voluntary best practices guidelines & FAQs <i>FUTURE:</i> • Expand procurement systems for social responsibility. • Improve consistent adoption for conference management clients.	⊙ ⊙ ✓	✓ ✓ ✓	✓ ✓ ✓	⊙ ⊙ ✓	⊙ ⊙ ⊙	✓ ✓ ✓	⊙ ⊙	⊙(40%) ⊙(40%) ⊙(30%)	⊙(40%) ⊙(40%) ⊙(40%)	⊙(60%) ⊙(60%) ✓
	Education / Training - • Employee Operations/Human Resources Manual • Employee wiki-based project management tools • Regular employee orientation/trainings (weekly, bi-annual) • Webinars/presentations for event professionals • Simple Steps to Green Meetings book • Resource-sharing through website, Facebook, Twitter, LinkedIn • Publications / White Papers on event sustainability topics <i>FUTURE:</i> • Expand training for social responsibility and virtual meetings.	✓ ✓ ✓ ✓ ⊙ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	⊙ ⊙ ⊙ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ⊙(50%) ✓ ✓ ✓ ⊙(50%) ⊙(50%)	✓ ✓ ✓ ✓ ✓ ✓ ✓
ACT	Engagement - • Issues registry on wiki-based project status report • Monitoring social media	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓			⊙(50%) ⊙(50%)	✓ ✓
CHECK	Measure sustainable practices - • Supplier performance (MeetGreen® Calculator) • Energy • Water • Waste • Emissions • Cost savings • Awards / Positive promotional opportunities for clients • Stakeholder feedback <i>FUTURE:</i> • Confirm consistent indicators for social responsibility. • Improve tracking of operational measures to reduce (i.e. air travel). • Consistent tracking of environmental KPIs for all scopes.	✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ⊙ ⊙ ⊙ ⊙ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	⊙ ⊙ ⊙ ⊙ ⊙	✓ ⊙(10%) ⊙(10%) ⊙(50%) ⊙(20%) ⊙(50%) ⊙(50%) ⊙(50%)	✓ ⊙(50%) ⊙(30%) ✓ ⊙(50%) ✓ ✓ ✓	
	Responsibility / Accountability - • Annual Senior Management Review & Quarterly Project Review • Conduct third-party verification of event sustainability (tri-annual) • IT / Online product security assessment • Complete annual corporate report <i>FUTURE:</i> • Complete first full cycle of Senior Management Review. • Prepare for second BS 8901 audit	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓			⊙(10%) ✓ ✓	⊙(50%) ⊙(70%) ✓
ADVOCATE	Pro-bono / Volunteer work - • Global Reporting Initiative • ISO 20121 Sustainable Event Standard • APEX - ASTM Environmentally Sustainable Meeting Standard • Green Meeting Industry Council Founders, Directors, Committees • PCMA Green Task Force • Vancouver Island University student research projects	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓		✓ ✓ ✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓

OPERATIONS

MeetGreen® benchmarks environmental indicators for its headquarters office in Portland, OR. This is the location where 75% of our employees work. In addition we track air miles traveled by all employees given a large part of our footprint comes from staff commuting to event sites that may involve trips of thousands of miles. Overall, all operational indicators are holding constant through the reporting period or improving.

	2007-2008	2008-2009	2009-2010	Change in per employee footprint over baseline	Change in per employee footprint over previous year
Operations data					
Energy use at operations HQ (kWh)	19,869	22,278	21,745	-396 kWh	-36 kWh
Natural gas use at operations HQ (Therms)	91	89.8	87.3	-3.5 therms	-0.21 therms
Water use at operations HQ (CCF)	54	37	37	-2.9 CCF	0 CCF
Diversion rate from landfill at operations HQ	53%	55%	56.5%	nil	nil
Air miles travelled	328,642	229,252	180,210	-21,498 miles	- 4087 miles
Emissions produced (MT CO2)	66.5	46.4	41	-3.97 MT	-0.45 MT
Emissions offset (MT CO2)	66.5	46.4	41		
Number of employees	9	12	12		
Number of employees receiving reviews	9	12	12		
Number of workplace health/safety incidents	0	0	0		
Number of training requests made/subsidised	-	-	0/0		
Number of fairness complaints received/resolved	-	-	0/0		
Customer complaints related to privacy concerns	0	0	0		

Note: Emissions produced metrics include Scope 1 Emissions for HQ office as defined by the GHG Protocol, as well as Scope 3 Emissions from air travel for all employees and contractors. Staff commuting outside of air is not included but expected to be minimal. This is due to the fact that during 2010 three employees commuted by hybrid vehicle, one by public transit and five telecommuted to work from home. Three staff commute by personal vehicle. Due to the nature of waste pick-up from HQ specific measurements are not available. Therefore, average annual diversion for Metro Portland is included here. Were HQ diversion to donation included it is anticipated actual diversion from landfill would exceed 57%.

EDUCATION & OUTREACH

For many years MeetGreen® has been a source of information and data regarding event sustainability. We track this in terms of number of educational opportunities, audience reach, and social networking.

	2008-2009	2009-2010
Education & Outreach data		
Educational seminars delivered - in-person	27	11
Educational seminars delivered - virtually	13	16
Audience at trainings - in-person	2,567	962
Audience at trainings - virtual	921	1,640
Twitter followers	-	435
Facebook friends	-	42
Blog followers	-	101
Forum members	-	361



MeetGreen® MEASURES

EVENT PROJECTS

MeetGreen® began measuring event sustainability in 2002. We've become more consistent in benchmarking since 2006. Measurement started with sustainable event consulting clients. Our present focus is acquiring the same metrics for all event projects. The following table summarizes Key Performance Indicators for event projects able to secure metrics. This presently accounts for approximately 94% of events executed.

	2008-2009	2009-2010
Event Sustainability Data ¹		
Carbon Emissions produced (MT CO2)	15,368	40,361
Carbon Emissions offset (MT CO2)	13,327	1,448
Percent offset (%)	87%	4%
Carbon Emissions per participant (lbs CO2)	1,392	905
Energy use at venue (kWh)	1,629,083	2,427,336
Energy use per participant (kWh)	16.84	33
Water use at venue (L)	1,354,140	12,030,042
Water use per participant (L)	43	4
Landfilled materials (lbs)	213,245	745,738
Recycled materials (lbs)	238,565	567,154
Organic materials (lbs)	74,410	170,578
Donated materials (lbs)	43,000	57,446
Waste per participant (lbs)	4.4	7.9
Diversion from landfill (total based on weight)	63%	52%
Diversion of waste from landfill (average diversion over events)	45%	59%
Increase in venue baseline diversion over event cycle (average over events)	23%	8%
Community agencies helped	30	34
Sustainable Procurement Data ²		
Hotels - linen reuse	90%	94%
Hotels - energy efficient housekeeping	77%	95%
Hotels - amenity reuse/donation	81%/81%	62%/62%
Hotels - recycling	91%	95%
Hotels - green cleaner	81%	84%
Hotels - recycled bathroom papers	71%	73%
F&B - local (100 miles)	33%	37%
F&B - organic (certified)	27%	9%
Fair trade coffee/tea option provided	50%	31%
Paper - 30% post-consumer	-	37%
Reduction Impacts ³		
Energy saved (Mj)	1,166,891	6,258,685
Water saved (L)	3,310,355	7,735,758
Emissions avoided (MT CO2)	110	13,134
Trees saved	1,558	1,653
Press articles & awards	-	12
Net cost savings	\$2,673,628	\$1,392,513
MeetGreen® calculator score	62	51

Notes:

1. Event Sustainability Data disclosed does not represent all projects, only those able to report KPIs. Percentages are therefore based on total event projects reporting, not total events. In 2008-2009 this included only client projects specifically contracting for sustainable event services. In 2010 some conference management projects were able to add data. Indicators for waste, water and energy use include use at venues only, including catering use onsite. Emissions scope calculated includes air and ground transportation emissions, exclusive of freight with the exception of one event which does include freight. Emissions also include those resulting from hotel stays and venue energy use.

2. Hotel data is based on total number of properties used across events reporting. Food and beverage data for local/organic is based on an analysis of menu ingredients served for events reporting. The percentage for local/organic indicated is the average portion of menu ingredients that meet local or organic criteria over all events reporting. Each event analysed a selection of functions that comprised the highest volume of food served for that event. Fair trade data is based on total events providing this option for attendees. Paper metrics represent the percentage of all MeetGreen® projects using a minimum 30% post-consumer content for communications.

3. Reduction impacts include the total estimated benefits associated with sustainable event decisions for reporting events.

YES, BUT ...

How do you get this data?

Event Sustainability Data is direct consumption based on verifiable documentation. MeetGreen® relies on actual documentation of site-specific energy, water, waste, procurement and community donations. Emissions data is calculated with the assistance of an external carbon accounting company or an offset provider selected by the client using verified and credible calculations. Sustainable Procurement Data is verified by MeetGreen® through hotel site inspections, menu analysis, ecolabel research and printer companies. Data cited in the Reduction Impacts section is acquired from third-party developed tools. This includes benchmarking of paper reductions, recycled content paper purchasing, virtual meeting benefits, carpet reuse, bottled water elimination and recycling using tools from the Environmental Defense Fund, Carbon Consultancy, Conservatree, Carpet America Recovery Effort and the US Environmental Protection Agency. Reduction impacts are based on decisions made within the preceeding event cycle. They do not carry over year to year.

Why totals and per participant data?

It is important for MeetGreen® to understand the total footprint of event projects. This helps to illustrate how our impact changes as our business changes. In 2010 we managed, verified and measured more events than ever before, so our totals for event data increased. Because business shifts and we take on new and different projects every year it's also important for us to understand our per participant footprint as well. This helps us project and analyze trends in event sustainability across events in spite different projects we take on.

Why did some indicators improve while some did not?

Although MeetGreen® takes steps to improve sustainability for each event we are faced with three challenges.

1. **Every event location is different.** Some have the infrastructure and culture to support sustainable events. Some do not. This is a primary reason MeetGreen® tracks shifts in waste diversion from facility baselines pre-event. The increase in per participant waste can be explained by the fact more events were held in destinations that lacked composting facilities and had limited recycling infrastructure than in 2008/2009.
2. **Scope of measurement can shift.** This year energy use per participant increased. It is possible an increase occurred, although doubtful it doubled. The data can be explained by several clients wanting to expand the scope of their measurements this year. In one case energy use tracking from one venue grew to seven venues, with only a minor shift in attendance. As a result we now have a more accurate understanding of total energy footprints this year.
3. **MeetGreen® is working hard to measure event sustainability for all projects.** In the past we've measured primarily for those clients who asked for it. Today, we're trying to do it for as many as possible, even if a particular client may not see event sustainability as a priority. We tend to experience lower diversion, sustainable procurement rates, and MeetGreen® Calculator scores for these projects. Integrating these projects into our event tracking tends to lower KPIs overall. We look forward to finding ways to work with these clients to educate them about sustainability to swing these KPIs in a positive direction.



What about the details of each event? What ranges support these averages?

To keep this report as clear and simple as possible MeetGreen® has to summarize approximately 40 KPIs over 18 event projects. This is over 800 data points, and would make a very messy graph for readers! To keep things as simple and succinct as possible we average and compile data across these KPIs. This obviously glosses over problem children and success stories. For example our lowest and highest waste diversion this year varied by 76%. Our local food purchasing hit an all-time high of 80% for one event function, but some events still track very little local purchasing.

Reduction benefits are much bigger! How come?

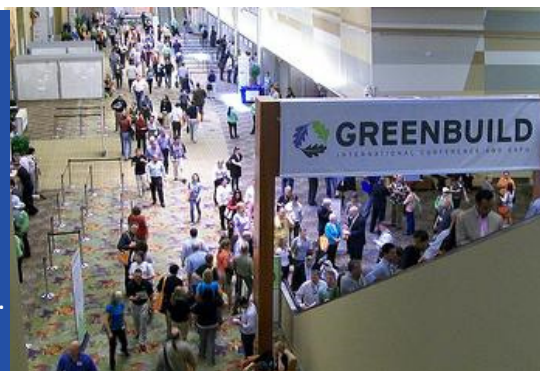
There are two reasons for this. We're tracking event sustainability for more of our events, more consistently. We're still not 100%, but we're making progress. The second reason is that with every year we are able to access new information and tools that better help us understand the benefits of our actions. This includes taking advantage of new tools by other organizations that can be tapped to measure the impact of decisions.

So, is this all the data?

As much credible data as we've collected about event sustainability we're sharing it here. 2010 represents the first year that MeetGreen® has been in a position to exclude questionable data from KPI tracking. This happened on two instances where waste metrics received for events did not match with historic event patterns, or what we would expect based on what we saw during site inspections. For this reason these data points have been removed from the analysis above. As a side note, excluding them has reduced overall diversion, thereby ensuring we err on the side of conservative measures.



MeetGreen®'s event projects range in size from a few dozen to tens of thousands of participants. For each project we adopt the same BS 8901 - certified process and strive to track the same comparable KPIs.



OUR SUCCESS STORIES

MeetGreen®'s ability to achieve targets relies on proactive steps being taken by Project Managers to anticipate and spot issues and take preventative and corrective action. In addition MeetGreen® is seeking new and emerging opportunities that will continue to position us as an event sustainability leader. The following list provides some highlights of what our team accomplished this year.

Wiki-based project management system

As a growing, virtual company, in 2008 MeetGreen® faced a problem: how to train staff and build consistency around project implementation? Team-based problem solving led by employees created an online, wiki-based reporting system for all MeetGreen® projects. This system allows project teams to meet, update, report on and evaluate project processes, whether team members are together in-person or connected virtually. 2009-2010 represents the first full year on our wiki-based system. A huge step forward, this management system has allowed us to improve communication, planning and reporting in a consistent way across all types of projects. In addition, our MeetGreen® wiki provided the foundation for earning BS 8901: 2009 compliance in August 2009. It's a work in progress and helps us do what we do better every day!

MeetGreen® Calculator upgrade

Launched in 2007, MeetGreen® completed a significant upgrade to the MeetGreen® Calculator in July 2010. The new version of the Calculator reflects the shifting baseline for sustainable events and includes aspects of emerging standards like BS 8901, ISO 20121 and the APEX-ASTM Environmentally Sustainable Meeting Standard. With the upgrade comes a revised and expanded MeetGreen® Resource Kit, including new measurement templates, RFP surveys and contract language.

Consistency of event metrics

Launch of our MeetGreen® wiki and completion of the 2010 Senior Management Review has enabled our company to settle on a consistent set of key performance indicators. In the past event data collection was patchy and varied event to event. Now employees have clear expectations of what has to be measured across all projects. Rolled out part-way through 2010, these metrics were tracked by approximately 94% of event projects. Into the future we seek to improve the percentage of events reporting and expand KPIs as appropriate given emerging opportunities for sustainable events.

White Papers

MeetGreen® continues to publish industry-relevant research. In 2010 we issued our second "State of the Industry Report" which highlights key trends for events and sustainability. MeetGreen® also published an Issues Brief entitled "Having a Human Impact: What is Social Responsibility for Meetings?" The publication presents a framework for acting on "Three Degrees" of social responsibility for meetings. Findings were based on a focus group research project conducted in partnership with Vancouver Island University.



Global Procurement Projects

With several 'green' meeting pilot projects under their belts, MeetGreen®'s sustainable event clients want to expand and standardize practices across events. This is leading us to work with our clients to institutionalize event sustainability. In effect, we're working ourselves out of a management job and into a verification role by helping clients adopt sustainable event practices more holistically. In 2010 this has involved working with three clients: Oracle, Intel and USGBC. All three organizations are bridging event procurement with event management to create solutions that make sustainable events a global practice. This is no small feat, given the thousands of events these groups stage worldwide, in locations that have very different capacities for sustainable events. We're up to the challenge of helping our clients take ownership of event sustainability and look forward to seeing how it evolves!

Eco-Event zones

Initiated in 2008-2009 our focus on creating Eco-Event Zones continues. Under this initiative MeetGreen® actively seeks other organizations to work together with on our projects to encourage two simple things. Firstly, planners hosting meetings in the same city are encouraged to work together to seek and create opportunities for green meeting infrastructure – such as recycling, transit or renewable energy - in host destinations. The second goal of the program is to help event partners better work together to understand the full scope of environmental benefits and impacts they can have throughout the planning and post-event process. This requires sustainable actions extend beyond the implementation dates of our events. Our Eco-Event Zones in this event cycle included:

- **Unitarian Universalist Association General Assembly Eco-Event Zone.** To reduce cost and improve sustainability benefits UUA cooperated with the Presbyterian Church to create synergies around their back-to-back General Assemblies in Minneapolis, MN. Both groups shared the same general services contractor and room set-ups in order to reduce set-up fees and shipments. In addition, MeetGreen® shared information about local hotel green practices with the Presbyterians and Regional Chapter of USGBC to assist with measuring housing sustainability.
- **Oracle OpenWorld Eco-Event Zone.** In 2009 Oracle OpenWorld expanded event tracking to include paper use and air travel miles during the pre-event process. Prior to 2008 this event only tracked the impact of sustainable practices onsite.
- **San Francisco Eco-Event Zone.** MeetGreen® executed four projects in San Francisco in 2009-2010. Many of these events shared vendors and project management staff. Established relationships between MeetGreen® and these vendors has helped to improve practices and standardize measurement. The result is more efficient and streamlined event sustainability reporting for events held in this city, which other planners can benefit from.



At over 35,000 attendees, Oracle OpenWorld is not only the world's largest technology conference, but is also raising the bar of what it means to hold sustainable events in San Francisco. In addition, Oracle is committed to not just measuring onsite impacts, but pioneering to track pre-event impacts, too.



UUUs participate in a special mini-assembly to discuss and debate a possible boycott for the 2012 Arizona GA.

UUA Social Responsibility

MeetGreen®'s knowledge and awareness of social responsibility issues continues to grow and evolve. Much of our learning takes place in the project 'sandbox' of UUA's General Assembly, which advocates heavily on issues related to social justice, fairness and equity. This year client advocacy on these issues reached new heights as the UUA grappled with a move of their 2012 Conference from Phoenix, AZ, in response to a controversial state immigration bill. In addition, this event cancelled room block at financial penalty in order to demonstrate solidarity with a Boston-based labour action group. UUA maintains a position of non-contracting with Hyatt Hotels until this labour issue can be fairly resolved.

Reducing air miles

Since 2007 MeetGreen® has slashed air travel miles, reducing them by nearly 50%. This while the number of projects we manage continues to grow, and our staff has remained constant. How have we done this? The first step has been a conscious shift away from in-person trainings and presentations that had our staff going on many short-term trips to deliver 1-2 hour seminars. We have created a filter for presentation invitations that helps us evaluate if travel is justified. Our trainers have also prioritized selection of webinars and virtual training formats. The second step to reduce air miles has involved consolidating and reducing trips. For example, in 2009-2010 one Project Manager avoided 5000 air miles through consolidations. Site visits for CTC's Media Marketplace were conducted on the same trip to San Francisco for Oracle OpenWorld. Rather than making two trips to manage one event and then audit another, Project Managers traveled to the first then second event location before heading home. In addition, employees have been seeking more direct routings whenever possible, rather than stop-overs.

NEXT YEAR

The best laid plans of mice and men, sometimes just don't get started, or finished. Moving forward into 2011 MeetGreen® has several priority work areas. Some of these are targets that were not implemented or achieved in 2009-2010. Some of these are new areas of work we want to explore. Our priority ideas are tacked here to guide us into the next reporting cycle.

Consistently
get
evaluations
from all
clients!

Business Plans
completed for
all products
developed and
in development.

Identify and
expand tracking
of social
responsibility
metrics.

Increase portion
of events reporting
sustainability
metrics, using
contract language
and RFP tools.

Publish
new event
sustainability
book, State of
the Industry
and a new
Issues Brief.

Continue to
evolve and
expand the
MeetGreen®
Calculator

GLOBAL REPORTING INITIATIVE CONTENT INDEX

The following index lists the location of GRI Guidelines within this report by page number. In addition it illustrates MeetGreen®'s progress in implementing each numbered Guideline.

- ✓ Fully implemented
- ⊙ Partially-implemented
- OPS Operations scope
- CM Conference Management scope
- SC Sustainability Consulting Scope

Strategy & Analysis		Page	OPS Scope	CM Scope	SC Scope
1.1	Statement from the most senior decisionmaker of the organization about the relevance of sustainability to the organization and its strategy.	3	✓	✓	✓
1.2	Description of key impacts, risks, and opportunities.	12	✓	✓	✓
Organizational Profile					
2.1	Name of the organization.	3	✓	✓	✓
2.2	Primary brands, products, and/or services.	3-5	✓	✓	✓
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	3-5	✓	✓	✓
2.4	Location of organization's headquarters.	5	✓	✓	✓
2.5	Number of countries where the organization operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report.	5	✓	✓	✓
2.6	Nature of ownership and legal form.	7	✓	✓	✓
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	5	✓	✓	✓
2.8	Scale of the reporting organization.	5	✓	✓	✓
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	3-5	✓	✓	✓
2.10	Awards received in the reporting period.	13	✓	✓	✓
Report Parameters					
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	1, 4	✓	✓	✓
3.2	Date of most recent previous report (if any).	3-4	✓	✓	✓
3.3	Reporting cycle (annual, biennial, etc.)	4	✓	✓	✓
3.4	Contact point for questions regarding the report or its contents.	26	✓	✓	✓
Report Scope & Boundary					
3.5	Process for defining report content.	3-5	✓	✓	✓
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers).	5	✓	✓	✓
3.7	State any specific limitations on the scope or boundary of the report.	17-18	✓	✓	✓
3.8	Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations.	16-18	✓	✓	✓
3.9	Data measurement techniques and the bases of calculations, including assumptions and techniques underlying estimations applied to the compilation of the Indicators and other information in the report.	15-18	✓	✓	✓
3.10	Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/acquisitions, change of base years/periods, nature of business, measurement methods).	15-18	✓	✓	✓
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	15-18	✓	✓	✓
GRI Content Index					
3.12	Table identifying the location of the Standard Disclosures in the report.	23-25	✓	✓	✓
3.13	Policy and current practice with regard to seeking external assurance for the report. If not included in the assurance report accompanying the sustainability report, explain the scope and basis of any external assurance provided. Also explain the relationship between the reporting organization and the assurance provider(s).	4	✓	✓	✓
Governance, Commitments, Engagement					
4.1	Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight.	5, 7	✓	✓	✓

4.2	Indicate whether the Chair of the highest governance body is also an executive officer (and, if so, their function within the organization's management and the reasons for this arrangement).	7	✓	✓	✓
4.3	For organizations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members.	7	✓	✓	✓
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	7	✓	✓	✓
4.5	Linkage between compensation for members of the highest governance body, senior managers, and executives (including departure arrangements), and the organization's performance (including social and environmental performance).	7	✓	✓	✓
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	7, 14	✓	✓	✓
4.7	Process for determining the qualifications and expertise of the members of the highest governance body for guiding the organization's strategy on economic, environmental, and social topics.	7, 14	✓	✓	✓
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation.	11	✓	✓	✓
4.9	Procedures of the highest governance body for overseeing the organization's identification and management of economic, environmental, and social performance, including relevant risks and opportunities, and adherence or compliance with internationally agreed standards, codes of conduct, and principles.	7, 10	✓	✓	✓
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	7, 12	✓	✓	✓
Commitment to External Initiatives					
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	8, 12, 14	✓	✓	✓
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	8-9	✓	✓	✓
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organizations.	8-9	✓	✓	✓
Stakeholder Engagement					
4.14	List of stakeholder groups engaged by the organization.	7	✓	✓	✓
4.15	Basis for identification and selection of stakeholders with whom to engage.	7	✓	✓	✓
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	7	✓	✓	✓
4.17	Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting.	7	✓	✓	✓
Management Approach and Performance Indicators					
Economic Performance Indicators - Performance					
EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	10	✓		✓
EC3	Coverage of the organization's defined benefit plan obligations.	5	✓	✓	✓
EC4	Significant financial assistance received from government.	5	✓	✓	✓
Economic Performance Indicators - Market Presence					
EC6	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	12, 14, 16	✓	⊙	✓
Economic Performance Indicators - Indirect Impact					
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	9, 12	✓	✓	✓
Environmental Performance Indicators - Materials					
EN1	Materials used by weight or volume.	15-16	✓	⊙	✓
EN2	Percentage of materials used that are recycled input materials.	16		⊙	✓
Environmental Performance Indicators - Energy					
EN3	Direct energy consumption by primary energy source.	15-16	✓		✓
EN4	Indirect energy consumption by primary source.	15-16	✓	⊙	✓
EN5	Energy saved due to conservation and efficiency improvements.	15-16	✓	⊙	✓
EN6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives.	14-16	✓		✓
EN7	Initiatives to reduce indirect energy consumption and reductions achieved.	14-16	✓	⊙	✓
Environmental Performance Indicators - Water					
EN8	Total water withdrawal by source.	15-16	✓		⊙
Environmental Performance Indicators - Emissions, Effluents & Waste					
EN16	Total direct and indirect greenhouse gas emissions by weight.	15-16	✓	⊙	✓

EN17	Other relevant indirect greenhouse gas emissions by weight.	15-16	✓	⊙	⊙
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved.	14-16	✓	⊙	✓
EN22	Total weight of waste by type and disposal method.	15-16	⊙	⊙	✓
Environmental Performance Indicators - Products & Services					
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	14-16 19-21	✓	⊙	✓
Environmental Performance Indicators - Transportation					
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.	15	✓	⊙	✓
Social Performance Indicators					
Labour Practices and Decent Work Performance Indicators - Employment					
LA1	Total workforce by employment type, employment contract, and region.	5	✓	✓	✓
LA2	Total number and rate of employee turnover by age group, gender, and region.	5	✓	✓	✓
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	5	✓	✓	✓
Labour Practices and Decent Work Performance Indicators - Labour/Management Relations					
LA4	Percentage of employees covered by collective bargaining agreements.	5	✓	✓	✓
LA5	Minimum notice period(s) regarding operational changes, including whether it is specified in collective agreements.	7	✓	✓	✓
Labour Practices and Decent Work Performance Indicators - Occupational Health & Safety					
LA7	Rates of injury, occupational diseases, lost days, and absenteeism, and number of workrelated fatalities by region.	15	✓	✓	✓
Labour Practices and Decent Work Performance Indicators - Training & Education					
LA10	Average hours of training per year per employee by employee category.	15	✓	✓	✓
LA12	Percentage of employees receiving regular performance and career development reviews.	7, 15	✓	✓	✓
Labour Practices and Decent Work Performance Indicators - Diversity & Equal Opportunity					
LA13	Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity.	5	✓	✓	✓
Human Rights Performance Indicators - Non-discrimination					
HR4	Total number of incidents of discrimination and actions taken.	15	✓	✓	✓
HR5	Operations identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights.	5, 10, 15			⊙
Society Performance Indicators - Community					
S01	Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting.	5, 20	⊙	⊙	⊙
Society Performance Indicators - Public Policy					
S05	Public policy positions and participation in public policy development and lobbying.	9, 14	✓		✓
Product Responsibility - Customer Health & Safety					
PR1	Life cycle stages in which health and safety impacts of products and services are assessed for improvement, and percentage of significant products and services categories subject to such procedures.	7, 12, 14, 19, 22	✓	⊙	✓
Product Responsibility Performance Indicators - Product & Service Labeling					
PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.	14, 16	✓	⊙	✓
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	12-13, 22	⊙	⊙	⊙
Product Responsibility Performance Indicators - Marketing & Communications					
PR6	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.	7, 8-9, 19	✓	✓	✓
Product Responsibility Performance Indicators - Marketing & Communications					
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	15	✓	✓	✓

We graciously acknowledge our partners who are playing a leadership role in measuring the sustainable impacts of their conferences that have contributed information during this reporting cycle: Amercian Wind Energy Association, Business for Social Responsibility, Cascadia Group, Cisco, Canadian Tourism Commission, Coalition for Environmentally Responsible Economies, EclipseCon, Eclipse Summit, Green Meeting Industry Council, Jack Morton Worldwide, Intel Corporation, IYNAUS, Meeting Professionals Worldwide Westfield Chapter, National Recycling Coalition, OOPSLA, Oracle, Super Computing, Travel Portland, Unitarian Universalist Association, United States Green Building Council.

The MeetGreen® Team:

Nancy J. Zavada	Amy Spatrisano	Vanessa Adelman	Mary Cameron
Britta Ehnebuske	Carole Garner	Beverly Garzon	Joe Grandy
Della Green	Cija Huntley	Rebecca Mebane	Shawna McKinley
Erin Luehrs	Mary Peters		

Reference:

- USEPA. (2000). A Method for Quantifying Environmental Indicators of Selected Leisure Activities in the United States. EPA-231-R-00-01.



Prepared by MeetGreen®. All data copyright MeetGreen®. For further information please contact us at:
6220 NE Glisan Street Portland, Oregon 97213, U.S.A. | Phone: (503) 252-5458
info@meetgreen.com | www.meetgreen.com