

## 2009 GREEN OFFICE FAIR SCHEDULE

<b>Bertha Landes Room: Plenary Presentations</b>		
<b>8:30 - 9:00</b> Sign in and coffee/tea		
<b>9:00 - 9:15</b> Welcome and Introductions		
<b>9:15 - 10:45</b> <b>Tools and Technologies for a Green Office: Reduce your carbon footprint at work - and save time and money!</b> Presenters covering electronic and other tools you can use, paper reduction successes, and a preview of the afternoon demos and displays		
<b>Break</b>		
<b>11:00 - 12:00</b> <b>Green Purchasing Opportunities and Collaboration - Local Policies in Action</b> Seattle, King County, State of Washington presenters		
<b>Bertha Landes Room: Continuous Demos and Tables</b>		<b>Concurrent Workshops</b>
<b>12:00 - 4:00</b> Field Inspectors Wireless Data Tracking (until 2pm) Outlook 2007 Q&A Paper Cuts 5 Year Successes Paperless Pay Stubs Paperless Utility Billing Electronic Volunteer Tracking Virtual Meeting Trumba Calendar Carbon Calculators Demo Segway and Electric Bike Composting & Recycling City Green Purchasing	<b>12:00 -1:00; 1:30 - 2:30; 3:00 - 4:00</b> <b>Make the most of your Multi-Function Device!</b> (Printer-Copier-Scanner-Fax Machines)	<b>12:15 - 1:00</b> <b>Green Graphic Design and Printing Class</b> If you are responsible for brochures, posters, reports, learn here from a graphic designer
		<b>1:15 - 2:00</b> <b>Green Office Supplies: Learn what's available and how to order</b> Sponsored by Local Hazardous Waste Management Program, Public Health Seattle King County
		<b>2:15 - 3:00</b> <b>Green Toys and Art Supplies</b> Especially for you if you work with children. Sponsored by Local Hazardous Waste Management Program, Public Health Seattle-King County
		<b>3:15 - 4:00</b> <b>Green Purchasing for Medical Clinics</b> Sponsored by Local Hazardous Waste Management Program, Public Health Seattle-King County