



# Executive Meeting Center at Embassy Suites Richmond

*Virginia Green* is the Commonwealth of Virginia’s campaign to promote environmentally-friendly practices in all aspects of Virginia’s tourism industry. *Virginia Green* has established “core activities” specific to each sector of tourism, and these practices are considered the required minimum for participation in the program. However, *Virginia Green* encourages its participants to reduce their environmental impacts in all aspects of their operations; and this profile provides a full list of all their “green” activities. These are the activities that guests / customers can expect to find when they visit this facility.

## Embassy Suites

“The Executive Meeting Center is a full service IACC (International Association of Conference Centers) approved conference center with approximately 10,000 square feet of meeting space. We offer Day Packages and Packages with overnight accommodations from our 224 two room suites.”



**Green Statement:** “We have a responsibility to the community to conserve our resources and recycle whenever possible. We want to encourage this message with our guest and employees.”

## CORE ACTIVITIES for Conference Centers

“” This symbol indicates a required activity for Virginia Green Conference Centers. Participants self-certify that these activities are in place and they provide additional specifics on other activities. Visitors to **Embassy Suites** can expect the following practices:

**Recycling and Waste Reduction.** All conference centers must provide for recycling at their events. Aluminum can and plastic bottle recycling are a must. Recycling of steel cans, cardboard, office paper, and composting of waste foods are encouraged as well. This facility pledges that they:

- Recycle: glass, aluminum cans, plastic, office paper, toner cartridges, cardboard, fluorescent lamps, batteries, electronic equipment
- Provide clearly marked recycling bins in meeting space as well as in the hotel and parking lot for guests
- Track overall waste bills  
*kitchen (or meetings/events)*
- Have an effective food inventory control to minimize waste
- Purchase locally grown produce and other foods  
*dining room (or meetings/events)*
- Use reusable dishware and glassware & minimize use of disposables

- Use screen-based ordering systems
  - restrooms
- Use bulk soap dispensers in public restrooms
  - office/purchasing
- Use a last-in/first-out inventory & effective labeling systems
- Make 2-sided copies / printed materials
- Use electronic correspondence and forms
  - building and grounds
- Purchase durable equipment and furniture
- Use latex paints that are low-VOC
- Properly recycle and/or disposal of thinners and solvents (required by EPA-RCRA)
- Perform preventative maintenance on all appliances, HVAC systems, plumbing, and vehicles
- Minimize use of pesticides and herbicides in landscaping

**Styrofoam elimination and reduction of disposables.** Virginia Green Conference centers are encouraged to eliminate or minimize the use of Styrofoam-based products and to use alternative disposables that are made of natural products and/or are bio-degradable. This facility pledges that they:

- Use disposable containers that are:
  - Made from bio-based materials
  - Compostable

**Water Conservation.** The facility must have a plan for conserving water that should consider plumbing modifications and landscaping. This facility pledges that they:

- Track overall water usage and wastewater
- Perform preventative maintenance to stop drips and leaks
- Use water-flow metering to discover leaks and areas of high use
- Have:
  - low flow restrictors on faucets and showerheads
  - automatic faucets or toilets in public restrooms
- Discourage water-based cleanup (sweeping first)

**Energy Conservation.** The facility must have a plan in place that encourages replacement of lighting and equipment to energy-efficient alternatives. This facility pledges that they:

- Track overall energy bills
- Have an "energy management system" in place to track and meter energy usage
- Use:
  - compact fluorescent light bulbs in all rooms and in canned lighting
  - high efficiency fluorescent ballasts and lamps (T5s and T8s)
- Have high efficiency heating & air conditioning (HVAC) systems
- Perform preventative maintenance on HVAC system
- Have individual thermostats for each room/area
- Use natural lighting
- Have thermal-rated windows and insulation
- Use directional (downward-facing) lighting in parking areas and other outdoor areas
- We are participating in Hilton's program "HEAT", Hilton Energy Analysis & Tracking, program to monitor our HEAT stands for Hilton Environmental Analysis & Tracking. It is a measurement tool designed to help the organization meet its Sustainability Commitment.
- The Hilton Family of Hotels, within its owned hotels and corporate offices, commits to the following five year reductions (January 2009 - January 2014) from direct operations:
  - We will reduce our energy consumption by 20%



We will reduce our CO2 emissions by 20%  
We will reduce our output of waste by 20%  
And we will also reduce our water consumption by 10%

**Green Events Package.** Virginia Green conference centers must offer a “green” or “environmentally-friendly” package for conferences, meetings and other events. Even if the facility only offers occasional, small events, at least recycling will be provided. This facility pledges that they:

- Promote the availability of “green meetings/conferences” in marketing packages
- Our conference center offers recycling containers for glass, aluminum, plastic, cardboard, and paper. Containers are located within the center. We have the option to use pitchers for water to minimize the use of plastic bottles. We use reusable dishware and glassware and biobase disposable containers.

---

For more information on **Executive Meeting Center at Embassy Suites**, see [www.EmbassySuitesRichmond.com](http://www.EmbassySuitesRichmond.com) or contact **Paul Brown** at **Paul.Brown2@Hilton.com** or **804-672-8585**.

For more information on the *Virginia Green* program, see [www.deq.virginia.gov/p2/viriniagreen/homepage.html](http://www.deq.virginia.gov/p2/viriniagreen/homepage.html) or go to [www.viriniagreentravel.org](http://www.viriniagreentravel.org).



*Virginia Green* is the Commonwealth’s campaign to encourage environmentally-friendly practices in all aspects of Virginia’s tourism industry. *Virginia Green* is supported through a partnership between the Virginia Department of Environmental Quality, the Virginia Hospitality & Travel Association, and the Virginia Tourism Corporation.

