



# Office Impacts

**25<sup>th</sup> November 2009, Royal York Hotel, York**  
 (Part of the SHIFT Learning Year)

## AGENDA

<b>9 30</b>	<b>Arrivals and registration</b>
<b>10:00</b>	Welcome
<b>10:10</b>	Expert summary: Reducing office environmental impacts. <i>Adrian Williams, Partnership Manager, Global Action Plan</i>
<b>10:40</b>	Member Case Study – Experience in reducing office impacts- <i>Ray Sanderson, Strategic Manager, Gentoo Group</i>
<b>11:10</b>	<b>Workshop</b> - What process could be used to develop an plan to reduce the impacts of our operations?
<b>12:00</b>	LUNCH
<b>12:45</b>	Expert summary: Office fit outs – how they can assist your organisation to reduce it's environmental impact, <i>Lara Conaway, Environment Manager, Morgan Lovell</i>
<b>1:15</b>	Reducing use of resources in the office – <i>Clara Watters, Waterwise East Co-ordinator, Waterwise</i>
<b>1:45</b>	Expert summary: Improving your fleet efficiency – <i>Tony Greig, Fleet Consultant, Energy Savings Trust</i>
<b>2: 15</b>	COFFEE
<b>2:30</b>	Case study: experience in reducing vehicle emissions- <i>Philip Haddock, Special Projects Officer, Stafford Moors District Council</i>
<b>2:55</b>	<b>Workshop</b> – Establishing content and potential short and medium term goals.
<b>3:30</b>	Feedback and networking
<b>4:00</b>	CLOSE