

## Introduction

Welcome to the CGOP Week 17! This week we will be starting the Transportation Actions section of our program, with Elective Action #22. If you need to catch up on any of our past sections (Energy Conservation, Purchasing, and Waste Reduction), check out our website [here](#).

22. If you have teleconferencing equipment, make sure your office knows how to use it as an alternative to traveling for meetings.

As a reminder, completion of five Elective Actions beyond the Required Actions will earn you Bronze level certification, completion of ten will earn Silver level certification, and fifteen Elective Actions will earn Gold level certification.

## Instructions

***Elective Action #22: If you have teleconferencing equipment, make sure your office knows how to use it as an alternative to traveling for meetings.***

On an individual basis, transportation emissions typically make up some of the largest portions of our carbon footprints. However, even if you are dependent on a car for most of your personal transportation, there are ways to reduce your work-related emissions if travel is a standard part of your job.

One option for reducing these emissions is reducing your number of in-person meetings with those outside of your office. Of course, we aren't suggesting that you just cancel any meeting that would require carbon emissions to facilitate, but that you don't hold the meeting in-person if possible. Though some meetings may go best in-person, choosing to teleconference instead when this is not the case can significantly cut down your emissions -- whether the meeting would have taken place on the other side of campus, elsewhere in the state, or maybe even across the country.

Of course, in order to be able to teleconference, your meeting partners must have teleconferencing equipment as well, so we understand that this won't be possible for all meetings. So, in order to achieve this action point, all we ask is that your staff understands how to use the equipment you have, and attempts to set up teleconference meetings when they can.

## Extra Tips

We're probably all at least a little bit familiar with the ways most commonly recommended to reduce our transportation emissions: drive less, carpool, buy an electric vehicle, etcetera. But have you ever heard of eco-driving? [According to the Center for Climate and Energy Solutions](#), eco-driving is a set of optimal techniques to help cut emissions and save money.

The most important takeaway of eco-driving is to not drive very aggressively. Rapid acceleration and hard braking can be very wasteful of fuel. Other recommendations from the U.S. Department of Energy fuel [economy website](#) include to observe the speed limit, remove excess weight, avoid idling, and use control. Be sure to check out the website yourself for more specific instructions, as well as fuel economy benefit and cost saving estimates!