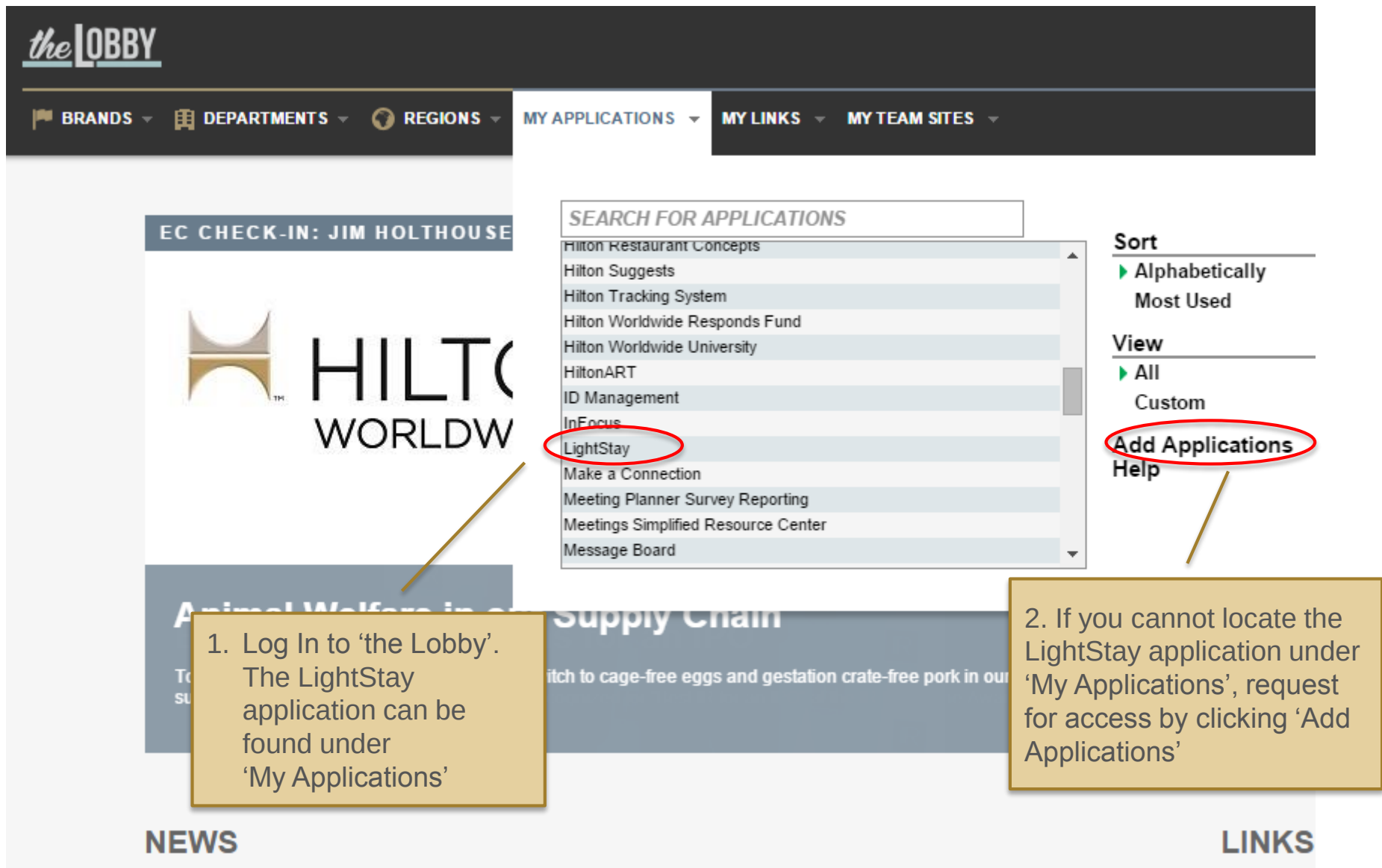


Using the LightStay Meeting Calculator

Using the LightStay Meeting Calculator



the LOBBY

BRANDS ▾ DEPARTMENTS ▾ REGIONS ▾ MY APPLICATIONS ▾ MY LINKS ▾ MY TEAM SITES ▾

EC CHECK-IN: JIM HOLTHOUSE

 **HILTON**
WORLDWIDE

SEARCH FOR APPLICATIONS

- Hilton Restaurant Concepts
- Hilton Suggests
- Hilton Tracking System
- Hilton Worldwide Responds Fund
- Hilton Worldwide University
- HiltonART
- ID Management
- InFocus
- LightStay**
- Make a Connection
- Meeting Planner Survey Reporting
- Meetings Simplified Resource Center
- Message Board

Sort

- ▶ Alphabetically
- Most Used

View

- ▶ All
- Custom

Add Applications

Help

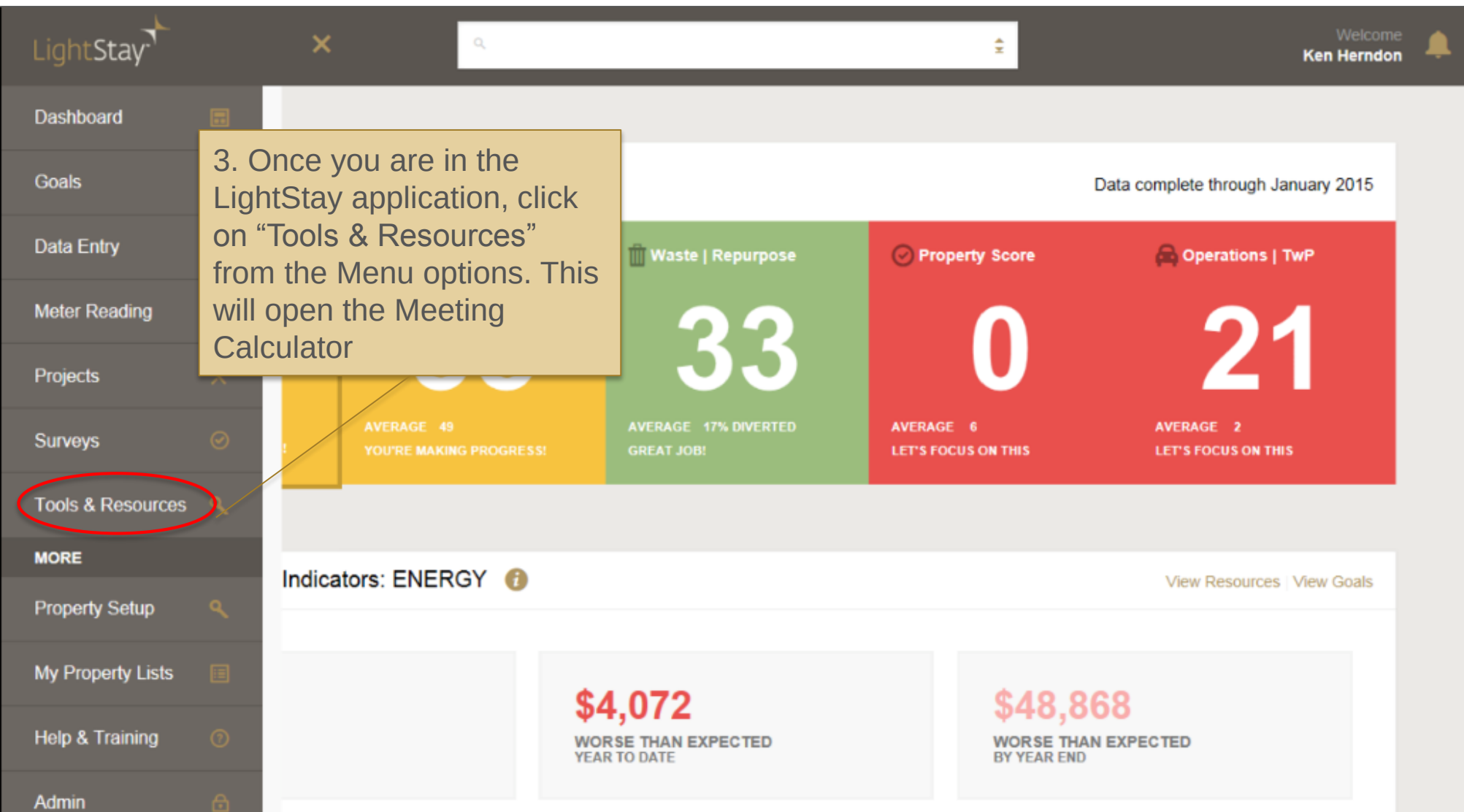
1. Log In to 'the Lobby'. The LightStay application can be found under 'My Applications'

2. If you cannot locate the LightStay application under 'My Applications', request for access by clicking 'Add Applications'

NEWS

LINKS

Using the LightStay Meeting Calculator



The screenshot shows the LightStay application interface. On the left is a dark sidebar menu with the following items: Dashboard, Goals, Data Entry, Meter Reading, Projects, Surveys, **Tools & Resources** (circled in red), MORE, Property Setup, My Property Lists, Help & Training, and Admin. A yellow callout box with a pointer to the 'Tools & Resources' menu contains the text: "3. Once you are in the LightStay application, click on 'Tools & Resources' from the Menu options. This will open the Meeting Calculator". The main content area has a top header with the LightStay logo, a search bar, and a user profile for Ken Herndon. Below this, a row of four performance cards is displayed: a yellow card for 'AVERAGE 49' with the note 'YOU'RE MAKING PROGRESS!', a green card for 'Waste | Repurpose' with a large '33' and 'AVERAGE 17% DIVERTED GREAT JOB!', a red card for 'Property Score' with a large '0' and 'AVERAGE 6 LET'S FOCUS ON THIS', and another red card for 'Operations | TwP' with a large '21' and 'AVERAGE 2 LET'S FOCUS ON THIS'. A note 'Data complete through January 2015' is in the top right of this section. Below the cards, a section titled 'Indicators: ENERGY' shows two large red numbers: '\$4,072' with the text 'WORSE THAN EXPECTED YEAR TO DATE' and '\$48,868' with 'WORSE THAN EXPECTED BY YEAR END'. Links for 'View Resources' and 'View Goals' are in the top right of this section.

LightStay

Welcome Ken Herndon

Dashboard

Goals

Data Entry

Meter Reading

Projects

Surveys

Tools & Resources

MORE

Property Setup

My Property Lists

Help & Training

Admin

3. Once you are in the LightStay application, click on "Tools & Resources" from the Menu options. This will open the Meeting Calculator

Data complete through January 2015

Waste | Repurpose

33

AVERAGE 17% DIVERTED
GREAT JOB!

Property Score

0

AVERAGE 6
LET'S FOCUS ON THIS

Operations | TwP

21

AVERAGE 2
LET'S FOCUS ON THIS

AVERAGE 49
YOU'RE MAKING PROGRESS!

Indicators: ENERGY

View Resources | View Goals

\$4,072
WORSE THAN EXPECTED
YEAR TO DATE

\$48,868
WORSE THAN EXPECTED
BY YEAR END

Meeting Impact Calculator

By filling in the details about your event, you can use the calculator to create a report that shows the estimated sustainability impact.

* indicates a required field.

Date & Lodging

Select the month and year of the event and, if applicable, enter the total room block below. For

Month & Year of Event *

<< < March, 2016 > >>

Room Block Total

0

Number of Participants

0

4. Enter the Month & Year of the event.

Leave 'Room Block Total' and 'Number of Participants' **blank**. The Clean Air Program in APAC only calculates carbon emissions from meetings and events, not room nights.

Using the LightStay Meeting Calculator

Meeting

Meeting Floor Space was designed so you can measure a day meeting (no room block) but you can input for both.

Duration is key; Be sure to not leave a zero (i.e. day meeting = 1 day or number of hours) if you want this to calculate a metric.

Meeting Floor Space

 ft²

Duration

 Days

5. Key in the floor space used for the event per day. If the amount of space used per day is not the same, key in the average.

- Example: For a 2-day event, 300sq m was used on Day 1 and 700 sq m used on Day 2. Calculate the total space (1,000 sq m), divide by 2 days and key in 500 sq m.

Duration can be in days or hours. For events that are less than 1 day (eg a wedding dinner) key in by hours. Do not leave a zero.

Meals

Breakfast, Lunch, Snack, Dinner enter number of meals, if known.

Breakfasts

Lunches

Dinners

Snacks

6. Enter the total no of covers for each meal for the whole event.

- Example: 60 delegates ate 120 breakfasts over a 2-day event.

Using the LightStay Meeting Calculator

Details

For the report cover page you can provide the **name of your event**, and the **recipient of the report**, also you can include your name as the **sender**. The **Event Details** page is the default page and pre-checked for you. Check the boxes for the sections that you want to have included in the report document. Once you have completed these options you can select your units (Imperial/Metric) and click on "Calculate Impact" to view your report

7. Key in the details of the event, which will be shown on the report title page.

Event Name

Recipient Name

Recipient Company

Sender Name

Sender Company

Sender Email

Sender Telephone Number

☐

Title Page

☐

Letter from CEO

☐

Commitment Page

☐

Mission Statement Page

☐

Sustainability Policy Page

☐

Event/Meeting Details

☐

Answer Details

☐

Sustainability Commitment Progress

☐

Sustainability Projects

☐

Property Donations

8. Click "Title Page" and "Event/Meeting Details"

International Tourism Partnership

If your customer wishes to receive the impact calculation using the HCMI methodology, check the box below and provide the required laundry information.

☐ Include ITP Method

On-Site Hotel Laundry Facility

No

Laundry Outsourced Annual

short tons/year

Leave this section blank

Generate Report

Select your preferred unit system and click on generate report to open or save the event's meeting impact report.

Report Units

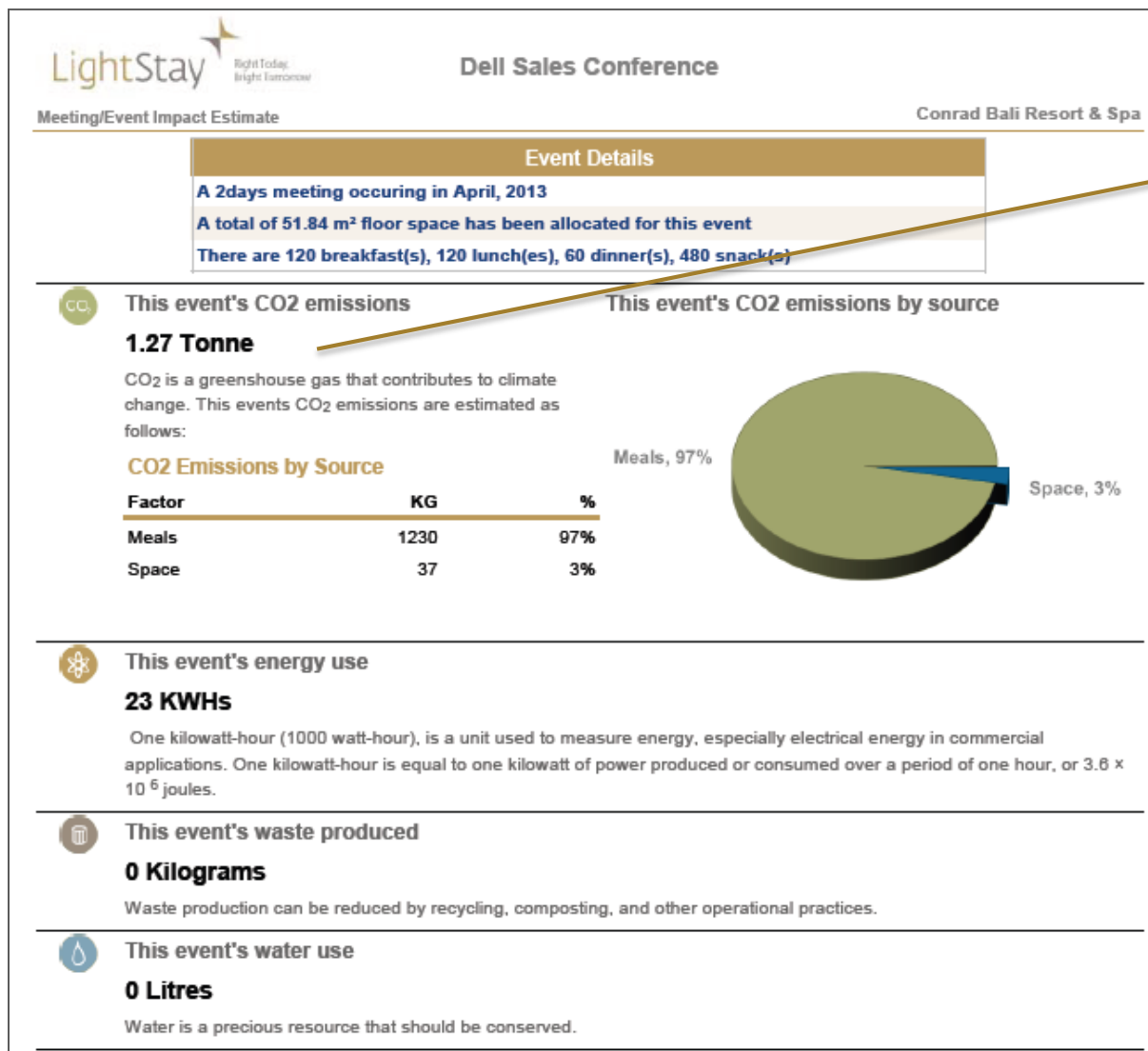
Imperial

GENERATE REPORT

10. Click
"Generate Report"

9. Select "Metric"

Using the LightStay Meeting Calculator



CO₂ emissions = **1.27 tonnes**

Customer and event inputs in step 7 will get displayed in the report title page.

You may share this report with your client! Updated copy will be added to brand proposals.

Finance/payment-related queries:

- ✓ Hilton@climatefriendly.com

Sales/customer-related queries:

- ✓ your Regional Director of Sales, or
- ✓ Gareth Walters (Gareth.Walters1@hilton.com)

LightStay Meeting Calculator-related queries:

- ✓ Sylvia.Low@hilton.com

Delphi/Reporting Template-related queries:

- ✓ Sen King Lim (SenKing.Lim@hilton.com)