

**TRACK NAME**

Guide to Greening a Business

SESSION NAME

The Paperless Digital Age – We're Not There Yet

DATE + TIME + ROOM NUMBER

Friday Sept. 5th – 11:10am – 103A

SESSION DESCRIPTION

While technology has changed our personal lifestyles and business operations, we have yet to fully embrace the “paperless” environment. Many of us have taken steps in our daily lives to reduce our impact on the environment in our homes and to support sustainable living practices. Yet, we have been slow to extend this practice to the organizations where we work. From recycling to lowering energy consumption, businesses can make a difference by taking a close look at their practices to find ways to make improvements.

One step is to address the paper trail that follows many employees and adds hundreds of pounds of waste. The average office worker disposes of 100 to 200 pounds of office paper per year. And every year, more than 1.1 billion trees are cut down to satisfy the needs of businesses around the world. When you minimize reliance on paper, just one benefit is the energy efficiencies you gain from less use of copiers and printers. By digitizing documents and working with electronic files, organizations can streamline processes, reduce costs, increase efficiency and protect the environment by lessening the use of paper and its associated waste.

Implementing the right document management software solution can help contribute to a greener environment while meeting business goals. This presentation will include a demonstration of how document management software can capture, index, store and retrieve information from virtually anywhere: instantly and securely.

PRESENTER(S)

Michael Frattini - Westbrook

PRESENTER BIOGRAPHY(S)

Michael Frattini has been with document management software provider Westbrook Technologies for more than six years providing sales management and consulting services throughout the U.S. and internationally, including the UK, Kenya, Portugal, and Yemen. He holds a degree in Management Information Systems from Rensselaer Polytechnic Institute where he focused on workflow and business process reengineering. Mike has spoken at numerous events and conferences on the value of document management solutions.

CONTINUING EDUCATION CREDIT (CEU)

N/A

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