

Green Event Management Guideline

Introduction

This guideline provides a reference point for the Hong Kong Institution of Engineers for setting standards in areas which impact the environment when organizing an event. Those who are organizing events should give due consideration to these sustainable guidelines taking into account actual circumstances, unless if an alternative approach is considered to be better.

This guideline covers the following areas:

- A. Selection of Venue
- B. Communication and Promotion
- C. Printing of Materials
- D. Food and Beverage Selection and Arrangement
- E. Waste Management
- F. Facility Arrangement and Event Management
- G. Reporting and Audit

The guideline is written to assist the end-users in organizing an event, and they are not intended to provide technical information.

A. Selection of Venue

- a. Give first priority to venue with green initiatives adopted in their operation. The attributes of the venue should include but not limited to the following:
 - i. Energy efficient facilities;
 - ii. Strong recycling programme;
 - iii. ISO 14001 Certification
- b. Encourage overseas guest to choose airlines that are fuel efficient, and select hotels that have the same characteristics as mentioned in Point a.
- c. Select venue that is easily accessible by public transportation to promote the use of mass transportation by the attendees.
- d. Alert attendees to use the environmentally preferable choice of mass transit, and provide information to attendees about the public transit system (e.g. MTR station and exit).

B. Communication and Promotion

- a. Communicate and promote the event by emails and e-channels;
- b. Provide E-registration process;
- c. Use of environmental friendly materials such as cardboard to prepare banners or similar promotional materials.



C. Printing of Materials

- a. Minimize and optimize handouts by making information available online. Provide attendees the option of downloading materials via dedicated websites;
- b. Use of environmental friendly paper;
- c. Use of environmental friendly ink (e.g. water soy based ink) for printing;
- d. Print on both sides.

D. Food and Beverage Selection and Arrangement

- a. Communicate with attendees ahead of time about tea breaks/lunch/dinner to ensure proper portions are served;
- b. Request to the caterer that bottled water should not be served;
- c. Request to the caterer that non-disposal glasses/cups should be used such that drinks are refillable by pitchers or other means;
- d. Request to the caterer to use non-disposal utensils;
- e. Request to the caterer that table cloth should not be used for coffee breaks;
- f. Request to the caterer that condiments should be served in bulk rather than packages;
- g. Use beverages that are manufactured locally, and favor food that is seasonal and locally sourced:
- h. Plan the size and type of food provision carefully to avoid food surplus. Provide low carbon menu.

E. Waste Management

- a. Provide well-labelled recycle boxes, in particular paper, in the venue;
- b. Request to event location manager to provide large containers in case bulk recycling of materials is required;
- c. Donate leftover food to local NGO or food bank;
- d. Provide bins to collect and recycle name badges;
- e. Reuse signs where appropriate.

F. Facility Arrangement and Event Management

- a. Communicate with the event location manager to maintain indoor air temperature at 25.5° C $\pm 2^{\circ}$ C;
- b. Communicate with the event location manager to maintain the relative humidity range between 40 to 70%;
- c. Recommend the use of computer for presentation (e.g. power point). Flipcharts should not be used;
- d. Turn off lights in areas where they are not needed;
- e. Recruit volunteers to monitor green activities on the date of the event;
- f. Avoid issuing souvenirs to minimize waste generation. Recommend to provide electronic carbon offset certificates to the speakers if souvenir is required.



G. Reporting and Audit

- a. Report of carbon emission of the event referencing to the Guidelines to Account for and Report on Greenhouse Gas Emissions and Removal for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong 2010 Edition by EPD and EMSD and other recognized standards or guidelines;
- b. Review and audit of the report by a Certified Carbon Auditor (or a 3rd party verifier);
- c. Publish results of carbon auditing online.



Example of Green Event Organization – 2015 HKIE EVD Annual Forum

A. Selection of Venue

Hong Kong Convention and Exhibition Center was selected to be the venue for the 2015 HKIE EVD Annual Forum due to its commitment to green management.



- Promote sound environmental programmes continuously, progressively explore, test and implement new & innovative eco-friendly initiatives.
- Reduce energy consumption, minimise waste generation, promote water conservation, and lower carbon
 emission level.
- Obtain a balance between serving our customers better and the environment interests to achieve important environmental goals.
- Target setting to evaluate environmental programmes & measure performance.
- Enhance environmental protection, communicate our green policies and programmes and increase engagement of our stakeholders including customers, staff, their families, suppliers and contractors.
- . Comply fully with applicable local & international laws and regulations related to the environment.
- Tendering process utilising sustainable procurement practices choose suppliers & contractors that adopt environmentally-friendly practices.

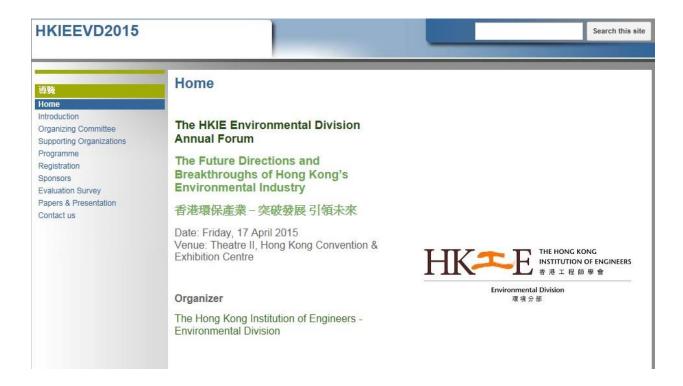


- Annual capital expenditure and expenses on green equipment and services accounted for an average of 15% and 25% of the total capital expenditure and expense of HML respectively in the past three fiscal years.
- Over 15,000 pieces of T5 fluorescent tubes have been installed in the Hong Kong Convention and Exhibition Centre (HKCEC) which use less mercury, but achieve better lumen maintenance and longer lamp life.
- More than 600 sensor faucets have been installed to save water usage.
- A food waste decomposer is used to process food waste into compost for use in farms and schools, while an oil filter machine is used to save cooking oil



B. Communication and Promotion

There was a dedicated website for the promotion of the event. Registration can be received using email.





C. Printing of Materials

Environmental friendly materials were used for printing, and it was highlighted in the programme.

Disclaimer from the HKIE

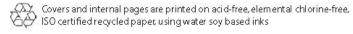
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D. Food and Beverage Selection and Arrangement

A message was displayed at different locations in the serving hall to highlight that no table linen was arranged as an environmental friendly approach in organizing an event. In addition, condiments were served in bulk.

No Table Linen

Table cloths are not used in order to promote a more sustainable approach in organizing an event. The absence of table cloths would <u>minimise</u> materials to be used, and also reduce the need for water, energy, and chemical to wash the linens.







E. Waste Management

Name badges are recycled.



F. Facility Management and Event Management

Carbon offset certificates were issued to the speakers as souvenirs.





G. Reporting and Audit

Carbon emission calculation was performed for the arrangement of the event.

			our case	EF	tCO2-e (HKIE)
Scope 2	Venue (sf)	4000	3152.68	1.48	1.1664916
Scope 1	Material	Proceedings			0.3856272
	Transportation				
	Local participants	For 300 participants	300	1.69	2.535
	Oversea travel	Taiwan, Taipei	1	0.29	0.29
		Korea, Soul	1	0.38	0.38
		Netherland, Amsterda	2	1.6	3.2
		Switzerland, Zurich	1	1.6	1.6
Results					
		Total tCO2-e			9.5571188
		round up			10
		Carbon price		\$150	
		suggested carbon cred		10	
		Final cost			\$1,500

Paper 4.8 * Table 7, page 38

For normal A4 paper assume 500 sheets per ream

80 g / m2

A4 size	297 x 210 mm	0.06237 m2	
1 ream of A4	in (g) in (kg)	249 2.4	4.8 495
No. of A4 paper pe No. of copies	:	46 350	
Total number of pa	161	100	
Paper used	in (No. of ream)	3	2.2
	kg of waste	80.3	339
Carbon	in (kg CO2-e)	385.62	272



H. Overall Green Management Promotion

The following poster was included in the programme and it was displayed in the serving hall to further promote this environmental friendly initiative.

