

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 $25.5^{\circ}\text{C} \pm 2^{\circ}\text{C}$;
- 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.

Green Policy



- **P**romote sound environmental programmes continuously, progressively explore, test and implement new & innovative eco-friendly initiatives.
- **R**educe energy consumption, minimise waste generation, promote water conservation, and lower carbon emission level.
- **O**btain a balance between serving our customers better and the environment interests to achieve important environmental goals.
- **T**arget setting to evaluate environmental programmes & measure performance.
- **E**nhance environmental protection, communicate our green policies and programmes and increase engagement of our stakeholders including customers, staff, their families, suppliers and contractors.
- **C**omply fully with applicable local & international laws and regulations related to the environment.
- **T**endering process utilising sustainable procurement practices - choose suppliers & contractors that adopt environmentally-friendly practices.

Green Investment



- 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.

The screenshot shows the homepage of the HKIEVD2015 website. At the top left, the text 'HKIEVD2015' is displayed. To the right is a search bar with the placeholder text 'Search this site'. A navigation menu on the left side includes links for 'Home', 'Introduction', 'Organizing Committee', 'Supporting Organizations', 'Programme', 'Registration', 'Sponsors', 'Evaluation Survey', 'Papers & Presentation', and 'Contact us'. The main content area features the heading 'Home' followed by the event title 'The HKIE Environmental Division Annual Forum' and the subtitle 'The Future Directions and Breakthroughs of Hong Kong's Environmental Industry'. Below this is the Chinese title '香港環保產業 – 突破發展 引領未來'. The event details are listed as 'Date: Friday, 17 April 2015' and 'Venue: Theatre II, Hong Kong Convention & Exhibition Centre'. The organizer is identified as 'The Hong Kong Institution of Engineers - Environmental Division'. On the right side, the HKIE logo is displayed with the text 'Environmental Division' and '環境分部' below it.

C. Printing of Materials

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

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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 minimise 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	tCO ₂ -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, Seoul	1	0.38	0.38
Netherland, Amsterdam		2	1.6	3.2	
Switzerland, Zurich		1	1.6	1.6	
Results		Total tCO ₂ -e			9.5571188
		round up			10
		Carbon price per ton			\$150
		suggested carbon credit to offset (tonne)			10
		Final cost			\$1,500

		Paper	4.8 * Table 7, page 38
For normal A4 paper assume 500 sheets per ream			
80 g / m ²			
A4 size	297 x 210 mm	0.06237 m ²	
1 ream of A4	in (g)	2494.8	
	in (kg)	2.495	
No. of A4 paper per proceedings		46	
No. of copies		350	
Total number of page for 300		16100	
Paper used	in (No. of ream)	32.2	
	kg of waste	80.339	
Carbon	in (kg CO ₂ -e)	385.6272	

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.

Green Initiatives for 2015 HKIE EVD Annual Forum



	Selection of Venue 1) Preference is given to a venue that has adopted green initiatives in their operation including but not limited to the following: a) Energy efficient facilities; b) Recycling programme; 2) The venue is easily accessible by public transportation to promote the use of mass transportation by the attendees.	 
	Event Promotion 1) Communication and promotion of the event are by emails and e-channels; 2) Environmental friendly material (in this case, cardboard) is used to prepare the banner.	 
	Printing of Materials 1) Handouts are minimised and optimized; 2) Acid-free, elemental chlorine-free, ISO certified recycled paper is used; 3) Water soy based inks for printing is used.	  
	Food and Beverage Selection and Arrangement 1) Communication is made with attendees ahead of time about tea breaks and with helpers and speakers about lunch to ensure proper portions are served; 2) Non-disposable glasses/cups instead of bottled drinks are served – drinks are refillable by pitchers; 3) The caterer provides Chinaware for coffee breaks. Table cloth is not used; 4) Condiments are provided in bulk rather than packages; 5) The size and type of food provision is carefully planned to avoid food surplus. Low carbon menu is provided.	    
	Reuse and Recycle 1) Name badge holders are reused. 2) Recycling boxes (for attendees), in particular paper, are provided throughout the venue; 3) Large containers (bulk recycling) are provided by management office; 4) Edible food from leftovers, if any, are either taken away or donated to Food Angel, towards zero food waste disposal to the maximum extent possible.	   
	Event Execution 1) Indoor air temperature is maintained from 23 to 26°C, as arranged with property management; 2) Lights are switched off at appropriate places to minimise energy consumption, as arranged with property management; 3) Computer presentation only (flipcharts are not used); 4) Announcement of green initiatives is made by the Master of Ceremony; 5) Volunteers are recruited to monitor green activities on the date of the event; 6) Souvenirs provided to the speakers are carbon offset certificates – electronic copies only!	     
	Carbon Reporting and Audit 1) A Report on carbon emission of the event is referenced to 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; 2) The Report is reviewed and audited by a Certified Carbon Auditor; 3) The results of carbon auditing is to be published online.	  

