

GGGI GREEN EVENT GUIDE

About this Guide

Developed as part of GGGI's corporate social responsibility initiatives, this guide aims to help event planners host a more environmentally sustainable event by incorporating considerations such as impact of waste produced and energy and materials consumed during event planning and activities.

What is a Green Event?

"A green meeting is one designed, organized and implemented in a way that minimizes negative environmental impacts and leaves a positive legacy for the host community."¹

Why is it Important?

GGGI is in the business of ensuring environmental and social sustainability while achieving economic growth in our partner countries. As such, the Institute is committed to promoting sustainability in our day-to-day operations and consistently encourages, assists and advises participants in their efforts to make GGGI events climate neutral to the greatest extent possible.

Hosting a green event not only minimizes negative environmental impact, but also helps to raise awareness among participants and other stakeholders and improve sustainable practices in the host community.

How Can We Host a Green Event?

- Step 1. Use the **checklists** provided in this guide
- Step 2. Engage **stakeholders and decision-makers** in supporting our plans for sustainable event
- Step 3. Research and engage local eco-friendly **vendors and service providers**
- Step 4. Communicate the green event goals and requirements to **all participants**
- Step 5. Remember to "**Reduce, Reuse, Recycle**" as much as possible
- Step 6. **Record, monitor, and evaluate** performance on event
- Step 7. Submit the **Post-Event Green Report**



For More Information

For the most updated version of this guide, visit [ASU SharePoint Portal: Green Event Guide](#)
Contact GGGI Event Coordinator Kyuhwa Park (kyuhwa.park@gggi.org) for any questions or feedback regarding this event guide.

¹ Definition from *UN Environment Programme* (UNEP)

BEFORE THE EVENT: PART I

Venue Selection			
Accessibility	1	Use of GGGI offices, rather than that of commercial establishments, is encouraged as much as possible to reduce the need for staff to travel	<input type="checkbox"/>
	2	Venue provides accommodation facilities or it is located within walking distance from hotels	<input type="checkbox"/>
	3	Good access to/from the main public transport connections and town center	<input type="checkbox"/>
	4	Minimize guest parking paid by GGGI	<input type="checkbox"/>
Resource efficiency	5	Certified with recognized green building standard such as LEED, BREEAM or Korean Green Building Certification (KGBC) etc.	<input type="checkbox"/>
	6	Venue has an environmental policy in the following areas: Green procurement Catering services Energy saving Waste separation at source	<input type="checkbox"/>
	7	Venue has efficient resource management measures a) Building is supplied (in part or in whole) by renewable energy b) Efficient heating and cooling systems: Occupants can regulate the temperature within the building c) Designed to maximize the use of daylight at all areas d) Equipped with water-saving appliances in kitchens and toilets e) Motion sensor lighting in rooms and spaces is available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Notes: Click or tap here to enter text.			
Travel			
Transportation	1	Direct flight in Economy Class is preferred to Business Class	<input type="checkbox"/>
	2	For shorter trips, use trains rather than cars and planes	<input type="checkbox"/>
	3	When driving by car, use hybrid cars if possible and share the trip with other participants; select smaller cars	<input type="checkbox"/>
	4	Encourage commute on foot or via public transportation	<input type="checkbox"/>
Accommodation	5	Certified with a recognized green building standard and/or has a recognized environmental management system	<input type="checkbox"/>
	6	Hotel has an environmental policy and action plan of following areas: Green procurement Waste separation at source Energy saving Communication to guests Use of eco-labelled products Water efficiency measures	<input type="checkbox"/>
	7	Located near public transportation and event facilities (within walking distance)	<input type="checkbox"/>
	8	Hotel provides information in guest rooms about the green aspects of the hotel and encourage guests' participation: a) Option of no second-day sheet and towel change to save water b) Equipped with water-saving devices such as tap and shower flow regulators; low-flush and dual-flush toilets c) Windows can be open to avoid the use of AC system	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Notes: Click or tap here to enter text.			

BEFORE THE EVENT: PART II

Catering			
Menu	1	Use locally grown and produced food and drinks; use organic products, if possible	<input type="checkbox"/>
	2	Reflect the seasonal produce of the region	<input type="checkbox"/>
	3	Provide fair trade labelled products for coffee, tea and sugar, when available	<input type="checkbox"/>
	4	Minimize the quantity of meat products and always offer a vegetarian option Consider: Lower carbon alternatives Chicken/Pork Vegetarian/Vegan options Avoid: Beef Lamb Imported vegetables/fruits	<input type="checkbox"/>
	5	Consider any cultural or religious considerations to be respected	<input type="checkbox"/>
	6	Collect information on participant dietary restrictions and allergies	<input type="checkbox"/>
Quantity	7	Inform the caterer in time about the exact number of participants, to avoid waste of food	<input type="checkbox"/>
	8	For buffet meals, limit the varieties served under each course	<input type="checkbox"/>
Service	9	Use reusable dishes, cutlery, glassware and linens and avoid the use of disposable items (no paper, plastic or polystyrene cups, no paper napkins or table cover, no plastic cutlery or bottles)	<input type="checkbox"/>
	10	Avoid single-serve containers (e.g. milk, cream, butter, etc.)	<input type="checkbox"/>
	11	For buffet meals, re-fill only when levels of food go down significantly	<input type="checkbox"/>
	12	If menus must be printed, use recycled papers and if possible use soy-based ink	<input type="checkbox"/>
Notes: Click or tap here to enter text.			
Communications			
Resource Consumption	1	Send invitation via email & set up online registration system	<input type="checkbox"/>
	2	Send relevant documents by email beforehand instead of providing printed copy at the meeting	<input type="checkbox"/>
	3	Avoid providing printing facilities as much as possible	<input type="checkbox"/>
	4	If necessary, print locally rather than shipping materials from HQ and avoid glossy papers and use recycled paper as much as possible: - Banners (Consider using reusable design for future events i.e. avoid using dates, etc.) - Program books - Souvenirs	<input type="checkbox"/>
Information Sharing	4	Provide information to participants about the green aspects of the event and encourage participation	<input type="checkbox"/>
	5	<i>Green Event Guidelines</i> should be provided along with Administrative Note which includes clear instruction/maps for public transportation to the conference facility	<input type="checkbox"/>
	6	Share the short checklist for participants to self-evaluate their 'green behaviors' Refer to <i>Annex I: Green Tips to Participants</i>	<input type="checkbox"/>
Notes: Click or tap here to enter text.			

DURING THE EVENT

Water

1	Provide tap water for drinking or serve water in jugs instead of bottled water Always avoid the use of bottled water	<input type="checkbox"/>
2	Refill water and beverage only upon request	<input type="checkbox"/>

Notes:

Click or tap here to enter text.

Energy

1	Maximize the use of daylight	<input type="checkbox"/>
2	Room temperature – should be adapted to the local seasonal conditions and not be cooled to more than 6 °C (42.8 F) below the outside temperature or heated to 20 °C (68 F)	<input type="checkbox"/>
3	Ensure events do not overrun to save energy and cost	<input type="checkbox"/>

Notes:

Click or tap here to enter text.

Materials

1	Less paper or plastic at the meetings as well as banquets (e.g. electronic banners, no paper flip charts – use reusable boards, no decorations such as centerpiece)	<input type="checkbox"/>
2	Any paper used should be 100% recycled. If disposable items are essential, try to ensure they are recyclable and appropriate recycling systems are in place	<input type="checkbox"/>
3	If flowers must be used for ornaments, avoid cut flowers and use potted plants instead	<input type="checkbox"/>
4	Provide pens/papers only upon request	<input type="checkbox"/>
5	Limit distribution of printed copies	<input type="checkbox"/>
6	Clearly-marked bins should be provided and all waste should be separated by category: Paper, Plastic, Metal, Cans, Other Waste, etc.	<input type="checkbox"/>

Notes:

Click or tap here to enter text.

AFTER THE EVENT

Post-Event Green Report

1	Go over the checklist and tick off all items achieved	<input type="checkbox"/>
2	Complete the Post-Event Green Report and submit it to Post Event Green Report	<input type="checkbox"/>

Notes:

Click or tap here to enter text.

Reuse and Recycle

1	Collect and reuse publications discarded by participants	<input type="checkbox"/>
2	If appropriate, consider donating unused items to non-profit organizations	<input type="checkbox"/>

Notes:

Click or tap here to enter text.

POST-EVENT GREEN REPORT

Purpose

Post-event evaluation is conducted to determine if the event's green targets were met. This assessment will serve as a reference for future events and activities.

Event Details

Event	Click or tap here to enter text.	Date(s)	Click or tap here to enter text.
Location	Click or tap here to enter text.	Focal Point	Click or tap here to enter text.

Checklist Evaluation

Checklist	Category	No. of Check Marks	Total No. of Check Boxes
Before	Venue Selection	Select	11
	Travel	Select	10
	Catering	Select	12
	Communications	Select	7
During	Water	Select	2
	Energy	Select	3
	Materials	Select	6
After	Post-Event Green Report	Select	2
	Reuse and Recycle	Select	2
TOTAL		Enter	55

Final Thoughts

Document any findings, recommendations and reminders for future events

Click or tap here to enter text.

ANNEX I: Green Tips to Participants

Below is a list of actions that can be taken to help reduce potential negative impact on environment:

For the Event:

1. Travel by foot or use public transport to the meeting venue
2. Only print what you need before travelling (black & white, double-sided)
3. Bring Your Own Stationery (BYOS) as required to the meeting
4. Recycle your waste: bottles, cans, papers where this option available

At the Hotel:

1. Stay in one of the recommended hotels certified with a recognized green building standard and/or has a recognized environmental management system
2. If the hotel offers this service, take the energy-saving option of not having sheets and towels changed every day
3. Hang your washed clothes instead of using the drier
4. Turn down the heat by 1°C
5. Be conscious of how much water you use
6. Turn off lights, TV, air conditioner or heater when leaving the hotel room for the day

Fun Facts²

- Hanging the washing out instead of using the tumble drier will save about 153kg CO₂ a year - that's USD39 each year, based on 150 cycles a year.
- Reducing your heating by 1°C can reduce your energy consumption by 8%. For an average household gas bill of 12,500kWh this will reduce your CO₂ emissions by 184kg - that's USD31 each year.
- Only fill the kettle & boil with the amount of water you need
- Only boiling the amount of water for your hot drink will save 72kg CO₂ a year - that's USD17 per annum
- Spending 1 minute less in the shower can save 23kg CO₂ and USD6 a year (based on one shower a day and a 9kW shower).
- Fully turn off just one LCD TV (rather than leaving it on standby) for 18 hours a day will save about 5kg CO₂ a year - saving USD1.5 a year. Turn off all other electrical equipment when not in use to multiply the savings.

² Source: <http://www.carbonfootprint.com/>