How to organise sustainable meetings & events in Brussels

A practical guide











ICLEI Local Governments for Sustainability

Brussels-Europe Liaison Office

Purpose of this guide

To provide organisers and hosts of meetings and events from 10 to 100 participants with practical information and recommendations on how to manage their Brussels meetings and events more sustainably.



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Intro



Brussels is one of the most international cities in the world. The 'Capital of Europe' hosts 40,000 EU employees, hundreds of permanent representations including over 300 representations of EU regional and local authorities and between 15.000 and 20.000 lobbyists. No wonder the city has around 66,000 registered meetings per year!

This figure multiplied by the amount of drinks, food, travel, paper, water and waste per person represents an enormous impact on the environment. On the other hand it also offers an incredible opportunity for Brussels and its multiple offices to be leading examples in the organisation of sustainable meetings & events.



Image: Surfista80/dreamstime.com



Image: Gent Thursday Veggie Day

What is a sustainable event?

A sustainable event is:

General:

- designed, organised and implemented in a way that minimises negative environmental and social impacts and leaves a positive legacy for the host community[1];

Specific[2]:

- minimising GHG emissions, such as CO_2, and compensating for unavoidable emissions;
- minimising natural resource consumption (i.e. water and energy);
- avoiding waste generation where possible and reusing and/or recycling residual waste;
- causing minimal environmental damage while preparing and implementing the meeting;
- fostering economic, social and environmental benefits for local communities for a sustainable local development; this can range from considering CSR policies to including social inclusion ('reserved contracts' e.g. when preparing or delivering food), health issues to labour rights (ILO Conventions, e.g. fair pay);
- applying the above principles to the purchase of goods and services for the meeting, the selection of the venue, transportation, catering and accommodation arrangement; Fair Trade purchasing, for instance, is a tool for supporting sustainable international development;
- increasing the awareness of participants, staff service providers, sponsors, local communities etc. in sustainability issues through a clear communication of the greening aims and measures adopted.



Image: The Hub Brussels

What are the benefits for organisers of sustainable meetings & events[3]?

- **Saving resources & costs** - Conserving energy, reducing waste, purchasing local products and simply consuming less can save money. Despite an initial potentially higher price, applying sustainability principles will often in the long-term reduce costs (e.g. less printed material, less waste to be collected...).
- **Good image** - By organising a sustainable event your organisation shows its commitment to sustainable development. A targeted communication/PR strategy will raise the profile of the meeting and attract participants. Conference participants are increasingly becoming sensitive about this and expect an event to be somehow "sustainable" and are critical towards unnecessary waste of resources.
- **Awareness raising** - Each meeting is a unique opportunity to raise further awareness among participants, staff, service providers about the benefits of greener/Fair Trade products, green buildings, services etc. and hence foster sustainable behaviour and practices.
- **Multiplier effect** - Leading by example can motivate others to make responsible decisions and introduce environmental and social improvements in their own meeting organisation.
- **Trigger innovation** - Organising sustainable meetings & events can promote innovative green technologies and techniques. Examples: serving Fair Trade drinks, off-setting CO_2 emissions from travel, combining registration with public transport, etc.
- **Social benefits** - If planned and implemented carefully, the meeting can benefit the local level, through providing jobs (incl. social inclusion), supporting local & regional suppliers, promoting better working conditions (ILO Conventions; Fair Trade products).



The Hub Brussels

1 Adapted on the principles for 'Green Events' developed at ICLEI's Greening Events Symposium in Barcelona September 2004

2 Adapted on UNEP Sustainable United Nations (SUN), *Green Meeting Guide 2009*, Ed. ICLEI and UNEP, © UNEP, 2009

3 Ibid.



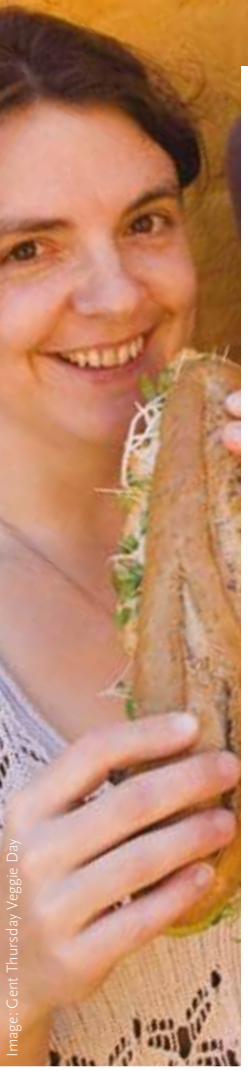


Image: Gent Thursday Veggie Day

Sustainable events - more than just sustainability!

Five key recommendations for your next event!

1. Do you really need a meeting? Is a virtual event an option (e.g. Teleconference)?
   (No meeting = most sustainable meeting)

2. Try to use this guide for your next meeting in Brussels

3. Choose one topic/recommendation at a time (step-by-step strategy starting e.g. with 'food' first)

4. Time is key!
   The earlier you start the more you save.

5. Lead by example

Good practice:

Combining Good Food, Climate Change Action and Good Image: The Thursday Veggie Day in Gent

In May 2009, the City of Ghent officially declared Thursday as Veggie Day. Everybody was urged to make Thursday a weekly veggie day. For one day a week no meat or fish is on the menu in Ghent! Through this initiative Ghent received attention throughout the world's top press. The example of Ghent was followed in São Paulo, Bremen, San Francisco, Zagreb and Cape Town and in Belgium by the cities of Hasselt and Mechelen.



Brussels Good Practice:

Considering the CO_2 impact of events

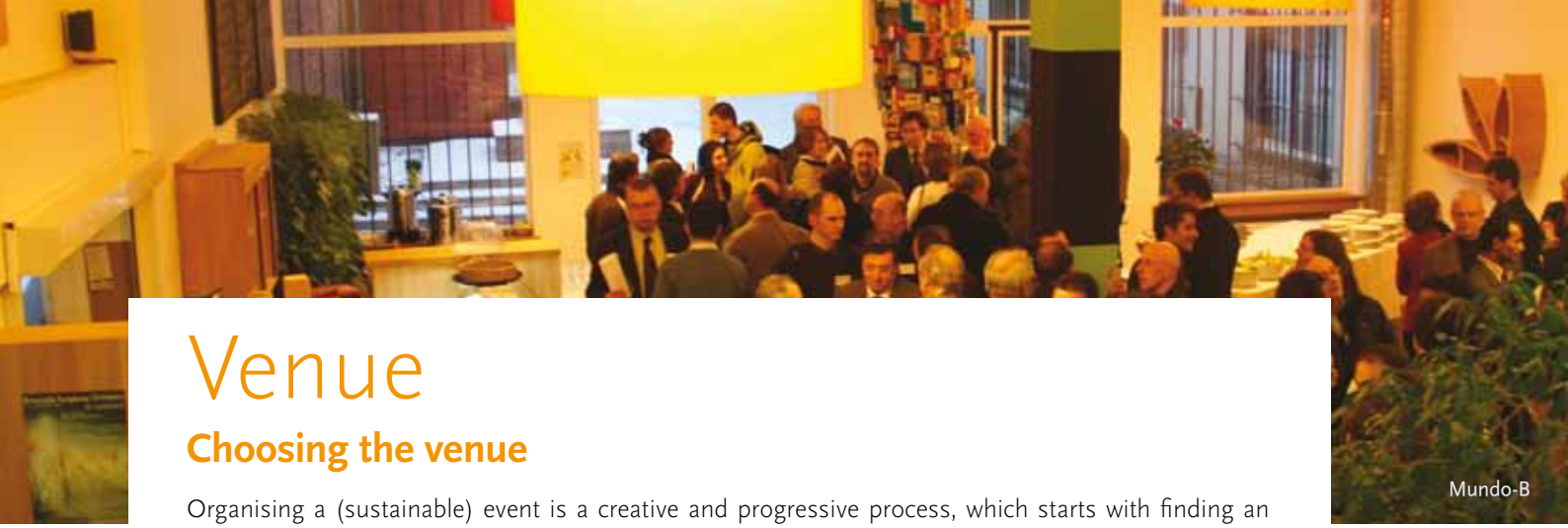
When organising an International Conference on "Organic Waste in Urban Environments" in Brussels in 2008, Brussels Environment (IBGE-BIM) estimated the CO_2 impact of the event to manage the event in the most climate-friendly way. The following emission sources were considered:

- energy in house (energy linked to burning of fossil fuel)
- non-energy in house (cooling & refrigerating gas)
- freight
- supplies
- transport of persons
- direct waste
- fixed assets (buildings, IT hardware etc.)
  (bullet points can be listed next to each other)

The carbon footprint inventory helped to design the event according to a set of priorities (e.g. reduce transport, change behaviours, offset remaining emissions). For 114 participants, the estimated CO_2 emissions per participant were 0,5 Ton CO_2.

CO_2 source	Ton CO_2	% of total
Paper	0,3	0,5%
Buildings	0,4	0,6%
Food	1,2	2,1%
Hotels	1,8	3,1%
Organisation	3,7	6,5%
Transport	49,6	87,1%
Total CO_2 emissions	**56,9**	

(Source: Barbara Dewulf - Brussels Environment (IBGE-BIM), Steven Van Praet - Futureproofed)


Mundo-B

Venue

Choosing the venue

Organising a (sustainable) event is a creative and progressive process, which starts with finding an appropriate venue to host it. The best locations are gone quickly! An event for more than 20 people will require more thoughts and criteria regarding logistical and technical arrangements.

Key points to consider:

- **Location and accessibility:** The venue should be easily reachable by walking or public transport. Mention if there is place to store bicycles.
- **Energy:** Energy efficient buildings that maximise the use of daylight and adopt energy saving policies should be preferred.
- **Waste:** Consider venues with advanced systems for waste collection and recycling.
- **Virtual meeting:** Modern Information and Communication Technologies (ICT) appliances allow professional video or tele-conferencing at accessible costs. This will require initial investment but can enormously contribute to a sustainable meeting (e.g. greenhouse gas savings (GHG)) and save time and money.
- **Other:** Further attention could be paid to the procurement and cleaning policies, use of environmental management systems (e.g. EMAS) and overall management of the venue.


Café de Fiennes

Brussels top addresses

Mundo-B « The Brussels Sustainability House »

is a project launched by a group of NGOs who wished to ecologically renovate a building in the centre of Brussels in order to settle their offices as well as a conference centre, an organic cafe, a didactic nature garden, etc.
Capacity (pax): 2 meeting rooms [Aquarium (16), Fair trade Room (26)], a conference hall [100 (35 with tables)], a training room as well as an exhibition area;
Services: Bio & Fair Trade catering service on site; Technical equipment: projector, audio engineering, internet, telephone; Support team at your disposal;
Location: Rue d'Edimbourg / Edinburghstraat 26 - 1050 Brussels (Metro Porte de Namur/Naamsepoort)
Contact: info@mundo-b.org,
T 02 894 46 11,
www.mundo-b.org

The Hub Brussels

is the city's most innovative event & meeting space for lectures, debates, workshops and exhibitions, playing host to some of the most imaginative and compelling speakers and facilitators.
Capacity (pax): The Honeycomb Hall (150), meeting room (30), creativity room (30);
Services: Locally sourced, bio or Fair Trade Catering and beverages. AV equipment included, Hosting; **Location:** Rue du Prince Royal / Koninklijke Prinsstraat 37 - 1050 Brussels (Metro Porte de Namur/Naamsepoort or Louise/Louiza)
Contact: Anis Bedda,
brussels.hosts@the-hub.net,
T 02 502 59 30, www.the-hub.be

Café de Fiennes

is a small conference centre in the city centre of Brussels. It is easily accessible by public transport, and for years it has been adopting energy and water saving policies (rainwater for toilets and green energy), organic/Fair Trade catering and cleaning services respecting ecological and social criteria. The centre has an appropriate system of waste collection and recycling. The two available meeting rooms have to be booked far in advance.
Contact: www.cafedefiennes.be



Stockholm Region EU office

Invitation and conference material

Invitation and Conference promotion

In this phase you can save considerable costs in terms of printing, time and resources. Time will be key for a cost-effective and environmentally friendly procedure when developing conference material and sending out the invitations.

Key points to consider:

- **Paper use** - the amount of printed and sent material should be minimised by using email in pre- and post-meeting communication with participants. If it is necessary to print documents, do it on recycled paper (using eco-labels such as Blue Angel, FSC, EU-Ecolabel, - see e.g. www.label-online.de), print double-sided and try to reduce the text and number of pages as much as possible.
- **Online resources** - participants should be able to register online and download all relevant resources (meeting documents and reports) from the event website.
- **Gadgets** - promotional material, delegate bags and other gifts should be minimised; the money saved by giving them up could also be invested in sustainable/green projects (see good practice example of the "Stockholm Region's Brussels office"). They should be produced with sustainable materials (recycled or organic) and have a useful purpose. Consider products from local social projects.
- **Re-use** - some conference material from previous events can be re-used with the same or a different purpose (e.g. stands that are used year after year; old banners that are turned into delegate bags (see good practice example "Barcelona").
- **Other green ideas** - detail low-emission transport means to and from the venue as well as greener accommodation facilities if available on the website and on the conference material.

Brussels top addresses

Brussels Copy shops selling recycled paper

With few copy & printing shops in the European Institutions area and few places with recycled paper on overall, finding recycled paper is not an easy task. Listed below are a few shops who sell different types of recycled paper & cardboard (different weights, up to 100% white) that are usually eco-labelled. According to the information given the price difference with conventional paper is minimal if not inferior (depending also on the number of copies):

- **Select Copy SA:** - Rue Montoyerlaan 10 1000 Brussels - T 02 512 30 31
- **Mister Copy:** - Avenue Milcampslaan 44 1030 Brussels - T 02 735 18 89
- **B.C.D Express:** -Boulevard Général Jacqueslaan 135 1050 Brussels T 02 649 39 54
- **Belgium Copy s.p.r.l:** Boulevard Anspachlaan 132/136 1000 Brussels - T 02 503 56 36
- **Plan 2000 Inc Sprl 11:** Chaussée de Charleroi-Charleroise Steenweg 176 - 1060 Brussels - T 02 539 38 43
- **Copyland:** Boulevard Général Jacqueslaan 177 1050 Brussels - T 02 640 96 48

Good practice:
Barcelona



At the ICLEI EcoProcura Conference on Sustainable Procurement in Europe (Barcelona, 2006) attendees were given a PVC document holder made from recycled advertising banners. The fancy bag was manufactured on a prisoners' social rehabilitation project. The Multiple Sclerosis Federation prepared the materials in the bags.

Good practice:
Stockholm

Since September 2009, the Stockholm Region EU office resides in a completely renovated energy-efficient building (Avenue Marnixlaan 28, 1000 Brussels) that meets high environmental standards with bamboo flooring and different types of environmentally friendly materials. When holding events in their conference room (100pax.), instead of a conventional present, participants find a nice note on their chair, stating that "a tree has been planted in your name" by the Stockholm Region EU office.



Food

Food is culture. Food for thought is important but not sufficient. Whether a small meeting or a gala dinner, good food contributes to the success of a meeting. Complaining about the usual baguettes might get conversation started but delicious food might inspire far more. Eating is politics when considering local, seasonal, meatless and/or organic food. In that sense less can be more and good food does not have to be more expensive. Good food at meetings is good for business!

Key points to consider:

- **Preference for local, seasonal and/or organic products** - they have a lower impact on environment due to shorter transport routes and lack of chemical fertilizers and pesticides. Participants will easily see your commitment.
- **Drinking** - tap water and bulk dispenser should be preferred to individual containers. Avoid or minimise the use of plastic bottles by choosing carafes and glass containers.
- **Vegetarian option & reducing meat** - make sure to have a 'proper' vegetarian food option; reducing the quantity of meat products contributes to reducing the carbon footprint of the event (see Gent's Thursday Veggie Day' example)
- **Drinks** - serve refreshing bio and/or Fair Trade juices.
- **Avoid wasting food** - communicating to the caterer the final number of participants few days prior to the event can help to avoid waste. When sending out your "last reminder" add, for instance, "*Please let us know if you have registered but are unable to attend, so we can avoid wasting food*".



- **Disposable items** - resort to reusable or biodegradable dishes, cutlery, glassware and linens. Alternatively, purchase or require items containing a high percentage of recycled or plant-base material (see also the following section on "waste").
- **Choosing the right caterers** - for larger meetings, where you have to contract private catering companies or rely on the catering service of the venue, take into consideration environmental criteria (in relation to food procurement, energy and water efficiency of the equipment used, cleaning techniques etc.) when selecting a caterer.

Brussels top addresses

Brussels offers a wide range of caterers and restaurants delivering delicious food ranging from bio, seasonal, local to Fair Trade. Some also incorporate social projects (e.g. 'reserved contracts", Social Inclusion) into their activities. Usually the order has to be done online from the company website (maximum 2 or 3 days before the event) and it requires filling out a form the first time.

Useful contacts:

- **Kamilou Alabi:** www.kamilou.be
- **Trop bon:** www.tropbon.be
- **Exki:** www.exki.be (go to the Delivery section)
- **Le Pain Quotidien**: www.lepainquotidien.be
- **Midi plaisir:** www.midiplaisir.be
- **Vege-Table:** www.vege-table.be/?PAGE=362&LN=FR
- **Cuisine Potager:** www.cuisine-potager.be
- **La Saga:** www.lasaga.be
- **Ferme Nos Pilifs:** www.fermenospilifs.be
- **Bio Lounge:** delivery@biolunge.be
- **Green Kitchen:** www.green-kitchen.be

Four recommendations for « sustainable » Restaurants:

- **Dolma** (Vegetarian & Bio restaurant, Take away), Chaussée d'Ixelles / Elsense Steenweg 329, 1050 Brussels, www.dolma.be
- **the place to** (Bio snack), Place Colignonplein 16-18, 1030 Brussels, www.theplaceto.eu
- **Soul** (Bio Fusion kitchen) Rue de la Samaritaine / Samaritanessestraat 20, 1000 Brussels, www.soulresto.com
- **Shanti** (Bio restaurant), Avenue Buyllaan 68, 1050 Brussels, T 02 649 40 96



Image: MRBC - MBHG

Waste

The easiest way to completely avoid waste is to avoid organising an event. If that is not an option and zero waste systems (below) seem too ambitious, reducing waste has to be carefully planned from the beginning (e.g. communication & invitation without paper), during (e.g. reusable containers) and after the event (e.g. recycling and proper waste separation).
Waste generation and disposal is a transversal issue since it encompasses all organisation phases. For this reason, specific considerations on waste can be also found in other sections of this guide.

Key points to consider:

- **Reduction** - (1) minimise printed material for the conference (e.g. double-sided printing), (2) cut down on packaging, (3) reduce the use of plastic items and (4) avoid ordering more food and drinks than needed are among the key recommendations that help minimise waste generation.
- **Recycling** - firstly, re-use conference material from previous meetings and purchase eco-friendly items (made of organic or recycled material). Secondly, set up an appropriate system of separated waste collection and disposal.
- **Composting** - in case you have a garden or any other appropriate space you might consider composting your organic waste. This could be part of a sustainability strategy and be shown as a good practice.
- **Zero Waste challenge** - Zero Waste is a philosophy, a strategy, and a set of practical tools seeking to eliminate waste, not manage it. Zero Waste Europe (www.zerowasteeurope.eu) coordinates the development of the concept in Europe and organises activities to promote it. See also the eco-cycle website for information on 'zero waste events' (www.ecocycle.org).

Brussels top addresses

What to do with perfectly edible leftover food?

Even when organising smaller events (<100pax) you may find yourself with considerable amounts of leftover food for various reasons. If your staff and colleagues from other offices cannot help you to finish your food you can consider bringing the leftover food to a local organisation, who will distribute it to people who will appreciate it.
Contact for leftover food:

Archipel - De Schutting
(sheltered living for men, women and couples)
Place de Ninove /Ninoofseplein 10
1000 Brussels - T 02 512 54 34

Archipel - Armée du Salut / Foyer
(Salvation Army), Rue Bodegemstraat 27
1000 Brussels - T 02 512 17 92

Buurthuis Vrienden van het Huizeke
(community centre - transit home)
Place du jeu de balle / Vossenplein 23,
1000 Brussels - T 02 513 28 46

Poverello
Rue de l'Economie/Zuinigheidsstraat 4
1000 Brussels - T 02 511 52 12
Note: You must first contact these organisations (to make sure someone is in) before depositing your food (they have no drivers). If too much food is collected they will distribute it to partner organisations.

Good practice: City of Argelato's Sustainable Food Supply Policy

Winner of Italian Green Mensa Award 2009 and "European Good Egg Awards 2008".
Argelato's food supply concept includes:

- 100% organic food
- 90% biodegradable detergents
- Reusable cutlery
- Uneaten food given to associations that operate in the social field
- Leftover food given to animals
- Annual awareness raising & capacity building on nutrition.

Website: www.forumcompraverde.it





Image: WBC - MBHG

Accommodation

The sustainability of an event is not only linked to the meeting *per se*, but also to the accessory elements connected to the meeting. For this reason, another important task consists in identifying and recommending to participants eco-friendly accommodation options if available.
This awards hotels that adopt sustainability policies in order to reduce their impact on the environment.

Key points to consider:

- **Location** - the accommodation should be close to the venue or well connected to public transport, allowing participants to walk or easily reach the meeting place.
- **Energy and Water** - the implementation of energy efficient policies (use of natural light and ventilation, energy efficient light-bulbs etc.) and water conservation practices (installation of water-saving devices, grey-water and rain-water use etc.) are essential in reducing the environmental impact.
- **Catering and Procurement** - attention should be paid to the products available in the hotel (rooms and canteen). Are they organic, local, sustainable (recycled paper etc.) and/or Fair Trade? Are bulk dispensers, jars and/or re-usable items (dishes, cutlery, glassware and linens) normally used?
- **Waste** - hotels committed to reducing waste (avoiding disposable items, cutting down on packaging etc.) and with separated waste collection/disposal systems should be preferred.
- **Cleaning** - ecological cleaning implies the selection of sustainable or labelled products (e.g. Ecover, EU-Flower) which have a reduced impact on human health and environment and the use of efficient equipment and machines.
- **Other** - large hotels might be preferable when booking for large numbers of participants. When staying in smaller hotels you might enjoy a more authentic and charming ambiance and at the same time support smaller local business (SMEs). Having a CSR (Corporate Social Responsibility) policy might be another asset for the choice of hotel. Offer bicycles to participants to go to and from the venue or give information on where they can rent one (see section on 'transport & mobility').

When booking the hotel for your participants you can check for the accommodation facilities with one of the following eco-labels:

Brussels top addresses

Entreprise Écodynamique

The label "Entreprise écodynamique" is an official certification issued by Brussels-Capital Region to those enterprises which adopt sustainable policies and practices and show good environmental performance. This label is free of charge and can be given to any kind of enterprise, including hotels, located in the Brussels-Capital Region.
Website: www.bruxellesenvironnement.be

Green Key

The Green Key is an international eco-label for tourism facilities: hotels, camping sites, hostels, holiday houses, sport facilities and conference facilities. It was originated for hotels in Denmark in 1994 and in 1998 France joined and started labelling camping sites. Nowadays there are more than 1100 Green Key awarded sites in 18 countries.
Organisations awarded the Green Key meet technical - management criteria and criteria on communication. Besides environmental requirements the criteria includes demands on training staff, monitoring energy use, washing and cleaning, food and beverages, indoor environment, parks and parking areas, education, transportation, etc. Onsite checks are performed regularly on all Green Key owners.
Website: www.green-key.org or the Belgian-ones www.cleverte.be and www.groenesleutel.be

Best green hotels

The best green hotels include environmentally friendly hotels that have adopted at least 27 green actions, and thus are at least six green-tree rating on their website. These hotels are doing more than a little to green the hospitality industry and to leave a smaller footprint on the earth.
Website: www.TheBestGreenHotels.com



Image: MRBC - MBHG

Transport and mobility

Participants need to move fast and easily between venue, hotel and city centre. These local journeys and especially international travel have a strong impact on city air pollution. Transport has the highest CO_2 reduction potential when organising an event. Ideally, a sustainable event can benefit from a local integrated sustainable mobility concept.
Still, every day, most of the 350,000 people travelling into Brussels for work or study use individual cars. This generates major traffic jams on the roads towards Brussels and also heavily increases traffic congestion inside the capital.



Image: MRBC - MBHG

Key points to consider:

- **Location:** the main meeting locations (venue, accommodation, city centre, transport nodes) should be close or well connected with each other.
- **Clear and visible information:** participants should be provided with maps, timetables and useful information in order to move around in a sustainable way on foot, by bike or public transport.
- **Early travel booking saves money** - encourage participants to arrange their travel soon especially since trains offer great discounts for early birds.
- **Compensating travel emissions** - several good practices show that participants are interested in off-setting their GHG emissions from travel. Several schemes such as *Atmosfair* (see www.atmosfair.de) calculate the amount of GHG emissions created by flights and determine a monetary amount that the travellers can pay to offset their flights. The donations are then used to finance green projects, which offset their emissions.
- **Biking to venue** - biking to venues in Brussels is becoming en vogue. Mentioning any storage room where to safely store bikes can support this. Another possibility is to mention the next *Villo* station, where one can rent or leave the Brussels publicly available bikes (see www.villo.be).
- **Checking travel times** - stress is not good for health or business in the long run. A good time management can contribute to a successful meeting and event. STIB, the largest Belgian urban public transport company, offers a comprehensive local journey planner (calculates distances and means of transport) in EN, FR and NL on www.stib.be. See also the portal for rail travellers at www.railtime.be (in EN, DE, FR, NL)

Table: Direct trains to/from Brussels



Image: Francesco Melchiori / www.francescomelchiori.com

Good practice:
Bicycle points in Brussels

fietspunt

CyCLO npo operates four bicycle points in Brussels. These are located at the train stations North, Central and Brussels-Luxembourg and also at Brussels-Midi. At the bicycle points your bike can be parked safely: CyCLO sees to it that the bike sheds are orderly and clean. Minor repairs that are necessary to get you home safely are also done there. Furthermore every bicycle point offers bicycles for rent and leases folding bicycles that help you to move across Brussels as easily as possible.
Website:
www.recyclo.org/cyclo/en/bikepoints.html



Image MRBC - MBHG

BELO

History

The Brussels-Europe Liaison Office (BELO) was founded in 1991 by the Government of the Brussels-Capital Region. The aim of the BELO is to build bridges between Europeans who move to Brussels for their work and the city that hosts them.

Tasks

Reception and assistance

The BELO is the official welcome desk of the Brussels-Capital Region. Our team of experts offers free advice and assistance regarding practical and administrative questions and problems (leases, residence formalities, language lessons, etc.) that might arise when settling in Brussels. Our trilingual website provides expats with all the information they need to find their way in the Brussels-Capital Region.

Awareness

Through debates, information campaigns and courses the BELO makes the inhabitants of Brussels aware of what it means for Brussels to be the capital of Europe. On the other hand, the BELO also attempts to involve Europeans more closely in the local social and cultural life of Brussels. In our monthly newsletter we keep expats informed of what is happening in Brussels. They can find useful tips on everyday life in the capital, supplemented with our selection of the most interesting cultural events.

Regional representations

The BELO helps representatives of European regions and cities to open an office in Brussels.

Head office: Avenue d'Auderghem/Oudergemlaan 63, 1040 Brussels
T 02 280 00 80 - F 02 280 03 86
European Parliament Office: ASP Building (OH160-main corridor)
T 02 284 21 46 - F 02 230 22 11
blbe@blbe.be - www.blbe.be

ICLEI

ICLEI - Local Governments for Sustainability is an international organisation of local governments committed to sustainable development and the only such network that operates worldwide. In Europe, the organisation accounts for >200 members and the European Secretariat in Freiburg, Germany (~50 staff) runs different teams and themes related to integrated urban sustainability. Together with its members and strategic stakeholders the organisation works on sustainability projects, programmes, campaigns and advocacy.

Since February 2008, the ICLEI Brussels Office is officially registered at the Brussels-Europe Liaison Office (BELO). Among other activities on sustainable urban development, the Brussels Office has been organising 'Breakfast at Sustainability's' (B@S), a successful series of informal meetings hosted each time by a different Brussels Liaison office of a local or regional European authority.

With this guidance, based on its vast experience in organising green events (e.g. UNEP Green Meeting Guide 2009), ICLEI wants to contribute to an increasing number of sustainable meetings & events in Brussels.



Website: www.iclei-europe.org
Contact: brussels-office@iclei.org (ICLEI Brussels Office)



Checklist

for implementing your sustainable meetings & events in Brussels

You can copy-paste or simply print the checklist when putting your next event sustainably in action. The checklist will help you to understand and monitor what is missing and what aspects can be improved.

USEFUL QUESTIONS	Y/N / notes
Venue	
Is a virtual meeting (video or tele-conferencing) an option?	
Is the venue close to transport nodes and to accommodation selected?	
Are any sustainability policies applied? (Eco-efficiency, EMAS, CSR)?	
Does the room have natural light?	
Is there a system of separated waste collection/recycling?	
Is it possible to have bio/local/Fair Trade catering?	
Any green procurement policies and eco-friendly cleaning practices?	
Invitation & Conference material	
Are all documents (invitation, agenda etc.) available online?	
Is the meeting material printed double-sided and on recycled paper?	
Are low-emission transport and mobility schemes suggested to participants?	
Are gadgets really useful and/or made of organic/recycled materials?	
Food	
Are the products "sustainable"? (e.g. local, seasonal, organic, Fair Trade)?	
Are carafes and glass containers preferred to plastic bottles?	
Does the ordered food correspond to n° of participants?	
Are disposable items recyclable, biodegradable and/or re-usable?	
Does the caterer apply any sustainability policy (CSR, green purchasing)?	
Waste	
Is packaging minimised and the use of plastic reduced?	
Is there an appropriate system of waste collection and disposal?	
Can organic waste be composted?	
Can excess food be collected by charitable associations?	
Accommodation	
Is the hotel close to the venue and/or well connected by public transport?	
Any sustainability policies in place (Eco-label, EMAS, CSR etc.)?	
Do they serve local, organic and/or Fair Trade food?	
Are other "green" measures (separated waste system, green cleaning etc.) in place?	
Transport & Mobility	
Are the main meeting locations well connected to public transport?	
Can participants access fast and easily thanks to the information provided?	
Are sustainable mobility options available? (bike, car sharing, mobility pass)	
Is there any possibility of bike renting and bike storage?	

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Authors:
Peter Defranceschi,
Emma Mitrotta
(ICLEI Brussels Office)

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ICLEI European Secretariat,
Leopoldring 3
D-79098 Freiburg
Germany
Phone/Fax:
+32 (0) 2 735 2850
E-mail:
brussels-office@iclei.org

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