

CO₂ Reporting Template

Information

Event's name	...
Event's location and date	...
Event's duration	...
Total number of participants	...
Name of the Event organiser	...
Name of the partners (If applicable)	...
Short description of the event	...

CO₂ Footprint

Please fill in the estimated & recalculated (post-event) CO₂ footprint of the event. Provide the totals in the bottom row.

Category	Estimated CO ₂ Footprint	Post-event CO ₂ Footprint
Arrival CO ₂
Energy consumption CO ₂ (from use of space)
Accommodation CO ₂
Catering CO ₂	N/A	...
Waste CO ₂	N/A	...
Result

Offsetting

Please provide information on your (planned) offsetting efforts

Offset method / platform	(Planned) date	Est. offset amount
e.g., Tree planting		... CO ₂ e kg
...		...
...		...
...		...
...		...
Total:		...

Representative's name and position:

Signature:

Date: