

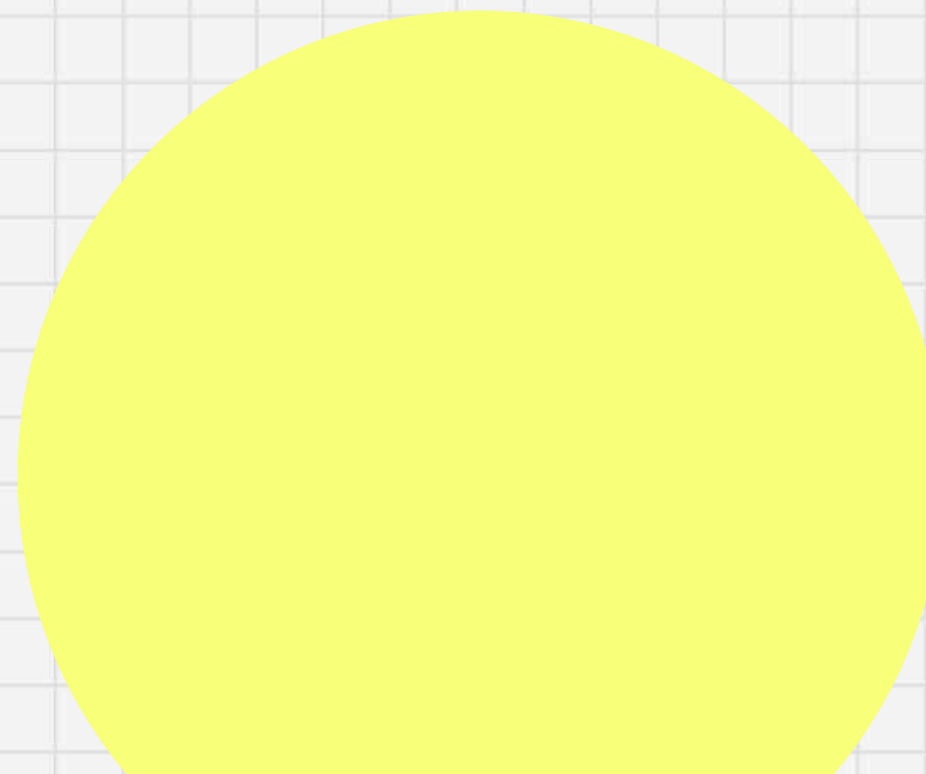


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EVENTS' CO₂ FOOTPRINT

How to reduce it

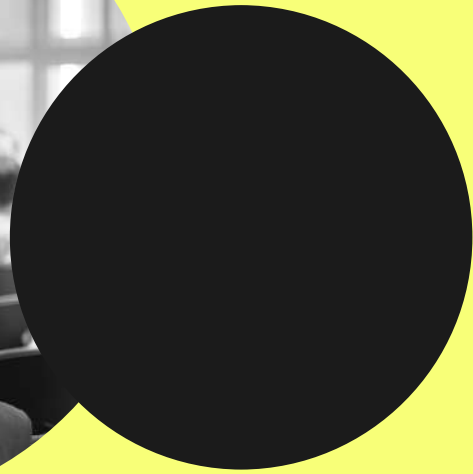


What is CO₂ Footprint?



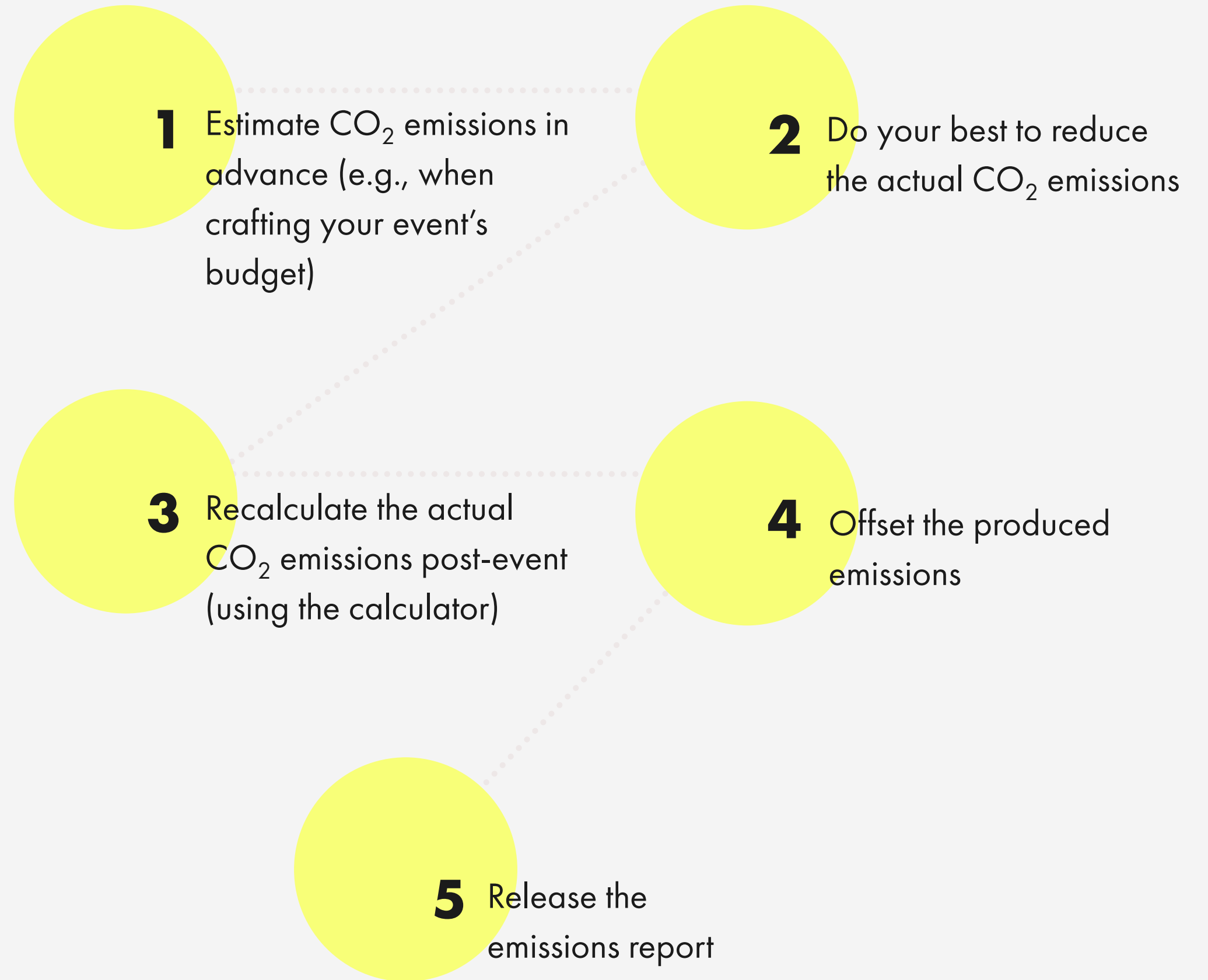
A measure of the impact your activities have on the amount of carbon dioxide (CO₂) produced¹

In this guide, you'll learn what causes it (when organising events) & how to reduce that impact



Contents

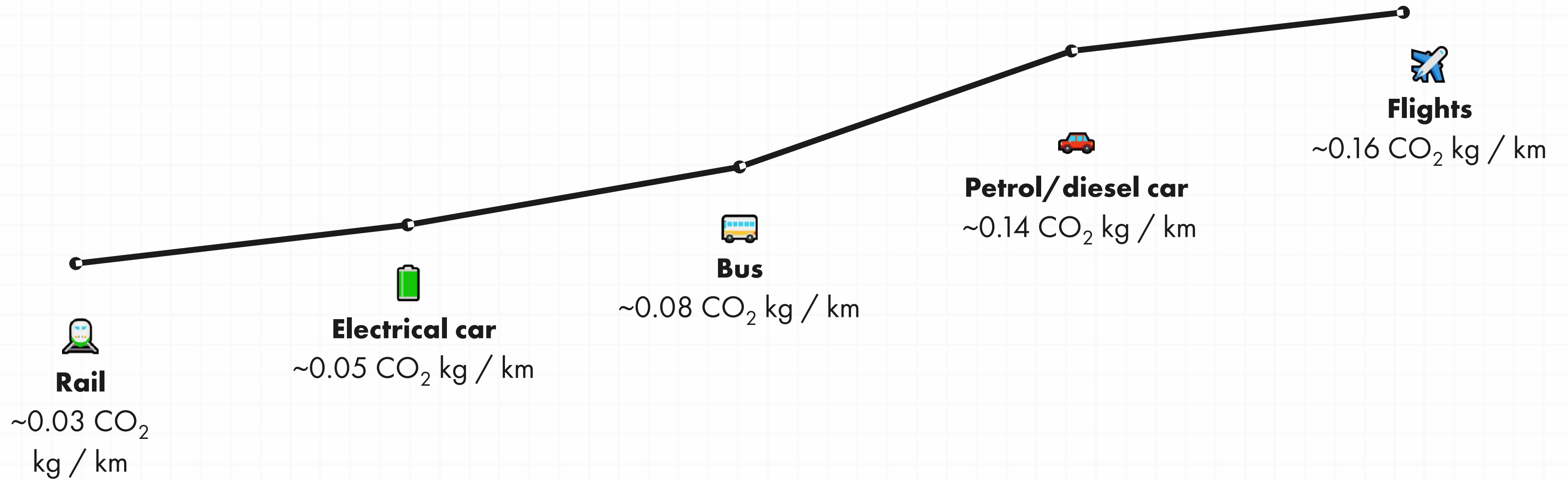
or what needs to
be done



1. ESTIMATING CO₂ BEFORE THE EVENT



1.1 Travel of participants



👉 **CO₂ emission = total km travelled * 0.16 kg (for ✈️)**

1.2. Energy



No heating / no AC:

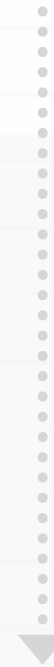
total event hours * participants *
~0.52 CO₂ kg



With heating / AC:

total event hours * participants *
~0.6 CO₂ kg

Accommodation



~20 kg of CO₂ / person
night

RECAP (1)

Estimated CO₂ emissions for an event =

 transportation +  energy +  accommodation

What to do with the estimate?

Plan your budget accordingly:

1 CO₂ tonne will cost ~€6 to offset via investments to certified green projects²

2. REDUCING CO₂ EMISSIONS





2.1. Travel & transportation

- ✔ Encourage using trains and public transportation
- ✔ Encourage cycling for locals
- ✔ Organize shared rides
- ✔ Keep a short distance between each event venue

2.2. Accommodation & venues

- ✔ Choose eco-friendly hotels³
- ✔ Encourage guests to bring and use their own personal-care items
- ✔ Choose size appropriate venues
- ✔ Venues with good natural light
- ✔ Choose locations close to the city center

Recommended size of space

standing crowd

0.6 m² / person

60 m² for 100 pax

standing / seated (mixed) crowd

0.9 m² / person

90 m² for 100 pax






seated crowd

1.2 m² / person

120 m² for 100 pax

2.3. Catering

- ✔ Provide the participants with appropriately sized meals (~700 calories / meal)
- ✔ Avoid wasting food (e.g., food excess can be given away⁴)
- ✔ Choose veggie option when available
- ✔ Encourage participants to bring their own water bottles & drink tap water (if allowed)

Type of food	Approx. CO ₂ footprint per serving
 Vegan meal	1 kg
 Vegetarian meal	1 kg
 Fish, chicken or pork meal	2 kg
 Beef meal	3 kg
 Lamb meal	8 kg

2.4. Stationary, gifts & other:



- ✔ Avoid printing out documents that can be provided electronically (e.g., by using QR codes)
- ✔ Ask participants for digital tickets, receipts, and invoices
- ✔ Choose recycled paper⁵, ask the participants to bring their own stationary tools (e.g., pens)

3. CALCULATING ACTUAL CO₂ EMISSIONS (POST-EVENT)





Use a special calculator

Recommendation: **Tapaus.fi calculator**

How to use it?

There are 5 categories to count:

- Arrival CO₂
- Energy consumption
- Accommodation
- Catering
- Waste

See endnotes for full instruction⁶

4. HOW TO OFFSET CO₂



4.1. Supporting green projects

To support such projects, we recommend using one of the following platforms:

🖥️ *Climate Neutral Now*
(UN official platform)

🖥️ *Choose.today*
(most-comprehensive offsetting platform)



How does it work?

In short, it's donating to a project that reduces our overall CO₂ footprint by 1000s of tonnes. E.g., by changing light bulbs for more efficient ones in the developing nations

Good practice:

ask the event's participants to pay a little extra (optionally) and support your offsetting effort



4.2. Planting trees⁷

How to:

- Request permission (from local institutions) as early as possible
- When it's the time of the year to plant trees make sure to do that in small groups
 - Big groups = more CO₂ emitted

Recommendation:

Organise one tree-planting event for your total annual CO₂ footprint (rather than many separate ones after each event)



Over a lifetime of 100 years, 1 tree could absorb around 1 tonne of CO₂

4.3. Reduce your CO₂ emission for the following year

How to:

- Read the key tips we've mentioned earlier
- Consult your teammates, plan how to emit less CO₂ at the start of a year and stick to the plan
- Track & report your CO₂ footprint
- Share your ideas for reducing CO₂ emissions with others



A pledge to cut your (organisation's) CO₂ emissions by x% annually = offsetting as well



5. REPORTING

Why is it important to report your CO₂ footprint:

- It's a good example to others
- It gives you a better understanding / overview of your sustainability
- It can help improve various processes in your organisation
- It can help your communication / marketing



Download [report's template](#)⁸

RECAP (CRROP)

🚩 CRROP method:

Calculate the approx. CO₂ emissions before the event

Reduce the CO₂ emissions where possible

Recalculate the actual CO₂ emitted

Offset the CO₂ footprint

Publish a report

~~4~~(CRROP) CHECKLIST

reduce events' CO₂

1. CALCULATE

- travel of participants
- energy
- accommodation

3. RECALCULATE

- arrival
- energy
- accommodation
- catering
- waste

2. REDUCE

- transportation
- accommodation & energy
- catering
- stationary, gifts & other

4-5. OFFSET & PUBLISH

- offset the calculated CO₂
- publish a report



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 **REMEMBER:**

the goal of calculating the CO₂ emissions is to reduce the total CO₂ footprint = help the planet

Endnotes

1. [Definition of CO₂ footprint](#)
2. Price to offset 1 tonne of CO₂ via [Choose.today](#)
3. [Green Globe certified hotels](#)
4. [How to reduce food waste](#)
5. [Recycled paper Q&A](#)
6. [Tapaus.fi calculator](#)
7. [Tree planting](#)
8. Template for a [CO₂ footprint report](#)

