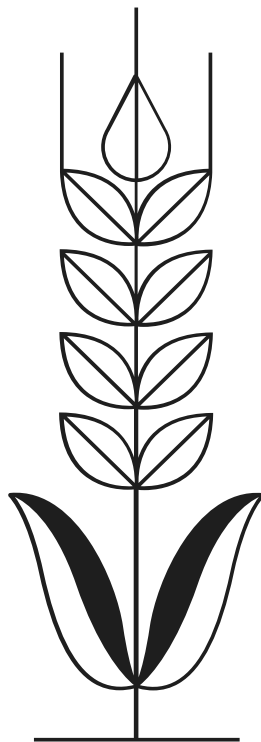
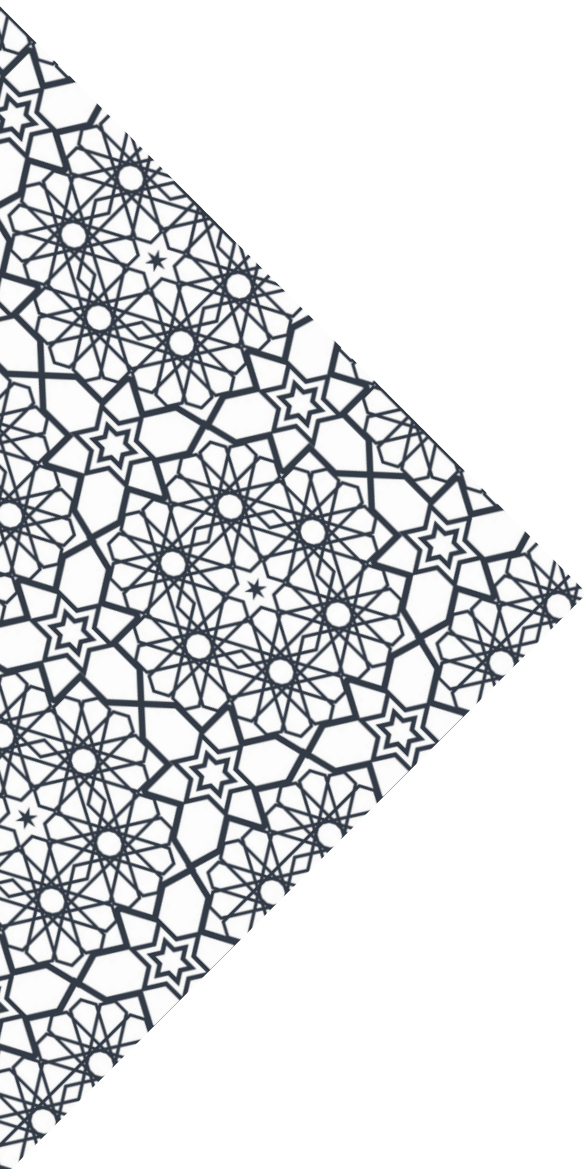




SUSTAINABILITY GUIDE



DEFINITION OF SUSTAINABLE EVENT



Supernova designs, organizes, and produces events in a sustainable manner, striving to minimize its ecological footprint.

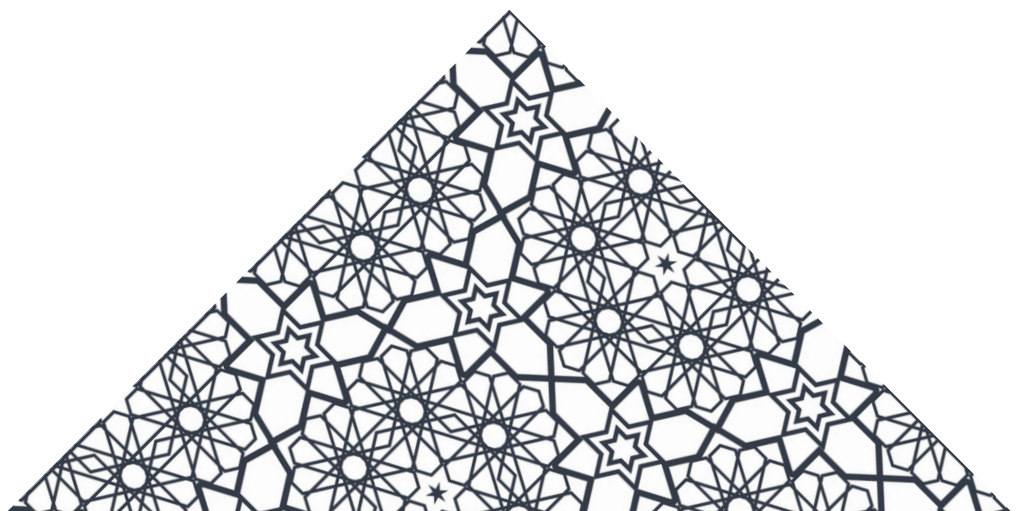
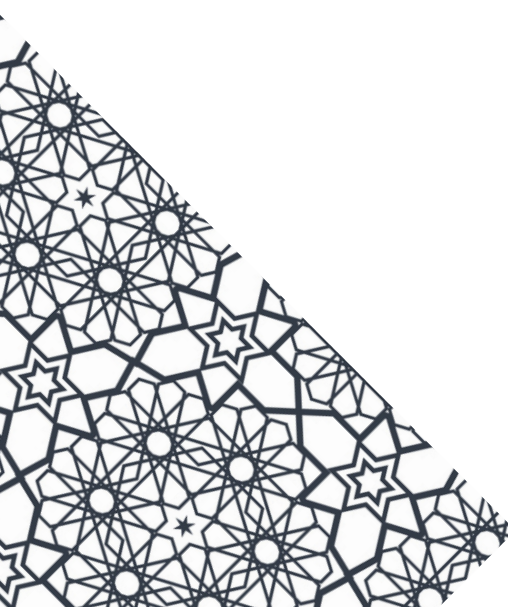
This guide aims to integrate sustainability into events, providing a set of sustainable best practices for all stakeholders involved in the event (promoters and organizers, logistic/technical service providers, suppliers of materials and food, hotels and venues for the event, passenger transport operators, sponsors, participants, attendees, local community, etc.). These practices are intended to minimize the negative environmental impacts that the event may generate while promoting the social and economic development of the surrounding environment.

A sustainable event can be defined as one designed and executed following the principles of sustainable development, which involves "meeting the needs of the present without compromising the ability of future generations to meet their own needs" (WCED, 1987). More specifically, as defined by the United Nations Environment Programme (UNEP), it is: "An event designed, organized, and implemented in a way that minimizes potential negative impacts and leaves a beneficial legacy for the host community and all involved."

SUSTAINABLE DEVELOPMENT ASPECTS

These issues can be categorized into different areas based on their impact. We consider three fundamental sustainable categories: social, economy and environment.

Within each category, we define primary subcategories for each sustainability aspect:



SOCIAL ASPECTS

EMPLOYMENT PRACTICES AND DECENT WORK

- Prioritizing the health and well-being of our workforce.
- Ensuring transparency through our information portal.
- Offering stable and quality employment.
- Embracing diversity and promoting equality.
- Investing in training for professional and personal development.
- Encouraging volunteer initiatives.
- Advocating for quality employment within the entire value chain.



HUMAN RIGHTS

- Ensuring safety at fairs and events.

SOCIETY

- Complying with regulations.
- Providing transparent information on sustainable event management.
- Actively promoting sustainability within events.

PRODUCT RESPONSIBILITY

- Prioritizing health, well-being, and safety at events.
- Upholding high standards in marketing, communications, and customer service.
- Implementing product and service labeling and design evaluation.



ECONOMIC ASPECTS

MARKET PRESENCE

- Participating in fair bidding processes.

ECONOMIC PERFORMANCE

- Focusing on customer loyalty.

INDIRECT ECONOMIC IMPACTS

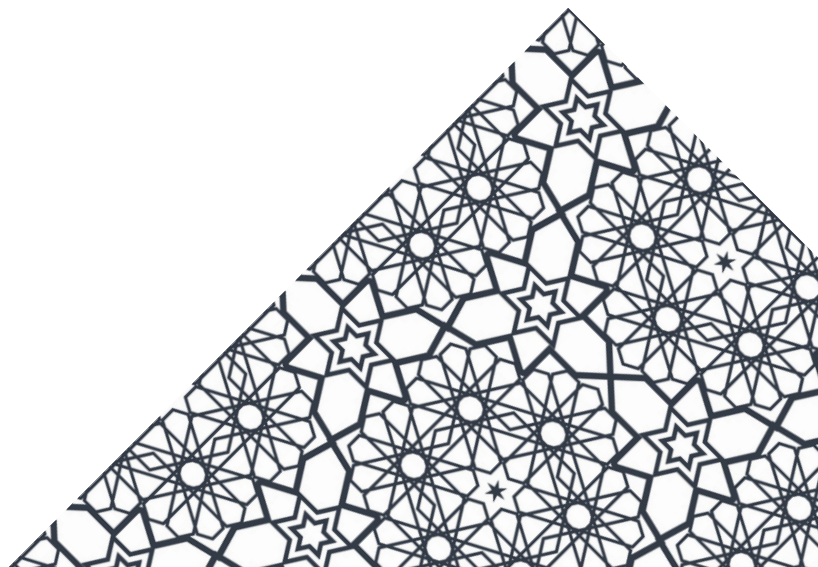
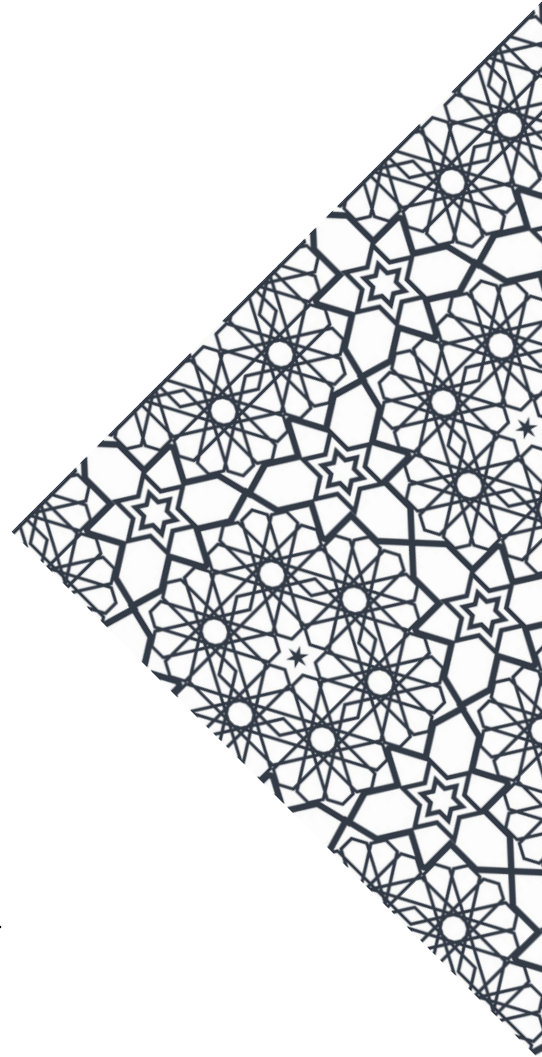
- Supporting intra-entrepreneurship.
- Contributing to local economic development through local suppliers.

SUSTAINABLE PROCUREMENT

- Ensuring transparency in procurement processes.
- Upholding quality standards in the value chain (working with incident-free suppliers).
- Prioritizing regional materials.

INNOVATION

- Promoting innovation within the industry.
- Encouraging professionals with certifications and knowledge in sustainability.



ENVIRONMENT

SUSTAINABLE SITE AND BIODIVERSITY

- Selecting sustainable sites and actively promoting biodiversity.
- Implementing measures to reduce light and acoustic pollution.
- Ensuring accessible services (e.g., restaurants).

WATER MANAGEMENT

- Implementing efficient water consumption practices.

ENERGY AND CLIMATE CHANGE

- Focusing on energy-efficient facilities.
- Embracing low-carbon technologies, renewable energies.
- Assessing the impact of refrigerants.
-

MATERIALS AND RESOURCES

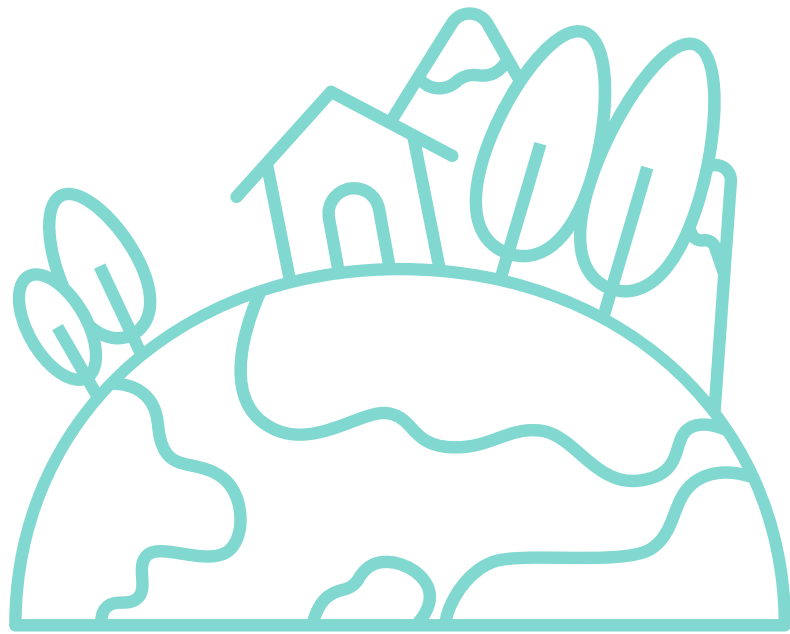
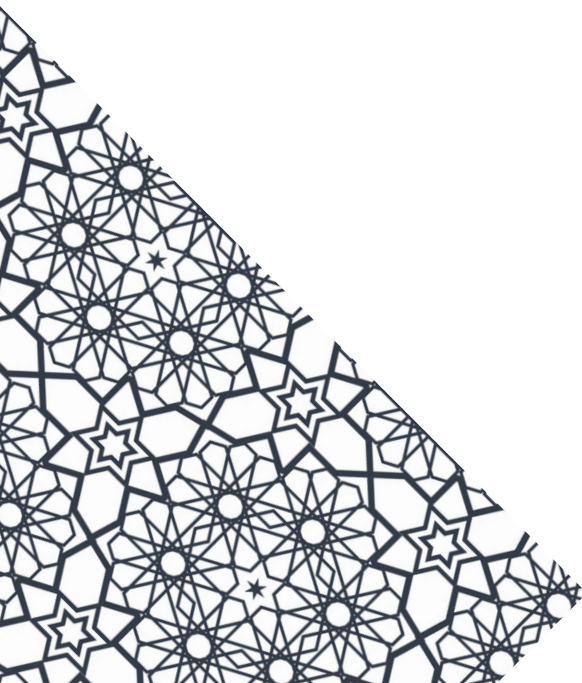
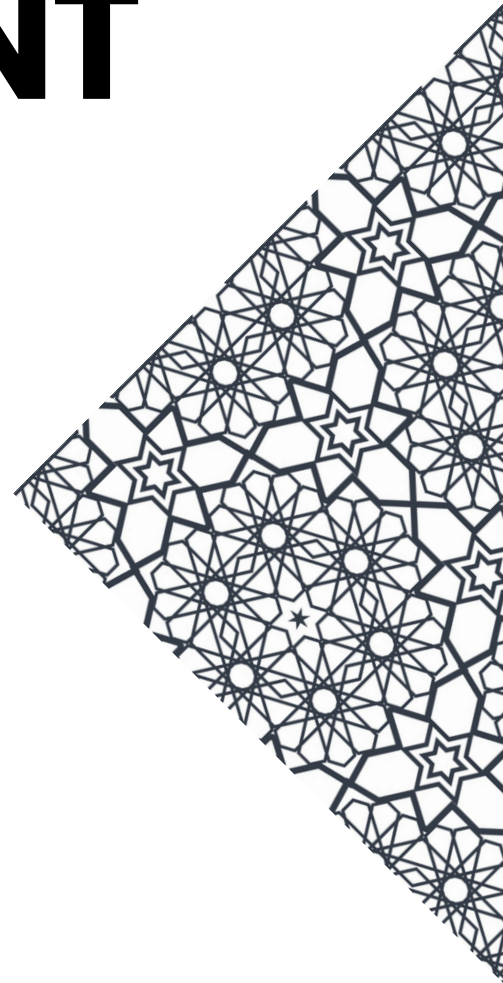
- Choosing sustainable materials and resources, including material reuse and certified products.
- Implementing waste reduction and treatment measures.

COMPLIANCE

- Adhering to environmental compliance regulations.

TRANSPORTATION

- Reducing CO2 Emissions.
- Enhancing Accessibility.
- Promoting Public Transportation, Pedestrian, and Bicycle Usage



HOW TO INCORPORATE SUSTAINABILITY INTO EVENT ORGANIZATION.

The organization of an event is not limited solely to the day or days of its celebration but involves tasks before and after.

Commitment to sustainability is an aspect that should be integrated into all phases of the event, from planning to closure.

PRE-EVENT

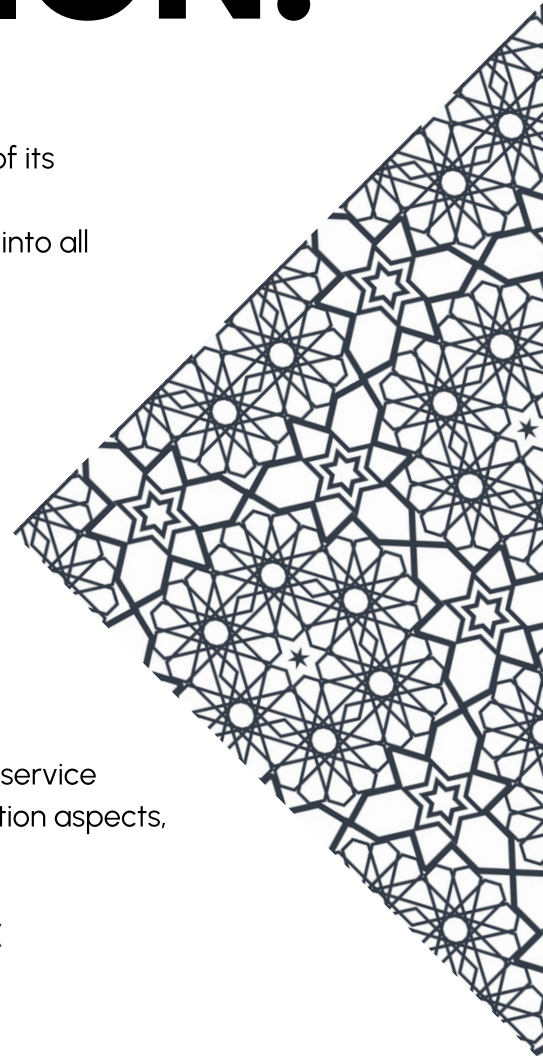
PLANNING

The basic characteristics of the event are defined.

ORGANIZATION

Work begins to shape the event, including selecting the venue, hiring service providers (catering, technical secretariat, etc.), finalizing communication aspects, developing the program, etc.

ASSEMBLY OF STRUCTURES, FACILITY ADJUSTMENTS, ETC



EVENT

The event takes place at the planned venue and date.

POST -EVENT

DISASSEMBLY OF STRUCTURES

EVALUATION AND REPORT

Once the event is concluded, its sustainability level is assessed, and the results obtained are reported



IN LINE WITH THE COMMITMENT TO SUSTAINABLE DEVELOPMENT GOALS, EVERY EVENT SHOULD

HAVE A SUSTAINABILITY PLAN

That includes, at a minimum, the sustainability measures to be implemented at the event, the person or persons responsible for carrying out the action, implementation deadlines, and the tracking indicator.

APPOINT A PERSON

Who will be responsible for coordinating actions and monitoring the sustainability plan.

INFORM

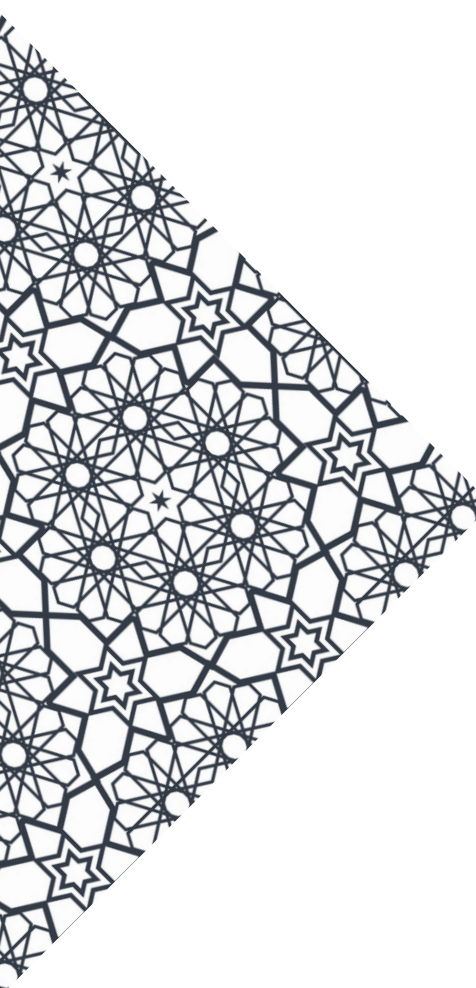
The staff (organizing team, suppliers and contractors, collaborators, etc.) about the planned sustainability measures for the event, seeking their involvement, and emphasizing the significant role they can play in identifying improvement proposals.

COMMUNICATE

The implemented sustainability measures to attendees, organizational staff, supplier companies, etc., and informing them about how they can contribute to making the event more sustainable.

CALCULATE AND OFFSET THE CARBON FOOTPRINT

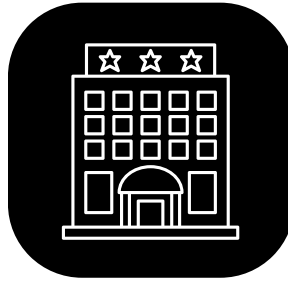
Taking into account the inventory, calculation systems, and offsetting recommended below.



SUSTAINABILITY MEASURES OF THE PLAN



**CHOICE OF
EVENT
VENUE**



**ACCOMMODATION
OFFERING FOR
PARTICIPANTS**



**DESIGN &
ASSEMBLY OF
FACILITIES**



**CATERING AND
FOOD SERVICE**



MOBILITY



**CLEANING OF
FACILITIES**



**COMMUNICATION
& PROMOTIONAL
ITEMS**



**ORGANIZATION OF
PARALLEL
ACTIVITIES**



**OTHER ASPECTS
OF THE EVENT**

CHOICE OF VENUE, SPACE, AND EVENT LOCATION



When choosing the venue or location for the event, it is important to consider its commitment to sustainability. The following requirements may be considered when selecting the facility for the event:

COMMITMENT TO SUSTAINABILITY

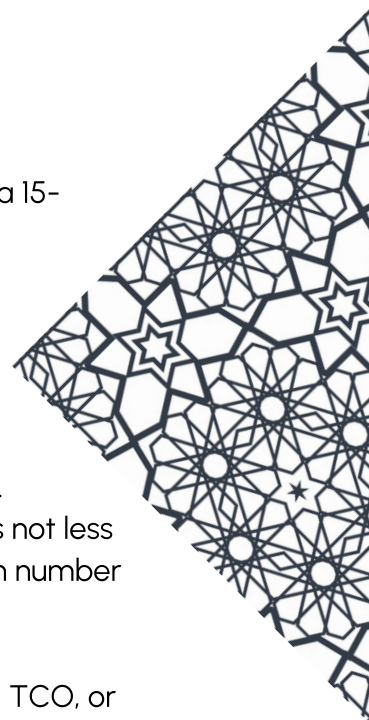
Having a certification that ensures commitment to the environment (EMAS, ISO 14001, distinctive environmental quality assurance, ISO 50001, LEED certification, or similar) or being able to demonstrate commitment to sustainability (sustainability policy, commitment to sustainable development goals, etc.).

SUSTAINABLE MOBILITY

- Facility well-connected with public transportation
- Facility offering the possibility to accommodate participants or located within a 15-minute walk from accommodation options.
- Spaces provided for bicycle parking or other sustainable mobility vehicles.
- Facilities equipped for video conferencing and presentations broadcast.

ENERGY EFFICIENCY AND COMMITMENT TO RENEWABLE ENERGY

- Adjustable natural light.
- Rooms with independent air conditioning systems from the rest of the building.
- Rooms sized for the expected audience: the maximum capacity of the room is not less than the expected attendance, and it will not exceed 15% above the maximum number of expected participants, or the space is modifiable.
- Energy-efficient lighting, preferably LED.
- Electronic and electrical equipment energy-efficient according to Energy Star, TCO, or equivalent criteria; appliances, air conditioning systems, and water heaters in category A.
- Independent lighting and air conditioning control systems, by rooms or areas.
- Charging points for electric vehicles (in the same building or nearby).
- Renewable energy, either through self-production or by acquiring electricity with a certificate of origin guarantee.
- Staff responsible for the environmental management of the room, responsible for disconnecting electrical devices, controlling lighting, and room climate, whenever it is not automatic. Temperature control ranges should be applied according to the season (maximum 21°C in winter and minimum 26°C in summer).



WASTE MANAGEMENT

- To promote waste valorization, have a selective collection system for different fractions of generated waste to ensure the maximum possible valorization of collected materials.
- The venue must have clearly labeled, educational, and visible selective collection containers for all generated waste (including organic waste). The containers should be marked with the type of waste they contain so that attendees can separate the waste.
- Ensure the correct final management of all selectively collected waste fractions.
- In case of having a private organic waste collection service, the center must be registered in a private commercial circuit for organic waste destined for a composting or anaerobic digestion plant.

WATER SAVING SYSTEMS

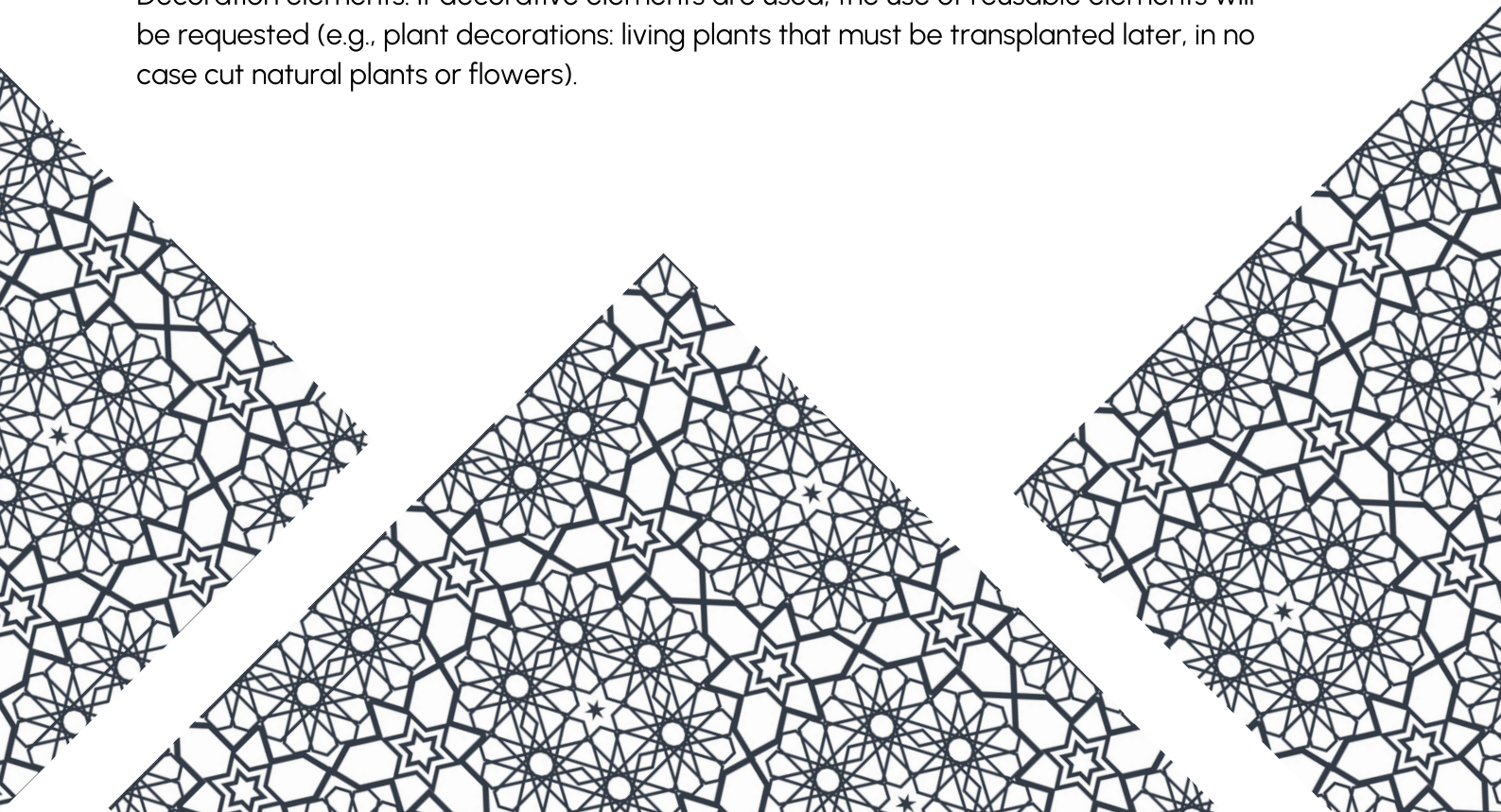
Automated timed closures or presence detectors, flow regulators, water-saving devices in toilets and urinals, etc., ensuring proper management of wastewater.

ACCESSIBILITY

Installation with universal design criteria and global accessibility.

OTHERS

- Have means for video conferencing and broadcasting presentations.
- Have agreements with transportation companies (e.g., taxi services) that provide service with eco-labeled or zero-emission vehicles according to the Directorate General of Traffic.
- If there is simultaneous interpretation service, request that the equipment operates with rechargeable batteries. This requirement can also be extended to other services requiring the use of battery-operated equipment.
- Decoration elements: if decorative elements are used, the use of reusable elements will be requested (e.g., plant decorations: living plants that must be transplanted later, in no case cut natural plants or flowers).



ACCOMMODATION FOR PARTICIPANTS



If the event organization involves managing the accommodation for participants, speakers, or organization members, it is recommended to request compliance with the following criteria:

CERTIFICATIONS, LABELS, AND GUARANTEES

- Have a certification ensuring commitment to the environment (EMAS, ISO 14001, distinctive environmental quality assurance, EU Ecolabel, ISO 50001, LEED certification, or similar) or be able to demonstrate commitment to sustainability (sustainability policy, commitment to sustainable development goals, etc.) and the progressive reduction of the impact of different environmental factors.

LOCATION

- Be located within 1 km of the event venue and promote travel by foot, bicycle, etc.
- Be well-connected by public transportation (at least one mode of transportation) within a 20-minute journey from the event venue.

ACCESSIBILITY

- Have facilities with universal design criteria and global accessibility.

RESOURCE SAVING

- Have water-saving systems and energy-efficient devices and equipment.
- Clearly prioritize waste prevention and resource optimization; promote waste valorization through selective collection of all fractions (including organic waste) and ensure the correct final disposal of selectively collected fractions.

ENERGY SAVING AND RENEWABLE ENERGY

- Clearly support the use of renewable energy through self-production and self-consumption of electricity from renewable sources, the purchase of 100% renewable electricity certified with origin guarantee certificates, the production of heat with renewable energy, etc.

DESIGN, ASSEMBLY AND DISASSEMBLY OF FACILITIES



It may be the case that the venue or facility needs to be prepared to enable the event. In this scenario, it is advisable to:

MATERIAL RENTAL

Prioritize material rental. If material rental is not possible:

- Consider options that facilitate the subsequent reuse of materials: modular stands that are easy to assemble and disassemble, recyclable and foldable to minimize environmental impacts and transportation costs.
- Use reused or recycled materials, or wood from sustainably managed forests (FSC or PEFC certified).

AVOIDANCE OF MATERIALS

- It is advisable to avoid the use of carpets. If essential, opt for rental carpets (reusable). If this option is not possible, environmentally friendlier materials should be used, such as recycled and recyclable plastics, or biodegradable materials like cellulose, without adhesives.

MATERIAL UTILIZATION

- Establish agreements with associations, entities, etc., to facilitate the utilization of materials at the end of the event.

SELECTIVE WASTE COLLECTION

- Ensure selective waste collection during assembly and disassembly and ensure the correct final management of selectively collected fractions.
- Record the quantities of waste generated by fraction.

To ensure proper waste management in all phases of the event, consider assigning personnel to provide information about the implemented selective collection systems and, at the same time, address any questions related to waste management

CATERING & FOOD SERVICE



If the event includes a catering or catering service, it is recommended to request:

PRODUCT OFFERING

- Locally sourced products.
- Fresh and seasonal fruits and vegetables.
- Food and beverages from organic farming (juices, fruits, etc.).
- Organic and fair-trade coffee.
- Seed and stone fruit grown following integrated production criteria.

WASTE PREVENTION AND MANAGEMENT

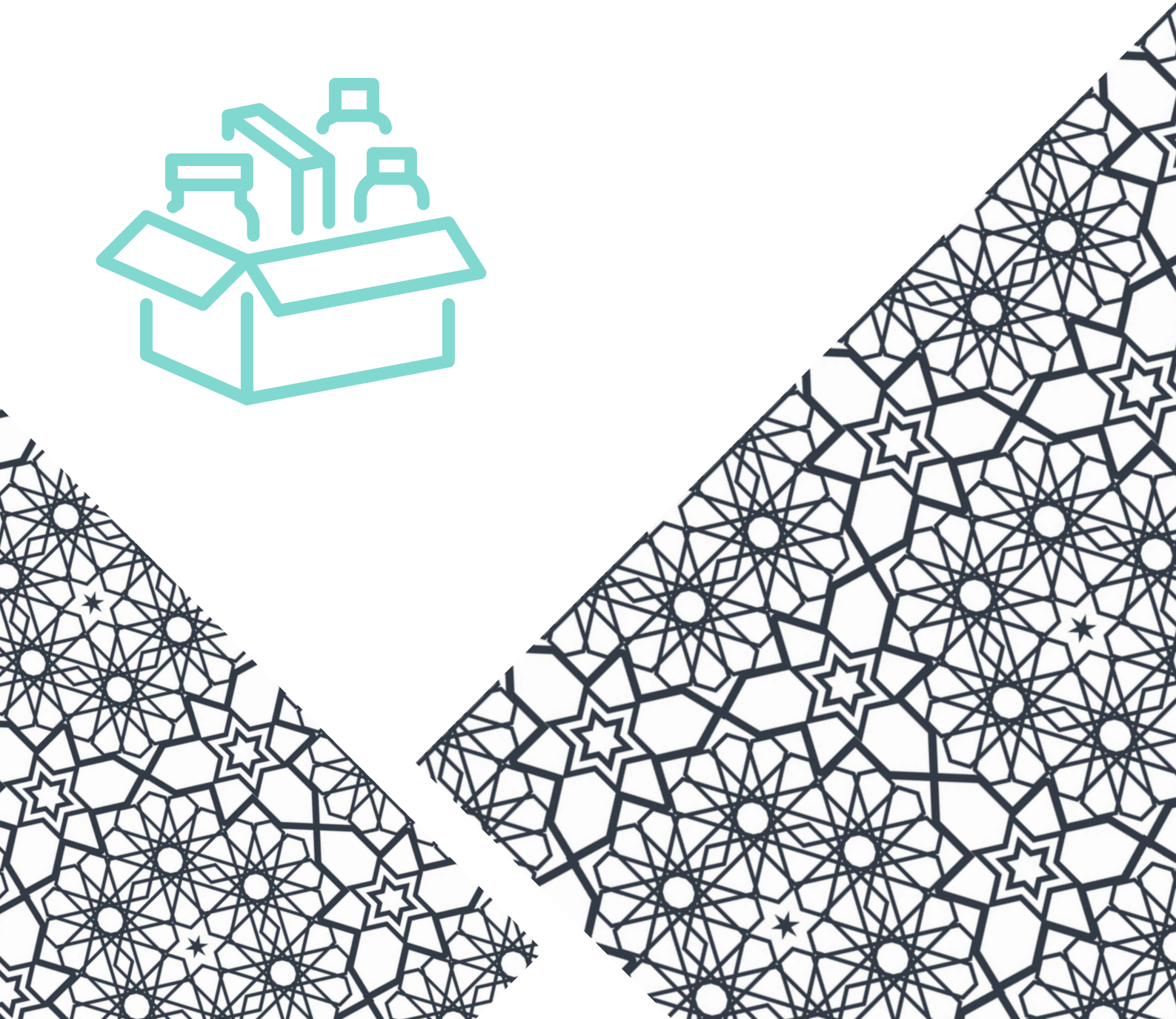
- Drinks supplied in preferably returnable glass jugs or bottles. Single-use containers will not be provided.
- Use of reusable trays, plates, glasses, and utensils. If not possible, they should be made of compostable materials, which need to be managed as organic waste. If trays are used, single-use paper cannot be used to protect them.
- Use of reusable tablecloths and napkins. If not possible, they must be made of 100% recycled paper.
- No serving of products in individual portions; bulk purchase will be prioritized (e.g., sugar, coffee, milk, oil, etc.).
- Prioritization of the purchase of products with reusable, compostable, or high percentages of recycled material packaging.
- Prioritize reusable packaging for transporting food.
- Selective collection of different fractions of generated waste (at least: organic matter, cooking oil, paper and cardboard, packaging, glass, and general waste).
- Have clearly labeled selective collection containers, identifying the type of waste they contain.
- Proper final management of the different fractions collected selectively, either through public service or through the hiring of a private service. If there is a private service for the collection and management of the organic fraction, the facility must be included in a private commercial circuit for organic waste.
- Staff with training on waste management and knowledge of the generated waste and implemented selective collection systems.

FOOD WASTE AND OTHER ASPECTS

- Adjust the food quantities to real needs (according to the attendees registered).
Implement a food donation program to social entities or other strategies for the use of surplus food internally, reducing food waste.
- Often, a few days before the event, attendees receive a reminder. This can be an opportunity to include a message like: "Please, if you have registered and are unable to attend the event, we appreciate it if you could inform us so that we can adjust the catering and avoid food waste."

ATTENTION TO DIVERSITY

- Establish agreements with associations, entities, etc., to facilitate the use of materials at the end of the event.
- Record the quantities of waste generated and selectively collected by fraction.



SUSTAINABLE MOBILITY



The movement of people and goods involves energy consumption and emissions into the atmosphere. With the aim of reducing the impacts arising from this movement, best practices should be considered in the different phases of the event, taking into account all possible stakeholders: attendees, service providers, etc.

MEASURES TO PROMOTE SUSTAINABLE MOBILITY AMONG ATTENDEES AND ORGANIZER STAFF

- Provide information before and during the event about available sustainable transportation options (public transport, walking, cycling, etc.), and if applicable, about electric charging points at the event venue (availability and features). When communicating and providing information about the event venue, take the opportunity to introduce available sustainable transportation means.
- Ensure that travel (e.g., visits to facilities as part of organizing a conference) can be done collectively or shared.
- Schedule the event timetable considering the availability of public transport and avoiding peak hours to enhance attendee comfort.
- Offer incentives to encourage the use of public transportation (e.g., event registration includes free public transportation tickets).
- Inform participants about the benefits of using sustainable transportation means.
- Signpost the location of public transport stops. If the event's carbon footprint compensation does not cover attendees' travel from their place of residence, they can be offered the option to voluntarily offset it.

HIRING TRANSPORTATION COMPANIES

If the event organization involves hiring services for the transportation of attendees, it is advisable to request from them:

- Collective transport tailored to the service needs: the maximum vehicle capacity (passenger seats) does not exceed 15% of the expected maximum number of passengers, and travel is planned to minimize the number of trips.
- Low-impact transport fleets: vehicles with eco or zero-emission labels according to the General Directorate of Traffic, preferably with the distinctive environmental quality guarantee. If not possible, Euro VI vehicles should be required.
- Certification ensuring commitment to the environment (environmental quality guarantee label, EMAS, ISO 14001, or equivalent) and/or evidence of the organization's commitment to sustainability.
- Staff trained in efficient driving techniques.
- Necessary data should be provided for calculating and offsetting emissions derived from the provided service.

CLEANING OF FACILITIES



Below is a set of measures that can be requested from cleaning companies.

BASED ON THE TYPE AND CLEANING OPERATIONS

Depending on the tasks assigned to them, additional criteria can be added. For example, if they are responsible for purchasing toilet paper and hand towel paper, they can be required to meet the requirements of the environmental quality guarantee label.

CLEANING PRODUCTS

- Use products that meet the requirements of some type I eco-label (Nordic Swan, European Union eco-label, or equivalent) (except for justified cases related to disinfection).
- Prioritize the purchase of concentrated cleaning products and ensure proper dosing. Buy products in bulk, preferably in returnable or easily recyclable packaging.
- Collect the generated waste in the facilities, ensuring proper final waste management in accordance with existing selective collection circuits.
- Label and store product packaging correctly (product name, hazard pictograms, usage instructions, etc.).
- Have safety data sheets for the products.
- Train and inform staff with recommendations to ensure proper dosing of products, correct waste management, and rational use of resources (water, electricity, etc.).
- Have protocols and containment and collection materials to respond to accidental spills of products.

WASTE MANAGEMENT FROM CLEANING

- Ensure the correct final management of the waste generated in the execution of services (e.g., empty containers of cleaning products).

COMMUNICATION & PROMOTIONAL ITEMS



Organizing an event involves communication before, during, and after the event. Saving resources and minimizing the environmental impact of communication materials should be a basic and constant premise throughout all stages of the event.

OBSOLESCENCE, REUSE, AND DIGITALIZATION

- Design materials and texts avoiding the identification of the year, event number, etc., with the aim of reusing these materials in subsequent events.
- Reuse roll-ups and other materials.
- Consider the possibility of using digital identifications and communications. If not possible, establish a system for reusing accreditations.

INCLUSIVE COMMUNICATION

At this point, it is important to emphasize that event-associated communication should be inclusive, free of stereotypes, and respectful to all.

GIFTS AND DELIVERED ITEMS

In case it is decided to deliver a promotional item or gift at the end of the event, it is recommended to:

- Prioritize immaterial alternatives (e.g., tickets to visit cultural facilities related to the event's theme) or low-impact products, preferably manufactured by insertion companies, special work centers, or social initiative cooperatives.
- Made from renewable materials (e.g., wood from sustainable forest management), recycled materials, single materials, or products with low toxicity and hazard.
- With minimal packaging; unnecessary and plastic packaging should be avoided.
- With a long lifespan and/or that can be reused for subsequent uses to minimize waste throughout the product's life cycle.
- That promote sustainable behaviors: multi-use bags, solar chargers, etc.

ORGANIZATION OF PARALLEL ACTIVITIES



If the event design includes social events or parallel activities, coherence with the sustainability measures planned for the event must be ensured. Depending on the scheduled activities, it will be necessary to define criteria. In this way, and as an example, if technical visits to facilities are planned, recommendations can be made in line with the measures implemented in the event.

OTHERS

In the previous sections, measures have been proposed that will mostly contribute to reducing the environmental impact of the event. However, a sustainable event must go further, so the following should be considered:



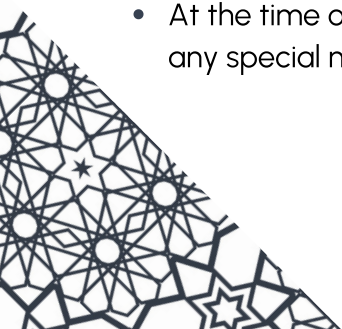
SUSTAINABLE PROCUREMENT

The importance of promoting the hiring of companies:

- Local.
- Insertion companies, special work centers, or social initiative cooperatives.
- That promote work-life balance and job promotion on an equal basis. For example, requesting gender parity in the hiring of professional services for room attendants.
- The commitment of supplier and collaborator companies to sustainability will facilitate achieving the sustainability goals of the event.

EVENTS ADAPTED TO DIVERSITY

- The event must be accessible to all participants. Beyond ensuring accessibility for people with reduced mobility, individuals with sensory diversity should be considered, and the hiring of specific services (e.g., sign language interpretation service or audio guides) should be valued.
- At the time of registration, participants can be asked to notify if they have any special needs.



FOLLOW-UP AND MEASUREMENT OF EVENT SUSTAINABILITY

APPOINTMENT AND FUNCTIONS OF THE SUSTAINABILITY RESPONSIBLE PERSON

A person must be appointed who will be responsible for coordinating the proposed actions and monitoring the sustainability plan. The role of this person is crucial. Below, the procedure to be followed for each phase of the event is described.

BEFORE THE EVENT

ORGANIZATION AND COORDINATION

- Include sustainability as a specific point in the general coordination meetings.
- Define the frequency of contacting those responsible for implementing the actions to monitor their progress. The communication system will vary depending on the relevance of the measures, the number of people involved, and/or the topics to be discussed. Meetings (in-person or virtual), email communications, etc., can be planned

ESTABLISHMENT OF KEY INDICATORS

Define the key indicators of the event and the data that will need to be collected, informing those responsible for collecting and processing the information. Some considerations may include:

- Greenhouse gas emissions (GHG) in tons of CO₂eq resulting from the event.
- Compensated tons of CO₂eq.
- Quantities of waste generated and the management route for each separately collected fraction.
- Consumption of materials, water, and energy.
- Impact on the community and local development.
- Communication and information actions.



For each indicator, the following should be defined:

- Name of the indicator.
- Unit of measurement.
- Person responsible for reporting.
- Data sources for obtaining the indicator.
- Calculation formula.
- Notes (if applicable).

FORMALIZATION OF AGREEMENTS AND ACTIONS

- Collect and analyze documented information that demonstrates the implemented measures, such as agreements with contracted companies, communications with attendees, etc.

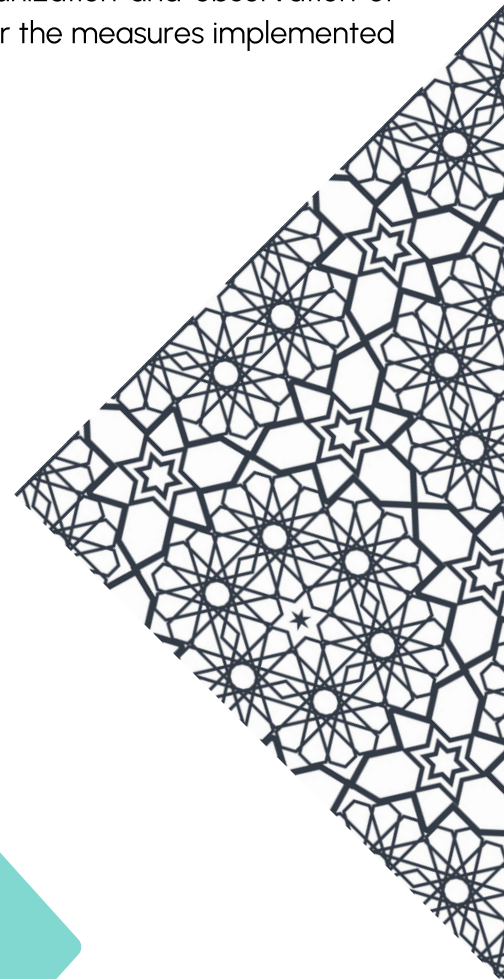
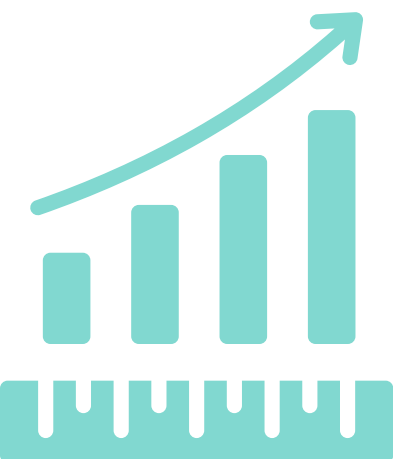
DURING THE EVENT

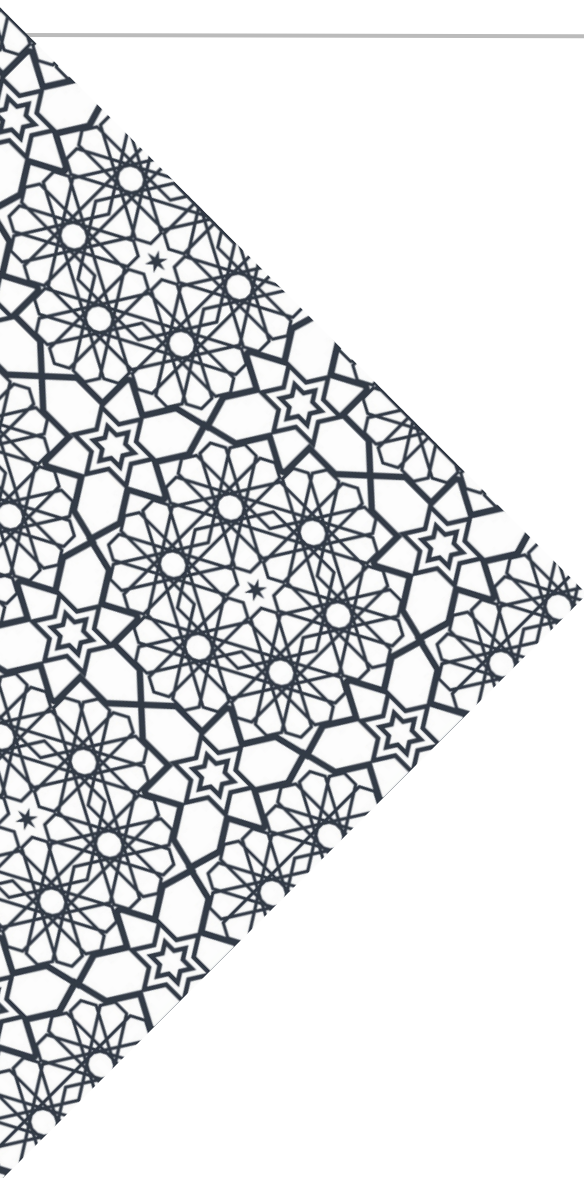
CONTROL AND VERIFICATION OF MEASURES

- During this phase, it will be necessary to verify on-site the sustainability measures implemented, simultaneously collecting evidence and identifying improvement opportunities.
- The person responsible for coordinating and monitoring the plan will visit the event venue to check the compliance with the proposed actions. Special attention should be given to measures that, according to the sustainability plan of the event, are applied during the event. Verification can be done through interviews with people involved in the organization and observation of activities (e.g., if selective waste collection is carried out correctly or the measures implemented for catering services).

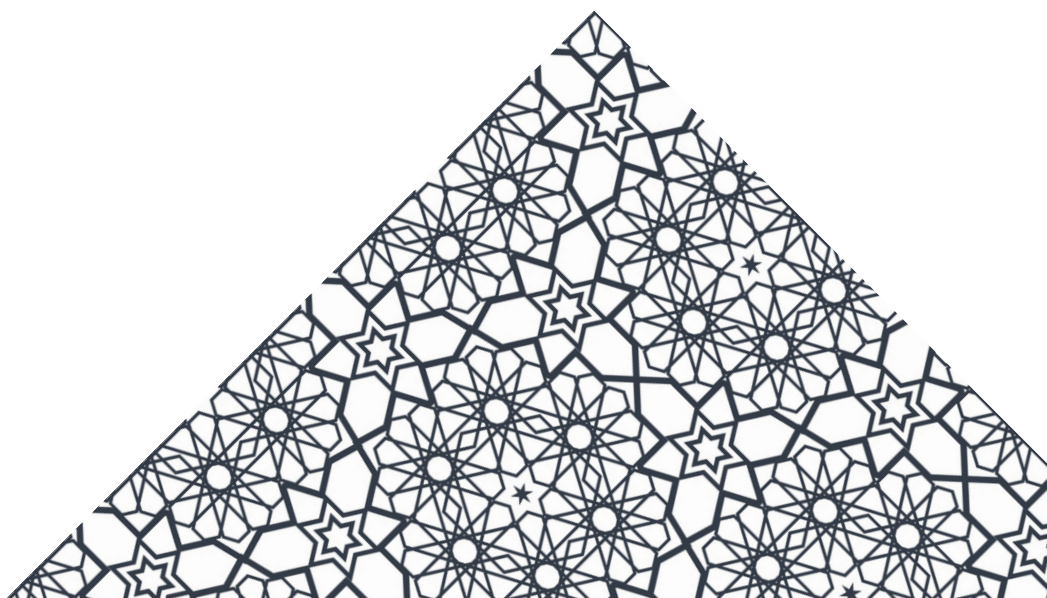
AFTER THE EVENT

- To document the results, an section can be added to the sustainability plan where evidence, identified deviations, and improvement proposals will be recorded. · Additionally, a system (e.g., surveys) can be designed to gather participants' opinions regarding the implemented sustainability measures, contributing to the identification of improvement suggestions.





ANNEX



SUSTAINABILITY MEASURES



SUSTAINABILITY MEASURES THAT SHOULD BE INCLUDED IN THE DEVELOPMENT OF THE EVENT'S SUSTAINABILITY PLAN

With the aim of contributing to the achievement of sustainable development goals, we appreciate your consideration of the following recommendations. These will contribute to making the event more sustainable, although this list is not exhaustive or exclusive.

CATERING SERVICE

- Local products.
- Fresh and seasonal fruits and vegetables.
- Food and beverages from organic farming (juices, fruits, etc.).
- Organic and fair-trade coffee.
- Food and beverages adapted to diversity: for people with intolerances or allergies, vegetarian, vegan, etc.
- Healthy foods: avoid excess animal protein, saturated fats, and sugary and processed products.

PREVENTING FOOD WASTE

- Adjust food quantities to real needs (according to the expected attendees).
- Have a strategy to use excess food internally or donate it to social entities.

PREVENTING WASTE GENERATION AND ENSURING PROPER MANAGEMENT

- Serve drinks in preferably returnable glass pitchers or bottles; avoid single-use containers.
- Use reusable trays, plates, glasses, and cutlery. If not possible, use compostable materials, which should be managed as organic waste. If trays are used, avoid using single-use paper to protect them.
- Prioritize the use of reusable tablecloths and napkins. If not possible, opt for 100% recycled paper products.
- Avoid serving products in individual portions and prioritize bulk offerings (e.g., sugar, coffee, milk, oil, etc.).
- Prioritize reusable packaging for transporting food.



- Ensure selective collection of different waste fractions generated (at least organic matter, paper and cardboard, packaging, glass, and general waste) and their final management in accordance with current regulations to maximize valorization.
- Label selective collection containers with identification of the type of waste they contain to facilitate correct waste separation.
- Train and inform staff to ensure proper final waste management.

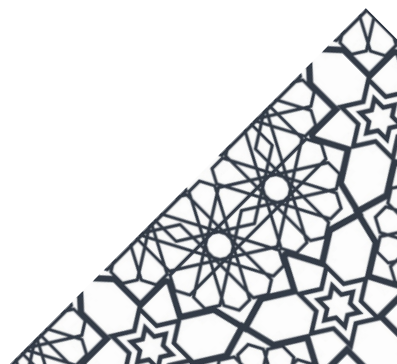
TRANSPORTATION SERVICES

If you plan to take charge of transporting attendees and hire a service, it is recommended to request:

- Collective transport sized to the service's needs: the vehicle's maximum capacity (passenger seats) should not exceed 15% of the maximum number of expected travelers, and trips should be planned to minimize the number of journeys.
- Vehicles with eco or zero-emission labels according to the Directorate General of Traffic. If not possible, vehicles must be Euro VI compliant.
- Additionally, you can request that the personnel driving the vehicle have received training in efficient driving techniques.

DELIVERY OF INFORMATIVE, PROMOTIONAL MATERIAL, AND/OR OTHER COMMUNICATION ELEMENTS

- Prioritize the delivery of informational material in digital format. In the case of wanting to provide promotional or gift items during the visit, it is recommended to choose products with a low environmental impact:
- Made from renewable or recycled materials.
- With minimal packaging; unnecessary or plastic packaging should be avoided.
- Long lifespan and/or can be reused for subsequent uses to minimize waste throughout the product's life cycle.
- Promote sustainable behaviors: multi-use bags, solar chargers, etc.
- Have certifications that attest to their environmental characteristics or benefits (for example, FSC or PEFC-certified wood, products with the European Union's eco-label or the environmental quality assurance label, etc.).
- In addition to the above proposals for specific activities, throughout the visit, water, energy (e.g., regulating the room's air conditioning temperature), and material savings should be encouraged, along with minimizing environmental impact.
- Additionally, the carbon footprint associated with organizing the event can be calculated and offset. The calculation should quantify greenhouse gas emissions (GHG) in tons of CO₂e derived from the visit; with compensation, emissions that could not be avoided will be "neutralized" by purchasing an equivalent GHG emission reduction through a project located elsewhere.



FINAL EVENT REPORT TEMPLATE

EVENT DESCRIPTION

Description of the main characteristics of the event indicating its type (if it is a congress, conference, etc.); the start and end date; the number of expected participants and their origin; whether it includes activities in more than one venue, etc.

IDENTIFICATION OF SERVICES AND ACTIVITIES

Specify the elements necessary for the organization of the event, such as accommodation; catering and catering services; transportation of attendees; design; assembly and disassembly of facilities for the preparation of the venue; facility visits, etc.

Contracted Services/Activities

List of the main subcontracted services and activities; indicate the name of the contracted company providing the service.

SUSTAINABILITY OBJECTIVES OF THE EVENT

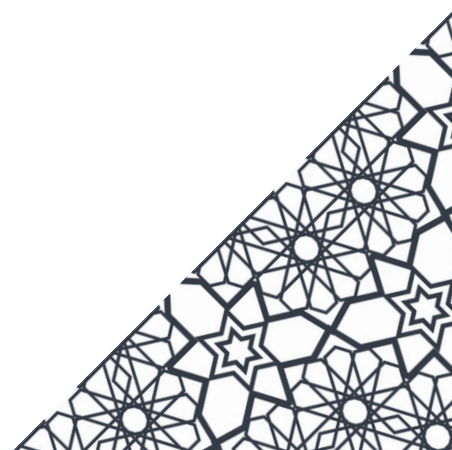
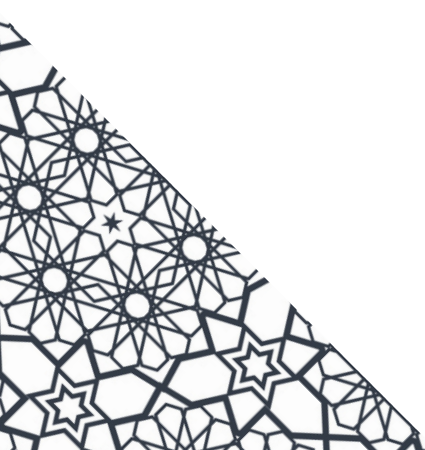
List of sustainability objectives established for the event. For example: reduce CO2 emissions from the transportation of attendees; decrease the carbon footprint associated with energy consumption; achieve a carbon-neutral event, etc.

IMPLEMENTED SUSTAINABILITY MEASURES

List of implemented sustainability measures, grouped according to the sustainability objective they contribute to, and, if applicable, accompanied by a brief description. For example: Objective: reduce CO2 emissions from the transportation of attendees. · Measure 1: the event took place in a well-connected facility with public transportation (indicates available public transportation means and their distance). · Measure 2: provide free public transportation tickets with registration (specifies the number of transportation tickets provided to each attendee and how).

TRAINING AND COMMUNICATION

Specify the training and communication actions carried out, indicating the target audience.



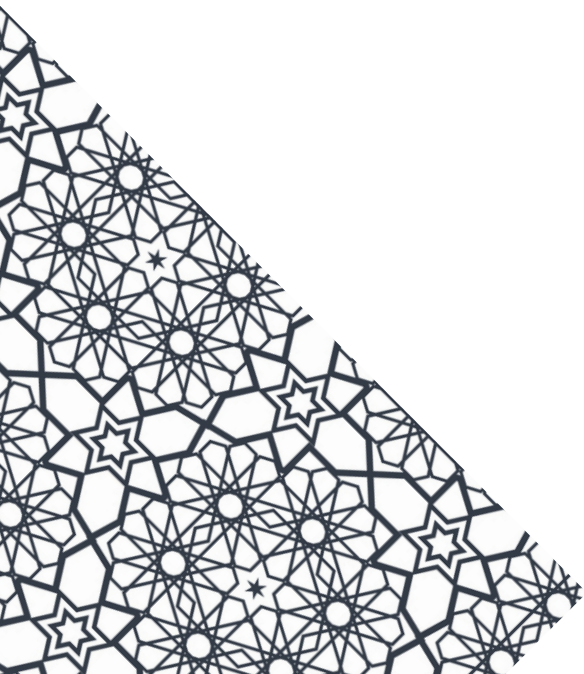
SUSTAINABILITY INDICATORS OF THE EVENT

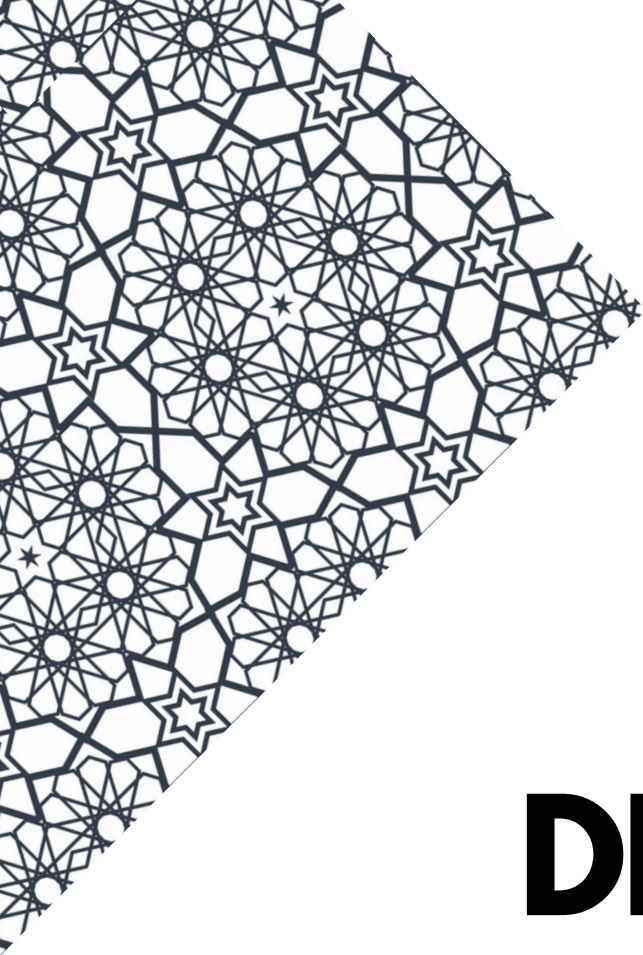
List of sustainability indicators and obtained values. For example:

- Total amount of generated waste (tons or kg).
- Amount of waste (tons or kg) from different selectively collected fractions (organic matter, paper and cardboard, packaging, general waste, etc.) and their final management route.
- tCO₂ equivalent; it should be explained what has been included in the calculation scope and what has been excluded. For example, the emissions from the energy consumption of the facilities where the event takes place, visitor transportation, and emissions from waste management have been included, while the impact of accommodations and material consumption has been excluded.
- Amount of food (kg) donated to entities as part of the fight against food waste.

ASSESSMENT AND IMPROVEMENT PROPOSALS

Assessment of the sustainability process of the event and the degree of achievement of the objectives. Specify the improvement points identified regarding the implemented sustainability measures or other measures that could be implemented in future editions of the event or in similar events.





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