

Sustainability Accounting Learning Platform for a Green Economy

2022-1-ES01-KA220-HED-000089844

PROJECT COORDINATION MEETING 2 (PCM2)

Greening guidelines

Hosting entity: Grupo Gestionet S.L.

Bilbao, May 24, 2024

[Grupo Gestionet S.L.](#)

Guidelines	Response (Yes, No or NA)	Description/evidence
Is the venue located in the hosting Partner's premises?	Yes	The meeting took place in the meeting room at Grupo Gestionet S.L. premises.
Does the venue have access to main public transport connections and city centre?	Yes	Metro line 1 direction to "Erandio" allows participant to go from the city center to Gestionet premises. Participants were provided with guidelines on how to reach Gestionet via public transport.
Can the building's temperature be regulated?	Yes	The temperature of the meeting room can be regulated.
Does the venue have access to natural light?	Yes	The meeting room is provided with natural light through windows looking outside.
Have the meeting's material been sent through electronic means?	Yes	Participants were provided with the agenda, and other relevant materials for the meeting in online format through email before the event.
Does the event provide materials such as bags or packs?	No	To reduce consumption and mitigate waste, no type of promotional materials was given to participants in this meeting.
Have pens been only provided upon request?	Yes	No participant required pens. Most of them took notes in their electronical devices (laptops, tablets). When pens were required (i.e. signing attendance list), they were brought by participants.
If materials are provided, have they been designed generically to be reused in future events?	NA	No type of promotional materials was given to participants in this meeting.
If materials are provided, is there an area to leave them to be reused in future events?	NA	No type of promotional materials was given to participants in this meeting.



Has the use of decorative elements been minimized?	Yes	The only decorative element used were digital project's posters.
Is the menu vegetarian?	Yes	The menu included vegetarian options.
Is tap water used and served in jugs instead of in single-use bottles?	Yes	Tap water was served in reusable jugs instead of serving bottled water.
If possible, does the catering services use reusable dishes, cutlery, and glassware, avoid aluminium foil, and preferably include locally grown, seasonal products, fair Trade, and organically produced products?	Yes	Food was served in reusable dishes, cup and other type of household equipment.
Has the caterer service been informed of the exact number of participants?	Yes	The meeting organizer, Gestionet, informed the catering service about the exact number of participants before the event to adjust the amount of food that was served.
Has the accommodation been arranged in hotels located near public transportation and facilities?	Yes	Participants coming from other cities were suggested several hotels in the city center close to the metro line 1 by the hosting institution.
Have participants received clear guidance on appropriate public transport and/or walking arrangements?	Yes	Participants coming from other cities and countries were provided with information on how to reach the venue with public transport through email prior to the event.

*NA: Not applicable

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Event environmental footprint

Event information	
Title:	Second Project Coordination Meeting (PCM2)
Hosting partner:	Grupo Gestionet S.L.
City, country:	Bilbao, Spain
Venue:	Gestionet meeting room
Date:	May 24, 2024

Participants information			
# In-person participants:			6
<i>Local</i>			2
<i>From other locations</i>			4
	Burgos	Spain	1
	Trento	Italy	1
	Montpellier	France	1
	Lüneburg	Germany	1
# Online participants:			1

Environmental Footprint	
Travel	0.7
Flight	0.68
Bus/Train	0.02
Accommodation	0.2
Catering service	0.05
TOTAL	0.95

Note: Footprints have been estimated using the Carbon Footprint Calculator, listed in The UNEP guide to climate neutrality “Kick the habit: a un guide to climate neutrality”. Available at: <https://www.carbonfootprint.com/calculator.aspx>