



Co-funded by
the European Union



Sustainability Accounting Learning Platform for a Green Economy

2022-1-ES01-KA220-HED-000089844

SHARING AND PROMOTION ACTIVITY 2

Greening efforts

Madrid, November 13, 2025

Hotel AC Atocha (and online), Gran Forum

Guidelines	Response (Yes, No, or NA)	Description/evidence
Is the venue located in the hosting Partner's premises?	No	The activity was held Hotel AC Atocha. The venue was in Madrid and selected considering its closeness to Atocha train station to foster attendance by public transport and allow in-person attendees to come and go the same day.
Does the venue have access to main public transport connections and city centre?	Yes	The venue was connected to the accommodation by public transport. It is 5-minutes walking from Atocha train station, cercanías and metro.
Can the building's temperature be regulated?	Yes	The temperature of the rooms of the building could be adjusted.
Does the venue have access to natural light?	Yes	The rooms used for the activity light through a series of 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 event in digital 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 during the activity.
Have pens been only provided upon request?	Yes	No attendees 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 or provided by the hosting partner.
If materials are provided, have they been designed generically to be reused in future events?	NA	No type of promotional materials was given to attendees in this activity
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 attendees in this activity.



UNIVERSIDAD
DE BURGOS



Co-funded by
the European Union



Has the use of decorative elements been minimized?	Yes	The only decorative element was a set a roll-up of the project, created to be used in multiple activities.
Is the menu vegetarian?	Yes	Attendees had a vegetarian option during lunch.
Is tap water used and served in jugs instead of in single-use bottles?	Yes	The caterer served tap water 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	The caterer used reusable dishes, cup and other type of household equipment.
Has the caterer service been informed of the exact number of participants?	Yes	The project informed the caterer about the number of attendees 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	Project members and panelists requiring accommodation stayed at a hotel located in a 15-minute walking distance from the venue.
Have participants received clear guidance on appropriate public transport and/or walking arrangements?	Yes	Project members, panelists and attendees coming from other cities and countries were provided with information on how to reach the venue by public transport and walking.

*NA: Not applicable



UNIVERSIDAD
DE BURGOS



Co-funded by
the European Union



Sustainability Accounting Learning Platform
for a Green Economy
2022-1-ES01-KA220-HED-000089844

Event environmental footprint

Event information	
Title:	Sharing and Promotion Activity 2
Hosting partner:	Account4GreenEco Project
City, country:	Madrid, Spain
Venue:	Hotel AC Atocha, Fran Forum
Date:	November 13, 2025

Participants information		
# In-person attendees:		29/40
# Online attendees:		81/188
# In-person panelists:		8
<i>(non project members)</i>		
# Online panelists:		2
<i>(non project members)</i>		
# Project Members		9
	Bilbao	Spain
	Burgos	Spain
	Lüneburg	Germany
	Trento	Italy
	Montpellier	France

Environmental Footprint		
Travel		4.33
Flights		3.96
Bus/Train		0.37
Accomodation		1.24
Catering service		1.57
TOTAL		7.14

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>



LEUPHANA
UNIVERSITÄT LÜNEBURG

