

Sustainability Accounting Learning Platform for a Green Economy

2022-1-ES01-KA220-HED-000089844

KICK-OFF MEETING

Greening guidelines

Hosting entity: University of Burgos (UBU)

Burgos, February 8, 2023

Sala Polivalente, [Biblioteca General – Universidad de Burgos](#)

Guidelines	Response (Yes, No or NA)	Description/evidence
Is the venue located in the hosting Partner's premises?	Yes	The meeting took place in Sala Polivalente of UBU's General Library.
Does the venue have access to main public transport connections and city centre?	Yes	Lines 5, 7, 12, 22, and C of bus public transport connects Burgos city center and other parts of the city with UBU's General Library. The building is a 25/30-minute walking distance from the City Centre along the river.
Can the building's temperature be regulated?	Yes	The UBU's General Library allows the temperature to be adjusted. During the meeting, the temperature in the room where the meeting was held was the same as in the rest of the building. As part of its sustainability plan, UBU is taking action to reduce the consumption of energy and heating (https://www.ubu.es/portal-de-sostenibilidad/ahorro-energetico)
Does the venue have access to natural light?	Yes	Sala Polivalente of UBU's General Library is provided with natural light through a series of windows facing a natural park.
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 event.





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 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 participants in this event.
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 event.
Has the use of decorative elements been minimized?	Yes	The only decorative element used was a roll-up with the project logo that has been produced to be used in all project coordination meetings, teaching activities and sharing and promotion activities that will take place during the Project's lifetime.
Is the menu vegetarian?	Yes	The menu consisted of set of vegetarian appetizers such as mini veggie burgers, bao with avocado, sushi, tomato soup, and tempura vegetables.
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 KOM organizer, UBU, 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 stayed at Hotel Silken (in the city centre, connected to the UBU General Library by public transport), and Hotel Azofra (5-minute walking distance from the venue).
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 on Feb 2, 2023.

*NA: Not applicable

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Event environmental footprint

Event information	
Title:	Kick-Off Meeting
Hosting partner:	University of Burgos (UBU)
City, country:	Burgos, Spain
Venue:	Sala Polivalente, UBU General Library
Date:	February 8, 2023

Participants information			
# In-person participants:			8
	<i>Local</i>		6
	<i>From other locations</i>		2
	Bilbao	Spain	1
	Trento	Italy	1
# Online participants:			2

Environmental Footprint	
Travel	0.28
Flight	0.22
Bus/Train	0.06
Accommodation	0.06
Catering service	0.07
TOTAL	0.41

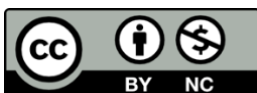
Note: Footprints have been estimated using the Carbon Footprint Calculator, listed in The UNEP guide to climate neutrality “Kick the habit: a un guide to climate neutrality”.

Available at: <https://www.carbonfootprint.com/calculator.aspx>



Co-funded by
 the European Union

The project ‘Sustainability Accounting Learning Platform for a Green Economy’ (Account4GreenEco) is co-funded by the European Union (Ref. 2022-1-ES01-KA220-HED-000089844). The opinions and views expressed in this document are those of the authors (partners of the Account4GreenEco Project: University of Burgos, Università degli Studi di Trento, Leuphana University Lüneburg, MBS School of Business, and Gestionet) and do not necessarily reflect those of the European Union or the Spanish Service for the Internationalisation of Education (SEPIE). Neither the European Union nor the SEPIE National Agency can be held responsible for them.



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