

Net Zero Carbon Events Action Plan

Year	Targets	Actions taken/to take	Responsibility	Prospected Outcomes	Actual Outcome
2024	Baseline year, data gathered from the 2024 BestCities Global Forum in Melbourne, January 2024. Total event space emissions: 93.20 tn Total meal emissions: 1.70 tn Total Attendee travel & stay emissions: 53.77 t Total emissions: 148.67 tonnes of CO2e OR 148,670 kgCO2e based on 55 attendees	Actions taken; Contracted Trees4Events company to offset total emissions through investment into carbon credits through the United Nations Certified Emissions Reduction (CER) programs.	BestCities Global Forum Organising team; Nigel Brown for Melbourne 2024.	To measure event space/meal/attendee travel/and stay emissions as a baseline for future years to come.	906 trees planted / US \$2,265.00 total cost / US \$41.18 per person to offset 148.67 tnCO2e from the 2024 Melbourne BestCities Global Forum
2025	BestCities Global Forum to take place in Dublin, Ireland. Total event space emissions: 93.20 tn - 5% Total meal emissions: 1.70 tn - 5% Total Attendee travel & stay emissions: 53.77 t - 5% Total emissions: 148.67 tonnes of CO2e OR 148,670 kgCO2e - 5% based on 55 attendees	Action to take; Employ Trees4Events to offset emissions that we are not able to minimize at this point.	BCGF organizing committee to contract Trees4Events to offset emissions that are unable to be at Net Zero. Create an RFP for future Global Forums that incorporate venue and supplier reporting mechanisms due 2026 and beyond.	Goal: To gather more viable data from all streams of waste emissions for a clearer picture on where we are at and where we can improve. Goal: To measure potential reduction in emissions from 2024 BCGF reporting. Goal: Increase number of attendees while decreasing average amount of CO2e (carbon dioxide equivalent) per person. 2024 per person emission average based on Melbourne report = 2.71 tnCO2e/person. (based on 55 attendees and 149 tnCO2e total).	
2030	Total event space emissions: 93.20 tn	Integrate sustainable requirements in the bid process and contract when choosing BestCities Global Forum destinations for future years: Energy saving tactics at venue: - LED lighting throughout the venue - Light sensors/automatic lighting control/occupancy sensor. - Reduce dependence on electrical light (when choosing venue - do they have natural light?) Production/physical waste saving tactics: - Pre-event: use digital apps for registration/ticketing/conference programs (no physical copies) - Post-event: digital surveys/feedback forms - Use digital signage as much as possible & screens for schedule display/session info/wayfinding (minimize need for banners/signs). - Recover name badges, lanyards, name tags, and recycle them. (company TerraCycle operates in Asia Pacific/Europe/Americas - used at IMEX). - Opt for no carpets in the exhibition halls - Replace single use plastics with green alternatives. Ensure venue has enough recycling stations for waste separation. F&B / Freight logistics waste saving tactics: - At Gala dinner - use all reusable service ware - Include more than 50% vegetarian meals as options - Opt for no beef at the gala dinner (chicken + fish are more sustainable). - Donate all un-eaten food, and compost food unable to donate - Source food locally within 160km + remove delivery by air freight - Freight delivery; provide drinks in tin/cardboard + remove plastic food packaging (i.e.: hot food dishes on plates or cardboard boxes). - Rail and ocean shipping have the lowest emissions, opt for these when possible. Transportation/hotel emission saving tactics: - Choose international location with high number of direct flights and with various public transportation options - Choose to use electric shuttles to get delegates from train station/airport to the venue - Choose hotels within walking distance to the conference venue - Choose hotels that are sustainable partners Positive Impact activities: - Include initiatives which support wellness and sustainability (ex: activity learning to turn food - waste into organic fertiliser, activity to make recycled notebook for kids (ICCA 2023)	BCGF organizing committee to partner with venues and suppliers which will have the infrastructure, resources, and ambition to adhere to the requirements in order to have success in the interim target. Venue: - Food & Beverage - Food waste - Venue waste Organizer: - In destination transport for attendees - Intangible communications - Signage/stand/ and other production materials Service provider: - Freight - Food & production waste - F&B	Goal: Reduction in overall event CO2e by 50% since baseline year of 2024 = 1.35 tnCO2e/person. Goal: Systems at association and event level are in place & sustainability criteria is embedded in all contracts. Goal: Emissions are reduced through the efficiencies from the system Goal: Quantifiable changes in production materials.	

2040	Total meal emissions: 1.70 tn	<p>Assess, adjust, reduce and improve in a continuous cycle after each Global Forum event.</p> <p>Continue steps to track, measure, and integrate until all action areas are at NetZero.</p> <p>The minimal amount of emissions that remain are neutralized + offset.</p> <p>Raise awareness of emissions and reduction opportunities with Stakeholders, including newsletters/e-blasts or other electronic communication to inform delegates of updates/information, and changes.</p> <p>Work with BestCities locations, their respective convention centres to share data and new innovative practices to bring each other up to speed with sustainable installments.</p>	BCGF organizing committee with ongoing tweaking to sustainability criteria in the bid process	Goal: reduce emissions over time from 50% reduction to 90% reduction from baseline year in 2024	
2050	Total Attendee travel & stay emissions: 53.77 tn	Publish data as the standard and continuously striving for best practices in all action areas.	BestCities organizing committee partnered with venue event team and their suppliers.	Achieve Net Zero for BestCities Global Forum.	
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