

HOW TO ORGANIZE CARBON NEUTRAL EVENTS





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Thailand Convention and Exhibition Bureau (Public Organization)

Established by Royal Decree in 2002, the Thailand Convention and Exhibition Bureau (also known as TCEB) is a public organization tasked with promoting and developing business events in Thailand. Since 2004, TCEB has worked towards establishing Thailand as Asia's premier business events destination by providing flexible and service-oriented support to meeting-goers, incentives winners, convention attendees and exhibition participants.

MICE Capabilities

Development Department



MICE Capabilities Development Department

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MICE Capabilities Development Department's main responsibility is to forge Thailand's MICE Future. Armed with knowledge management, networking and marketing expertise, TCEB's MICE Capabilities Development Department aims to cultivate a passionate, new generation of professionals to lead Thailand's MICE industry into the future.

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Main Beneficiaries:

- **Main Operators**

Professional Convention Organisers, Professional Exhibition Organisers, MICE Primary Support Industries: Venues, Booth Contractors, Freight Forwarders and Hotels, Government, Exhibitors, Visitors

- **New Entrants/ MICE City**

New Graduates, Newcomers to the MICE Industry and Secondary Subcontractors

- **Lecturers/ Students**

Teachers, High School Seniors, Thai & International University/College Students

Carbon Offset for Event Management

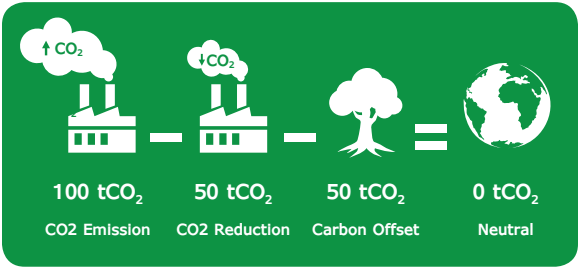
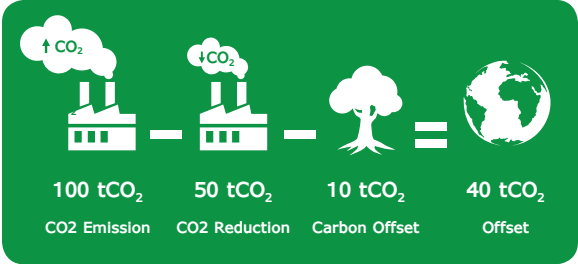
Emissions rise from different human activities, as well as energy consumption, agriculture, development and expansion of industries, transportation, deforestation, cooking and waste. All the activities also relate to organizing events, and notably, the problem has worsened over time.



It should be noted that events can play their part in reducing greenhouse gas emissions by offsetting carbon in event operations. Carbon credits can be purchased from Emission Reduction program in Thailand in order to partially offset event-related emissions (Carbon offset) or completely offset event-related emissions to achieve net zero emission (Carbon Neutral).



Principles of Carbon Offset



Hosting a carbon-neutral event not only helps to reduce greenhouse gases, but also helps to practice social responsibility. This activity promotes competitiveness of industries like Thailand's MICE Industry in order to fulfill customers' requirements by organizing a Carbon-Neutral event, the current major trend for event management.

Moreover, businesses obtaining carbon credits from emission reduction program in Thailand can inspire other concerned parties and project developers to introduce more emission reduction projects and activities, leading to more reductions in Thailand.

Benefits of Carbon Offset for Event Management



1

Encourages social responsibilities among public and private sectors as well as MICE operators.

2

Promotes better understanding of carbon offset activities in event management to all relevant stakeholders.

3

Promotes competitiveness in Thailand's MICE Industry in order to organize a Carbon-Neutral event, which is the current major trend Meets customers' needs, especially those in international markets.

Methodology for GHG measurements in an Event



1st Category

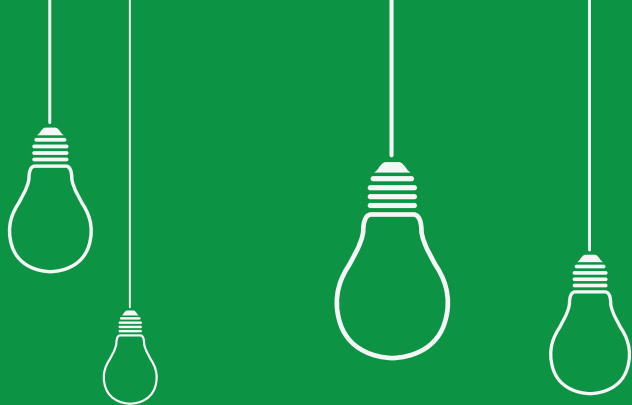
Direct GHG emissions from services, tools or equipment owned by an event organizer who is responsible for the operation costs:

1

GHG emission from energy consumption (with proper combustion) that is a responsibility of an organizer such as in LPG consumption when cooking

2

Preparation of food and beverage for an exhibition



2nd Category

Inirect GHG emissions from consuming purchased electricity, steam, heating and cooling:



GHG emissions from purchased electricity, steam, heating and cooling during an event and venue preparation throughout the exhibition period.



3rd Category

Other **indirect** GHG emissions beyond the scope of the 2nd category:

1

CO₂ emission from domestic and international transportation of participants, which includes travelling by car, by bus, by train, by plane, etc.

2

CO₂ emission from staying in the city where the event takes place.





1

Exhibition materials: CO₂ emission in acquiring raw material, producing and shipping of any exhibition materials should all be taken into account when calculating the emission.

2

CO₂ emission from waste, generated by conferences, management: storage, shipping and waste disposal system should be accounted for too.





Procedures for Arranging Carbon Offset Activity in an Event consist of 2 periods:-

1 Before the event

- 1.1** Download the application form at <http://carbonmarket.tgo.or.th> and submit the completed form to TGO: Thailand Greenhouse Gas Management Organization (Public Organization)
- 1.2** Measure GHG emission deductively: calculate the estimated amount of emissions generated by an event by considering its program or budget that are in line with TGO standards. To download Carbon Footprint for Organization (CFO) Calculator, simply go to: <http://thaicarbonlabel.tgo.or.th>
- 1.3** Contact a credit provider to purchase the right amount of carbon credits calculated according to the deductive method mentioned in 1.2. Then, contact those who responsible for credit cancellation in order to retire the credit. For the list of carbon offset providers, please visit <http://carbonmarket.tgo.or.th>
- 1.4** Submit the transaction log and cancellation document to TGO.
- 1.5** Relevant documents and evidences will be checked by TGO: once completed, TGO will grant the requester the right to display “Carbon Neutral Event” logo to promote the event.

2 After the Event

2.1 Calculate the emission amount by using actual data collected from the event in line with TGO standards. Download the Carbon Footprint for Organization (CFO) Calculator at: <http://thaicarbonlabel.tgo.or.th>

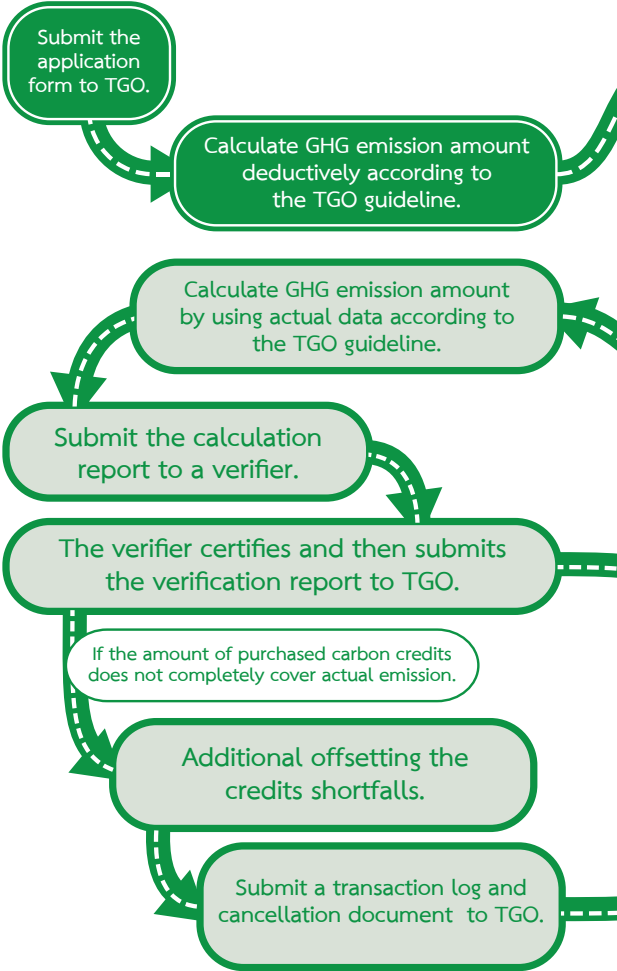
2.2 Contact and submit the calculation report to a verifier – a person in charge with carbon footprint verification for an organization as well as an event operation that has been registered with Thailand Greenhouse Gas Management Organization (Public Organization) for verification purpose. For the list of verifiers, please visit <http://thaicarbonlabel.tgo.or.th/>

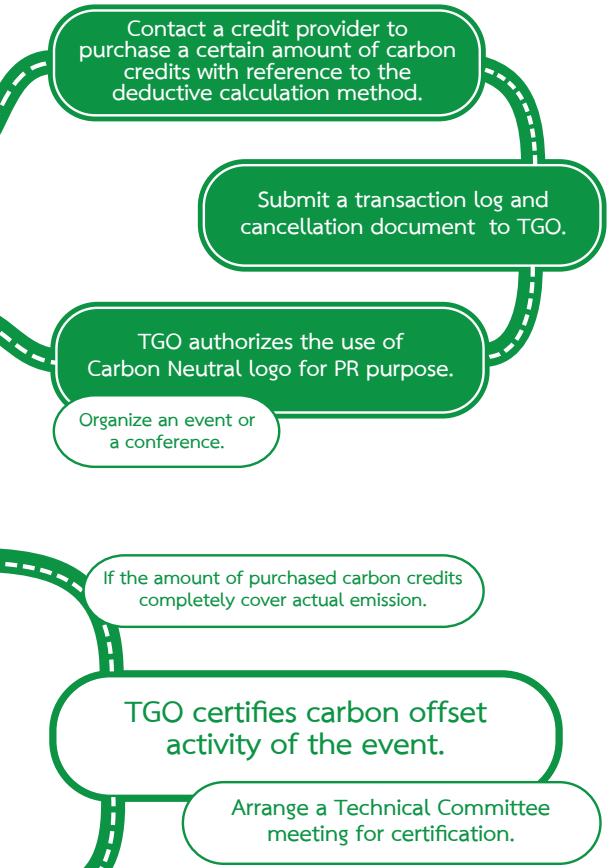
2.3 The verifier certifies the verification report and submits it to TGO.



2.4 TGO proposes the report to the Technical Committee in order to grant a certification to the event.

If the amount of GHG emission calculated by the deductive method is less than the actual emission, it is necessary to offset more carbon credits until they completely cover actual emission. In addition, this process must be done within 3 months after the event.

Procedures for Organizing a Carbon Neutral Event





-  After an event
-  Before an event

Documents Required for Calculation and Verification

	List	Description	Quantity
1	LPG (Liquid Propane Gas)	Quantity	Kg
	Food	List of Menus	Menu
2	Electricity	Electricity consumption	kwh
3	Transportation	<ul style="list-style-type: none"> • Vehicle type • Distance 	pkm
	Accommodation	<ul style="list-style-type: none"> • Number of people • Number of nights 	kg
	Event Materials	Paper, plastic	kg
	Waste	Quantity	kg

Documents required

photo or certificate from the venue

certificate from the venue



photo or certificate from the venue



Registration form or survey

Registration form or survey

photo or certificate from
the event organizer

photo or certificate from
the venue owner



Where to find carbon credits for offsetting



To purchase carbon credits, please contact the carbon credit for offsetting providers as listed in the website: <http://carbonmarket.tgo.or.th>.

For further cooperation/assistance or information please contact Carbon Business Office, Thailand Greenhouse Gas Management Organization (Public Organization)

Tel: +66 2 141 9827-31

Expenses of carbon offset activity for an event

Expenses depend on different factors such as size of an event, event period, number of participants, type of transportation for participants.

Activity	Cost
Carbon Footprint Calculation from an event	Follow the template of TGO (no cost)
	Hire a consultant 1, approximately 10,000-15,000 Baht/1 Man day
Credit offset	approximately 200 Baht/ carbon dioxide ton
Cost of using Carbon Neutral logo	TGO's support (no cost)
Cost for verifiers	approximately 10,000-15,000 Baht/1 Man day
Request for certification	TGO's support (no cost)
Estimated cost/activity	10,000-40,000 Baht

1 “Consultant” means an expert who is able to give consultation in an area of a corporate carbon footprint of organizations and event operations. Thailand Greenhouse Gas Management Organization (Public Organization) provides a list of experts so that entrepreneurs, based on an advice given, can choose a consultant to corporate carbon footprint of organizations and event operations.

List of relevant websites

- MICE Capabilities Development Department,
Thailand Convention & Exhibition Bureau
(Public Organization)
www.micecapabilities.com
- Thailand Greenhouse Gas Management
Organization (Public Organization)
<http://tgo.or.th/index.php>
- Carbon Market, Thailand Greenhouse Gas
Management Organization (Public Organization)
<http://carbonmarket.tog.or.th>
- Carbon Label, Thailand Greenhouse Gas
Management Organization (Public Organization)
<http://thaicarbonlabel.tog.or.th>



For inquiry, please contact:



**Thailand Convention & Exhibition
Bureau (Public Organization): TCEB**

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**Carbon Business Office, Thailand
Greenhouse Gas Management
Organization (Public Organization)**

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