

BERGEN EVENTS



SUSTAINABLE EVENTS GUIDE
VERSION 1.1
2023

visitBergen.com/meetings



1. BERGEN SUSTAINABLE EVENTS GUIDE

Hotel Norge by Scandic



1.1 ABOUT THE GUIDE

Everything we do as individuals or organizations leaves a footprint. If we are to reach the sustainable development goals, we must change our usual ways of conducting business. This is also true when organizing events.

The goal is simple, but also demanding. It is about creating a better life and a better society for both us and future generations.

This guide is created to serve as a tool and aid in the planning and execution of events in Bergen and The Bergen Region. The aim is to give organizers a tool they can use to minimize the environmental footprints, while at the same time strengthen the local benefits and legacy, from events.

Most of the events held in Bergen throughout the year can contribute towards reaching the sustainable development goals.

Following this guide will not make an event fully sustainable. The goal is to create a more systemic and goal-oriented way of working with sustainability when planning an event. Some action points listed in this guide might not be relevant for all types of events, but by following most of the bullet points in the guide, your event will be well on its way towards more sustainability.

The guide is not a sustainability certification for events. More information on different certification schemes can be found at the end of the guide.

Why choose Bergen and the region?

Bergen and the region creates a unique framing for any event. With a wide variety of possibilities within the city and the greater region, only your imagination will limit what type of events it is possible to arrange.

89 percent of the hotel beds in Bergen already holds a sustainability certificate, which makes it easy for guests and participants to choose eco friendly accommodation in Bergen. Bergen is also a compact city, making it easy for participants to walk or cycle from the hotel to the location of the event. From the airport to the city centre you can travel by The Bergen Light Rail (Bybanen) or make use of the fossil-free airport bus. And did you know that the public transport in Bergen runs on fossil-free fuel?

Bergen scores among the best sustainable destinations on [The Global Destination Sustainability Index](#). And Bergen is also labelled as [Sustainable Destination](#).

DESIGN AND PLANNING

Start the planning of the event early and map out the different needs. This is a great way of saving both time and money, as well as minimizing the potential negative environmental impact.

- A person responsible for the sustainability of the event has been appointed.
- A climate account will be made for the event.
Remaining emissions from the event are then evaluated for climate compensation or carbon removal.
- People and interest groups affected by the event are consulted early, in order to minimize and handle possible challenges that the event will create for others.
- All functionaries and volunteers are familiarized with the event's work on sustainability and their own role in this work.
- We have investigated whether there are special considerations that must be taken in the area where the event will take place.
- Measures are being taken to ensure the protection of cultural heritage, biodiversity, and other objects worthy of protection in and around the event area.
- The event is universally designed.
Through facilitation for people with visual impairments, hearing impairments, mobility impairments and/or allergies.
- Event participants and others are well informed about the environmental profile of the event, and what considerations they themselves should take during the event.
- We have evaluated whether or not the event should be sustainability certified.

PROCUREMENT

To make better procurements, get an overview of the number of participants and their needs. It might be a good idea to collaborate with someone who has experience of arranging a green event.

- We have a good overview of the number of participants and can adjust our procurements to the needs of the event.
- We will avoid purchasing and using products made of single use plastics.
Buy reusable, recycled or recyclable products instead.
- We have explored the possibilities for renting or buying used equipment needed for the event.
- We utilizes sustainability certified suppliers and eco-labelled products.
- We use local suppliers when those are available.
- We can return unused products and packaging to our suppliers.
- Banners and other materials used to promote the event are made in a way which allows them to be reused.

TRANSPORTATION

Facilitate safe access to the event and ensure that the transportation of people and goods to the event is done as environmentally friendly as possible.

- It is easy to walk, cycle or use public transportation when traveling to the event. *Are there for example City Bikes (Bergen City Bike) or bicycle parking near the event location?*
- We have organized environmentally friendly transport to/from the event for participants, volunteers and others. *For example working with transportation providers and/or offering reduced prices for guest that use public transport to the event.*
- Participants, functionaries, and performers has been given good information about how they can travel environmentally friendly to the event. *For example through providing information about public transport schedules, biofuel options wehen travelling by airplane or the possibilities for bicycle parking.*
- Suppliers have been required to deliver goods, services and/or artist transport to the event, using emission-free modes of transport.
- For internal transportation zero emission vehicles is used.

FOOD AND BEVERAGE

Try to promote food with a low environmental footprint, avoid unnecessary packaging and create a good system to avoid food waste.

- We will not utilize single use plastics during the event. *Use biodegradable, recycled and/or reusable articles instead.*
- Food and beverage is locally produced, seasonal, organic and/or plant-based. *The participants are informed about the environmental profile of the food and beverage served at the event.*
- We will not serve seafood marked with a red light in [WWFs seafood guide](#), nor food listed on the [Norwegian red list of species](#). *Links in norwegian language only.*
- We have set up water stations at the event, where participants can fill their own bottle, and the participants have been informed about this oppurtunity prior to the event.
- Good solutions for managing food waste have been put in place. *For example, donating the food or selling leftovers through solutions as "Too Good To Go"*

WASTE MANAGEMENT

Good planning and facilitation for waste management helps avoid littering and keeps the event area clean. This also reduces the need for tidying during and after the event.

- Prior to the event, we have set up a list of the different fractions of waste expected to be generated during the event. A plan has been made for how the amount of waste can be limited.
- We have made a plan for rycyling customized to the event. The plan should, in simple terms, explain how different fractions of waste are to be handled. *Participants are informed how to recycle during the event.*
- Recycling stations are easy to find and universally designed, making it easy for participants to recycle their waste.
- We have consulted with the waste disposal company on how to manage and sort the waste from the event.
- Establish good routines for tidying and cleaning during the event, and make sure to have enough recycling stations.
- To minimize the amount of waste produced, sponsors and partners are encouraged to offer activities instead of give aways products if promoting themselves during the event.
- Usage of balloons, confetti or similar wasteful products are avoided at the event.

ENERGY CONSUMPTION

Energy consumption is often a big source of the direct emissions produced from events. Good solutions should be put in place to reduce the emissions from the use of energy.

- The event runs on electricity from the grid or from batteries.
- The use of fossil fueled generators is avoided.
If you need to use a generator, use a particle filter, and preferably use biofuel as well.
- Renewable power with a Guarantee of Origin has been acquired.
- Energy efficiency has been prioritized when buying or renting equipment.

IMPACT AND LEGACY

Attempt to create further positive effects for the local community where the event takes place.

- A pre- and/or post event program has been made, to inspire participants to explore more of the destination.
- We have looked into and planned for the opportunity for volunteers or participants to work for a nonprofit organization as part of the event.
- Good information has been provided to guests and the local population on how the event benefits the host city.

SUSTAINABILITY CERTIFICATION FOR EVENTS

FEE (Foundation for Environmental Education) operates international certification programs such as Blue Flag (for beaches) and Green Key (for hotels). FEE also offers the Environmental Certified Event scheme. Learn more here: <https://fee.no/> (in Norwegian)

Eco-Lighthouse is probably Norway's most well-known environmental certification program. Eco-lighthouse has various criteria tailored to most industries. They also have a specific set of criteria for green events. Read more here: <https://eco-lighthouse.org/>

ISO is a recognized international tool for various types of certifications. ISO 20121 is a certification scheme for sustainable events, while ISO 14001 is a well-known environmental management system for businesses. You can learn more about different types of ISO certifications on Standard Norway's website: <https://www.standard.no/en/>

Grønn Festival is an labelling scheme for festivals. Grønn Festival aims to meet the needs of small organizations that lack resources for extensive reporting and follow-up work. Additionally, it provides resources, tips, and advice specifically tailored to your area, making it easier for you to implement measures. Grønn Festival is free, and all resources are openly available on the internet for anyone to use, regardless of qualification. Read more here: <https://www.gronfestival.no/english>

ADDITIONAL RESOURCES

There are many good examples of events that are working on becoming more sustainable. Here are some examples of handbooks and resources from sustainable events that can provide inspiration:

1. Aarhus' [Handbook for Green Conferences and Events](#): Aarhus, a city in Denmark, has developed a handbook specifically tailored to organizing green conferences and events. It provides practical advice and tips for implementing sustainable practices.
2. Event Industry Council (EIC): EIC offers the Sustainable Event Standards and other resources to assist event professionals in creating sustainable events. Access their resources at: <https://www.eventscouncil.org/>
3. #MEET4IMPACT is a non-profit organization aiming at changing the way we plan, measure and talk about the events industry. Promoting ideas of using meetings and events as a platform for creating positive impact and driving sustainable change. It encourages event organizers, attendees, and stakeholders to consider the social, environmental, and economic aspects of their events and take actions that contribute to a greater purpose. Read more here: <https://www.meet4impact.global/>

By exploring these and other resources, you can gain ideas and guidance on how to incorporate sustainability into your own event planning and implementation. Remember to adapt the strategies and practices to suit your specific needs and circumstances.

Feel free to contact us

Do you need assistance in organizing an event in Bergen?

Visit Bergen's meetings and events department is happy to assist you with any questions you may have.

BERGEN



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Convention
Bureau

Meet in the heart
of the Fjords
of Norway

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