

2016 Green MICE Guidelines

Ministry of Economic Affairs, Bureau of Foreign Trade

2016 Taiwan MICE Promotion Program

(MEET TAIWAN)

Table of Contents

I. The Objectives of Green MICE Guidelines	p.3
II. Green MICE Project Description	p.5
III. Proposed Revisions to the 2016 Green MICE Guidelines	p.9
IV. Green MICE Practice	p.10
A. Green Exhibition	p.10
(1) Organizer	
1. Before Exhibition	
2. During Exhibition	
3. After Exhibition	
(2) Venue Provider	
1. Before Exhibition	
2. During Exhibition	
3. After Exhibition	
(3) Exhibitor	
1. Before Exhibition	
2. During Exhibition	
3. After Exhibition	
(4) Visitors	
1. Before Exhibition	
2. During Exhibition	
3. After Exhibition	

B. Green Conference

p.24

- (1) Organizer
 1. Before Conference
 2. During Conference
 3. After Conference
- (2) Venue Provider
 1. Before Conference
 2. During Conference
 3. After Conference
- (3) Exhibitor
 1. Before Conference
 2. During Conference
 3. After Conference
- (4) Visitors
 1. Before Exhibition
 2. During Exhibition
 3. After Exhibition

V. Reference

p.34

2016 Green MICE Guidelines

I. Objectives of the Green MICE Guidelines

With the global rise of environmental awareness, sustainable development and Green MICE concepts have gradually been gaining international attention. In keeping with the 2015 COP 21 Climate Change Conference in Paris and the passage of Taiwan's Greenhouse Gas Reduction Act, "green" and "sustainability" have become two crucial themes that every industry must encounter. The MICE industry, which plays a leading role in the service industry, is fully responsible for the promotion of "Green MICE" concepts so as to achieve energy efficiency and carbon reduction while creating sustainable environments.

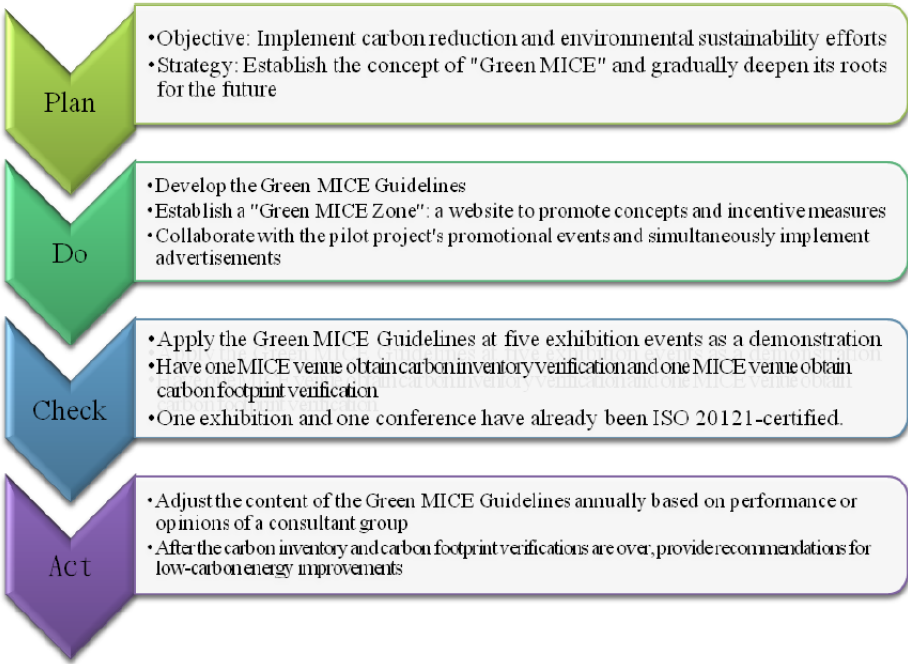
This guideline strives to mitigate the impact of MICE events on the environment by referencing and compiling domestic and international data and integrating the "Green Low Carbon Reduction Guidelines" and "Mega Event Environmental Friendliness Management Guidelines" of the Environmental Protection Administration as well as the contents of the "MICE Industry Coaching", "2012 Low Carbon MICE Guidelines", and "2013 Green MICE Guidelines" for the Green Trade Project Office promoted by the Bureau of Foreign Trade. We expect to introduce the concept of "Green MICE" into Taiwan's MICE industry in a specific and practical manner to enable every member of MICE, including its organizer, venue providers (venues, hotels, etc.), exhibitor and visitors/participants to take specific actions before, during, and after the MICE process with the 3R principles of Reduce, Reuse and Recycle. The goals are to combine energy conservation, carbon reduction and environmental sustainability concepts to reduce greenhouse gases, trash and

the waste of resources, to lessen the impact of environment, and to cooperatively move Taiwan Green MICE into a new era.

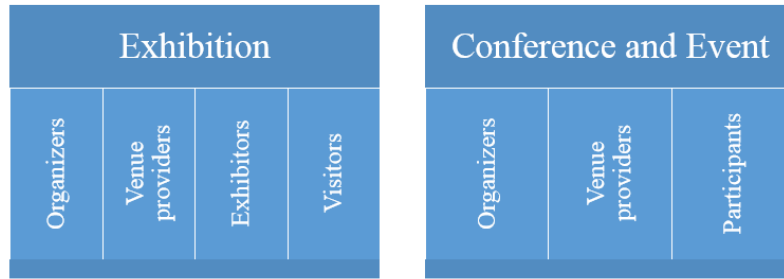
This guidelines will review and revise annually in order to catch global trends and make this guidelines more meaningful and practical.

II. Green MICE Project Description

The Green MICE structure and the process developed by the Bureau of Foreign Trade of the Ministry of Economic Affairs is outlined below:



According to the Guidelines, MICE events are divided into the “exhibitions” and “conference” categories. While the organizer, venue providers, exhibitor and visitors are the primary components of “exhibition” category. The “conference” category is made of organizer, venue providers and participants.



Since organizer play a vital role in the "Green MICE" concept, organizer can start to implement green measures from the planning stages and can encourage their exhibitors and visitors to "go green "through the exhibition or conference Handbook or promotional materials. Thus, the program's enhanced incentives and assistance to encourage the organizers, and hope organizer can expand and deepen the "Green MICE" message by promoting the above mentioned PDCA process during the exhibition or conference, while continuing to strive to reduce carbon emissions and enhance environmental sustainability.

Data provided by the Green Trade Project Office established by the Ministry of Economic Affairs and the Industrial Technology Research Institute indicate that "transportation" is the primary source of carbon emissions at exhibitions (accounting for more than 90% of the footprint). When that factor is not included, it was found that the main source of carbon emissions is from electricity at 36.59% among which are booths that account for 18.93% and air conditioning comprising 11.42%. This category is followed by non-recyclable decorating materials at 20.66% which includes plywood which accounts for 16.83% of the total.

For conference, transportation is also a primary source of carbon emissions and in that area comprises 90%. But outside of the transportation category, carbon emissions are chiefly from electricity (31.56%) with air conditioning comprising 18.23% of the footprint followed by dining (8.19%, with beef composing 2.34% of the dining)

In view of the above, each choice of venue opens several variables linked to carbon

emissions in terms of transportation and electrical use during the exhibition and conference. The carbon footprint in the “exhibitions” category can be substantially reduced not only with energy-saving electrically efficient lighting solutions in the booths, but also by encouraging exhibitors to use systematic, reusable decoration materials. The top priorities for “conference”, on the other hand, are increasing the energy efficiency of air conditioning systems and gradually reducing meat and increasing the portion of vegetables in meals served.

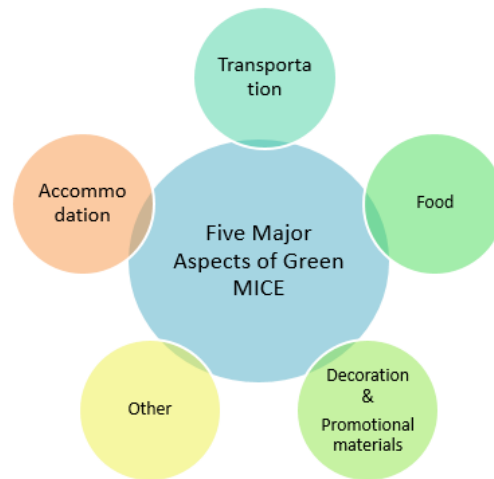


Figure 2. Five Key categories of Green MICE

As a result of the above findings, the Green MICE Guidelines list transportation, food, accommodation, decoration materials, and the “other” as five key categories to monitor when practicing Green MICE initiatives. For example, cutting travel distances, tactically reduce the amount of food consumed, paperless technology, reduce wooden decorations, use recycled resources, reducing energy consumption; all of which underscores the green spirit. The exhibition/conference organized process is also divided into "before exhibition/conference," "during exhibition/conference" and "after exhibition/conference" in order to help MICE members to match these practice indifference related stages.

III. Proposed Revisions to the 2016 Green MICE Guidelines

A. The experience of Green MICE Incentive Program from 2013 to 2015:

Based on the professional insights of Green MICE consultants from industry experts, government agencies and academic institutions as well as the actual experiences of MICE organizers during the past three years, revisions have been made to the feasible practices of Green MICE events, making this Guidelines more tangible, easier to understand and implement.

B. Integrating the ISO20121 principle of sustainability:

It is a common practice to integrate elements of sustainability into the social, economic and environmental aspects of high-profile international events (e.g., the 2012 Summer Olympics in London) from the event-planning stage in accordance with the ISO 20121 international standards for Event Sustainability Management Systems.

In light of such international trends, Taiwan's EPIF 2014 and AMF 2014 both obtained ISO20121 certification in 2014 under the sponsorship of the Bureau of Foreign Trade, MOEA, becoming the first exhibition and conference in Asia, respectively, to acquire such certification. The bureau also enabled TAITRONICS to take the lead in promoting environmental and sustainable approaches in 2015, while ISO 20121 into the MICE industry of Taiwan.

C. Integrating PAS 2060: 2014 Reference guidelines for the implementation of carbon neutrality:

"Carbon neutrality" refers to achieving zero carbon emissions by canceling the carbon footprint generated by an organization or a product through reduction or offset. In other words, balance is achieved through offsetting measures for the equivalent amount of carbon emitted. This is currently a trending issue in the international community. Carbon reduction can be achieved with various green

approaches, whereas the most simple and popular approach for carbon offset is to purchase carbon credits on a trading platform.

MICE organizers can estimate the amount of possible carbon emission (such as transportation and electricity) before an event, and purchase equivalent carbon credits to conduct carbon offset. In terms of the current status of carbon neutrality in Taiwan, calculations are mostly limited to business corporations and individual products, with cases pertaining to MICE events still quite rare. To date, the concept of carbon neutral approaches have only been introduced to the "Cross-Strait Climate Change & Sustainable Energy Development Forum". In view of these international trends, it is suggested that MICE event organizers focus on the major carbon emission category of "personnel transportation" and provide international buyers or exhibitors with "carbon credit purchase plans" or a list of airlines with existing "carbon management plans" (See Appendix 2 for details). Event participants should be encouraged to purchase carbon credits when booking airlines tickets or to fly with airlines with existing carbon management plans. This helps to progressively introduce the "carbon neutral" concept to MICE events.

D. Purchase of Green Power

Green power refers to electricity power which generation process creates zero or close to zero carbon emission. Compared with other methods of generation (such as thermal electric generation), it has lower environmental impacts. In accordance with Taiwan's "Renewable Energy Development Act," only power generated by renewable energy power generating facilities approved by the MOEA after July 2009 may be considered as renewable energy power.

The system for the international sales and distribution of green power is a market mechanism based on voluntary subscription and purchase on the part of individual consumers. It is one of the policies adopted by many countries for promoting and

developing renewable energy. In 2015, Taipower launched the "MOEA Voluntary Green Power Price System Pilot Plan". The renewable energy for sale comes primarily from solar and wind power, and are available to subscribers who voluntarily purchase green power. Taipower redirects the revenue generated to its development fund for renewable energy in order to endow the fund with more money for the promotion of renewable energy development. Since the purchase system was launched, TAITRONICS 2015 as well as TPCA Show 2015 have both taken the lead in purchasing green power offset the power and carbon emissions consumption during their exhibition. This action supporting renewable energy while collaborating with the government to promote green economy development, and achieving mutual gains in energy supply, industrial development and environmental protection.

IV. Green MICE Practice

【Green Exhibition】

(1) Organizer (including the contractors of organizer)

Organizer: Before Exhibition

Category	Before Exhibition Practice		
Transportation	1.Reduce of transportation	(1) Replace face-to-face meetings with video conferencing, e-mails or phone conferences.	
		(2) The venue (or hotels, tourist site)can be directly got to at least by one public transportation	
	2. Provide a low carbon transportation plan	(1)Reduce car use	Encourage carpooling
		(2)Reduce airplane usage	If flying is the only option, choose direct flights when possible.
			Negotiate with airlines to give participants promotional prices for direct flights
			Avoid delivering goods by air
			Provide the list of airlines with carbon offset or sustainability plan to the international buyers or exhibitors, encourage them to purchase carbon right to offset their carbon emissions during this travel.
		(3) Provide carbon-free options	Prepare and provide walking maps or direction
			Planning to establish electronic applications (e.g., LBS or Apps)
		Transportation	2. Provide a transportation carbon reduction plan
Provide public transportation system maps to exhibitor and visitors			
Provide bicycle facility information or rental programs			
Use electric/hybrid vehicles			
Planning to provide shuttle buses			
Encourage exhibitor and visitors to select transportation agencies that emphasize environmental sustainability			

Category	Before Exhibition Practice			
Food	1. Food selection and reduction	(1) Require the caterers to use locally or regionally ingredients	Select seasonal and local ingredients	
		Avoid long distance delivery		
		(2) Accurately estimate quantities of food	Reduce meat products and accurately estimate the number of food ingredients	
		Use water jugs or water dispensers to reduce bottled water usage.		
	Avoid the food wastes by estimate the number of users			
	2. Packaging	(1) Reduce packaging and avoid unnecessary packaging		
		(2) Use harmless, eco-friendly, or biodegradable materials		
		(3) Avoid using disposable dining utensils		
		(4) Serve foods that do not require eating utensils (e.g., bread or sandwiches)		
		(5) Use canned seasonings to avoid using small seasoning packs		
(6) Encourage exhibitors/visitors to bring their own reusable dining utensils or cups, or offer incentives to those who do so.				
3. Waste recycling	(1) Provide waste sorting and collection plan			
	(2) Provide household kitchen waste recycle plan			
	(3) Donate to charities or proper handle excess food			
4. Harmless cleaning	Use cleaning products (like vinegars) that are harmless to the environment			
Accommodations	1. Provide Low-carbon choice	(1) Select hotels with Green Building labels or eco-friendly policies.		
		(2) Select hotels near public transportation systems		
	2. Provide carbon reduction options	(1) Select hotels that give guest options to change linens and towels		
		(2) Select hotels that avoid non-reusable toiletries		
		(3) Encourage exhibitor and visitors to bring their own toiletries		
Decoration and Promotional	1. Carbon-reduced	(1) Avoid carpeting in public areas or use used carpet		
		(2) Encourage recycling of used carpet		

Category	Before Exhibition Practice	
Materials	decoration materials	(3) Select reusable decoration materials to reduce wooden decoration materials.
		(4) Offer exhibitors energy-saving, low-carbon booth options.
		(5) Select products with Green Marks
		(6) Use hi tech effects (such as computer animations, interactions and large screens) instead of wooden decoration materials.
		(7) Use electricity saving lightening equipment (e.g., LED lighting) or rent instead of buying them
	2. Carbon Reduction for Promotional Materials	(1) Select recyclable or eco-friendly materials to make promotional materials
		(2) Select eco-friendly ink to print publicity materials
		(3) Send digital exhibition manuals and design promotions via E-mail to reduce paper use
		(4) Introduce promotional material recycling methods
		(5) To reduce paper use, provide event-related information on a large-sized backdrop at the main entrance of exhibition venue
		(6) Use the standard specifications for print promotional materials to avoid paper waste
		(7) For enhanced sound effects and efficiency, adopt acoustic solutions in accordance with the venue
		(8) Reduce the use of diesel generators
	3.Sustainable design of decoration or promotional materials	(1) Incorporate elements of traditional craftsmanship and heritage into the design
		(2)To prevent large-sized decoration materials falloff, should be take into account the high atmospheric pressure, suction or lateral force when designing.
		(3) For extra electrical safety, lighting fixtures likely to be touched by visitors should be powered from a standard 12V DC outlet.
	4.Green awareness propaganda before exhibition	(1) Encourage exhibitors do not use carpet or use used carpet in the booths.
		(2) Encourage exhibitors select a system or reusable decoration materials to reduce wooden decorating materials.
		(3) Encourage exhibitors decorate with LED and other energy saving devices or materials.
		(4) Encourage exhibitors select promotional materials made from recycled products

Category	Before Exhibition Practice	
		<p>(5) Encourage exhibitors use eco-friendly ink to print publicity</p> <p>(6) Raise awareness of promotional material recycling measures</p> <p>(7) Collect stakeholders' opinions through public communication platforms (e.g., websites, Facebook fan page) and provide a written record accordingly</p> <p>(8) Send designated staff to communicate the sustainability concept to the conference venue's neighborhood; put up a notice announcing the goal of the conference is to move toward reduced impact on the neighborhood.</p> <p>(9) Establish a specific booth where attendees can obtain information of sustainability awareness</p> <p>(10) The primary criterion for selecting exhibitors is enthusiasm for sustainability and substantial cooperation in the pursuit of sustainable management.</p>
		<p>(11) Encourage the participation of local communities in the exhibition (in the forms of recycling and volunteer guides, etc.) and offer free tours to the underprivileged.</p>
OTHER	<p>1. Select venues with Green Building labels or those promoting eco-friendly policies.</p> <p>2. Collect carbon footprint data before the exhibition for carbon inventory assessment</p>	

Organizer: During Exhibition

Category	During Exhibition Practice		
Transportation	1. Reduce car use	Provide carpooling information	
	2. Provide carbon-free options	Offer pedestrian guidance and maps through on-site staff (oral instructions), venue facilities (electronic signage), mobile phones (mobile apps or QR codes) or website information	
Transportation	3. Provide low-carbon options	(1) Offer maps of public transportation systems through on-site staff (oral instructions), venue facilities (electronic signage), cell phones (mobile apps or QR codes) or website information	
		(2) Offer links to the bike-renting system through on-site staff (oral instructions), venue facilities (electronic signage), mobile phones (mobile apps or QR codes) or website information	
		(3) Use of electric/hybrid vehicles indeed	
		(4) Provide shuttle buses and encourage use through clear guidelines with on-site bulletin board	
		(5) Select transportation agencies that emphasize environmental sustainability indeed.	
		(6) Step up traffic-easing efforts to reduce impact on the neighborhood	
Food	4. Offer creative itineraries with a low carbon footprint	(1) To raise Green MICE awareness during city tours of the exhibition	
		(2) To raise Green MICE awareness during the visits of the exhibition	
		1. Packaging	(1) Use harmless, eco-friendly, or biodegradable materials indeed
			(2) Avoid using disposable utensils (cups, dishes, chopsticks, etc.)
			(3) Provide the utensils made by eco-friendly or recyclable materials.
			(4) Serve foods that do not require eating utensils (e.g., bread or sandwiches) indeed.
(5) Use canned seasonings to replace small seasoning Packs.			
(6) Offer incentives to encourage exhibitors/visitors to bring their own reusable eating utensils or cups.			

Category	During Exhibition Practice	
	2. Handling of Food	(1) Donate to charities or proper handle excess food (2) Provide sorting and collection plan (3) Require caterers to wear face masks, caps and gloves while handling food.
Accommodations	1. Select hotels that practice eco-friendly initiatives. 2. Select hotels that are closely located to public transportation systems.	
Decoration and Promotional Materials	1. Waste Reduction recycling of promotional materials	(1) Provide sorting and collection plan of wastage (2) Place badge recycling bins in main entrance of exhibition venue. (3) Designate a particular area for the recycling of promotional materials
	2. Reduce carbon in promotional materials	(1) Use electrical equipment to provide venue navigation and exhibition information, reduce usage of paper.
		(2) Purchase potted plants in locally store.
		(3) Any necessary print promotional materials should be printed at/near the venue, to reduce delivery distance (especially air cargo)
		(4) Use double-sided printing for promotional materials
		(5) Reduce paper use with an electronic registration process.
		(6) Send conference data electronically
		(7) Create signage to announce and encourage visitors to use stairs, conservation of water, turn off of lights and other energy saving practice.
	3. Sustainability of decoration or promotional materials	(1) Adjust the speaker volume to avoid noise pollution
		(2) The power source for acoustic equipment and the event's main power supply should be placed separately to avoid interference, properly labeled to give instructions, and fenced off to ensure visitor safety
		(3) Safety measures should be taken to prevent visitors from accidentally touching the control panel or switches of diesel generators
	4. Exhibition day awareness campaign and	(1) Ensure a public communication platform with designated staff access for continuous dialogue with stakeholders

Category	During Exhibition Practice	
	communication efforts	(2) Ensure a sustainability awareness booth is available on the exhibition venue
OTHER	1. Provide mid-exhibition data on carbon footprint information needed for carbon inventory assessments	
	2. Take night time noise-control measures to reduce impact on the neighborhood	

Organizer: After Exhibition

Category	After exhibition practice	
Transportation	Reduce transport needs	(1) Donate the equipment, stationary, gifts and souvenirs, unnecessary but in good shape to local schools or social welfare association
		(2) Avoid delivering goods by air
Decoration and Promotional Materials	1. Waste reduction/recycling of decoration materials	(1) Carefully remove decoration materials to increase the recycling rate while ensuring they are properly sorted/recycled
		(2) Convert recycled decoration materials for public use
	2. Waste reduction/recycling of promotional materials	(1) Carefully remove promotional materials to increase the recycling rate while ensuring they are properly sorted/recycled
		(2) Avoid using street-light banners or properly recycle/reuse them
3. Low carbon promotional materials	Send post-exhibition report(s) and data electronically	
OTHER	1. Provide after exhibition data on carbon footprint information needed For carbon inventory.	
	2. Provide specific sustainable green practice for future references.	

(2) Venue providers (including venues and hotels)

Venue Provider: Before Exhibition

Category	Before Exhibition Practice		
Transportation	1.Reduceof transportation	Select local manufacturers	
	2. Provide carbon reduction transit plans	(1) Provide carbon-free options	Prepare and provide walking maps or directions
		(2) Provide low-carbon options	Provide public transportation system maps Provide bicycle facility information or rental programs
	Food	1. Food selection and reduction	(1) Require the caterers to use locally or regionally ingredients
(2) Accurately estimate quantities of food			Reduce meat products and accurately estimate the number of food ingredients Use water jugs or water dispensers to reduce bottled water.
2. Packaging			(1) Reduce packaging and avoid unnecessary packaging
		(2) Use harmless, eco-friendly, or biodegradable materials	
		(3) Avoid using disposable dining utensils	
		(4) Serve foods that do not require dining utensils (e.g., bread or sandwiches)	
		(5) Use canned seasonings to avoid using small seasoning packs	
3.Waste recycling		(1) Provide waste sorting and collection plan	
		(2) Provide household kitchen waste recycle plan	
Accommodation/Venue		Save energy and cut carbon emissions	(1) Electricity Usage
			Use automatic detection or frequency converter devices

Category	Before Exhibition Practice		
			Establish energy management mechanisms and track electricity usage for energy-saving
		(2) Water conservation	Install water conservation equipment (such as a rainwater recycling systems) Plant drought tolerant plants to reduce water consumption
		(3) Hotel and accommodations management	Select hotels that give guest options to change linens and towels Select hotels that avoid non-reusable toiletries Encourage exhibitor and visitors to bring their own toiletries
		(4) Other management measures	Make instructions accessible and simple for guests to use air conditioning and utilities.
Decoration and Promotional Materials	1. Recycle and Reuse	(1) Avoid non-recyclable decoration materials	
		(2) Use recycled materials	
		(3) Reduce paper usage	
	2. Energy saving and carbon reduction awareness propaganda		Create signage to announce and encourage visitors to use stairs, conservation of water, turn off of lights and other energy saving practice.
	3. Provide low Carbon options		Provide electronic devices (such as LED TVs and booth system software) for organizer as a low carbon options
OTHER	1. Harmless cleaning		Use eco-friendly cleaning products (i.e. Vinegar based or Green Mark Product)
	2. Green initiatives	(1) Select Green Mark products	
		(2) Cooperate with vendors who adopt eco-friendly practice.	
	3. Provide before exhibition carbon inventory data for carbon footprint assessments.		

Venue Provider: During Exhibition

Category	During Exhibition Practice		
Food	Handling of Food	(1) Excess food	Handle or donate properly
		(2) Waste recycling	Provide enough household kitchen waste recycle baskets
		(3) Caterers	Require caterers to wear face masks, caps and gloves while handling the food
Accommodation/Venue	Save energy and cut carbon emissions	(1) Plan and implement energy tracking and saving practice	
		(2) The air conditioning temperature should be set at higher than 26°C	
Decoration and Promotional Materials	Recycle and reuse	(1) Establish trash and recycling barrels	
		(2) Implement the "Large Event Environmental Friendliness Management Guideline" of the EPA Establish sufficient trash and recycling buckets	
	Emphasize carbon reductions	Create signage to promote the use of stairs, conservation of water, turning off of lights, and other energy-saving measures	
OTHER	Provide carbon inventory data for carbon footprint assessments		

Venue Provider: After Exhibition

Category	After Exhibition Practice
Accommodations /Venue	Review and track energy saving practice
Decoration and Promotional Materials	Properly sort and recycle decoration and promotional materials
OTHER	Collect after exhibition carbon inventory data for carbon footprint assessments

(3) Exhibitor (including the contractors of exhibitor)

Exhibitor: Before Exhibition

Category	Before Exhibition Practice			
Transportation	Carbon reduced transportation planning	(1) Staff transportation	Use low-carbon transportation methods such as public transportation systems, shuttle buses, bicycles and walking	
			Encourage carpooling	
			If flying is the only option, choose direct flights when possible	
		(2) Exhibits transit	Avoid delivering goods by air	
Accommodations	Provide Low-carbon accommodations	(1)	Select hotels with Green Building labels eco-protection policies.	
		(2)	Select hotels near public transportation systems	
		(3)	Stay at hotels recommended by the organizer	
Decoration and Promotional Materials	1. Carbon-reduced decoration materials	(1)	Exhibitor should select a module system or reusable decoration materials to reduce wooden decoration materials.	
		(2)	Exhibitor should select products with Green Marks	
		(3)	Discourage use of carpets at exhibitions.	
		(4)	Organizers should use hi tech effects (such as computer animations, interactions and large screens) instead of wooden decoration materials.	
		(5)	Organizers should use electricity saving lightening equipment (e.g., LED lighting) or rent instead of buying them	
	2. Carbon Reduced-promotional materials	(1)	Exhibitor should select promotional materials made from recycled products	
		(2)	Exhibitor should use environmentally-friendly ink to print publicity materials	
		(3)	Exhibitor should provide promotional & info brochures electronically (with electronic billboards, QR Codes, etc.)	
		(4)	Exhibitor should introduce promotional-material recycling methods	
		(5)	Whenever possible, apply the standard specifications for promotional items to avoid readjustments and waste	
		(6)	To reduce road traffic, determine specifications of promotional materials with the transportation vehicles' capacity/efficiency in mind	
			7)	For enhanced sound effects and efficiency, adopt acoustic solutions in accordance with the venue type

Category	Before Exhibition Practice	
	3. Sustainable design of decoration or promotional materials	(1) Incorporate elements of traditional craftsmanship and heritage into the design (2) Varying atmospheric pressure, suction or lateral force should be factored into design of large-sized decoration/promotional materials to prevent them from falling off
OTHER	Provide before exhibition carbon inventory data for carbon footprint assessments	

Exhibitor: During Exhibition

Category	During Exhibition Practice		
Transportation	Select local vendors to reduce transportation needs		
Food	1. Encourage the use of personal eating and drinking utensils		
	2. Select seasonal and local ingredients		
	3. Serve foods that do not require eating utensils (e.g., bread or sandwiches)		
Accommodations	1. Bring personal toiletries		
	2. Choose hotels offering guests options for daily change of linens or towels		
	3. Switch off unnecessary electricity, appliances and air-conditioning		
Decoration and Promotional Materials	1. Carbon-reduced decoration materials	(1) Purchase only locally grown potted plants	
		(2) Print promotional materials in the exhibition area to reduce the need for delivery transportation (especially air delivery)	
	2. Reduced-carbon promotional materials	(1) Use duplex (fold out) printing for promotional materials	
		(2) Send conference data electronically	
	3. Sustainability of decoration or promotional materials	Adjust the speaker volume to avoid noise pollution	
	OTHER	Collaborate and provide mid-exhibition carbon inventory or information needed for carbon footprint assessments	

Exhibitor: After Exhibition

Category	After Exhibition Practice	
Transportation	Exhibits Transportation	Donate the equipment, stationary, gifts and souvenirs, unnecessary but in good shape to local schools or social welfare association
		Avoid delivering goods by air
Decoration and Promotional Materials	1. Reduction and recycle of decoration materials	Carefully remove decoration materials to increase the recycling rate and ensuring the waste are properly sorted and recycled
	2. Reduction and recycle of promotional materials	Carefully remove promotional materials to increase the recycling rate and ensuring the waste are properly sorted and recycled
	3. Low carbon promotional materials	Send after exhibition contact data electronically
OTHER	Provide after exhibition data for carbon inventory and carbon footprint assessments	

(4) Visitors

Visitors: Before Exhibition

Category	Before Exhibition Practice	
Accommodations	Select low carbon accommodations	(1) Select hotels with Green Building labels, Green Marks, or eco-friendly practice.
		(2) Select hotels near mass transportation systems
		(3) Encourage hotels to provide notice card to notify guests that they may freely choose whether or not to change linens or towels
OTHER	1. Reduce material use	Bring personal stationary such as pens and papers
	2. Provide data for before exhibition carbon footprint assessments	

Visitors: During Exhibition

Category	During exhibition practice	
Transportation	1. Use of low-carbon transportation options for short-distance transport including public transportation, shuttle buses and bicycles or walking	
	2. Go to exhibition venue by carpooling	
	3. If flying is the only option, choose direct flights when possible.	
	4. Avoid delivering goods by air	

Category	During exhibition practice
Food	1. Bring personal eating and drinking utensils
	2. Reduce the amount of meat on the menus
	3. Choose foods that do not require eating utensils (e.g., bread or sandwiches)
Accommodations	1. Bring personal toiletries
	2. Choose hotels offering guests options for daily change of linens or
	3. Switch off unnecessary electricity, appliances and air-conditioning
Decoration and Promotional Materials	1. Use more electronic methods to obtain information and reduce usage of paper
	2. Collaborate with organizer for waste sorting
	3. Do not accept or give non-essential promotional products or gifts
	4. Use recycled promotional products or gifts
OTHER	1. Bring personal stationary such as pens and papers
	2. Provide data needed for during exhibition carbon footprint assessments

Visitors: After Exhibition

Category	After Exhibition Practice
OTHER	Provide data needed for after exhibition carbon footprint assessments

【Green Conference】

(1) Organizer (including the contractors of organizer)

Organizer: Before Conference

Category	Before Conference Practice		
Transportation	Provide a transportation carbon reduction plan	(1) Reduce car use	Encourage carpooling
		(2) Reduce plane usage	If flying is the only option, choose direct flights when possible
			Negotiate with airlines to offer participants promotional prices for direct flights
			Avoid delivering goods by air
		(3) Provide carbon-free options	Prepare and provide walking maps or directions
			Introducing electronic applications (e.g., LBS or apps) to provide conference information
		(4) Provide low-carbon options	Provide public transportation maps for participants to access venue
			Provide bicycle facility information or rental programs
			Use electric/hybrid vehicles
			Planning to provide shuttle buses
Encourage participants to choose transportation agencies that emphasize environmental sustainability			
(5) Offer creative itineraries with a low carbon	To raise Green MICE awareness during tours or on-site visits of conference		
Food	1. Food selection and reduction	(1) Require the caterers to use ingredients from carefully selected origins	Select seasonal and local ingredients
			Avoid long-distance delivery
		(2) Accurately estimate quantities of food	Reduce meat products and accurately estimate the number of food ingredients
			Use water jugs or water dispensers to reduce bottled water

Category	Before Conference Practice		
			Make preparations in accordance to the verify number of users to avoid waste.
	2. Packaging		(1) Reduce packaging and avoid unnecessary packaging
			(2) Use harmless, eco-friendly, or biodegradable materials
			(3) Avoid throw-away dining utensils
			(4) Serve foods that do not require dining utensils (e.g., bread or sandwiches)
			(5) Use canned seasonings to avoid using small seasoning packs
			(6) Encourage visitors to bring their own reusable dining utensils or cups, or offer incentives to those who do so.
	3. Waste/ Food waste recycling		(1) Provide waste sorting and collection plan
			(2) Provide household kitchen waste recycle plan
	4. Harmless cleaning		Use cleaning products (like vinegars) that are harmless to the environment
Accommodations	1. Provide Low-carbon accommodations		(1) Select hotels with Green Building labels or eco-friendly policies.
			(2) Select hotels near public transportation systems
	2. Provide carbon reduction options		(1) Select hotels that give guest options to change linens/ Towels
			(2) Select hotels that avoid non-reusable toiletries (3) Encourage participants to bring their own toiletries
Decoration and Promotional Materials	1. Carbon-reduced decoration materials		(1) Avoid using (new or used) carpets in public areas, such as walkways
			(2) Encourage recycling of used carpeting
			(3) Select reusable decoration materials to reduce wooden decoration materials.
			(4) Select products with Green Marks
			(5) Use hi tech effects (such as computer animations, interactions and large screens) instead of wooden decoration materials.
			(6) Use electricity saving lightening equipment (e.g., LED lighting) or rent instead of buying them

Category	Before Conference Practice	
	2.Reduced-carbon promotional materials	<p>(1) Select recyclable or eco-friendly materials to make promotional materials</p> <p>(2) Select eco-friendly ink to print publicity materials</p> <p>(3) Should register and provide digital exhibition manuals and design promotions via E-mail to reduce paper use</p> <p>(4) Introduce promotional material recycling methods</p> <p>(5) To reduce paper use, provide event-related information on a large-sized backdrop at the main entrance of exhibition venue</p> <p>(6) Use the standard specifications for print promotional materials to avoid paper waste</p> <p>(7) To reduce road traffic by determining specifications of promotional materials with the transportation vehicles' capacity and efficiency</p>
	3. Sustainable design of decoration or promotional materials	<p>(1) Incorporate elements of traditional craftsmanship and heritage into the design</p> <p>(2) To Prevent large-sized decoration materials fall off, should be take into account the high atmospheric pressure, suction or lateral force when designing.</p> <p>(3) For extra electrical safety, lighting fixtures likely to be touched by visitors should be powered from a standard 12V DC outlet.</p>
	4. Pre-event awareness campaign and communication efforts	<p>(1) Encourage participants to take promotional materials made from recycled products</p> <p>(2) Encourage participants to take the publicity materials printed by eco-friendly ink.</p> <p>(3) Raise awareness of promotional-material recycling practices</p> <p>(4) Collect stakeholders' opinions through public communication platforms (e.g., websites, Facebook fan page or PR phone number) and provide a written record accordingly</p> <p>(5) Send designated staff to communicate the sustainability concept to the conference venue's neighborhood; put up a notice announcing the start of conference for reduced impact on the neighborhood.</p> <p>(6) Set up a sustainability awareness booth</p>
OTHER	1. Select venues with Green Building labels or to promote better measures for environmental protection.	

Category	Before Conference Practice
	2. Provide before conference carbon footprint data for carbon inventory assessments

Organizer: During Conference

Category	During Conference Practice	
Transportation	1. Reduce car use	Provide carpooling information
	2. Provide carbon-free options	Offer pedestrian guidance and maps through venue staff (oral instructions), venue facilities (electronic signage), mobile phones (mobile apps or QR codes) or website information
	3. Provide low-carbon options	(1) Offer maps of public transportation systems through venue staff (oral instructions), venue facilities (electronic signage), mobile phones (mobile apps or QR codes) or website information
		(2) Offer to the bike-sharing system through venue staff (oral instructions), venue facilities (electronic signage), mobile phones (mobile apps or QR codes) or website information
		(3) Use of electric/hybrid vehicles indeed
		(4) Provide shuttle buses and encourage use through clear guidelines with on-site bulletin board
		(5) Select transportation agencies that emphasize environmental sustainability indeed
		(6) Step up traffic-easing efforts to reduce impact on the neighborhood
4. Offer creative itineraries with a low carbon footprint	(1) To raise Green MICE awareness during city tours of conference	
	(2) To raise Green MICE awareness during visits of conference	
Food	Handling of food	(1) Donate to charities or proper handle excess food
		(2) Provide household kitchen waste recycling plan indeed
		(3) Require caterers to wear face masks, caps and gloves while handling the food
Accommodations	1. Select hotels that practice eco-friendly initiatives	
	2. Select hotels that are closely located to public transportation systems	

Category	During Conference Practice	
Decoration and Promotional Materials	1. Waste reduction and recycle of promotional materials	(1) Provide waste sorting and collection plan
		(2) Place badge recycling bins in main entrance of venue
		(3) Designate a particular area for recycling of promotional materials
	2. Reduce carbon in promotional materials	(1) Use electrical equipment to provide conference event or venue navigation information to reduce paper usage
		(2) Purchase potted plants in local store
		(3) Any necessary print promotional materials should be printed at/near the venue, to reduce delivery distance (especially air cargo)
		(4) Use double-sided printing for promotional materials and handout
		(5) Reduce paper use with an electronic registration process
		(6) Send conference data electronically
		(7) Create signage to announce and encourage participant to use stairs, conservation of water, turn off of lights and other energy-saving practice
3. Sustainability of decoration or promotional materials	Adjust the speaker volume to avoid noise pollution	
4. Green awareness campaign	(1) Ensure a public communication platform with designated staff is available for continuous dialogue with stakeholders	
	(2) Ensure a specific booth where attendees can obtain information of sustainability	
OTHER	1. Provide during conference data for carbon footprint inventory assessments	
	2. Take night time noise-control measures to reduce impact on the neighborhood	

Organizer: After Conference

Category	After Conference Practice	
Transportation	Reduce transport needs	(1) Donate unessential but functional equipment or gifts to local schools or social welfare organizations
		(2) Avoid delivering goods by air
Decoration and Promotional Materials	1. Waste reduction and recycling of decoration materials	(1) Carefully remove decoration materials to increase the recycling rate while ensuring they are properly sorted/recycled (2) Donate recycled decoration materials for charity use
	2. Waste reduction and recycling of promotional materials	(1) Carefully remove promotional materials to increase the recycling rate while ensuring they are properly sorted/recycled (2) Avoid using street-light banners or properly recycle/reuse them
	3. Low carbon promotional materials	Send after conference report and data electronically
OTHER	1. Provide after conference data on carbon footprint information for carbon inventory assessments	
	2. Provide specific sustainable green practices for future references	

(2) Venue providers (including venues and hostels management):

Venue provider: Before Conference

Category	Before Conference Practice			
Transportation	1. Reduce of transportation	Select local manufacturers		
	2. Provide carbon reduction transportation plans	(1) Provide carbon-free options	Prepare and provide walking maps or directions	
		(2) Provide low-carbon options	Provide public transportation system Provide bicycle facility information or rental	
	Food	1. Food selection and reduction	(1) Require the caterers to use locally or regionally ingredients	Select seasonal and local ingredients Avoid long-distance delivery
(2) Accurately estimate quantities of food			Reduce meat products and accurately estimate the number of food Use water jugs or water dispensers to reduce bottled water	
2. Packaging			(1) Reduce packaging and avoid unnecessary packaging	
			(2) Use harmless, eco-friendly, or biodegradable materials	
		(3) Avoid throw-away dining utensils		
		(4) Serve foods that do not require dining utensils		
		(5) Use canned seasonings to avoid using small		
3. Waste recycling		(1) Provide waste sorting and collection		
		(2) Plan and practice food waste		
Accommodation/Venue		Save energy and cut carbon emissions	(1) Electricity Usage	Use energy-saving equipment
			Use automatic detection or	

Category	Before Conference Practice		
			Establish energy management mechanisms and track electricity usage for energy-saving
		(2) Water Conservation	Install water-conservation equipment (such as rainwater recycling system)
			Plant drought-tolerant plants to
		(3) Hotel & accommodations management	Select hotels that give guest options to change linens and towels
			Select hotels that avoid non-reusable toiletries
			Encourage exhibitor and visitors to bring their own toiletries
		(4) Other management measures	Make instructions accessible and simple for guests to use air conditioning and utilities.
Decoration and Promotional Materials	1. Recycle & Reuse	(1) Avoid non-recyclable decoration materials	
		(2) Use recycled materials	
		(3) Reduce paper use	
	2. Advocate carbon reduction	Create signage to announce and encourage participant to use stairs, conservation of water, turn off of lights and other energy-saving practice	
3. Carbon cutting options	Provide electronic devices (such as LED TVs and booth system software) to be rented by the organizer		
OTHER	1. Harmless cleaning	Use eco-friendly cleaning products	
	2. Green initiatives	(1) Select Green Mark products	
		(2) Cooperate with vendors who adopt eco-friendly practice	
	3. Collect pre-conference carbon inventory or provide information needed for carbon footprint assessments		

Venue provider: During Conference

Category	During Conference Practice	
Food	Handling of Food	(1) Excess Food Donate to charities or proper handle excess food
		(2) Recycling Practically provide sufficient number of food waste recycle bins with clearly label
		(3) Caterers Require caterers to wear face masks, caps and gloves while handling food
Accommodation/Venue	Save energy and cut carbon emissions	Plan and implement energy tracking and saving measures
		The air conditioning temperature should be set at higher than 26°C
Decoration and Promotional Materials	1. Recycle & Reuse	(1) Establish trash and recycling barrels
		(2) Implement the "Large Event Environmental Friendliness Management Guidelines" of the EPAE stablish sufficient trash and recycling bins
	2. Advocate carbon reduction	Create signage to promote the use of stairs, conservation of water, turning off of lights, and other energy-saving measures
OTHER	3. Collect mid-conference carbon inventory or provide information needed for carbon footprint assessments	

Venue provider: After Conference

Category	After Conference Practice	
Accommodation/Venue	View and track energy saving measures	
Decoration and Promotional Materials	Waste recycling	All promotional materials wastage produced after conference should be collected separately according to the appropriate fractions (e.g. paper, gifts and other relevant items)
		All decoration materials wastage produced after conference should be collected separately according to the appropriate fractions (e.g. wooden, plastic, metal)

Category	After Conference Practice
OTHER	Collect after-conference carbon inventory or provide information needed for carbon footprint assessments

(3)Participants

Participants: Before Conference

Category	Before Conference Practice	
Transportation	Carbon reduced transportation planning	(1) Use low-carbon transportation methods such as short-range transport, public transportation systems, shuttle buses, bicycles, or walking
		(2) Use carpooling
		(3) If flying is the only option, choose direct flights when possible
Accommodations	Provide Low-carbon accommodations	(1) Select hotels with Green Building labels or ones that promote apply eco-protection measures.
		(2) Select hotels near mass transit systems
		(3) Stay at hotels recommended by the organizer
OTHER	Provide data needed for before conference carbon footprint assessments	

Participants: During Conference

Category	During Conference Practice	
Transportation	Select low-carbon transit methods such as public transit, shuttle buses, bicycling and walking	
Food	1. Encourage the use of personal eating and drinking utensils	
	2. Reduce the amount of meat on the menus	
	3. Serve foods that do not require eating utensils (e.g., bread or sandwiches)	
Accommodations	1. Bring personal toiletries	
	2. Choose hotels offering guests options for daily change of linens or towels	
	3. Switch off unnecessary electricity, appliances and air-conditioning	
Decoration and Promotional Materials	Carbon Reduction for Promotional Materials	(1) Use duplex (fold out) printing for
		(2) Use electronic devices to obtain information and
		(3) Do not accept or give non-essential promotional products or gifts
		(4) Use recyclable promotional products or gifts

OTHER	Provide during conference data for carbon footprint assessments
-------	---

Participants: After Conference

Category	After Conference Practice	
Transportation	1. Donate the equipment, stationary, gifts and souvenirs, unnecessary but in good shape to local schools or social welfare association	
	2. Avoid delivering goods by air	
Decoration and Promotional Materials	1. Waste reduction/re cycling of decorating	Implement a decoration material sorting & recycling plan
	2. Waste reduction/re cycling of promotional materials	Implement promotional material sorting and recycling plan
	3. Low carbon promo	Send pre-conference report and data electronically
OTHER	Provide data needed for after conference carbon footprint	

V. Reference

No.	Name of organization	Related links
1	Green Meeting Industry Council	1. http://www.gmicglobal.org/?page=APEX 2. http://www.gmicglobal.org/?page=CaseStudies
2	United Nations Environment Programme	http://www.greeningtheblue.org/sites/default/files/GreenMeetingGuide.pdf
3	International Council for Local Environmental Initiatives	1. http://www.iclei.org/resources/publications.html 2. http://www.iclei.org/resources/tools.html 3. http://www.iclei.org/resources/news.html
4	International Congress and Convention Association	http://www.conventionindustry.org/StandardsPractices/APEXASTM.aspx
5	BSI Management Systems Taiwan	http://shop.bsigroup.com/en/Browse-By-Subject/Environmental-Management-and-Sustainability/PAS-2050/
6	American Society for Testing and Materials	http://www.astm.org/standardization-news/update/green-meeting-standards-mar12.html
7	The Global Association of the Exhibition Industry	http://www.ufinet.org/Public/Default.aspx?Clef_SITESMAPS=105&Clef_SITESMAPS=666
8	Global Reporting Initiative	https://www.globalreporting.org/Pages/default.aspx
9	Convention Industry Council	1. http://www.conventionindustry.org/StandardsPractices/GreenMeetingTaskForceReport.aspx 2. http://www.conventionindustry.org/StandardsPractices/APEX/AcceptedPractices.aspx
10	Live Earth	http://liveearth.org/docs/greenguidelines.pdf
11	MeetGreen	1. http://meetgreen.com/free-info/sustainability-policy-template/ 2. http://meetgreen.com/free-info/tips/
12	Freeman	http://www.iaee.com/pdf/Green%20Summary%206%2008.pdf
13	University of California, Berkeley	http://sustainability.berkeley.edu/
14	International Association of Exhibitions and Events	http://www.iaee.com/resources/green-initiatives
15	Environment Canada-Environmental Affairs Division	http://publications.gc.ca/collections/collection_2009/ec/En4-57-2007E.pdf

16	The Department for Environment, Food and Rural Affairs, UK	http://archive.defra.gov.uk/sustainable/government/advice/documents/SustainableEventsGuide.pdf
17	United States Environmental Protection Agency	http://www2.epa.gov/science-and-technology/sustainable-practices-science-resources#community
18	Asian Federation of Exhibition & Convention Associations	http://www.afeca.net/afeca/newsletter/201002/Coex_Green_Campaign.pdf
19	PCF Pilot Project Germany	http://www.pcf-projekt.de/files/1241103260/lessons-learned_2009.pdf
20	Gold Coast Convention and Exhibition Centre	http://www.gccec.com.au/search-results.html?search=GREEN+EVENT+GUIDE&x=-1457&y
21	Thailand Convention & Exhibition Bureau	http://www.tceb.or.th/ http://www.greenmeetingsthailand.com/
22	Malaysia Convention and Exhibition Bureau	http://myceb.com.my/lets-meet-green
23	Repurpose AMERICA	http://www.repurposeamerica.org/SERVICES1.html
24	ISO20121	http://www.iso20121.org/
26	Green Trade Project Office promoted by the Bureau of Foreign Trade	http://www.greentrade.org.tw/
27	National Council for Sustainable Development, Executive Yuan	http://nsdn.epa.gov.tw/
28	Industrial Sustainable Development Clearinghouse	http://proj.ftis.org.tw/isdn/
29	Taiwan Institute for Sustainable Energy (TAISE)	http://taise.org.tw/

Appendix 1 Sample Memorandum to Exhibitors

Dear exhibitors:

Thank you for registering in the 2016 XXX show. As part of this year's XXX show, in addition to XXX features [\(to be added or elaborated by the organizer\)](#), we are taking the initiative to move towards a "Green MICE event" this year.

What is "Green MICE"?

In brief, Green MICE aims to reduce the environmental impacts of MICE events through green practices that help to reduce carbon emissions, wastes and the resources wastage. Feasible practices can be divided down into many categories, including transportation, food, accommodation, decoration and promotional materials and others. The following is a description of the green practices the 2016 XXX show intends to implement at this year's show. We ask you to kindly help promote and cooperate with these practices. [\(The following practices may be supplemented or deleted by the organizer\)](#)

1. Transportation: For this show, we encourage participants and international buyers to carpool or take public transportation in order to reduce carbon emissions associated with transportation.
2. Food: Please avoid using disposable tableware when dining and kindly comply with garbage sorting and kitchen waste recycle measures.
3. Accommodation: We recommend staying at hotels awarded with environmentally-friendly certifications, detailed information regarding which has been provided to our participants. We suggest and encourage that you bring your own toiletries to the hotel.
4. Decoration and promotional materials: Please avoid carpeting aisles and public space. We encourage recyclable decoration materials, eco-friendly inks, badges and promotional material recycling bins.
5. Other Green MICE practices: We encourage the collection of carbon footprint and carbon inventory information that will facilitate follow-up analysis and evaluation.

How may exhibitors join this initiative?

The most related categories in Green MICE to exhibitors are the use of "decoration and promotional materials." Decoration and promotional materials account for the bulk of resources used and waste generated during an exhibition. If exhibitors are willing to participate in planning energy-efficient and carbon-reducing approaches, positive impacts on the exhibition industry and the environment will be the most direct and substantial.

The following are some of our suggestions for reference and action:

1. Reduce the amount of disposable wood decorative materials; choose module systems for decorative material designed for multiple use.
2. Avoid the use of carpeting in your booth or utilize second-hand carpeting.
3. Use electronic methods (such as electronic bulletin boards or QR CODE) instead of publicity materials.
4. Adopt energy-saving decorations such as LED lights or lease these items instead of buying them.
5. Choose publicity items made from recycled materials.
6. Choose to print publicity materials with eco-friendly ink; print double-sided.
7. Choose products with Green Mark.
8. Try to adopt standard commercial specification in layout design in order to reduce cutting requirements and material wastage.
9. Carefully dismantle decorations after the exhibition and fully comply with sorting and recycling measures.
10. Conduct thorough sorting and recycling of promotional materials after the exhibition.

The implementation of Green MICE requires your consensus and participation. Rather than relying solely on the promotion of government agencies or event organizers, what's even more important is the support and cooperation of all of you. We cordially invite you to collaborate with us starting from the XXX show of this year and to make advances toward Green MICE events by choosing decoration and promotional materials that conserve energy and reduce carbon emissions.

Attached for your reference are the Green MICE Guidelines established by the Bureau of Foreign Trade and implemented by TAITRA.

Organizer _____

Appendix 2 Airlines with carbon emissions management plan

No.	Airlines provide direct purchase of carbon credits	No.	Airlines with carbon emissions management plan
1	CATHAY PACIFIC	1	CHINA AIRLINE
2	ANA AIRLINES	2	EVA AIR
3	JAPAN AIRLINES	3	Emirates
4	QANTAS	4	SINGAPORE AIRLINES
5	AIR CANADA	5	CHINA COUTHERN AIRLINES
6	BRITISH AIRWAYS	6	KOREAN AIR
7	UNITED		
8	Lufthansa		
9	KLM Royal Dutch Airlines		
10	Virgin Airlines		
11	Delta Airlines		

Note:

- 1) For airlines through which the direct purchase of carbon credits is available, passengers may calculate the amount of carbon emission for their trip when purchasing tickets online before selecting the desired carbon credit purchase option and proceeding with payment.
- 2) Passengers are advised to check with individual airlines to confirm their related carbon offset programs as reference for purchase.
- 3) Please refer to individual airline regulations for actual purchasing prices and carbon offset programs.

Appendix 3 Useful link for Green MICE

Website	Link
Green Living Information Platform	http://greenliving.epa.gov.tw/Public/
Green Living Information Platform -Green Mark Product Query System	http://greenliving.epa.gov.tw/Public/Product/ProductQuery
Green Product Online Purchase	http://www.buygreentw.net/member/Introduce.aspx
Green Hotels	http://greenliving.epa.gov.tw/GreenLife/WalkSing2013/Gaction.html
Green Power Purchase Instant Update	http://greenpower.ltc.tw/