



THAILAND CONVENTION  
& EXHIBITION BUREAU

**For Sustainable Event**

# Sustainable Events

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## Basic Guidelines



Thailand Convention & Exhibition Bureau (TCEB) responds to the global driving force of sustainability by pushing the development of MICE industry which is consistent with the UN's Sustainable Development Goals: SDGs. This is in accordance to our commitment to the vision of Thailand's Government policy "Thailand 4.0". TCEB has strategy to promote and develop the MICE industry using sustainable development guidelines and providing knowledge of Marketing strategy and national and international standards.

TCEB has developed the "Sustainable Events Organising Guidelines", which is intended for those who wish to organise events with regard to environment, society and economy in mind. It can be widely used as a simple operation standard practice.



## Sustainable Events Organising Guidelines

Guidelines		
<b>Communications and Public Relations prior to the events</b>	1	Publicise the events via digital media and online platforms, such as website and online pre-registration system
	2	Open for online registration in advance
	3	Promote sustainable events to allow participants and partners to prepare and participate
<b>Event Venues</b>	4	Choose venues that are certified for sustainable development standards for Environmental and Energy management or related standards such as ISO20121, ISO14001, ISO50001, Thailand MICE Venue Standard (TMVS), ASEAN MICE Venue Standard (AMVS) or have a written Sustainable Policy vs in comparison to the below. <ul style="list-style-type: none"> <li>● <a href="#">MICE Sustainability Suppliers List</a></li> <li>● <a href="#">TMVS</a></li> </ul>
	5	Choose venues within walking distance and easy reach to public transportations such as BTS, MRT, Airport Link
<b>Venue Decorations and Equipment</b>	6	Management and control of room temperature inside the event space to not go lower than 25 degrees celsius
	7	Reduce the use of once-off decorative equipment to the extent necessary
	8	Do not use fresh flowers and foam materials
	9	Choose materials that can be re-used / re-purposed
<b>Food and Beverages</b>	10	Serve drinking water in the water flask and / or jug or large glass bottles. Or provide a reusable tumbler to participants to refill drinking water instead of using single-use plastic water bottles
	11	Provide refill sugar, cream, milk in jar or bottle instead of serving in sachet

Food and Beverages	12	Do not use plastic straws. If necessary, use straws made from environmentally friendly materials or bio-degradable material
	13	Prepare sufficient amount of food for the attendees, do not waste
	14	Serve local sustainable, organic foods and beverages, instead of frozen foods. Food items should reflect the local seasonal produce
	15	Donate leftover food to non-profit organizations

Guideline		
Registration System	16	Use of electronic registration system which attendees can register online, submit forms and images via email or through web services and use paperless registration systems on the day
	17	Do not print documents. If necessary, use only recycled paper and natural ink, such as using QR Code, soy ink or vegetable ink
	18	Use a Participant Badge that can be reused and pre-arrange space for participants to return cards and other documents to be used again
Other arrangements which concern the environment, society and economy	19	Choose to use souvenirs produced by the community or made from environment friendly materials
	20	Sort the waste generated from the event by paper, plastic, metal, wet waste.
	21	Promote local attractions and facilities to attendees which will benefit the local economy and provide knowledge to attendees
	22	Encourage participants to travel together by bus / van or public transportation systems in order to reduce energy consumption and carbon footprint

	23	Provide opportunities for communities to participate in organising events such as community employment and provide a public relations area for community products / NGOs Opportunities for volunteers in the education sector, etc
Communications and Public Relations post the events	24	Make a summary of the practices of sustainable work that have been performed in the working area
	25	Promote best practices, successes and benefits from organising sustainable events to associates, related persons and public

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For more information, please contact:

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