

# Green guide for meetings and events

Norway House hosts the offices of Norway's largest foreign mission, as well as the Norwegian Embassy to Belgium. The building has a number of other tenants, and on top of that receives more than 10,000 visitors each year.

The following guidelines are meant to act as a reminder to those working here to be mindful, wherever and whenever possible, of the environment and our carbon footprint. Both when purchasing materials, ordering catering and organizing meetings in general.



## Catering

- Whenever you can, order local and seasonal ingredients.
- Yes to veggies! Our goal is that half of our menu consists of vegetarian dishes.
- Coffee and tea. Ask the caterer to provide fair-trade or sustainable coffee and tea.
- Keep food waste to a minimum. Plan your menus carefully to avoid excess orders and minimize food waste.
- Choose glass and porcelain in stead of plastic bottles. This reduces plastic waste and saves money.
- Recyclable materials. Ask the caterer to use materials that can be recycled.

## Green meetings

- Plan commuting options. Go by foot, by bike or by public transport when possible.
- Make use of video conferencing where feasible.
- Use electronic meeting materials, including QR-codes.
- Switch off the light when you are the last to leave a meeting room.

## Daily maintenance and supplies

- Avoid excessive printing.
- Make full use of digitalization. Send materials by e-mail and use QR-codes.
- Choose certified paper when ordering paper products such as copy paper, writing pads, notebooks.
- Favor sustainable and recycled materials.
- Use eco-friendly cleaning products.
- Recycle food scraps and waste, including batteries.