

Running lower carbon events – a toolkit

Thank you for choosing to calculate and offset the emissions from your event.

Events often come with big carbon emissions and exhibitors, performers, speakers and delegates are increasingly concerned about the climate impact of the events they attend.

[Start now](#)





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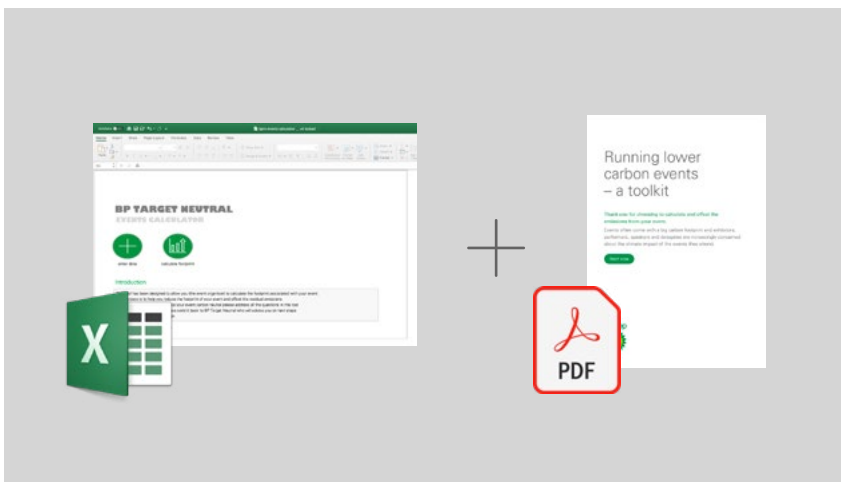
This toolkit and carbon calculator have been designed to:

- Measure the carbon emissions generated by your event
- Help you identify carbon hotspot areas for reduction activities
- Offset your emissions through bp Target Neutral, a programme which provides high quality carbon credits at cost and is not run for a profit



If you have any questions about the calculator or offsetting your event, please contact the bp Target Neutral team at Bptargetneutral@bp.com

You should complete calculations before the event runs to create a draft, and send your results to bp Target Neutral. You can use your best estimates, or base your calculations off previous or similar events. When the event is over, return to the calculator and update it with actual data. Once you have your final result, you have up to a month to offset your event's carbon emissions.





Getting started on managing carbon

The events industry is a major source of carbon emissions. Not only does an event itself contribute to emissions through catering, the powering of the space and more, but associated emissions such as travel to and from the event can add up to hundreds or even thousands of tonnes of carbon emissions in a short space of time.

As event organisers, it is time for us all to take responsibility for these emissions and work to do something about them.

With this toolkit and carbon calculator, you can take the first steps in managing the carbon emissions from your event through a combination of quantification, reduction and offsetting. The following pages are designed to guide you through the process of calculating your event's carbon emissions so that you can offset. You will also find advice on how to reduce your emissions and more explanation about how offsetting works.

Quantifying your carbon emissions from your event for the first time can seem daunting, but our toolkit makes the process simple and allows you to use assumptions to reduce the amount of raw data you need to collect. Implementing carbon reduction activities can also help drive down costs in many instances making it a real win-win.

This toolkit starts with tips on planning a carbon offset event, followed by the step-by-step walkthrough of the carbon calculator. Next, you'll be shown how to offset the carbon emissions you have just calculated. The toolkit is rounded out by a series of tips on how to reduce your event's carbon emissions and a short reflection on how we can all increase our efforts going forward.



Use the checklist below to guide you through the toolkit, ticking off actions as you complete them and referring back to ensure you have done all that you can to calculate, reduce and offset the emissions from your event.



Checklist

Before your event:



N/A

Understand why addressing your carbon emissions is important		
Decide whether you will carbon offset the entirety of your event or a section of it (e.g. travel, catering, etc)		
Fill in the basic information about your event		
Calculate your event's air travel emissions*		
Calculate your event's car travel emissions*		
Calculate your event's train travel emissions*		
Calculate your event's coach travel emissions*		
Calculate an estimate for your event's travel emissions if you do not know all your participants' travel arrangements*		
Calculate the carbon emissions resulting from your participants' hotel stays*		
Calculate the carbon emissions resulting from the catering for your event*		
Calculate the carbon emissions resulting from powering and temperature-controlling your event space*		
Calculate the carbon emissions of your event's promotional materials*		
Contact bp Target Neutral to discuss any additional services that may make a material difference to your event's carbon emissions*		
View your event's carbon emissions		

*These items are optional, based on the details of your event and your approach to offsetting



✔ Checklist

Before your event:



N/A

Send your completed spreadsheet to the bp Target Neutral team at Bptargetneutral@bp.com

Consider how you could decrease your event’s carbon emissions and make a reduction plan

Read up on the carbon offsetting projects you will support through bp Target Neutral*

Download the free bp Target Neutral marketing resources*

After your event:



N/A

No later than one month after the event has finished, update your calculations with actual data and either use our [online calculator](#) to purchase your carbon credits or, for larger results, please contact the bp Target Neutral team at Bptargetneutral@bp.com

Reflect on what went well for this event and how you could improve your carbon emissions in the future

*These items are optional, based on the details of your event and your approach to offsetting



Plan a lower carbon event



Why run a lower carbon event?

An unintended consequence of events is the amount of carbon emissions they can release into the atmosphere. Right now, there is a great opportunity for brands and companies to demonstrate to their customers they are taking action on carbon by quantifying, reducing and offsetting their event emissions.

At an event, the main sources of carbon emissions include:

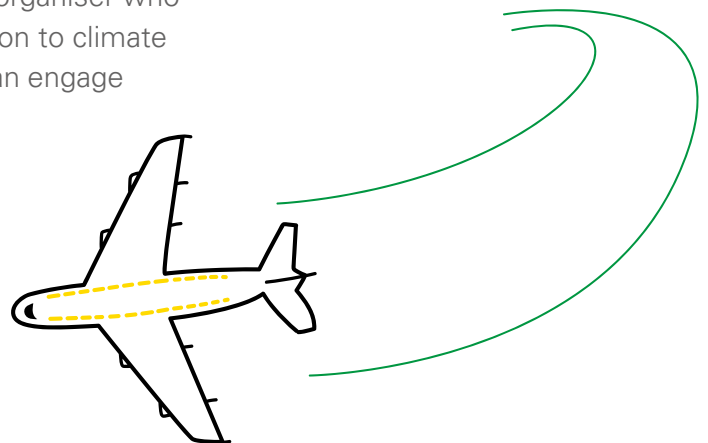
- Participant travel
- Hospitality
- Catering
- Powering the event space

Emissions like these add up quickly, and even modestly sized international events can have emissions equal to thousands of car journeys.

Addressing these emissions is not about playing a blame game. It is about leading by example. The event organiser who stands up, takes accountability for this contribution to climate change, and pledges to do something about it can engage attendees and inspire a real shift in attitudes.

Did you know?

Formula 1 has pledged to make all grand prix fully sustainable by 2025 and to go carbon neutral by 2030¹ by first reducing their emissions and then offsetting any emissions they cannot avoid.





Worldwide emissions from events

Events of all types and sizes contribute to the problem of climate change, from small conferences to major festivals.

The 2018 UN Climate Change Conference, for example, was predicted to emit around 55,000 metric tonnes of carbon dioxide equivalent (CO₂e) – and that’s without the travel of the 30,000 participants factored in.²

As the focus on climate change continues to increase, event organisers all over the world are beginning to address their emissions.

bp Target Neutral have been working with individuals and businesses to reduce, replace and compensate for their carbon emissions since 2006. We have seen the increased focus on event emissions and been proud to help organisers address their environmental impact. Below you can find a summary of some of our work, or turn to page 10 for more in-depth case studies.

Did you know?

The UK events industry is estimated to emit 1.2 million tonnes of carbon every year from the use of diesel generators alone. That’s the equivalent to adding 220,000 cars to the road every day.³



bp Target Neutral proudly carbon offset the entirety of One Young World 2019, the global forum for young leaders, where we welcomed around 2,000 participants from over 190 countries.

In 2018, we partnered with the World Gas Conference and offset more than 6,000 tonnes of carbon to compensate for delegate travel to and from the event.

We worked with the London 2012 Olympic Games and, from 2014-2018, the International Paralympic Committee, to make huge strides in reducing or offsetting the carbon emissions generated by spectator, athlete and official travel.

We’re proud to have worked with these partners and many more to reduce and offset carbon emissions around the world.



Event organisers need to be prepared to take full responsibility for the carbon emissions from their event. This is achieved by:

- Calculating a draft in advance of the event
- Committing to a carbon reduction plan
- Recalculating the carbon emissions following the event, using actual data
- Offsetting the emissions associated with the event through bp Target Neutral – either via the [online calculator](#) or by getting in touch with bp Target Neutral to pay by invoice or inter-company transfer

bp Target Neutral case studies

Connecting with carbon-conscious young leaders

In 2019, the 10th anniversary of the annual One Young World conference was held in London. Over 2,000 participants from more than 190 countries journeyed to the UK to join this global forum for young leaders. Inevitably, that meant many of them had to take flights to get there.

Sustainability was a core focus for One Young World, and so bp Target Neutral stepped up to help the event offset its carbon emissions. This was achieved through a combination of encouraging European delegates to travel by train, using locally sourced catering, digitizing event materials and offsetting unavoidable emissions.

By making the reduction of carbon emissions a priority during this event, the organisers were able to raise awareness about environmental challenges even as they strove to reduce their own emissions. bp Target Neutral helped to keep the conversation going through our [Know Your Carbon Footprint](#) campaign. At our One Young World stand, delegates were encouraged to calculate their carbon emissions and then make a pledge to change one small thing in their lives to reduce their emissions. The focus on carbon emissions continued long after the event itself was over, with thousands of people globally using our online calculator to find their carbon emissions and make a pledge to reduce it.



Reducing and offsetting travel carbon emissions

During the 2018 World Gas Conference (WGC), held in Washington, USA, more than 6,000 tonnes of carbon were produced by delegates travelling to and from the event. bp Target Neutral partnered with the WGC to offset these emissions and worked with the organisation to reduce the event's total carbon emissions.



We acted as the event's "Emissions Neutral Champion," offsetting not only delegates' flights, but also the emissions from all the shuttle buses bringing participants to and from the event.

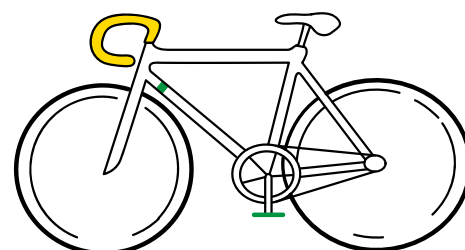
The World Gas Conference is a great example of how an event can make a huge difference by carefully selecting a particular aspect of their carbon emissions to tackle, when making the whole event carbon neutral is not feasible. With their focus on delegate travel, the WGC offset thousands of tonnes of carbon that would otherwise have gone unaddressed.

Launch of bp's Net Zero Strategy

In Feb 2020, we helped bp run a lower carbon internal event for the launch of the Net Zero strategy.

The internal events team worked with the venue and suppliers to profile emissions using the carbon calculator in this toolkit. The event consisted of multi-day filming with a variety of executives and quite a large set and production team.

Once the team had an idea of the main sources for carbon emissions from the results of the carbon calculator, a plan was put in place to find efficiencies wherever possible. These included filming pre-packaged segments, reducing food waste and power consumption by keeping the filming time-frame as compact as possible. Residual emissions were offset post event with bp Target Neutral.





Reducing and offsetting event carbon emissions

In order to address carbon emissions, we recommend following a simple, four-step process:

1. [**Plan a lower carbon event**](#)
2. [**Calculate event emissions**](#)
3. [**Offset**](#)
4. [**Reflect on your achievements and look to the future**](#)



You can use this toolkit to guide you through this process. Click the links on the left to jump to the relevant section or continue reading to find out more about how you can tailor your event plan to reduce and offset your carbon emissions.

Reduce event carbon emissions

A major step in planning a carbon offset event is to reduce emissions, even if you are planning to offset emissions too. Carbon offsetting “is not a silver bullet”⁴ according to UN environment climate specialist Niklas Hagelberg. Rather, offsetting has a vital role to play in conjunction with efforts to reduce our emissions as much as possible.

It can be hard to know where to start when it comes to reducing carbon emissions, so we’ve put together a number of suggestions to help you identify where in your event you may be able to make those reductions ([see page 41](#)). If implementing all these changes is not feasible for your next event, you may like to refer back when reflecting on your event and making plans for the future.





Once you have reduced what you can, offset the emissions that remain.

When you offset your carbon emissions, you purchase carbon credits. This money is then used to fund projects focused on reducing carbon emissions elsewhere in the world, or to carbon-sink projects like reforestation.

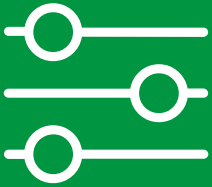
Learn more

If you'd like to learn more about bp Target Neutral's offsetting projects, please [visit our website](#).

Projects we have supported include:

- Renewable installations in rural communities, where clean reliable power replaces fossil fuel power. **The Orb Solar Project** in India has installed around 160,000 solar units providing safe, reliable power to houses and businesses in India, and households are saving on electricity bills, while gaining access to clean, reliable power.
- Cookstove installation projects such as the Distribution of **ONIL Cookstoves** in **Guatemala**, where concrete cookstoves replace open fires, burning twice as efficiently and needing much less wood or coal.
- Landfill gas capture projects that provide a direct source of lower carbon energy to the local community, who would otherwise rely on the more carbon intensive Brazilian national grid, like the **CTL Landfill Gas Project** in **Brazil**. The project also provides additional benefits of reducing local air quality issues and other adverse environmental impacts that would be caused if the landfill gas was allowed to be released into the atmosphere.





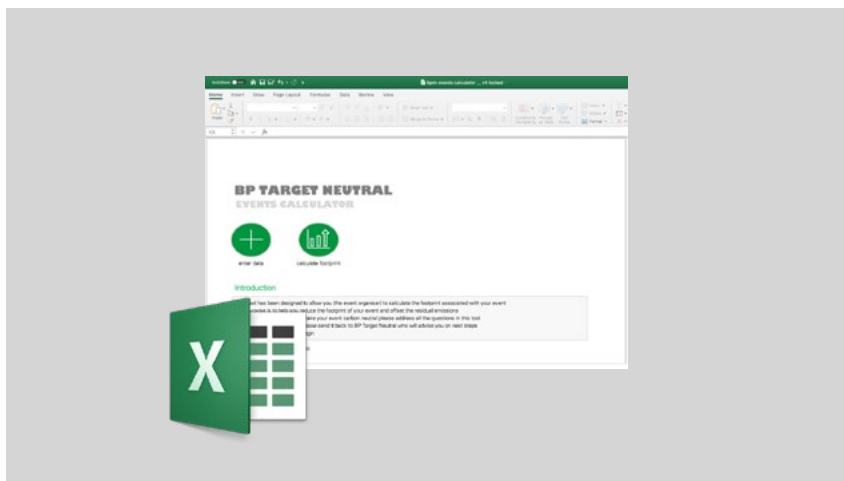
Calculate event emissions



Introduction

If you want to reduce event emissions and offset them, the first step is to calculate your event's impact.

We have a ready-made events carbon calculator available [here](#). It's simple to use and built around up-to-date methodologies. You should use your best estimates or data from previous or similar events to complete your calculation **in advance of the event**. When the event is over, please **return and update the calculator with actual data** as recorded during your event. Once you have completed the spreadsheet with actual data following your event, you should offset the event's carbon emissions no later than one month after the event has finished.





This guide is a step-by-step to walk you through the actions necessary to complete the calculator and discover your event's carbon emissions.

The result is calculated using latest 2021 Defra emissions factors. If you would like to understand the methodology then you can find the statement in the work book.

You can also use this tool to focus on a single area of your event (for example participant travel). To do this, simply fill out the relevant section and leave the rest blank. If you only choose to calculate and offset e.g. delegate travel, then make sure you are very clear in any external communications what has been offset.

You should not use the wording “Carbon offset event” unless you have final emissions and offset the event in its entirety. If you have chosen to calculate and offset only part of your event, you should refer to it as e.g. “carbon offset travel” or “carbon offset event space”.



If at any point you are not sure of a figure (e.g. how many delegates travelled by train vs by car or coach), please use your best estimate. When estimating, in order to account for all emissions, try to take a conservative approach and overcompensate.



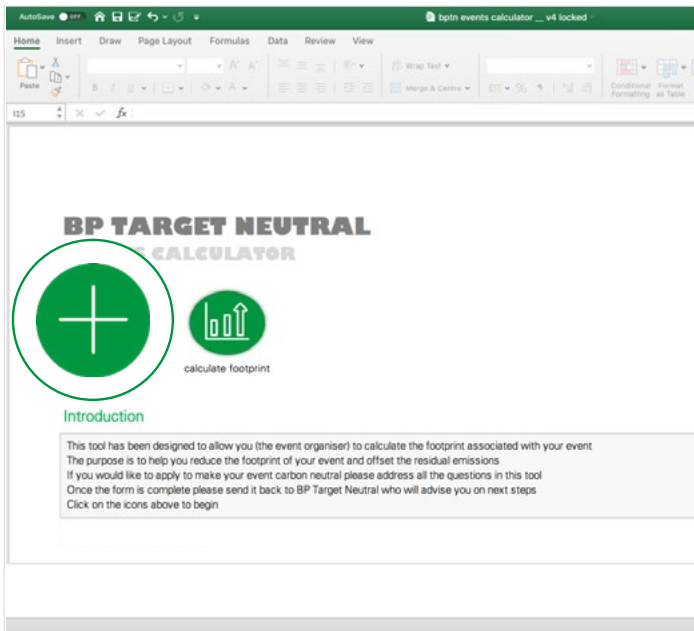
Decide whether you will carbon offset the entirety of your event or a section of it (e.g. travel, catering, etc)



How to use the event calculator

Welcome Screen

Welcome to the event calculator. Let's get started.



Step 1

Click the **enter data** button to begin calculating your event's emissions.



Calculate footprint



Only click the **calculate footprint** button when you have finished calculating your emissions, as it will take you to the Footprint Results page.



Data Collection

Follow the guide below to fill in this page and discover your event's carbon emissions.

Introduction

EVENTS CALCULATOR
DATA COLLECTION

home calculate footprint

Introduction

Name of event:

Purpose of event:

Number of attendees:

Select location:

Duration in days:

Event organiser:

Main contact:

Contact details:

Please check the box to confirm the following points (as event organiser):

- The data submitted is accurate and correct to the best of your knowledge
- Emissions are made when data is too difficult to collect or unavailable
- All emission sources have been addressed below (if applying for carbon neutral status)
- Any claims of carbon neutrality are self-certified by the event organiser to be in line with the ISO Target Neutral Protocol



Fill in the basic information about your event

Step 1

Fill in the introduction fields using the grey boxes:

- Name of event – type in the name of your event.
- Purpose of the event – type in the purpose of your event, e.g. awards ceremony, marketing conference, gala dinner, etc.
- Number of attendees – type in the number of people you expect to attend or who have attended if calculating after the event has ended.
- Select location – use the drop-down list to select the country where the event is or was being held.
- Duration in days – type in the number of days the event will span in digits, e.g. 1 or 5.
- Event organiser – please type in the name of the main event organiser.
- Main contact – please type in the name of the main contact for the event.
- Contact details – please type in an email address or telephone number for the event's main contact.

You will also need to check the box that appears after these fields, to confirm the listed points.



Travel

Use this section to calculate emissions from your participants' travel.

Don't have this information?

- For the travel arrangements that you know, continue to follow the steps on **pages 19 to 28** of this guide.
- If you do not know how participants have travelled to your event, please skip these sections and carry on to **page 29**.

Travel

Please use the following fields to input data for known travel arrangements
 Air travel is usually the most important aspect of an event footprint, so please try
 For other or unknown travel arrangements you can use streamlined calculations in

- a. Air travel [select here to enter air travel data](#)
- b. Car travel [select here to enter car travel data](#)
- c. Train travel [select here to enter train travel data](#)
- d. Coach travel [select here to enter coach travel data](#)

- a. Air travel [select here to enter air travel data](#)

Step 1

Scroll down to **Travel** to begin calculating your event's carbon emissions.



To save a considerable amount of time and effort when calculating participant travel, we suggest asking delegates where they are travelling from and what mode of travel they will use during the delegate registration process. For international or long-distance events, it's a great idea to ask for the origin airport IATA code at this point too – it will save you time later.

Step 2

To calculate the carbon emissions from any air travel to your event, click **select here to enter Air travel data** beside a. Air travel or use the tabs along the bottom. You will be taken to the Air travel page.

Don't have this information?

If no participants travelled by air, skip to **page 22** of this guide.



Air travel

Use this section to calculate participant air travel if you know airport or city of arrival and departure.

EVENTS CALCULATOR
AIR TRAVEL

Before completing the table below, please find the three letter code of your starting airport in the list below. To use the list, click on the dropdown 'by Country' to select the Country and find the airport of your choice. Repeat for your destination and put the code in the 'To' column. Enter the three letter code in the 'From' column (type, or select from the alphabetically listed drop-down). Finally enter the total number of single trips between the two locations.

1	starting airport IATA code	starting airport	destination airport IATA code	end
2				
3				
4				
5				
6				
7				
8				
9				
10				

Step 1

You will need the airport codes to fill out this sheet.

Don't have this information?

Click the **list of airports** button at the top of the page to see a list of the codes for every airport in the world.

Name	Code	City	City	Country
ENEWETAR ALUX AF	12B	ENEWETAR ALUX AF		ISU
ANAA	AAE	ANAA		TUR
ANAMA	AAE	ANAMA		BA
AACHEN MERZBRUCK	AAH	AACHEN MERZBRUCK		ANY
AALBORG	AAL	AALBORG		ARE
ANACO	AAO	ANACO		N
AARHUS	AAR	AARHUS		JEL
ABADAN	ABA	ABADAN		ARE
ABADAN	ABD	ABADAN		SA
ABILENE RGNL	ABI	ABILENE RGNL		N
ABIDJAN FELIX HOUPHOUET BOISSY INTERNATIONAL	ABJ	ABIDJAN FELIX HOUPHOUET BOISSY INTERNATIONAL		CO
BAMANGA ININDO	ABM	BAMANGA ININDO		IND
ALBUQUERQUE INTERNATIONAL SUNPORT	ABQ	ALBUQUERQUE INTERNATIONAL SUNPORT		USA
ABU SAMBEL	ABS	ABU SAMBEL		SA
AL BAHJA	ABT	AL BAHJA		IR
ABUJA Nnamdi Azikiwe International	ABJ	ABUJA Nnamdi Azikiwe International		NGA
ALBURY	ABX	ALBURY		AUS
ADICE	ADZ	ADICE		ESP
GENERAL JUAN N ALVAREZ INTERNATIONAL	ACA	GENERAL JUAN N ALVAREZ INTERNATIONAL		ARG
KOTOKA INTERNATIONAL	ACC	KOTOKA INTERNATIONAL		UGA
LANGKATTE	ACH	LANGKATTE		THA
ST GALLEN ALTENHEIM	ACH	ST GALLEN ALTENHEIM		SWI
NANTUCKET MEM	ACK	NANTUCKET MEM		USA
WACKO RGNL	ACT	WACKO RGNL		USA
ATLANTIC CITY INTERNATIONAL	ACY	ATLANTIC CITY INTERNATIONAL		USA
ADANA	ADA	ADANA		TUR
INCIRLIK AB	ADA	INCIRLIK AB		TUR
ADANA MENDERES	ADB	ADANA MENDERES		TURKEY
BOLE INTERNATIONAL	ADD	BOLE INTERNATIONAL		ETHIOPIA
ADA MUJI	ADH	ADA MUJI		INDONESIA
MARRAKH INTERNATIONAL	ADJ	MARRAKH INTERNATIONAL		JORDAN
ADZ	ADZ	ADZ		USA
ADZ	ADZ	ADZ		AUSTRALIA

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You can use ctrl+F (Windows) or cmd+F (Mac) to search the sheet for the airport or city name you need. Alternatively, click on the filters in the top right corner of each column to filter by country, city, name, etc. to enable you to find the airport you are looking for. You can also search online to find the three-letter code for the airport you need.

Name	Code	City	City	Country
ENEWETAR ALUX AF	12B	ENEWETAR ALUX AF		ISU
ANAA	AAE	ANAA		TUR
ANAMA	AAE	ANAMA		BA
AACHEN MERZBRUCK	AAH	AACHEN MERZBRUCK		ANY
AALBORG	AAL	AALBORG		ARE
ANACO	AAO	ANACO		N
AARHUS	AAR	AARHUS		JEL
ABADAN	ABA	ABADAN		ARE
ABADAN	ABD	ABADAN		SA
ABILENE RGNL	ABI	ABILENE RGNL		N
ABIDJAN FELIX HOUPHOUET BOISSY INTERNATIONAL	ABJ	ABIDJAN FELIX HOUPHOUET BOISSY INTERNATIONAL		CO
BAMANGA ININDO	ABM	BAMANGA ININDO		IND
ALBUQUERQUE INTERNATIONAL SUNPORT	ABQ	ALBUQUERQUE INTERNATIONAL SUNPORT		USA
ABU SAMBEL	ABS	ABU SAMBEL		SA
AL BAHJA	ABT	AL BAHJA		IR
ABUJA Nnamdi Azikiwe International	ABJ	ABUJA Nnamdi Azikiwe International		NGA
ALBURY	ABX	ALBURY		AUS
ADICE	ADZ	ADICE		ESP
GENERAL JUAN N ALVAREZ INTERNATIONAL	ACA	GENERAL JUAN N ALVAREZ INTERNATIONAL		ARG
KOTOKA INTERNATIONAL	ACC	KOTOKA INTERNATIONAL		UGA
LANGKATTE	ACH	LANGKATTE		THA
ST GALLEN ALTENHEIM	ACH	ST GALLEN ALTENHEIM		SWI
NANTUCKET MEM	ACK	NANTUCKET MEM		USA
WACKO RGNL	ACT	WACKO RGNL		USA
ATLANTIC CITY INTERNATIONAL	ACY	ATLANTIC CITY INTERNATIONAL		USA
ADANA	ADA	ADANA		TUR
INCIRLIK AB	ADA	INCIRLIK AB		TUR
ADANA MENDERES	ADB	ADANA MENDERES		TURKEY
BOLE INTERNATIONAL	ADD	BOLE INTERNATIONAL		ETHIOPIA
ADA MUJI	ADH	ADA MUJI		INDONESIA
MARRAKH INTERNATIONAL	ADJ	MARRAKH INTERNATIONAL		JORDAN
ADZ	ADZ	ADZ		USA
ADZ	ADZ	ADZ		AUSTRALIA

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To return to the Air travel section, click the return button.



starting airport
IATA code

1	ACE
2	
3	

destination airport IATA
code

	HEL

number of flights (single
trips)

	2

starting airport IATA code	starting airport code	destination airport IATA code	end destination
ACE	LANZAROTE	HEL	HELSINKI VANTAA

Step 2

Input the codes for the departure airports in the **starting airport IATA code** column and the arrival airports in the **destination airport IATA code** column.

Step 3

Enter the number of participants flying each route in the **number of flights (single trips)** column. If it's a return flight then be sure to make sure you enter 2 trips per passenger in the final column.



The rest of the columns will automatically populate for you.

EVENTS CALCULATOR
AIR TRAVEL

Before completing the table below, please find the three letter code of your starting airport in the "Airport List" located in the link. To use the list, click on the dropdown "by Country" to select the Country and find the airport of your choice. Repeat for your destination and put the code in the "To" column. Enter the three letter code in the "From" column (type, or select from the alphabetically listed drop-down). Finally enter the total number of single trips between the two locations.

	starting airport IATA code	starting airport code	destination airport IATA code	end destination
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Step 4

Click the **return** button at the top of the page, to go back to the Data Collection page.



Calculate your event's air travel emissions



Car travel

Don't have this information?

If no participants travelled by car, skip to [page 25](#) of this guide.

Please use the following fields to input data for known travel arrangements
Air travel is usually the most important aspect of an event footprint, so please
For other or unknown travel arrangements you can use streamlined calculator

- a. Air travel [select here to enter air travel data](#)
- b. Car travel [select here to enter car travel data](#)
- c. Train travel [select here to enter train travel data](#)
- d. Coach travel [select here to enter coach travel data](#)
- e. Alternatively if you don't know the travel arrangements please fill out the fol

- b. Car travel [select here to enter car travel data](#)

Step 1

In Travel, click the link beside b. Car travel that reads [select here to enter car travel data](#). You will be taken to the Car travel page.

Car travel

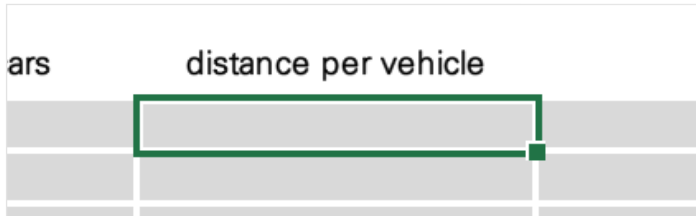
Use this page to calculate participant car travel if you know the distance travelled.

Step 2

In the **number of cars** column, enter the number of cars travelling a specific route to your event.

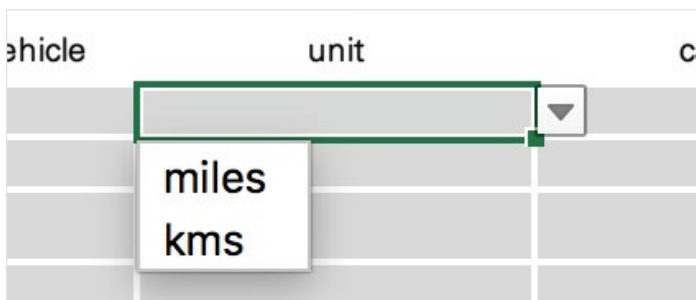


This will usually be one, unless two or more cars of the same size and fuel type are making a trip of the same distance.



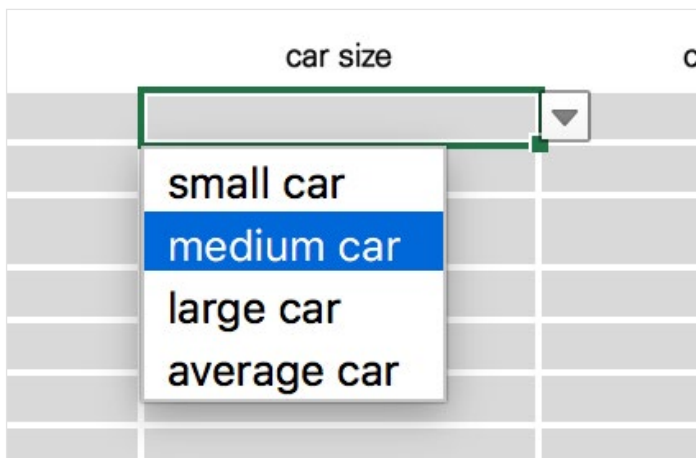
Step 3

In the **distance per vehicle** column, enter the distance this journey covers in miles or kilometres. This is the distance one single journey covers, not the aggregate if two or more cars are travelling this route.



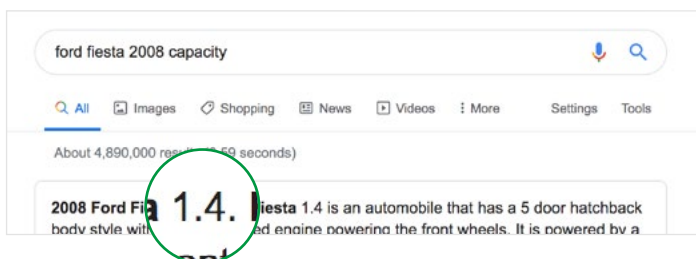
Step 4

In the **unit** column, use the dropdown to indicate whether you have entered distance in miles or kilometres.



Step 5

In the **car size** column, use the dropdown to select from average, small, medium or large.



i You can find the engine size of a car by searching the model and make online. If you are not certain about the car size, please select "average car" and the calculator will use an average figure.

Small car	Medium car	Large car
Small petrol car, up to 1.4 litre engine	Medium petrol car, from 1.4- 2.0 litres	Large petrol car, over 2.0 litre
Small diesel car, up to 1.7 litre or under	Medium diesel car, from 1.7- 2.0 litres	Large diesel car, over 2.0 litre
Small petrol hybrid car	Medium petrol hybrid car	Large petrol hybrid car
Medium LPG car	Medium LPG car	Large LPG car



	car fuel	return trip
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>

Step 6

In the car fuel column, use the dropdown to select from diesel, petrol, hybrid, CNG, LPG or unknown.



If you do not know what type of fuel the car will use, please select unknown and the calculator will use an average figure.

	return trip
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>
	<input type="text" value=""/>

Step 7

In the return trip column, use the dropdown to select yes or no to indicate whether the car will be returning the same distance home after the event.

EVENTS CALCULATOR
CAR TRAVEL

Enter details of company owned vehicles and their annual distances
Example: 5 vehicles which each travel around 20,000 kms annually should be entered as "5" vehicles and "20,000" for annual distance per vehicle
A 6th vehicle with an annual distance of 25,000 km would need to be entered on the next line as "1" vehicle and "25,000" for distance
Please also enter the vehicle type / fuel and select miles / kms as units

	number of cars	distance per vehicle	unit	car size	car fuel	return trip
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
2	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
3	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
4	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
5	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
6	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
7	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
8	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
9	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
10	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Step 8

Click the return button at the top of the page, to go back to the Data Collection page.



Calculate your event's car travel emissions



Train travel

Don't have this information?

If no participants travelled by train, skip to [page 27](#) of this guide.

Please use the following fields to input data for known travel arrangements
 Air travel is usually the most important aspect of an event footprint, so please tr
 For other or unknown travel arrangements you can use streamlined calculations

- a. Air travel [select here to enter air travel data](#)
- b. Car travel [select here to enter car travel data](#)
- c. Train travel [select here to enter train travel data](#)
- d. Coach travel [select here to enter coach travel data](#)
- e. Alternatively if you don't know the travel arrangements please fill out the follow

- c. Train travel [select here to enter train travel data](#)

Step 1

In Travel, click [select here to enter train travel data](#) beside c. Train travel. You will be taken to the train travel page.

EVENTS CALCULATOR
TRAIN TRAVEL

Enter details of train travel taken by attendees, organisers, staff etc.
 Please also clarify if it is a return trip or a single trip

	number of people	distance	unit	return trip
1				
2				
3				

Train travel

Use this page to calculate participant train travel if you know the distance travelled.

	number of people	distance
1	<input type="text"/>	
2		

Step 2

In the number of people column, input the number of participants travelling this distance.

	distance	unit
f people	<input type="text"/>	

Step 3

In the distance column, input how far the participant(s) travelled to the event.



distance	unit	return trip
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Step 4

In the **unit** column, use the dropdown to indicate whether the distance has been input in miles or kilometres.

unit	return trip
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Step 5

In the **return trip** column, use the dropdown to select yes or no and indicate whether the participant will be making the same journey home after the event.

EVENTS CALCULATOR


TRAIN TRAVEL

Enter details of train travel taken by attendees, organisers, staff etc.
Please also clarify if it is a return trip or a single trip

	number of people	distance	unit	return trip
1				
2				
3				
4				
5				

Step 6

Click the **return button** at the top of the page, to go back to the Data Collection page.



Calculate your event's train travel emissions



Coach travel

Don't have this information?

If no participants travelled by coach, skip to [page 29](#) of this guide.

Please use the following fields to input data for known travel arrangements
Air travel is usually the most important aspect of an event footprint, so please tr
For other or unknown travel arrangements you can use streamlined calculations

- a. Air travel [select here to enter air travel data](#)
 - b. Car travel [select here to enter car travel data](#)
 - c. Train travel [select here to enter train travel data](#)
 - d. Coach travel [select here to enter coach travel data](#)
- e. Alternatively if you don't know the travel arrangements please fill out the follo

- d. Coach travel [select here to enter coach travel data](#)

Step 1

In Travel, click the link beside d. Coach travel that reads [select here to enter coach travel data](#). You will be taken to the coach travel page.

EVENTS CALCULATOR
COACH TRAVEL

Enter details of train travel taken by attendees, organisers, staff etc.
Please also clarify if it is a return trip or a single trip

	number of people	distance	unit	return trip
1				
2				
3				
4				
5				

Coach travel

Use this page to calculate participant coach travel if you know the distance travelled.

	number of people	distance
1	<input type="text"/>	
2		

Step 2

In the number of people column, input the number of participants travelling this distance.

f people	distance	unit
	<input type="text"/>	

Step 3

In the distance column, input how far the participant(s) travelled to the event.



distance	unit	return trip
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Step 4

In the **unit** column, use the dropdown to indicate whether the distance has been input in miles or kilometres.

unit	return trip
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Step 5


In the **return trip** column, use the dropdown to select yes or no and indicate whether the participant will be making the same journey home after the event.

EVENTS CALCULATOR

COACH TRAVEL


Enter details of train travel taken by attendees, organisers, staff etc.
Please also clarify if it is a return trip or a single trip

	number of people	distance	unit	return trip
1				
2				
3				
4				



Step 6

Click the **return button** at the top of the page, to go back to the Data Collection page.



Calculate your event's coach travel emissions



Unknown travel arrangements

Fill in this section if you do not know all your participants' travel arrangements.

Please make your best guess for each column if you do not know the answer. Using this section of the tool will give you a conservative estimate for travel emissions. If you obtain actual travel data during your event, you can erase your entries in this section and include the actual data in the previous travel sections as part of your recalculations.

Don't have this information?

If you know all your participants' travel arrangements and entered them as per the steps on pages 19 to 28 of this guide, please skip to [page 32](#) of this guide.

e. Alternatively if you don't know the travel arrangements please fill in the following:

Participants living locally	input	number of participants	kn
Participants travelling within region		number of participants	
Participants travelling within country		number of participants	
Participants travelling from another country		number of participants	
Participants travelling from another continent		number of participants	

f. Average one way distance between hotel and event:
 Typical mode of transport taken:

input kms

Step 1

In the **input** column, enter the number of participants living in each geographic region in the grey boxes.



Please enter participants living locally, regionally and in the country separately, i.e. do not include the number of participants living regionally in the number who live in the country.

g. please fill out the following:

input	number of participants	choose mode	choose scenario here
	number of participants	car	
	number of participants	car	
	number of participants	car or train or flight	
	number of participants	flight	

input kms

Step 2

In the **distance** column, enter the estimated length of a single journey from this geographic region. Use the drop-down list that appears when you click miles at the top of the column to choose between miles and kms.



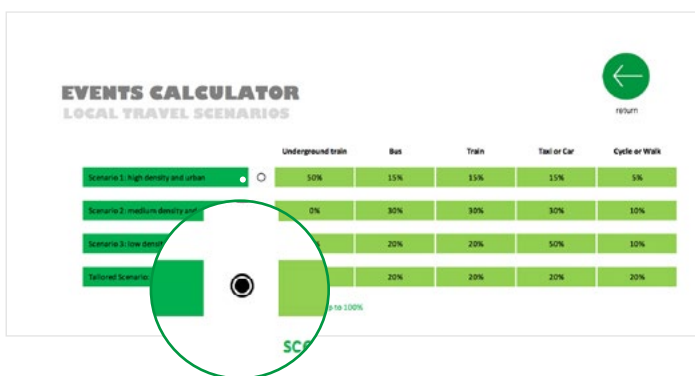
For distances, taking an event in London as an example, a participant living locally may travel from anywhere within Greater London. This could be just one mile or as many as 45 miles. A good estimate would be 22 miles per local participant.



	kms	choose mode
number of participants	<input type="text"/>	choose scenario here
number of participants	<input type="text"/>	car
number of participants	<input type="text"/>	car
number of participants	<input type="text"/>	car or train or flight
number of participants	<input type="text"/>	flight

Step 3

In the **choose mode** column, click **choose scenario here** to be taken to the local travel scenarios page and select the location and situation for your event. Once selected the calculations will update.



Step 4

The scenarios in the local travel scenarios page reflect the environment in which your venue is based. This enables the calculator to estimate the modes of travel for local participants and the resulting emissions.

Please select one of the pre-made scenarios or tailor your own using your best estimates, then use the **return button** to go back to the Data Collection page.

	kms	choose mode
number of participants	<input type="text"/>	choose scenario here
number of participants	<input type="text"/>	car
number of participants	<input type="text"/>	car
number of participants	<input type="text"/>	car or train
number of participants	<input type="text"/>	flight

Step 5

For the rest of the **choose mode** column, click on each cell to choose the mode of transport from drop-down lists.



	input	
f. Average one way distance between hotel and event:	<input type="text"/>	kms
Typical mode of transport taken	<input type="text"/>	

Step 6

In section f. **Average one way distance between hotel and event**, enter the average distance in miles. Click on the grey box beside **Typical mode of transport taken** to select mode of transport from the drop-down list.



One way to estimate this is to search for hotels near your events space that participants are likely to use and calculate the average distance they lie from your venue.

	input	
g. Average number of staff supporting event each day:	<input type="text"/>	numb
Average one way distance travelled to support event:	<input type="text"/>	miles

Step 7

In section g, enter the number of staff travelling to support the event and their average one-way distance in miles in the grey boxes.



Calculate an estimate for your event's travel emissions if you do not know all your participants' travel arrangements



Hospitality – accommodation

This section of the Data Collection page will calculate the carbon emissions resulting from your participants’ hotel stays.

Hospitality - accomodation

	input
Number of hotel stays for attendees	<input type="text"/> number
Number of hotel stays for presenters	<input type="text"/> number
Number of hotel stays for performers	<input type="text"/> number

Please make sure to [select the location of the event \(country\)](#) in the 'introduction' section above

Step 1

Enter the number of event participants who will be staying in a hotel in the grey fields, e.g. attendees, presenters and performers.



Calculate the carbon emissions resulting from your participants’ hotel stays



Hotel stays = number of participants staying in hotels for the event x number of nights they are each staying.



Hospitality – catering

This section calculates the carbon emissions from your participants’ catering consumption over the course of your event.

Hospitality - catering

a. Food consumption

	# of meals	
Breakfast	<input type="text"/>	e.g. slices of toast, eggs, coffee
Lunch - Meat	<input type="text"/>	e.g. chicken portion, salad, potatoes
Lunch - Vegetarian	<input type="text"/>	e.g. pulses portion, salad, potatoes
Lunch - Fish	<input type="text"/>	e.g. fish portion, salad, potatoes
Lunch - Unknown	<input type="text"/>	
Dinner - Meat	<input type="text"/>	e.g. meat main, rice side, salad
Dinner - Poultry	<input type="text"/>	e.g. meat main, rice side, salad
Dinner - Vegetarian	<input type="text"/>	e.g. tofu and rice main, salad, potatoes
Dinner - Fish	<input type="text"/>	e.g. fish main, rice side, salad
Dinner - Unknown	<input type="text"/>	

Or, provide the approximate weight of food and drink bought:

b. Food source

How are you sourcing the food for the event?

c. Food waste

What % of the purchased food is expected to be wasted:

What will be the method to dispose of food waste:

We're not worrying about where the food is sourced
All of the food bought is locally sourced
Some of the food bought will be locally sourced

c. Food waste

What % of the purchased food is expected to be wasted:

What will be the method to dispose of food waste:

Step 1

If you have the information available, enter the number of participants who ate each meal type over all days of the event. If you don't know meal types then use 'unknown' to get an average.

Step 2

Alternatively, estimate the total weight of food and drink brought (in kilograms) and enter it in the grey field at the bottom of section a. **Food consumption**.

Step 3

In section b. **Food source**, use the drop-down list to select how you will be sourcing food for the event.

Step 4

In section c. **Food waste**, use the drop-down list to select the percentage of food waste you expect and then type in the method you will use to dispose of food waste (e.g. compost, landfill, etc).



Calculate the carbon emissions resulting from the catering for your event



Event space

Complete this section if you are hiring a space or venue for your event.

Not hiring a space or venue?

Skip to [page 36](#) of this guide and follow the listed steps.

Event space

	country	number of hours
Event space 1:	<input type="text"/>	<input type="text"/>
Event space 2:	<input type="text"/>	<input type="text"/>
Event space 3:	<input type="text"/>	<input type="text"/>

Step 1

Use the **country** column to select the country where your event is taking place from the drop-down list that appears when you select the cell.

Country	Number of hours	Approximate size	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2

In the **Number of hours** column, enter the full length of time in hours the event space will need to be powered for. Please include set-up and take-down time in this total.

Country	Number of hours	Approximate size	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 3

In the **Approximate size** column, enter the area of your venue in square metres or square feet.



If your venue has not informed you of the size, use the following estimates for a trade-style event:

- 100 people = 1,600m²
- 500 people = 9,000m²
- 1,000 people = 17,000m²
- 5,000 people = 85,000m²

And the following for a banquet-style event:

- 100 people = 120m²
- 500 people = 600m²
- 1,000 people = 1,200m²
- 5,000 people = 5,800m²

Event space estimates courtesy of The Conference People.⁵



Country	Number of hours	Approximate size	Unit
			m2
			ft2

Step 4

In the **Unit** column, use the dropdown to indicate whether approximate size has been entered in square metres or square feet.



Calculate the carbon emissions resulting from powering and temperature-controlling your event space



Promotional materials

If your event uses gifts or branded clothing you can enter the approximate weight of these into the tool to get the associated carbon emissions.

You can also add paper-based and cardboard-based marketing and promotional material based on the total weight of each type of marketing material, and the number of paper billboards you are using.

Promotional materials

If known and easy to estimate numbers for

a. Gifts and miscellaneous

	describe type of item	
Clothing:		
Plastic:		
Paper:		
Wood:		

b. Marketing

	describe communication	
Paper		
Cardboard		
Paper billboard		

i

Please separate multiple items with commas. For example, in the describe type of item column for plastic, you might put 'webcam covers, branded water bottles, plastic pens'.

c. Branded clothing - please select number of items:

	input			
T-Shirts		number of items, equivalent to a weight of	0.0	kgs
Shirts		number of items, equivalent to a weight of	0.0	kgs
Jackets		number of items, equivalent to a weight of	0.0	kgs
Jumpers		number of items, equivalent to a weight of	0.0	kgs
Trousers / Jeans		number of items, equivalent to a weight of	0.0	kgs
Shoes		number of items, equivalent to a weight of	0.0	kgs

i

Use the tool in **c. Branded clothing** at the bottom of this section to find the weight in kgs of clothing and estimate the weight of plastic, paper and wood items by multiplying the number of each item by the weight of each individual item.



Calculate the carbon emissions from your event's promotional materials



Additional services


Some events use additional services. These may include event-owned vehicle use, postage and freight, cleaning services, building services, IT services and telecoms services.

If you feel these will make a material difference to your event’s carbon emissions then contact bp Target Neutral for specialist support to assess the associated carbon emissions.

Additional services

If you assess any of the following activities to be a significant part of your event or the org

a. Additional vehicle use	e.g. this could include any event owned vehicles for m
b. Postage and freight	e.g. movement of displays by a significant number of
c. Cleaning services	e.g. significant cleaning services in excess of normal
d. Base building service	e.g.
e. IT services	e.g.
f. Telecomms services	e.g.

 Contact bp Target Neutral to discuss any additional services that may make a material difference to your event’s carbon emissions



View results



Calculate footprint

Step 1

Click the **calculate footprint** button at either the top or bottom of the Data Collection page, to discover your event's carbon emissions.

EVENTS CALCULATOR FOOTPRINT RESULT		
1 Travel		
a. Air travel	0.0	tCO2e
b. Car travel	0.0	tCO2e
c. Train travel	0.0	tCO2e
d. Coach travel	0.0	tCO2e
e. Staff travel	0.0	tCO2e
	0.0	tCO2e
2 Hospitality - accomodation		
a. Attendees	0.0	tCO2e
b. Presentors	0.0	tCO2e

Results

This page will display your event's total emissions once you have input all relevant data. This sheet will be automatically populated for you once you have entered information into the Data Collection and/or travel sections. The results are calculated in metric tonnes of CO₂e. CO₂e, otherwise referred to as 'carbon' refers to all greenhouse gas emissions contributing to global warming.

This page breaks down the various emission sources so you can identify where your main emissions have come from.



View your event's carbon emissions

Did you know?

A single metric tonne of carbon is about the same as one person flying on a commercial aeroplane from Paris to New York, driving 6,000km in a diesel car or consuming 4,300 kWh of power.⁶



Offset



How to offset your carbon emissions

- Calculate your draft emissions and send the completed spreadsheet to the bp Target Neutral team at Bptargetneutral@bp.com
- Implement a reduction plan to decrease the size of your final carbon emissions.
- Once the event is over, return to your spreadsheet and update the calculations with actual data.
- Once an accurate carbon emissions result has been calculated, you can use our [online calculator](#) to purchase your offsets. Simply click on the **enter amount** button, below where it asks you if you 'know your carbon emissions in tonnes?'. You can then enter in the amount of carbon in tonnes that you had calculated from your completed spreadsheet and make payment via debit or credit card for the required amount of offsets.
- If you need to purchase a large number of carbon credits to offset particularly large carbon emissions, please get in touch with the bp Target Neutral team at Bptargetneutral@bp.com to discuss paying by invoice or inter-company transfer. You should ensure your carbon credits are purchased no later than one month after the event has finished.



(Pre-event) Send your completed spreadsheet to the bp Target Neutral team

(Post-event) No later than one month after the event has finished, update your calculations with actual data and purchase your carbon credits either via the online calculator or by emailing the bp Target Neutral team



Reduce your event's carbon emissions

As discussed at the beginning of this toolkit, reducing carbon emissions should be our primary goal in managing our climate impact.

We have included a number of suggestions below to help you begin reducing the emissions from your event, but don't be afraid to go much further.

Even the smallest action can help, and putting carbon-reduction initiatives – no matter their size – in front of your event's participants will ultimately influence behaviours as well as just emissions, ensuring the impact of your good work lasts much longer than just the duration of your event.

Seven steps to reducing carbon emissions

1. **Think about the best location for the event**

The location of an event can play the biggest role in impacting the overall emissions for an event. From its proximity to attendees, to the building's energy efficiency and waste management practices – this is where you can make a big impact in the early planning stages of an event.

1. You should try to understand where the majority of participants are travelling from and their likely method of transport. You can then select a venue that reduces the amount of participant travel and in particular reduces the total amount of air or car travel to the event.

2. Choosing buildings with green credentials such as high energy efficiency and 100% recycling of waste are also great ways to reduce the overall emissions.

Did you know?

Plastic isn't just bad news because of its carbon emissions. Our rivers and oceans are feeling the impact too. Currently, it's estimated that there are 51 trillion microscopic pieces of plastic in our oceans – that's 500 times the number of stars in our galaxy.⁷





2. Encourage participants to use public transport

The largest source of emissions for any event is almost always participant travel. Wherever possible, you should encourage attendees to walk, cycle or use public transport.

One possibility is to put on a coach shuttle – or better yet, an electric vehicle shuttle – from the airport or hotel to your event.

3. Ban single-use plastics

Plastic bottles, takeaway coffee cups, cutlery and gifts are some of the most notorious examples of waste generated by events.

To compensate for banning these items:

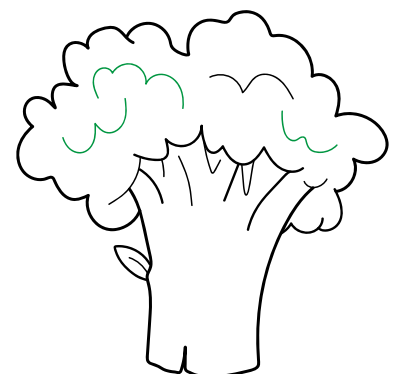
Note:

1. Encourage participants in advance to bring their own reusable bottles, coffee cups and cutlery.
2. Make sure there are plenty of places for people to refill water bottles.
3. Replace single-use plastic freebies like pens with branded, reusable water bottles or coffee cups.
4. Replace plastic cutlery with wooden or bamboo alternatives.
5. Make reusable options available to purchase.

If you prefer not to ban takeaway coffee cups, consider making compostable cups available. Compostable cups are available to order from dedicated sustainable suppliers as well as larger traditional retailers.

Did you know?

A cotton canvas tote has to be used 7,100 times for its creation process to have lower carbon emissions than one single-use plastic bag.⁸





4. Encourage venues to use renewable electricity and to recycle

As an event organiser, you have more power than you think. Few venues currently use renewable energy sources to power their event spaces, and due to cost many do not offer recycling facilities. Speak up throughout the process of organising your event to encourage them to consider making a change for the future.



5. Reduce food waste and emissions

Animal agriculture accounted for 14.5% of global greenhouse gas emissions in 2019.⁹ Why not reset your baseline and make vegetarian or vegan meals the default? During registration, attendees could flag up any dietary requirements that would mean they required alternatives, and you can gain a much more accurate picture of the amount of food required – ultimately reducing food waste.

You could also aim to ensure a minimum percentage of your food and drink is locally sourced, reducing delivery emissions, and speak to your venue about donating any food waste to local charities.

6. Encourage exhibitors to make sustainable choices

As the event organiser, you hold the power to promote sustainable choices, and you can encourage your partners to do the same. This could be as simple as requesting they use recycled materials for their displays wherever possible, or supplying lists of alternatives for the waste-heavy goody bags often given out. Perhaps they could set up a QR code that takes scanners to a free online resource instead of giving them a cotton bag.





7. Digitise event literature

Participants often come away from events with stacks of leaflets, including the show guide. Consider putting your literature online – perhaps even on a dedicated event app – to reduce waste. You'll save on printing costs as well as emissions.



Consider how you could decrease your event's carbon emissions and make a reduction plan

bp My Event

Did you know bp has dedicated event technology called My Event? You can use it to plan your event, with resources from registration sites and a mobile app to collaboration and venue sourcing help, available for you to use.

If you choose to let event delegates or media know that you have taken steps to reduce and offset the carbon emissions associated with an event then we suggest the following:

- Focus any communications on the measures you have taken to reduce the carbon emissions of the event
- Carbon offsetting is an additional measure, taken to offset emissions that can't be reduced or avoided at the moment
- Be clear about what has been reduced vs offset
- Where offsets have been used then it's a good idea to highlight that the carbon credits purchased meet the ICROA Code of best Practice and are independently verifiable as real, measurable, additional and permanent
- You can link to or refer to the offset projects in our [portfolio](#).





Reflect on your
achievements and
look to the future



Thank you so much for using the calculator and for reducing and offsetting event carbon emissions.

Take some time to review what went well and what you could improve on for your next event to keep reducing carbon emissions.

Reach out and share your experiences with us via email. Let us know your final offsetting figure, what you've learnt during the process, and new ideas you've come up with for reducing your emissions in the future that may help others plan a lower carbon event.

Congratulations on making this important step forwards for both your business and the environment.



Reflect on what went well for this event and how you could improve your carbon emissions in the future





FAQs

1. What does carbon offsetting mean?

When you carbon offset, you compensate for your emissions by funding an equivalent carbon dioxide saving elsewhere in the world. This is done by purchasing carbon credits from a scheme that works to reduce or absorb carbon emissions. The projects you fund may be initiatives that provide lower carbon alternatives, such as cookstoves to replace open fires; or they may be projects that protect or enhance natural resources that absorb carbon from the atmosphere, such as reforestation initiatives.

2. What is bp Target Neutral?

Since 2006, bp Target Neutral has helped reduce and offset more than five million tonnes of carbon emissions. We've done this by improving bp's products and services and then offsetting residual emissions by purchasing carbon credits from a portfolio of projects around the world. As well as reducing emissions, these projects also contribute to improving the lives of millions of people through better access to energy, health, education and jobs. bp Target Neutral is not managed for a profit and does not seek to make a return on the purchase and sale of carbon credits.

3. Can I choose where my carbon credits go?

When you purchase carbon credits through bp Target Neutral, we will split them equally between the projects we are currently funding. You can find out more about some of those projects [on our website](#).

4. How do you choose your carbon reduction projects?

We take a quality-led approach to selecting carbon offsetting projects. Projects tendered have to comply with international standards and demonstrate that emission reductions are real, additional (i.e. that they would not have happened without the project), permanent and unique. As well as emission reduction potential, we also ask that suppliers disclose their broader impact to society and the environment using the UN Sustainable Development Goals (SDG's) – goals such as good health and wellbeing, affordable and clean energy, decent work and economic growth.



5. Is carbon offsetting my event an effective tool in combatting climate change?

In short, yes – although it is most effective when combined with strong efforts to reduce carbon emissions. When you carbon offset an event, you support real projects that reduce or avoid carbon emissions, while also bringing about a range of social, economic and environmental benefits. Furthermore, by carbon offsetting your event, you can begin conversations with participants, suppliers and even competitors about climate change and the steps we can all take.

6. How can I get some of the data the calculator requires, for example participant travel plans or diet?

We strongly recommend amending your participant sign-up forms to include travel arrangements, diet, and other information that can help you calculate your event's carbon emissions. This will make it much easier for you to gather the data you need and, as a bonus, will help to reduce food waste at the event itself. If you are unable to gather this data, the calculator can use estimates to determine your event's likely carbon emissions. To ensure no carbon goes unnoticed, the estimates will be conservative, so gathering actual data will help keep costs down. Please ensure you have appropriate data privacy and security policies in place when collecting any participant data.

7. Will my business receive a 'stamp of approval' icon or brand to use on our communication materials before, during or after the event?

You will receive a confirmation of offset from bp Target Neutral to display or include in event communications. We also have a range of marketing materials available for you to download and use once you've submitted your spreadsheet. Please email the bp Target Neutral team at Bptargetneutral@bp.com and you will be sent a link.



8. When do we have to pay? We'll only know the actual details to calculate offsetting post-event, so do we need to commit to something before?

You only need to purchase your carbon credits after the event is over, when you have had the chance to return to the calculator and update your emissions with actual data. You do not need to put down any kind of deposit in advance.

9. What is bp doing to reduce emissions?

bp's ambition is to be a net zero company by 2050 or sooner. And to help the world get to net zero. This will mean tackling around 415 million tonnes of emissions – 55 million from our operations and 360 million tonnes from the carbon content of our upstream oil and gas production. We intend to bring these emissions to net zero. We are also aiming to cut the carbon intensity of the products we sell by 100% by 2050 or sooner. Find out more about how bp is reimagining energy [on our website](#).

If you have any further questions or concerns that have not been answered here, please contact the bp Target Neutral team at Bptargetneutral@bp.com



References

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