CityU Green Event Planning

Facilities Management Office
30 November 2018
Venue Booking

From...

- FMO – e.g. Blue Zone, 4/F, YEUNG
- SDS – e.g. James Liu MPR, BOC
- SCM – e.g. Lobby, G/F, CMC
- SRO – e.g. Multi-function Hall

Reserve venue first!
Different type of events

• Exhibition
• Ceremony
• Conference / Meeting
• Performance
• Etc.....

Plan your logistics arrangement...
FMO’s support in organizing events

- Stage
- Banner / backdrop
- Display unit
- Furniture
- Plant
- Extension Cord

- Moving
- Cleaning
- Security
- Lighting (CDO)
- Audio Visual (CSC)
Green Event Planning

**Reuse**
- Event resources
- Cutlery sets / cups

**Reduce**
- Paper consumption
- One-off disposable items

**Restore**
- Event materials

**Recycle**
- Food waste
Green Event Planning

37 departments signed the pledge (as of 29 Nov 2018)

Have your department signed the pledges?
Stage

Stage of 2’ height with skirting
Stage

Stage of 8” height with skirting
Stage Carpet
Banner / Backdrop

Vinyl Backdrop using wooden board
Banner / Backdrop

Foam Board Backdrop using display unit
Reuse Event resources

Banner / Backdrop

Rental LED wall (Contractor)
Reuse Event resources

Banner / Backdrop

Example: 2018 Congregation
Banner / Backdrop

Congratulations Graduates

No year indicated
Banner / Backdrop

CONGREGATION RECEPTION 2014

Department of Electronic Engineering

Congratulations!
Recycle event materials

Banner / Backdrop

2nd Life
Furniture

Folding Table

Green Table cloth

Folding Table (in LAU only)

Burgundy Table cloth (in LAU only)
Furniture

Round Table

Examination Table

Bar Table
Furniture

- PVC Chair
- Cushion Chair
- Bar Chair

Reuse Event resources (in LAU Only)
Furniture

(in LAU only)
Display unit

Reuse Event resources
Reduce energy consumption
Display unit

Extension cord

Department of Information Systems

Restore event materials
Recycle event materials
Rethink material
Plants

Reuse Event resources
Other scopes in organizing events
Preparing conference / meeting...

Paperless Conference booklet

Use QR code to download e-copy
Preparing conference / meeting...

Paperless Program rundown

Use QR code to download e-copy
Preparing conference / meeting...

Conference booklet

Recycle event materials

Recycle Box by ADMO

Recycle Box by EDGE
When it is time to have a break...
Preparing Tea Reception…

Cutlery set Lending from Vendors

- Porcelain
- Wheat straw set

Reuse Event resources
Reduce one-off disposable items
Preparing Tea Reception...

Cutlery set Lending from Vendors

Lunch Box

Cups

Reuse Event resources
Reduce one-off disposable items
Preparing Tea Reception…

Cutlery set Lending from Vendors

Reuse Event resources
Reduce one-off disposable items

weuse - Tableware Rental Service

Social Ventures Hong Kong

bottleless - Free the Planet
Preparing Tea Reception...

Borrow mugs from FMO

Wheat Straw
-20°C to 120°C

We have 600 mugs!!!
Preparing Tea Reception…

Other option

Reduce one-off disposable items
Preparing Tea Reception...

Borrow Cutlery set from FMO

Coming soon...

Reuse Event resources
Reduce one-off disposable items
Recycle plastic bottle
Preparing Tea Reception...
Preparing Tea Reception...

CityU — Cutting Food Waste

- a $1 rebate to customers ordering smaller rice portions
- cutting buffet salad bars
- providing six-course low-carbon banquets
Preparing Tea Reception...

Food type easy to take away
Share with colleagues

Reduce from source

Reduce Food Waste
Preparing Tea Reception...

Food waste collection by caterers
Preparing Tea Reception...

Food waste collection machines in AEB
Green Event sharing...

Your turn...

Share your GREEN ideas...
- Reuse event materials?
- Reduce printing materials?
- Reduce using one-off disposable items? (bottled water, plastic cutleries...)
- Reduce food waste?
- Reduce energy consumption?
Green Event sharing...

人類對海洋的禍害
颱風後杏花邨垃圾堆中現20年前膠樽
Case Study – Chinese New Year Party