

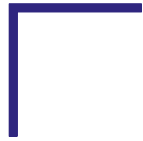


palais des congrès
de paris



2020

Guidelines for Environmentally Responsible Events



Contents

Editorial

Paris: an environmentally-responsible destination	04
Our CSR commitments	05-07
Safe V: our health safety guidelines	08
Planning your environmentally-responsible event with Viparis	09-16
Reducing consumption	09
Waste sorting and recycling	10
Accessibility: complete access for persons with reduced mobility	11
Getting here: public and alternative transport	12
Logistics: a turnkey solution	13
Our food service partners	14
Keeping food waste to a minimum	15
Event assessment	16

Responsible & Committed

Inspired by an on-going improvement process – and aware of our shared responsibility – for several years now we have partnered with Viparis* to implement a clear, **collectively committed** social and environmentally responsible approach that is fully part of our working process. This approach is based on 4 key pillars: a reduced ecological footprint, improved mobility, sustainable partnerships, and comprehensive commitment from everyone.

Sustainable development is everyone's concern, and we can only succeed through shared commitments and joint actions.

This document outlines our commitment to CSR and to best practices, and introduces you to the support services we offer at the **Palais des Congrès de Paris**, ensuring that your eco-responsible event will be a success.

Less pollution, reduced energy consumption and food waste, recycling, rethinking our means of transport and logistics: these are all necessary and essential steps towards a sustainable future that we are creating together.



Fabrice Sarlange
Director, Palais des Congrès de Paris

*The Palais des Congrès de Paris is a Viparis site.

Paris: a responsible, sustainable city welcomes you

Paris is a city that has everything to ensure that your stay is sustainable and environment-friendly.

The city's many advantages include **tourist accommodations that are committed** to sustainable development, city transport that **keeps your ecological footprint to a minimum**, and quality **gastronomic delights that are both local and seasonal**.

Public transport

16

metro lines, 6 regional train lines, 8 tramways and an extensive bus network
By the end of 2022, the RER E line will be extended to Porte Maillot and the La Défense business district

Cycling

700 km

of cycle paths

Green spaces

Over 400

squares, parks, gardens and forests that are ideal for strolling



For more information about sustainable tourism:

PARIS

Site officiel
de l'Office du Tourisme et des Congrès

What is an environmentally responsible event?

Creating environmentally responsible events means **improving their performance and sustainability**, while simultaneously enhancing your brand's image and securing the involvement of all of your stakeholders.

Choosing the right venue for your event involves making sure that it is well adapted to your requirements and to the image you wish to convey, that it is easily accessible and that it adheres to a responsible organisational approach.

On average, 80% of an event's carbon footprint is the result of the transportation of both goods (product deliveries, shipping of equipment, etc.) and participants (organizers, performers, the general public, etc.). Informed choices can help reduce your environmental impact.

Safeguarding the environment during the food service phase of your event means managing quantities to avoid waste, but above all choosing seasonal, local and sustainable products and carefully selecting your equipment.

Source: ADEME. **For more information:** <https://communication-responsable.ademe.fr/eco-evenement>

Planning your environmentally-responsible event with Viparis

Our support includes:

1. **Reducing** and offsetting your event's carbon footprint
2. **Conserving** resources, especially energy and water
3. **Promoting** the use of reusable and recyclable products and facilities
4. **Ensuring** sustainable food and beverage services
5. **Raising awareness** about sustainable development issues
6. **Developing** responsible sourcing with our partners



Our CSR commitments

The "Better Events Viparis 2030" initiative

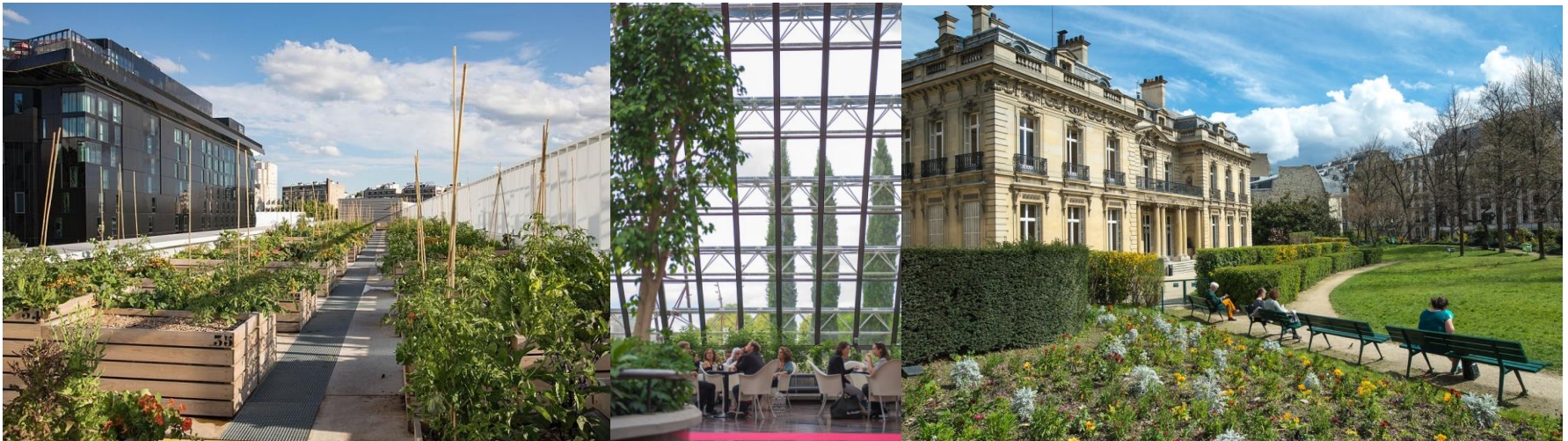
Promoting responsible, sustainable events is not just about scaling back our carbon footprint. It also means addressing local concerns in the neighborhoods where we host our organisers and their visitors.

This is why Viparis launched its "Better Events Viparis 2030" initiative in 2018. This strategy sets ambitious sustainable development objectives for Viparis's 9 sites, including the Palais des Congrès de Paris, based around **4 key themes**:

1. **A limited carbon footprint**
2. **Improved mobility for people and goods**
3. **Sustainable partnerships with suppliers and customers**
4. **Comprehensive commitment by all members of staff**



"To learn more about our CSR policy, please see the [Better Events Presentation](#)."





"To learn more about the Safe V guidelines, please see [Safe V – Our health safety guidelines for event sites](#)"

Safe V: our health safety guidelines for event sites

- 1. Overall measures:** Appointment of a COVID-19 manager and one COVID-19 contact person at each site; commitments by Viparis's Management Committee to monitor the resumption of business.
- 2. Site-specific measures:** Drafting of plans covering cleaning, safety, deliveries adapted to each space (entrances, lounge areas, washrooms, etc.); procedures to follow in the event of a suspected case of COVID-19.
- 3. Measures for our employees:** Training, provision of PPE and checks that they are being worn, introduction of precautionary measures, cleaning and disinfection of premises.
- 4. Measures for service providers:** Creation of guidelines for on-site staff employed by our long-term concession holders, and recommendations for suppliers who operate on an ad hoc basis.
- 5. Measures for organisers and exhibitors:** Site-specific procedures, systems for counting and checking visitors, procedures in case of simultaneous events.

The Palais des Congrès de Paris: an environmentally-responsible site



Reducing consumption



No air conditioning or heating during setup and dismantling phases



55% of spaces fitted with **LED** bulbs



Washroom taps equipped with water-saving **aerators**



14%

less electricity used*

25%

less water used*

* In 2019 compared with 2018



Site awarded **BREEAM In-Use**** & **ISO 20121***** certifications



100% **green energy** generated from renewable sources

** Benchmark standard for the environmental performance of building operations – level awarded: Excellent
*** Responsible management systems as applied to the events industry

The Palais des Congrès de Paris: an environmentally-responsible site improved recycling through waste reduction and sorting



Speakers are now provided with returnable glass bottles rather than single-use plastic bottles

- Primary energy savings
- Lower greenhouse gas emissions
- A reduction in plastics' impact on biodiversity



This system, which was implemented in 2019, has already saved more than 1,000 plastic bottles. Our goal for the end of 2020: 0 plastic bottles distributed by Viparis at the Palais des Congrès in Paris

**Viparis helps
you recycle
your waste
products**

- Waste sorting bins (glass, plastic, miscellaneous) for your visitors
- Skips for glass; plastic and cardboard sorting bins for your exhibitors
- Retrieval of wooden pallets
- Collection and sorting of cigarette butts from smoking zones
- Our food service partners save and manage their food waste
- Removal of recyclable or recycled carpets, as well as provision of additional sorting facilities
- A waste assessment report issued at the end of the event, along with waste tracking records

We are now able to install collection points for COVID-19 PPE (masks, gloves, etc.)



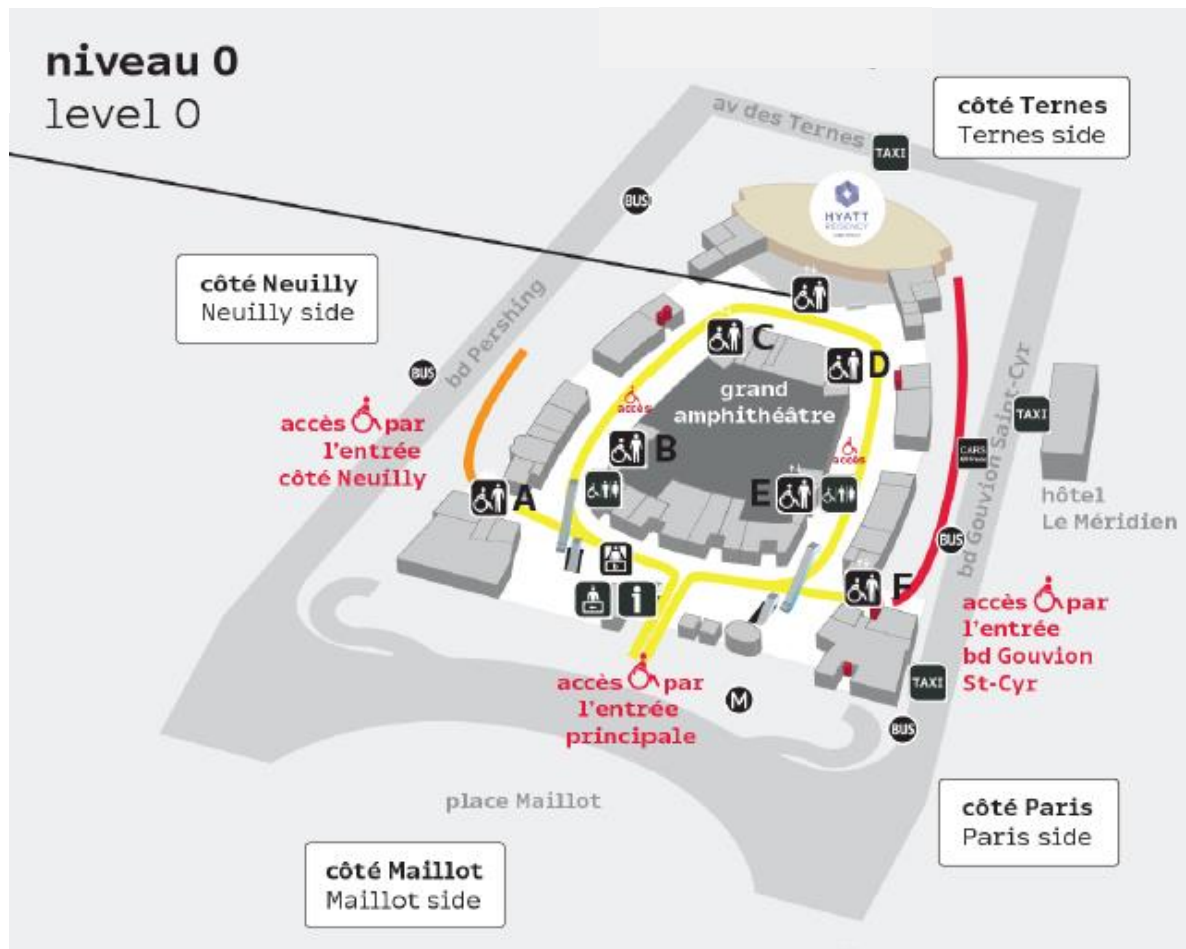
In our loading dock sorting zone, we monitor waste to ensure that waste is recycled in the best way possible



The Palais des Congrès de Paris: an environmentally-responsible site



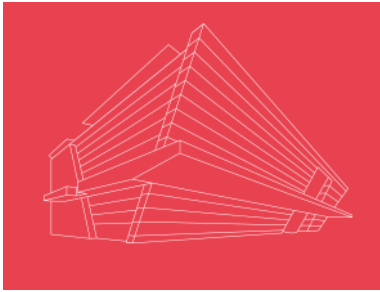
Accessibility: complete access for
persons with reduced mobility



You will receive floor plans
indicating the location of elevators
and doors, as well as the gradient of
any ramps.

The Palais des Congrès de Paris: an environmentally-responsible site

Getting here: public and alternative transport



80% of our visitors use public transport to get here

- Public transport currently available

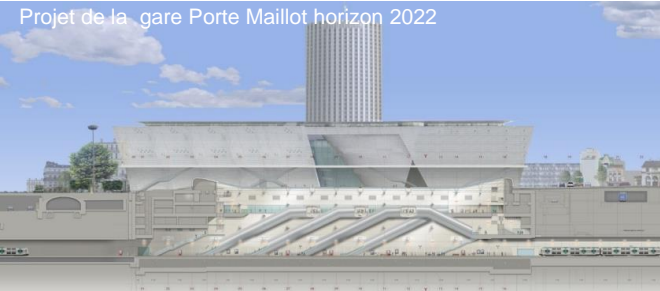


- Additional means of transport:

In 2022



In 2023



A range of alternative transportation nearby:



Vélib'

3 stations that can accommodate up to 107 bicycles less than 5 minutes away + Self-service Indigo bikes

Electric cars

14 charging stations in the vicinity

Green taxis

Near the taxi station on the Paris side

Airport shuttles

To and from Paris-Charles De Gaulle and Paris-Beauvais airports



The Palais des Congrès de Paris: an environmentally-responsible site



A turnkey logistics solution with **DB SCHENKER**

Why use an off-site logistics facility?

▪ **A RESPONSE TO NEW REGULATIONS**

The City of Paris is implementing proactive policies to combat air pollution. Regulations are gradually being tightened to reduce road traffic emissions, resulting in greater restrictions on lorry traffic, something that has a direct impact on your event's logistics.

▪ **REDUCING YOUR CARBON FOOTPRINT**

Goods transport accounts for 80% of your event's carbon footprint, which can be significantly reduced through the use of an off-site logistics solution.

What does off-site logistics involve?

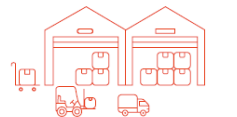
1

TRANSPORT
SHIPMENTS ASSEMBLED AT POINT OF DEPARTURE
CUSTOMS CLEARANCE



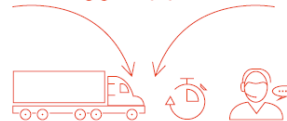
2

SHIPMENTS GROUPED AT OFF-SITE STORAGE FACILITY
LOCAL DELIVERIES (EXPRESS DELIVERIES, DECORATORS, ETC)



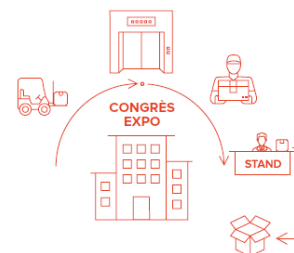
3


CONSOLIDATED DELIVERIES TO VENUE
SCHEDULING OF ARRIVALS



4

REGULATION ZONE
- HANDLING
- DISTRIBUTION
- MANAGEMENT OF PACKAGING WASTE



 "Our partner is equipped with a fleet of Euro 5 & 6 rated vehicles"

The Palais des Congrès de Paris: an environmentally-responsible site

Best practices from our food service partners



All our food service providers are committed to our CSR policy

1. **ISO 20121 certification** (obtained or underway)
2. **Food service options that include:**
 - A 100% vegetarian option that is healthy and varied.
 - A menu offer prepared with Organic Agriculture products (AB label)
 - A socially responsible option using locally sourced seasonal products
3. **Containers made from renewable, biodegradable materials** – reusable and collected at the end of the event.
4. **Active efforts to reduce food waste**
5. **A waste treatment policy** to reduce discarded quantities and maximise recovery rates.
The goal: **100% of bio-waste sorted** for recovery at source.

CLOSE-UP on our 3 most innovative food service providers



A reduced environmental impact

- A responsible sourcing policy
- An eco-friendly culinary laboratory
- Optimised event logistics
- Recovery of organic waste
- Team members trained in sustainable development



FLEUR DE METS
Une infinie fraîcheur



A company committed to a sustainable society and planet

- Committed to reducing the company's environmental impact
- Committed to a fairer society and to shared and sustainable economic growth
- Committed to more responsible sourcing



A commitment to local products

- Responsible sourcing (local, fresh and seasonal products, 100% organic offer, reusable containers, etc.).
- Food waste: eliminating the trash bin
- A circular approach to waste management
- Envisioning a supplychain transition with lower CO2 emissions
- Putting people at the centre of the organisation

The Palais des Congrès de Paris: an environmentally-responsible site

Reducing food waste

The **Boutiques du Palais** have partnered with **Too Good To Go**, an association that combats food waste by **retrieving unsold items** from food stores at the end of the day.



Too Good To Go



63%

of our food service **partners**



7,500

meals recovered in 2019

Our goal:
7,800

meals recovered in 2020

The Palais des Congrès de Paris: an environmentally-responsible site

Tools for assessing your event



cleo, a performance calculator that evaluates an event's impact*



Meeting performance

Business

Scientific

and reputation
developments of the
managed stakeholder
communities



Event and tourism spin-offs

Economic

Labor

and tax spin-offs
for destinations



Environmental balance

Carbon footprint

Consumption

Waste management
and positive initiatives



Cleo is a free tool available upon request from your Project Manager.

Waste report

At the end of your event, your Project Manager can provide you with waste collection reports and waste tracking records.

**Developed by Deloitte, Cleo's methodology is based on 1) socio-economic studies jointly produced with the Ministry for the Economy, Atout France, France Congrès, CCI Paris IDF, the Comité des Expositions de Paris, Viparis and OTCP; 2) Explori insight reports; 3) the ADEME Base Carbone (Ministry of the Environment) and 4) on a scientific committee of professional, associative and public experts.*



CLAUSES DE RÉSERVE


« Cette présentation a été préparée et remise par Viparis à titre d'information seulement. Toutes les précautions raisonnables ont été prises pour s'assurer que l'information contenue dans ce document n'est ni fausse ni trompeuse, mais aucune déclaration n'est faite quant à leur exactitude ou leur exhaustivité. Les éléments communiqués dans cette présentation sont sujets à évolution ou modification sans préavis et il incombe à son destinataire d'en vérifier l'intangibilité avant d'engager un projet. Viparis n'assume aucune responsabilité pour toute perte ou dommage de toute nature résultant de l'utilisation de tout ou partie de cette présentation ; seuls des documents contractuels pouvant lui être opposés. »

DISCLAIMER

This presentation has been prepared and provided by Viparis for information purposes only. Every reasonable precaution has been taken to ensure that the information contained herein is neither false nor misleading, but no representation is made as to its accuracy or completeness.

The elements in this presentation may be changed or amended without notice, and it is the recipient's responsibility to ascertain their fixed nature before starting a project.

Viparis may not be held liable for losses or damages of any kind resulting from the use of part or all of this presentation; only contractual agreements may be enforced against it.



CONTACTS

PALAIS DES CONGRÈS DE PARIS

2 place de la Porte Maillot

75017 PARIS

+33 (1) 40 68 22 22

communication@viparis.com

palaisdescongresdeparis.com

