

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.
- Switch off the Audio/Video system when you leave a meeting room. Exit on the Touch panel.

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.