

Before	Step 1	Startup meeting: -Identify green priority actions for the event
	Step 2	Support and accompany the promoter through the organization of an eco-responsible event: -Managing publicity and promotion of the event (paper management, gifts, etc.) -Drafting recommendations and/or contracts for suppliers, including catering services -Personalized meetings with key partners and suppliers (caterer) before the event
During	Step 3	Presence of the green team during the event: -Greenhouse gases (GHG) calculation linked to transportation
		-Waste management -Awareness and education of the participants
		 Presentation of preliminary results including GHG conversion in number of trees
After	Step 4	Chose your compensation activity:
	-70	-Tree planting -Creation of urban green spaces in a park or a school yard - Community clean up, etc.
		*Fees for the compensation activity are not included

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