



Meeting, Incentives, Conferences and Exhibitions

# TLC Training Brief



## GHG and BIODIVERSITY IMPACT (GaBI) FORM and the PLANET TIP for MICE

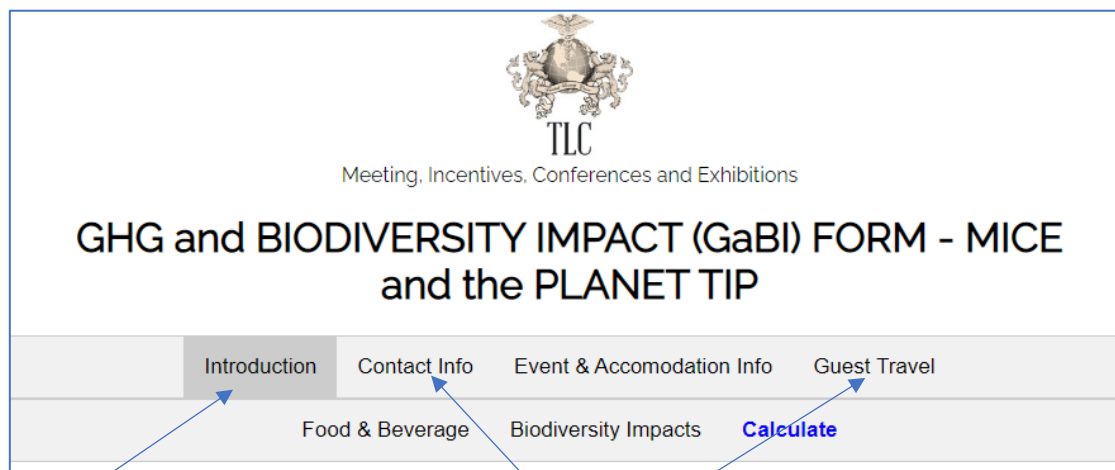
### Welcome to GABI for MICE

After this training, you will become one of the leading hospitality representative tackling Climate change, Biodiversity and Ecosystem loss related to hospitality and travel industry. But, to start making a real difference, we need to measure the impact our industry has on the planet, and then deliver a way to fund and create projects that give back to nature. So, without any further delay, let us get you going with GABI...!

### GABI is always available on the world wide web

GABI is a web-based free software tool that you can use anywhere, with a web browser and internet connection. She is currently best viewed with a computer or tablet, rather than a mobile phone, mainly because of the size of the input areas and graphs.

1. Once you enter the web address (which we shall provide for you) into your browser, you will arrive at the GABI for MICE **Introduction** page. You navigate the different sections of GABI by using the tabs at the top of the web page.



If the tab is greyed, then it is the active tab

These are other selection tabs

2. If you click on a tab title, you will go to the content and input boxes that are relevant to that tab. But you have to fill in the **required** parts in the **Contact Info** before the other tabs become active and available for use. Other parts of the form also have required that needs to be entered before you can move on

- Each tabbed page has a different range of input titles and input boxes. You should enter the relevant information in the input boxes, trying to complete as much as possible the information requested in those boxes. DO NOT click the Calculate tab or button yet, leave that until you have added all your data first.
- Contact Info** tab.  
In the screen grab below, we show the input areas that is seen when you click the contact info tab, notice that the tab greys for the section that it is showing.

The screenshot shows a form titled "BUSINESS CONTACT INFORMATION" with the following fields:

- Your Company Name:
- Your Email Contact:
- Your Contact Telephone:
- Your Booking Clients Company Name:  (required)
- Your Post/ Zip Code:
- Which Country is Your Company Based:

Callout boxes provide additional instructions:

- Enter (type) your company name in this box. Then enter the other contact input boxes information as relevant
- Click and select where YOUR company is based in this section
- IMPORTANT** - You will need to Enter the **Client Company Name** before the rest of the MIVE form tabs becomes active for in this box

- The contact information enables us to support you if anything goes wrong. You do not need to enter the date for when you used the GABI form, this is recorded automatically. The date of the event is not needed either as this will not form part of the planet impact calculations. Once completed go to the next tab.
- You can go from tab to tab entering the required information, when all the information tab areas are completed, only then should you click on the Calculate tab.
- You will notice that if you click on a tab then off onto another tab, it will change the colour of the tab writing dependent on whether you have entered the information fully (green), partially (amber) or not at all (red). You can use these colours to go back to a tab and enter information (if you have it), before you go to the Calculate tab.

The screenshot shows the navigation tabs with the following color coding:

- Introduction: Grey
- Contact Info: Red
- Event & Accomodation Info: Amber
- Guest Travel: Red
- Food & Beverage: Green
- Biodiversity Impacts: Green
- Calculate: Blue

Callout boxes explain the color coding:

- Green = Data input areas fully completed
- Red = no data input for this tab entered

8. The **Event and Accommodation Info** tab.

It is **very important** to enter the information asked by each input box in this section, especially the country where the event and/ or the hotel is based, the number of delegates, event hours, and the total number of hotel room nights, because the planet impact that is calculated requires this data.

The screenshot shows the 'Event & Accommodation Info' tab with the following sections and fields:

- Event Information:**
  - Venue Name:** (where MICE event is held) - Input: name of the venue - Output: auto calculated Kg CO<sub>2</sub>e
  - Delegates:** number of people attending the event - Units: Number - Input: enter number of people - Output: auto calculated Kg CO<sub>2</sub>e
  - Event Hours:** Total number of hours across all days - Units: Hours - Input: total event hours - Output: auto calculated Kg CO<sub>2</sub>e
  - Sub-TOTAL Scope 1 and 2 Kg CO<sub>2</sub>e per event:** auto calculated Kg CO<sub>2</sub>e
- Hotel:**
  - Hotel Location:** Country - Input: Select Country - Output: auto calculated Kg CO<sub>2</sub>e
  - Guests:** total number of people booked overnight at hotels - Units: Number - Input: number of hotel guests - Output: auto calculated Kg CO<sub>2</sub>e
  - Hotel Room Nights:** Total number of hotel room nights (number of rooms X number of nights) - Units: Nights - Input: enter hotel room nights - Output: auto calculated Kg CO<sub>2</sub>e
  - Sub-TOTAL Scope 1 and 2 Kg CO<sub>2</sub>e per occupied room night:** auto calculated Kg CO<sub>2</sub>e

**Callout Box 1 (Event Information):** Enter the name (or names) of the **venue(s)** you are booking. Thereafter the total number of **delegates**. Then the total number of **event hours** across all the days (5 hours a day, across 3 days would be 15 event hours)

**Callout Box 2 (Hotel):** Select the **country** where the delegates and their guests will be staying. Thereafter the total number of guests being booked into hotel rooms. Then the **total number hotel room nights** (total number of hotel rooms booked per night, multiplied by the total number of nights stayed)

9. Where you see “**auto calculated Kg CO<sub>2</sub>e**”, these are areas that you **cannot enter information** into, what they do is show you straight away, how many kilograms of carbon dioxide and other equivalent greenhouse gases’ (such as nitrous oxide and methane), are released into the atmosphere according to the information you have entered into the that part of the GABI form.

## 10. The **Guest Travel** tab.

This calculates the CO2e related to the delegates and guests travelling to the venue. We like to focus on the highest impacts to the planet within GABI, and guest travel especially by airplane, is one of the largest climate impacting activities related to MICE, for groups, organisations and companies. Collecting this information for every flight can be very time consuming, so we have broken it down into much smaller bite-sized chunks; asking for information that you should have readily available. How many people took - short-haul, medium-haul and long-haul flights, and whether they were economy, or business class and above.

If you are inclined to do so, and have the information available, you can work out the Car or Coach distances, but it is the flight information that is the most relevant and most important to capture.

**Guest Travel - Scope 3 (Part 2)**  
 Guest Travel is often the **largest contributor** to your overall operational emissions: over 75% for long haul destinations. We highly recommend that organisations collect this data from travel bookings to keep track of their travel climate impacts.

SOURCE	SCOPE	UNITS	INPUT AMOUNT	Kg CO2e
Guest Travel Car Distance	SCOPE-3	Km	<input type="text" value="Kilometers"/>	calculated Kg CO2e
Guest Travel Coach Distance	SCOPE-3	Km	<input type="text" value="Kilometers"/>	calculated Kg CO2e
<b>Air Travel</b> is the largest contributor to event or conference climate impacts.		For data entry, a <b>single one-way ticket is equivalent to one flight</b> booking is for return flights for two people that is counted as 4 individual flights		
Short Haul Flights under 3 hours	SCOPE-3	Economy Business+	<input type="text" value="100"/> <input type="text" value="20"/>	19887.400 5966.220
Medium Haul Flights 3 to 6 hours	SCOPE-3	Economy Business+	<input type="text" value="med haul economy class"/> <input type="text" value="28"/>	calculated Kg CO2e 28237.160
Long Haul Flights 6 to 12 hours	SCOPE-3	Economy Business+	<input type="text" value="long haul economy class"/> <input type="text" value="32"/>	calculated Kg CO2e 36892.416
<b>SCOPE-3 (Part 3) Sub TOTAL Kg CO2e</b>				90983.196

Enter the number of the flights for short, medium, and long-haul flights and whether they were economy, or business class and above.

A single one-way airplane journey is regarded as one flight, a return as two flights.

You do not have to enter a figure for every input box, just enter the information you do have.

11. Once you have entered the Guest Travel information, or as much as you are able to, feel free to click the next tab.

12. We should mention that we calculate planet harm impacts by converting the data you have entered, based on international conversion data for biodiversity and CO2e (carbon dioxide and equivalent greenhouse gases) acquired from trusted academic sources, and leading international bodies. This data is constantly being developed and updated globally to help us understand and calculate our planet harm impacts related to the products we buy or the services we use.


13. The **Food and Beverage** tab.


As we have previously mentioned, in GABI we tend to focus on those areas that impact the planet the greatest amount. In the area of food and beverage, there are over 57,000 different food products out there, expecting you to fill them all out for your MICE clients dinners would be ridiculous. So, as we say in GABI, “let’s not sweat over the lentils” and “keep our focus on the big stuff”. We have asked for information in the form on the top 6 highest CO2e emitting and environment impacting foods. It is a way to focus on the greatest effects, but also a way to encourage less planet harming choices. Many of these foods are viewed as little luxuries, so given they are quite indulgent, it seems only fair we should be paying a little bit extra to reduce the potential negative impacts they cause the environment.


14. The unit input amounts are the number of portions, or covers, for the whole event. For example, let’s say 100 guests are at a two day event. Thirty choose lamb on day one for dinner, and the next day 45 choose the lamb, this would mean 75 choose the lamb over the course of the event, so 75 should be entered into the input box next to the lamb section. And so on for each of the food types listed. Please fill in as many of the boxes as you can but if you do not have the information, then fair enough.

Introduction
Contact Info
Event & Accomodation Info
Guest Travel

Food & Beverage
Biodiversity Impacts
Calculate













**FOOD & BEVERAGE - Scope 3 (Part 1)**  
 Food and beverage can form a significant part of the emissions for events. We have based our impacts analysis on [food emissions](#) on international academic sources.

You may wonder why we have focused on a small number of foods and have not included food travel miles. We have selected the highest environmentally impacting foods and beverages because we are trying to encourage choices that are less impactful to nature. The food travel distance has not been requested, because according to you eat rather than its journey to you that has the most climate and biodiversity impact.

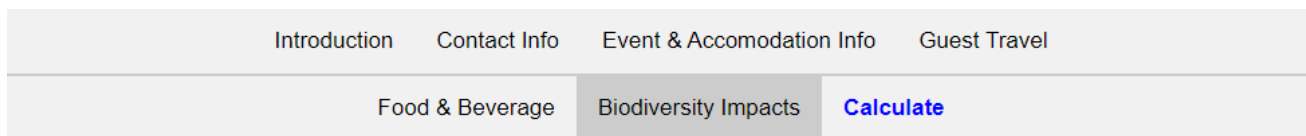
SOURCE	SCOPE	UNITS	INPUT AMOUNT	
 SCOPE-3 Beef		Portions	<input type="text" value="250g portion"/>	
 SCOPE-3 Chocolate		Portions	<input type="text" value="300"/>	<input type="text" value="1399.500"/>
 SCOPE-3 Lamb		Portions	<input type="text" value="75"/>	<input type="text" value="744.750"/>
 SCOPE-3 Coffee		Cups	<input type="text" value="450"/>	<input type="text" value="128.385"/>
 SCOPE-3 Prawns		Portions	<input type="text" value="250g portion"/>	<input type="text" value="calculated Kg CO2e"/>
 SCOPE-3 Cheese		Portions	<input type="text" value="237"/>	<input type="text" value="1131.912"/>
<b>SCOPE-3 (Part 3) Sub TOTAL Kg CO2e</b>				<input type="text" value="3404.547"/>


In this instance 30 of the guests chose the lamb for dinner on day one and 45 on day two. Over the course of the two day event, 75 portions of lamb were served.

15. The **Biodiversity** tab.


In this tab we are looking at the impacts to biodiversity related to the MICE event. You will notice we have focused on plastics in this version of GABI, and not really focussed on detergent or farm waste run off into the environment. Most of your MICE events will be based in closed loop sewage systems where waste water is treated, this removes detergent and sewage before the water re-enters the ecosystem. Agricultural waste and pollution related to our foods has already been accounted for in the Food and Beverage tab. Around 10% of global plastic enter the marine environment independent of our recycling efforts, and most of these ocean plastic items are from food and beverage containers and wrappers. So, in GABI we are focusing on all plastics not just single use plastics, in a drive to reduce our overall plastic use. We also count per item as all plastics because eventually they disintegrate into thousands of micro-plastics within the environment.

16. To count the plastic items, ask the venue and/ or hotel - do they stock the room with plastic drink or soap bottles, do they use plastics during the event such as plastic cutlery or covers; if they do then you can **count the plastic items use per guest per day** and **multiple that by the number days and the number of guests**. It is not an exact science, but we must start the process of measuring this plastic use to understand how we can reduce it.






**United Nations**  
Framework Convention on  
Climate Change



**SUSTAINABLE DEVELOPMENT GOALS**

**Biodiversity Harm Impact Costs**  
 The biodiversity harm cost of a product is often higher than the CO2 harm cost.  
 For instance, a single 330ml plastic bottle [impacts the marine environment](#) at \$0.20(US) a bottle, while that same bottle is only £0.0002 in CO2 impact.

SOURCE	SCOPE	UNITS	INPUT AMOUNT	IMPACT COST £
 <p>Biodiversity Solid Plastic Waste</p>		Item	<input type="text" value="per item"/>	<input type="text" value="calculated £"/>

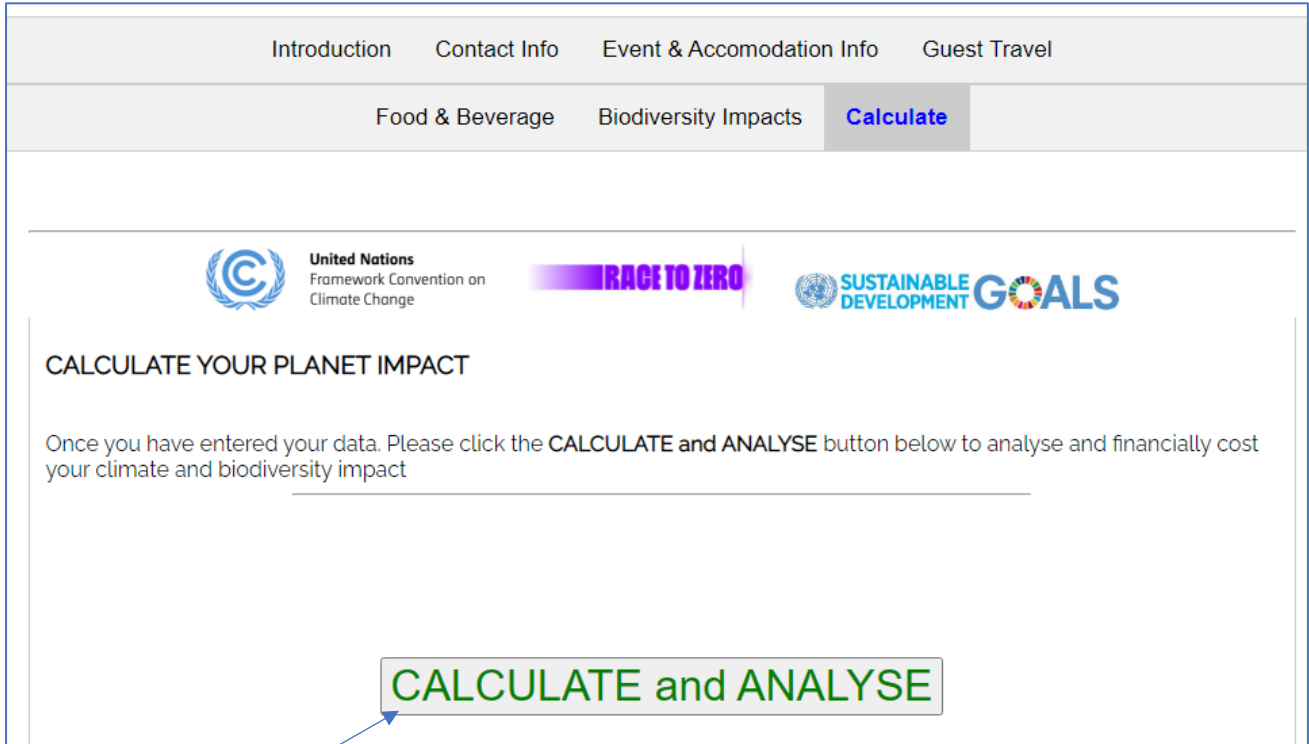
Ignore the other elements of the biodiversity tab for now.

Ask the venue and hotel how many plastic items, such as water bottles, food containers, shampoo bottles, are in the room and/ or at the event per day, then do the calculation below)

- Amount of plastic per guest per day.
- Multiplied by number of days
- Multiplied by number of guests

17. The **Calculate** tab.

Congratulations, you have entered the data that you have available into GABI. Now, you have nothing left to do other than clicking the button that says **Calculate and Analyse**.



Just click this button after you have entered the data in the other tab sections.

After you have clicked the Calculate and Analyse button, there will be a **2 second delay**, to ensure the data is given time to be uploaded and the graphs to be drawn, and you will be **automatically** taken to your **MICE analysis page**.




*Well, maybe not this sort of MICE analysis*

18. The **MICE Analysis** page.

When you enter the page it will look something like the screen shot below. It will place the name of the MICE venue you have entered at the top of the page.

19. The critical information on this page is the **Planet Tip per Delegate** and the total harm impact cost or **Planet Tip for the Event**. These are the financial figures that will be provided to the organisation/ business booking the event. They are based on the Carbon Dioxide and other Greenhouse Gases that have been emitted into the atmosphere from the event and the travel to it. Also the Biodiversity Impact cost related to the foods eaten and the Plastic used.

20. The Planet Tip for the Event is probably the thing that most bookers will be interested in.



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## Your Analytics Page Greenhouse Gas and Biodiversity Impacts (GABI)

Analytics currently showing for the event at:

Grand Hyatt Dubai

**Operational Greenhouse Gas Emissions - Kg CO<sub>2</sub>e**



Activity	Emissions (KgCO <sub>2</sub> e)
Event and Accommodation	41872.32
Food and Beverage	9280.70
Guest Travel	102473.0044

Calculated Planet Tip Required for the Event			
	Number of Delegates	Planet Tip for Event	Planet Tip per Delegate
	200.00	<b>\$2,394.09</b>	<b>\$11.97</b>

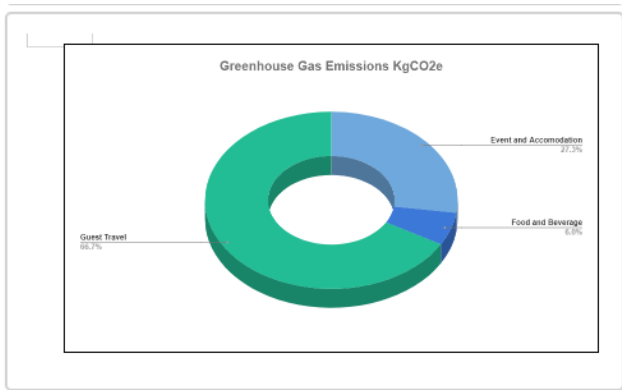
Number of delegates you entered in the Event and Accommodation tab

The cost to the Planet of the event

The cost per delegate to the Planet



The rest of the Analytics page provides further information on the CO2e (carbon dioxide, nitrous oxide and methane released) per activity or service within the MICE event, based on the details you entered into the GABI form and converted into kilograms of CO2e emitted and biodiversity impact cost.



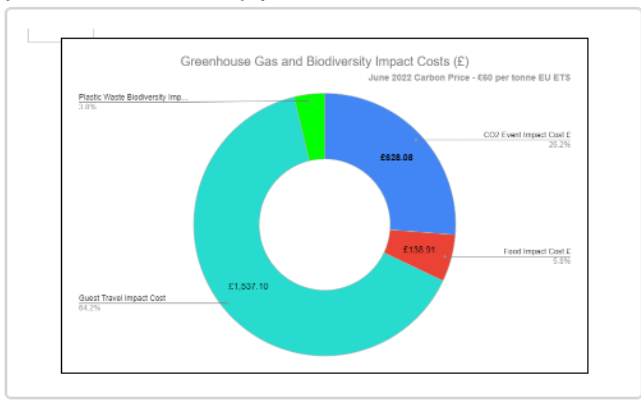
Planet Tip per Occupied Room Night, and Food and Beverage Covers :

Calculated Planet Tip Required for the Event	Number of Delegates	Planet Tip for Event	Planet Tip per Delegate
	200.00	\$2,394.09	\$11.97

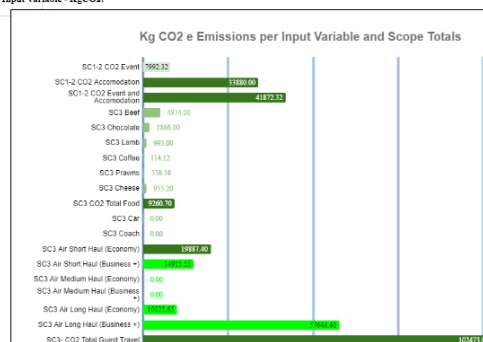
Planet Tip - Food and Beverage and per Cover

Scope 3 FOOD and BEVERAGE	Unit	Number	Kg CO2e	%	Planet Impact \$	Avg Cover Measure	Planet Tip per Cover
SC3 - Food and Beverage - Beef	Portions	200.00	4,974.00	53.55	\$74.91	250g	\$1.50
SC3 - Food and Beverage - Chocolate	Portions	400.00	1,886.00	20.10	\$27.90	100g	\$0.70
SC3 - Food and Beverage - Lamb	Portions	100.00	993.00	10.70	\$14.90	380g	\$0.80
SC3 - Food and Beverage - Coffee	Cups	400.00	188.88	1.71	\$2.38	10g	\$0.43
SC3 - Food and Beverage - Prawns	Portions	80.00	336.88	3.62	\$5.04	280g	\$0.40
SC3 - Food and Beverage - Cheese	Portions	200.00	956.20	10.29	\$14.35	200g	\$0.38
Plastic Biodiversity Impact	per item	450.00	0.00	0.00	\$90.00	N/A	\$0.29
<b>TOTALS</b>			<b>9,282.86</b>	<b>100.00</b>	<b>\$229.24</b>		

Operational Greenhouse Gas Emissions and Biodiversity Impact Cost



Emission per Input Variable - KgCO2:



You should see a Print this Page button at the bottom of the sheet.

CO2e Conversion Data aligned to:

UN environment GREENHOUSE GAS PROTOCOL LONDON SCHOOL OF BUSINESS & FINANCE

Click the "Print this Page" button to provide a pdf copy or print out for yourself or your client

There are a large number of research projects and international databases that have gone into making the GABI form provide as accurate as possible, planet impact analysis of MICE events. We are happy to discuss the science and databases that we have used with you.

For any further enquiries and follow up training on the science behind GABI and the MICE analysis please feel free to contact TLC.

Our thanks to the TLC advisory team for developing GABI and to you our colleagues in the world of MICE.

We hope you find using GABI and the Planet Tip for MICE informative and useful.

Warmest regards

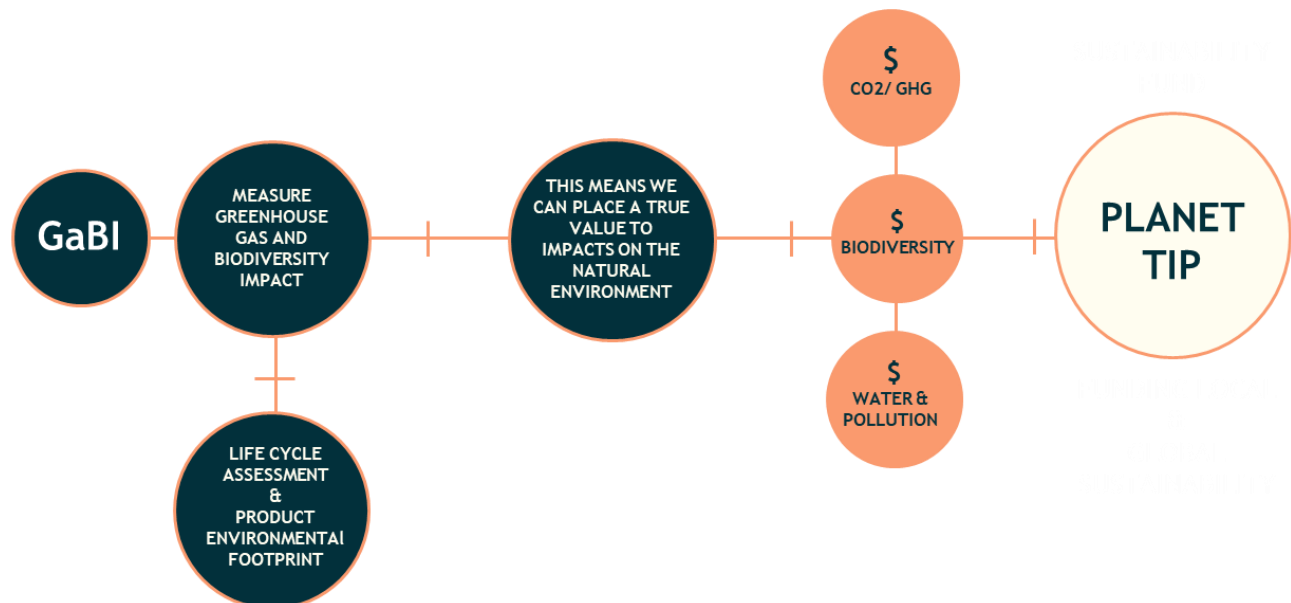
Leo  
Executive Director



TLC Harmony/ TLC Health Travel Ltd

## GaBI - GREENHOUSE GAS and BIODIVERSITY IMPACT

The Tool that Measures and Prices per Guest the Impact on Nature of Travel, Hospitality and Tourism



GaBI conversion data is supported by:



European Environment Agency

