



LoveGreen Meeting Package

Hong Kong Convention and Exhibition Centre (Management) Limited understands the environment is for us to protect. From building design to daily operations, we are committed to reduce, reuse and recycle through a series of green initiatives designed to minimize the impact on our environment. We are proud to reach a significant milestone in our sustainability efforts in November 2015 by becoming the first organisation in Hong Kong to receive the **ISO 20121 Event Sustainability Management System certificate**.

We are fully devoted to building a sustainable future in partnership with our business associates and providing the **LoveGreen Meeting Package** to meet your corporate responsibility goals.

We provide –

- Full-day and half-day meeting packages from HK\$430 to HK\$750 plus 10% service charges
- Eco-friendly lunch menus with sustainable and hydroponic ingredients
- Coffee and tea breaks with light and low carbon refreshments
- Non-packaged mint drops placed on meeting tables (not available for theatre set-up)
- Water service, notepad and stationery to be placed in specific station
- Recycle bins outside meeting rooms
- Green meeting suggestions offered by our Event Managers

We encourage –

- Room temperature at 25°C
- The use of natural sunlight as most of our meeting rooms are built by full height glass panel
- The use of whiteboard instead of flipchart

We collaborate –

- Unconsumed food can be donated to selected social welfare organisations in Hong Kong

LoveGreen Meeting Package 1

Full day meeting with lunch and 2 coffee & tea breaks with refreshments

HK\$750 per person per day
(plus 10% service charge)

- ☛ Use of meeting room(s) between 8:00am and 7:00pm
- ☛ Chinese or Western eco-friendly lunch menus in meeting room(s) or designated restaurant(s)
- ☛ 2 coffee and tea breaks with light and low carbon refreshments
- ☛ Non-packaged mint drops placed on meeting tables (not available for theatre set-up)
- ☛ Free Wi-Fi service available
- ☛ Other complimentary equipment:

	Quantity
White boards	2 units
LCD projector with built-in screen	1 set
DVD player with a 32" LCD TV	1 set
Wireless microphone (tie-clip or hand-held)	1 unit
Wired microphones	6 units

Minimum Attendance (per single venue per day)	Venues
45 persons	Meeting Room N102-112, N202-212, S222-230, S423-430
100 persons	Meeting Room N101A/B, N201A/B, S221, S421
170 persons	Theatre 2
200 persons	Meeting Room N101, N201
350 persons	Theatre 1

Effective from 1 July - 31 December 2016

Meeting room allocation is subject to availability and HML's final confirmation.

LoveGreen Meeting Package 2

Half day meeting with lunch and a coffee & tea break with refreshments

HK\$660 per person per day
(plus 10% service charge)

- ☛ Use of meeting room(s) between 8:00am and 1:00pm or between 1:00pm and 6:00pm
- ☛ Chinese or Western eco-friendly lunch menus in meeting room(s) or designated restaurant(s)
- ☛ 1 coffee and tea breaks with light and low carbon refreshments
- ☛ Non-packaged mint drops placed on meeting tables (not available for theatre set-up)
- ☛ Free Wi-Fi service available
- ☛ Other complimentary equipment:

	Quantity
White boards	2 units
LCD projector with built-in screen	1 set
DVD Player with a 32" LCD TV	1 set
Wireless microphone (tie-clip or hand-held)	1 unit
Wired microphones	6 units

Minimum Attendance (per single venue per day)	Venues
50 persons	Meeting Room N102-112, N202-212, S222-230, S423-430
100 persons	Meeting Room N101A/B, N201A/B, S221, S421
170 persons	Theatre 2
200 persons	Meeting Room N101, N201
350 persons	Theatre 1

Effective from 1 July - 31 December 2016

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LoveGreen Meeting Package 3

Full day meeting with 2 coffee & tea breaks with refreshments

HK\$470 per person per day
(plus 10% service charge)

- ☛ Use of meeting room(s) between 8:00am and 7:00pm
- ☛ 2 coffee and tea breaks with light and low carbon refreshments
- ☛ Non-packaged mint drops placed on meeting tables (not available for theatre set-up)
- ☛ Free Wi-Fi service available
- ☛ Other complimentary equipment:

	Quantity
White boards	2 units
LCD projector with built-in screen	1 set
DVD player with a 32" LCD TV	1 set
Wireless microphone (tie-clip or hand-held)	1 unit
Wired microphones	6 units

Minimum Attendance (per single venue per day)	Venues
70 persons	Meeting Room N102-112, N202-212, S222-230, S423-430
100 persons	Meeting Room N101A/B, N201A/B, S221, S421
170 persons	Theatre 2
200 persons	Meeting Room N101, N201
350 persons	Theatre 1

Effective from 1 July - 31 December 2016

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LoveGreen Meeting Package 4

Half day meeting with a coffee & tea break with refreshments

HK\$430 per person per day
(plus 10% service charge)

- ☛ Use of meeting room(s) between 8:00am and 1:00pm or between 1:00pm and 6:00pm
- ☛ 1 coffee and tea breaks with light and low carbon refreshments
- ☛ Non-packaged mint drops placed on meeting tables (not available for theatre set-up)
- ☛ Free Wi-Fi service available
- ☛ Other complimentary equipment:

	Quantity
White boards	2 units
Portable screen or built-in screen (from 84 inches square upwards)	1 set
DVD player with a 32" LCD TV	1 set
Wireless microphone (tie-clip or hand-held)	1 unit
Wired microphones	6 units

* 1 LCD projector for video or data projection will be provided to meetings of 300 persons or above

Minimum Attendance (per single venue per day)	Venues
75 persons	Meeting Room N102-112, N202-212, S222-230, S423-430
100 persons	Meeting Room N101A/B, N201A/B, S221, S421
170 persons	Theatre 2
200 persons	Meeting Room N101, N201
350 persons	Theatre 1

Effective from 1 July - 31 December 2016

Meeting room allocation is subject to availability and HML's final confirmation.