

SUSTAINABLE DEVELOPMENT

BEST PRACTICES

FOR EVENTS

USE LESS ENERGY

- Whenever possible, choose a central location that's accessible by public transit.
- When looking at venues, consider the building's energy efficiency and give preference to venues recognized for their good sustainable development practices.
- Turn on lights only as needed.
- For outdoor events, avoid using generators by choosing spaces with access to electricity.

MANAGE YOUR WASTE EFFICIENTLY

- Prior to the event, make a list of all potential waste and take action to reduce and manage it.
- Implement the 5 Rs (rethink your needs, reduce, reuse, recycle and reclaim) and educate attendees on the importance of waste management.
- Measure waste (e.g., trash, recycling, compost) to set objectives for reducing waste at future events.
- Set up sorting areas with clear posters to promote proper materials management: recycling, composting and garbage.
- Send any leftover food home with volunteers and attendees or to charities.
- Avoid food waste by serving small plates or buffet style.
- Steer clear of lunch box-style meals, which typically generate more waste.
- Opt for reusable dishes.
- Skip the promotional items and instead consider offering «experiences».
- Use e-tickets and encourage digital document sharing.
- Provide partners with visibility digitally or on social media instead of in printed materials.

SAVE WATER

- Ask attendees to bring their own water bottles.
- Make bottle refill stations available to attendees.
- Plan to have water pitchers and glasses in rooms.

MAKE RESPONSIBLE PURCHASES

- Reuse past event materials (badges, folders, dishes, tablecloths, kiosks, etc.).
- Adopt a responsible purchasing policy, giving preference to goods and services providers located in the vicinity of the event.
- Promote and serve local products to attendees.
- Offer a vegetarian option if serving a meal.
- Educate your suppliers about reducing packaging.



REDUCE YOUR GREENHOUSE GAS EMISSIONS (GHG)

- Calculate your greenhouse gas emissions for all travel before and during the event and offset it with carbon credits.
- Install charging stations for electric vehicles.
- Offer incentives and make bike racks available to encourage attendees to take public or active transportation.
- Look into getting an electric shuttle to transport speakers.

IMPROVE WORKPLACE WELLNESS, HEALTH AND SAFETY

- Make sure there is a defibrillator and first aid kit accessible onsite.
- Have first aiders present at all times (as many as are required by the CNESST).
- Encourage employees to adopt healthy lifestyle habits (sleep, nutrition, exercise).
- Respect your employees' and coworkers' right to disconnect.


INCREASE CUSTOMER SATISFACTION AND COMMUNITY INVOLVEMENT

- Get involved in causes.
- Share your sustainable development successes.
- Make sure your event is accessible to folks with reduced mobility.

NOTES

For more information, reach out to your local's SADC or CAE

sadc-cae.ca

 Canada Economic Development offer a financial support to the SADCs and CAEs.