

ecoresponsible



Organizing a green event at the Palais des congrès de Montréal



Palais des congrès
de **Montréal**

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This Guide serves as a tool to support organizers in their efforts to plan green events at the Palais des Congrès de Montréal.

It examines the respective roles of concerned parties involved in the various planning and production stages of an event.

It provides an “à la carte” menu for all clients using our premises, enabling them to make specific choices with regard to the initiatives to undertake and, if necessary, to obtain additional services.

As with any ground-breaking program, our approach will evolve along with industry best practices and new technologies.

In keeping with efforts made by the tourism industry to develop business practices that encourage sustainable development, the Palais des congrès de Montréal has implemented several concrete measures over the years to improve its environmental practices.

During its expansion phase from 2000 to 2002, the Palais implemented systems to be compliant with new construction standards in order to improve the environmental performance of the building, particularly where it concerns energy consumption.

In September 2005, the Palais adopted an Environmental Policy and received the *Go Green* certification from BOMA-Québec, in recognition of its commitment and its efforts in improving environmental practices in the management of buildings and organizations. (www.boma-quebec.org)

Today, the Palais des congrès de Montréal continues this commitment by introducing this support program which aims to encourage and promote the staging of green events.



Encourage your exhibitors to sort waste materials during the event, including show set up and dismantling.

Stage 1: The objectives

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The first stage in any green event planning is to determine the event's objectives. Will this be a zero-waste, zero-carbon event? Or will this be an event aimed at creating awareness among participants? Is a measurable result required?

Our starting point: Any effort is commendable! It is important to set realistic objectives, because a string of small successes is worth more than a predictable failure when one attempts to do too much at once.

To achieve a zero-waste and zero-carbon event (represented by the ØØ symbol), the process must begin right from day 1 of planning. This is really the best and most complete option, but it requires many long months of preparation for all involved. A ØØ event means that activities are designed to:

- Reduce landfill of final waste by reducing the use of resources and by promoting the valorization of residual waste.
- Reduce greenhouse gas emissions (GHG) and offset past emissions.

What it takes:

- **Reduce** at the source, for example, by providing delegates reusable water bottles, and by ordering only what is necessary.
- **Reuse** by encouraging exhibitors to use reusable or compostable packing materials.
- **Recycle**, because when plastic is recovered then recycled, it can be transformed for example into a polar fleece garment.
- **Valorize**, since organic waste becomes compost, which serves as fertilizer for our flower beds.

To attain the 3RsV in the context of a zero-waste event, it is necessary to reduce the quantity and diversity of materials used for the event, make a conscious effort to organize the waste sorting process and ensure the use of productive recycling or valorization methods and procedures.

For more information:

http://www.recyc-quebec.gouv.qc.ca/upload/publications/MICI/Guide_ZeroD.pdf

http://www.greeninggovernment.gc.ca/F5B1C0BC-741C-4493-B4B7-B0D56BBE6566/Green_Meeting_Guide_07.pdf

Before the event

The Palais des congrès de Montréal

The Palais des congrès has adopted an Environmental Policy and has targeted environmental objectives in the management of its infrastructures and daily operations, such as:

Management of energy resources/water

- Reduced lighting to 66% for more efficient use and turned off after regular hours
- Reduction in building's energy consumption (high efficiency lighting, air conditioning, heating and ventilation, optimized and computerized operational control, optimization of switch-on-and-off of equipment)
- Reduction in water consumption (low-flow taps, controlled irrigation, sand filter for water coolers, optimization of maintenance and operation of air conditioning equipment)
- Choices that reduce GHG emissions

Reduction of residual waste

- Double-sided documents
- Electronic message promoting green events
- Program for recovery and recycling of materials: paper / cardboard, plastic containers, glass, metal and others
- Recycling of photocopier and printer cartridges and the use of recycled cartridges
- Use of washable dishes by employees

Hazardous Waste Management

- Recovery of disposable batteries
- Ecological disposal of hazardous materials (for example, fluorescent tubes)

Air Quality

- Ensuring good air quality through the use of CO₂ detectors for the entry of new air
- Evacuating polluted air from loading docks and parking lots with CO₂ and NO₂ detectors
- Gradual introduction of equipment with electric engines

Eco-purchasing

- New carpets completely recyclable with backing of 100% recycled material
- Use of paper with high content of post-consumer recycled material (with the Eco-Logo label watermark), with vegetable-based inks
- Pro-environmental procurement policy, based on the 3RsV (**Reduce, Reuse, Recycle, Valorize**)
- Preference given to the purchase of environmentally friendly and biodegradable products (for example, non-toxic products that respect the environment for housekeeping).

Communications

- Promotion of the Palais' environmental approach and policy in its communication tools
- Annual environmental performance report



Choose recyclable or compostable cutlery or dishes or, even better, use reusable table settings for dining functions.

The organizer's role

Appointing someone to be responsible for the environmental aspect of your event is an important step. She or he will have the job of determining the initiatives to implement.

Here are examples of successful initiatives achieved by various organizers with their events at the Palais des congrès de Montréal:

Management of energy resources / water

- Make choices that reduce GHG emissions for a carbon-neutral event:
 - Promote the use of public transit in the host city.
 - Choose hotels within walking distance for delegates.

Reduction of residual waste

- Encourage the use of the Internet and email to promote the event and / or to announce the conference program. Use conference calls for meetings.
- Produce all double-sided documents.
- Include a message encouraging email recipients not to print their electronic messages unnecessarily.
- Opt for online registration.
- Limit the distribution of documents during the event by using CD-ROMs and promoting access to conference presentations through Web sites.
- Provide delegates reusable water bottles and plan for the use of water fountains.

Management of hazardous waste

- Ask exhibitors to plan for proper disposal of their hazardous waste or to bring back such materials with them when they leave.

Eco-purchasing

- Promote local purchasing (Québec) for your event.
- Adopt a pro-environmental procurement policy based on the 3RsV (Reduce, Reuse, Recycle, Valorize).
- Use paper with a high content of post-consumer recycled material (with the Eco-Logo label watermark), with vegetable-based inks.
- Do not provide a delegate bag or provide one made of recycled and durable material.
- Avoid non-recyclable or over-packaged products.

Communications

- Inform all parties of the event's environmental vision with concrete examples of what is being done and what is being requested.

During the event

Management of energy resources / water

	Comments
Reduce lighting levels to the minimum during set up and dismantling	Lighting is maintained at 66%.
Turn off air conditioning and lighting after regular hours.	Ventilation is turned on 1 hour before and turned off 1 hour after the close of an activity, according to the schedule of events. Encourage your teams to turn off the lights when leaving rooms.

Reduction of residual waste

Recycle your waste	Comments
Be informed about materials that can be recycled (paper, cardboard, plastic, glass, metal) and the location of permanent recycling stations.	The Palais provides permanent recycling stations and ensures the transport of recyclable materials to treatment and recovery centers. The building maintenance teams are supplied and trained by the Palais des congrès de Montréal. In addition to permanent recycling stations, the Palais provides recycling bins according to demand and according to activities, based on the information provided by the organizer.
Provide volunteer personnel to assist delegates and maximize recycling opportunities with appropriate signage.	<p>Some organizers decide to establish "green brigades" to educate delegates and thereby minimize contamination of recycling bins as part of producing an environmental performance report.</p> <p>The Palais des congrès can recommend environmental consultants who can assist with the deployment of a green brigade or a post-collection recovery service. Prices on request.</p>
Ask participants to return their name tags at the end of the event.	

A shared responsibility

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Reduce your waste	Comments
Reduce your waste during registration (shorter forms, computerized systems).	
Choose recyclable or compostable dishes and cutlery or, even better, use reusable table settings for dining functions.	Prices on request For coffee breaks and permanent concessions (Les Jardins restaurant, Café Express) and mobile food service units
Use unbreakable glasses and water pitchers to limit the use of plastic water bottles.	On request
Supply condiments (salt, pepper, sugar) and products such as cream, milk, juices in bulk rather than in individual containers.	On request No charge
Use biodegradable bags for lunch boxes.	On request
Evaluate as accurately as possible the number of meals required for your event.	
Donate food surplus to a food bank.	Capital Traiteur donates any food surplus to the Maison du Père, a homeless shelter.
Compost	Comments
Compost putrescible food waste at the source, in the kitchen facilities.	Fees apply The Palais provides recycling bins for collection. The cost for transport is \$350 per load and \$120 per ton for composting.
Compost putrescible food waste at other food service points.	Fees apply; based on estimates This is a complex process. The event organizer must provide volunteers and appropriate signage in this regard. The Palais provides recovery bins for collection. The cost is \$350 per load for transport and \$120 per ton for composting. Depending on the complexity of the event, additional charges may apply.
Reduce exhibition waste	Comments
Store packing material so that it may be reused or recycled.	On request Consult your event manager on any procedure specific to your event.
Secure agreements with your suppliers so that they retrieve their containers, pallets, etc.	
Encourage your exhibitors to limit, or estimate as accurately as possible, the quantity of promotional material to distribute and to ship back the surplus.	

A shared responsibility

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Encourage your exhibitors to sort their waste materials during the event, including show set up and dismantling.

The Palais offers a recycling infrastructure. Exhibitors are responsible for waste disposal and for the recycling bin in their booths.

Consult your event manager for any procedure specific to your event. (e.g.: construction waste)

Ensure that personnel assigned to dismantling have received instructions with regard to environmental aspects, particularly concerning materials that can be reused and recycled.

Management of hazardous waste

	Comments
Exhibitors are responsible for properly disposing of their hazardous waste either by bringing it back with them or by making arrangements with a recovery service.	Fees apply The Palais can assist in the process given its knowledge of local resources for recovery. The costs vary depending on the type of hazardous waste. Consult your event manager on any procedure specific to your event.

Eco-purchasing

	Comments
Integrate as much as possible organic, fair trade and local produce.	Fees apply, on request (health-conscious and organic menus)
Offer menu options with no meat, fair trade products.	Fees apply, on request
Produce reusable signs or produce them from recycled products.	

Communications

	Comments
Promote the "green" initiatives during the event and in a document to be issued after the event.	

Transportation

	Comments
Encourage use of public transit	
A fleet of bicycles is available to offer delegates the opportunity to do a bicycle tour of the area.	Fees apply

After the event

Producing an environmental performance report is a complex audit process which requires the active contribution of all parties involved in the event.

The Palais des congrès de Montréal provides the following fee-based services:

- Environmental report of the event
- Calculation of greenhouse gas emissions (GHG) resulting from the event: before, during and after
- Offset GHG emissions through purchase of credits (zero-carbon)

Since each event is unique and often coincides with other events held at the same time, the costs associated with this request will be provided following a general evaluation.

As an important player in the business tourism market, the Palais des congrès is proud to offer environmentally responsible options in the planning and organization of events.



Find out about materials that can be recycled (paper, cardboard, plastic, glass and metal) and the location of recycling stations.

A final word

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This document is a planning tool and in no way constitutes a contractual document.

Your event manager will be pleased to provide you with additional information and help you determine the initiatives to implement for your event.



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