

Eco-responsible events – Best practices

WASTE	
ACTIONS	PROOF REQUIRED
Hire a Green Team: 1.Raise awareness among participants and exhibitors; 2.Arrange waste sorting during the event.	Contract with, or report from, a certified organization. Invoice
Training on proper sorting of materials. (During setup, event, dismantling)	Contract with a certified organization, invoice.
Give out re-usable elements or items.	List of items given out, quantities (number, weight in kg), photos.Valuation of items given out.
GHG (Greenhouse gases) Offsets	
Full compensation: waste management, transport (participants and/or organizer), or Partial compensation: (type of compensation is selected)	Report and invoice from a certified organization.
GIFTS, MATERIALS DISTRIBUTED	
Selection of gifts that are eco-responsible and produced locally.	List of gifts given (suppliers and invoices).
CERTIFICATION OF THE EVENT AS ECO-RESPONSIBLE	
Have event certified as meeting BNQ 9700 standards	Contract, report and invoice from a certified organization.
SOCIAL IMPACT AND EVENT LEGACY	
Set out a protocol for calculating impact of event.	Contract, report and invoice from a certified organization.
Include local startups in programming.	Contract, invoice.
TRANSPORT	
Provide discounted or free tickets for public transit (participants)	Receipts for purchase of tickets.
FOOD	
Donation to a food aid program. (Lufa, Moisson Montréal, Breakfast Club of Canada etc.)	Invoice.
WATER	
Organize a riverbank cleanup activity through a local organization.	Agreement and invoice.
EVENT DESIGN, BOOTHS	
Rental of furnishings (booths, plants etc.)	Invoice.
SIGNAGE AND COMMUNICATIONS TOOLS	
Posters made with stiff white corrugated cardboard or vinyl-free honeycomb panels	Invoice.

SOCIAL AND ECONOMIC IMPACT	
Offer certain groups tickets for free or at adjusted rates.	Number of tickets provided and associated cost.
Include local artists or speakers	Contract (for speakers or artists).
Donations of various types: 1.Charitable organization operating in Montréal or Quebec-wide; 2.Donation of scholarship (Foundation); 3.Purchase of service related to inclusion or accessibility.	Receipt or invoice