SUSTAINABLE EVENT GUIDE

BY THE OFFICE OF SUSTAINABILITY
& HOSPITALITY CONCORDIA



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CONCORDIA

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1. Introduction

1.1. Territorial Acknowledgment

We would like to acknowledge that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters of Tiohtià:ke/Montréal. Tiohtià:ke/Montréal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We give territorial acknowledgements at events to recognize and honor our ongoing connection with the past, present and future generations of Indigenous and other peoples within the Montreal community. As we discuss ways to make events more sustainable, we recognize that decolonization is an important and unalienable aspect of sustainability. We acknowledge the historical and enduring leadership of Indigenous peoples in environmental stewardship and protection since time immemorial.

1.2. What is sustainability at Concordia?

Sustainability at Concordia is a mindset and a process that leads to reducing our ecological footprint and enhancing social well-being while maintaining economic viability both on and off campus. To be sustainable in our decisions and activities is to take a long-term perspective, recognize resource capacities and balance the interconnected nature of our environment, society and economy without compromising the needs of future generations.

Sustainability cannot be achieved without deliberate and careful consideration of our impact on both our surrounding environment and on our communities. In this guide, we align not only with ecological best practices but with Concordia's commitments to decolonization and to diversity and inclusion.

1.3. Why plan a sustainable event?

We live in a time of tremendous strain on our environmental, social, and economic systems. The resulting crises require concerted action in all areas of life. These changes represent not only solutions; they are opportunities to shape communities and systems that are ecologically vibrant, socially robust, and economically just! Incorporating sustainability into your event planning can be part of a larger process of healing and accountability.

Participants of events are increasingly interested in sustainable products, ideas, and services. It was once thought that planning a sustainable event cost more money. However, the resources

that have been developed at Concordia and in the greater Montreal area can actually lower the cost of your event!

The purpose of the Sustainable Event Guide is to support Concordians in hosting environmentally, socially and economically sustainable events. This document was developed by the Office of Sustainability and Hospitality Concordia in collaboration with the Access Centre for Students with Disabilities, the Black Perspectives Office, the Office of Community Engagement, the Equity Office, the Office of Indigenous Directions, and Zero Waste Concordia in Facilities Management. We would also like to thank the Concordia Student Union, the Sustainability Action Fund and Sustainable Concordia for their valuable contributions.

This guide is designed to accompany the Sustainable Event Certification, a voluntary and free service available to all members of Concordia who wish to take measurable action in making their events more sustainable. Event organizers can avail of targeted support to select and implement actions and, when they receive certification, can communicate their achievements in order to raise awareness and gain recognition of their efforts.

Whether seeking certification or not, this document is designed to be a comprehensive and user-friendly guide to making events more sustainable.

Thank you for taking the time to read this guide. We appreciate your participation, and welcome your involvement in making Concordia a leader in campus sustainability. For more information, questions or comments, please contact sustainable.events@concordia.ca.

1.4. Virtual and hybrid events

Since the onset of the COVID-19 pandemic in March 2020, virtual and hybrid events have become a commonplace mode of event delivery at Concordia. The benefits of virtual or hybrid events are numerous. They increase the accessibility of an event by eliminating the need for participants to relocate to a physical venue; at the same time, they eliminate the associated transport emissions. In many situations they eliminate all food and material waste associated with an event. They can also be more affordable, as they reduce the need for booking costs, food purchases, printing costs, and other considerations.

However, virtual events do have social and environmental implications. Digital environments pose new challenges for accessibility while introducing novel sources of carbon emissions through the use of virtual platforms. Participants face videoconferencing fatigue and can feel disconnected from other participants. Meanwhile, considerations related to equity and decolonization continue to play an important role in an online environment.
This guide aims to address aspects of sustainability related to in-person, virtual, and hybrid events. As such, not all sections will be applicable to all events.

Did you know?

Currently, the world is living in an ecological deficit, which, simply put, means that our demand for natural resources exceeds the supply or regenerative capacity of the earth. To sustain our resource consumption rate at its present-day level we would need more than four planets!

Because our current systems, founded on colonialism and extractivism, favour endless consumption and result in a lot of waste and other undesirable impacts, it can take some conscious effort to do things differently! We nevertheless have an opportunity to make choices that strengthen the systems that we are trying to build, rather than the ones we already have. With this guide, we aim to increase your capacity to do so!

Global Footprint Network (2022). Ecological footprint explorer. https://data.footprintnetwork.org/?_ga=2.122362123.1815508067.1660250552-1813970408.1660250552#/

DISCLAIMER

This guide is a living document and will continue to be updated with best practices.

When planning new events, we encourage you to navigate to concordia.ca/eventguide to ensure that you download and work with the most up-to-date version of the guide.

We ask that you do not print this document unless necessary for accessibility purposes.

Please email sustainable.events@concordia.ca if you have recommendations on how the guide can be improved.

2. Diversity and Inclusion

2.1. Introduction

Concordia's Report of the Working Group on Equity, Diversity and Inclusion defines "diversity" and "inclusion" as follows:

> *Diversity*
> *Diversity is the representation of different knowledge, worldviews, practices and experiences within a community. Individuals may hold diverse, intersecting identities along dimensions of race, Indigeneity, ethnicity, gender, sexual orientation, socioeconomic status, age and abilities. Diversity allows for richer cognitive processing and exchange of information, and enriches the learning, working and living environment of the university. (p.4)*
>
> *Inclusion*
> *Inclusion is achieved when all members of a community are inherently valued and welcomed and feel a sense of meaningful belonging. An inclusive learning, working and living university environment embraces differences and offers mutual respect in words and actions for all. Responsibility for inclusion is shared across all members of the community. (p.4)*

This section prompts you to deliberately consider in advance how you will integrate diversity and inclusion into the planning, outreach, communications, and delivery of your event by addressing important questions. First, even if you don't plan to centralize equity as the topic of your event, what are the ways in which your event would be enriched and strengthened through the inclusion of perspectives from Black, Indigenous, and People of Colour; women; persons with disabilities (invisible or visible); members of the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning and others) communities; and ethnic and religious groups?

Furthermore, how can you invite meaningful participation from these groups in ways that avoid tokenism, adequately compensate their labour, and build relationships in the long term? Finally, how do you create an environment in which everyone feels secure and supported to give their full participation?

2.2. Diversity and Inclusion

2.2.1. If you have an event planning committee, deliberately integrate underrepresented communities

If you have an official planning committee for your event, it's a good opportunity to integrate perspectives that will enrich the equity of your event. According to the Federation for the Humanities and Social Sciences' Congress Advisory Committee on Equity, Diversity, Inclusion, and Decolonization (AC-EDID) Igniting Change: Final report and recommendations, evidence shows that a direct correlation exists between diverse organizing committees and more diverse representation in conference speakers.

Concordia's Report of the Working Group on Equity, Diversity and Inclusion defines under-represented groups as including Black, Indigenous, and People of Colour, women, persons with disabilities (invisible or visible), members of the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning and others) communities and ethnic and religious groups.

Think about what perspectives are currently present on your committee. Do you have the relationships in place to invite participation from these groups in meaningful ways that avoid tokenism (i.e. symbolic inclusion of people from underrepresented group merely to give the appearance of inclusion)? Thinking about the topic and purpose of your event, who can you reach out to whose work, mandate, or interests align well? Is there a way for you to accommodate their time constraints, schedule, and boundaries to facilitate their full and meaningful participation without overburdening them?

If you don't have the relationships in place, consider taking the steps below.

- Draft a call-out for committee participation and emphasize the perspectives you are seeking. Outline the process and time commitments involved, and specify an honorarium for participation that is in-line with the amount of work required on the committee. If unable or not appropriate to provide monetary compensation, consider other incentives such as free attendance or food at your event, a meeting with the guest speakers, the opportunity to amplify their own group's or department's initiatives or upcoming activities through the event, recommendations on LinkedIn, etc.
- Share the call-out through your social media or email lists, and as appropriate ask the Equity Office, Black Perspectives Office, and Access Centre for Students with Disabilities if they can share the call-out within their networks.
- Do not assume that these groups will automatically share your call-out, or that you will receive interest from the communities you are seeking out.
- If you do receive interest, set up a call or video meeting so that you can introduce the event, explain the work and process of the committee, and answer any questions.

Regardless of how you secure these perspectives, ensure that they are valued and prioritized on the committee. Remain open to taking certain steps, or changing certain aspects of your event that you had not previously considered. Remember that an individual is speaking from their own experience as a member of their community, but not for that entire community. Value their perspectives on all aspects of the events as you would any other committee member, without placing them in a position to speak as an "expert" on any given topic.

Over time and for future events, you can begin thinking about how you can invest in the interests of the communities you are seeking participation from. Do they organize local events that you can attend or view a recording of? Do they have initiatives that are worth supporting through donations, volunteer work, or promotion to your networks? Building meaningful relationships over time requires solidarity, a commitment to learning about and showing up for each other.

2.2.2. Include and adequately compensate voices of underrepresented communities in your event's content

For event speakers, judges, panelists, and moderators

Seek to include, and adequately compensate, voices of underrepresented communities in your event's content. When considering who to approach as invited speakers, judges, panelists, and moderators for your event, seek to foster meaningful representation from people of different ages, genders, race, ethnicity, and disabilities.

Begin by considering the meaningfulness of including these perspectives. Will their inclusion provide a platform for voices that are not typically centered in academia around the topic addressed at your event? Will it centre the communities most affected by the topic? Will it ensure that audience members and other participants feel that they can recognize their perspectives in the event content? Will it lead to discussion that might not otherwise have been had?

Do your research; seek out members of underrepresented communities who have been active in bringing new perspectives to the topic(s) that your event addresses. Or, when putting out a general call for participation or submission of abstracts, state your intention to prioritize submissions by underrepresented groups.

At Concordia, you can learn about initiatives led by underrepresented groups and assess whether your programming could align well with the interests and expertise of these stakeholders:

- Equity Office: The Equity Office champions diversity within and outside Concordia and works to embed equity in all facets of university life through intentional action; affirming

and aligning equity, diversity, inclusion and accessibility work and initiatives; and amplifying marginalized voices.

- Black Perspectives Office: The Black Perspectives Office resources, supports, connects, and advocates for Black communities, perspectives, initiatives, and scholarship at Concordia University. They can facilitate engagement with Black faculty, staff and students.
- Office of Indigenous Directions: The Office of Indigenous Directions leads the implementation of Concordia University's Indigenous Directions Action Plan.

If you believe that your programming is in alignment with the goals of these initiatives and would like support in seeking out underrepresented voices, follow the steps in section 2.2.1 to request support in building these relationships.

If your event speakers are selected through an open call for proposals, when putting out a call for participation, state your intention to prioritize submissions by underrepresented groups, and (in cases involving formal submissions) include an option in the submission form for people to indicate that they identify as a member of one or more under-represented groups (as including Black, Indigenous, and People of Colour, women, persons with disabilities [invisible or visible], members of the LGBTQ+ [Lesbian, Gay, Bisexual, Transgender, Queer/Questioning and others] communities, and ethnic and religious groups).

You can also integrate questions about how a given proposal addresses concepts of Equity, Diversity, and Inclusion within the field or topic that your event focuses on.

For an example of how to take this into account, Concordia's 2023 Library Research Forum included equity, diversity, and inclusion as one of eight criteria in their proposal evaluation rubric based on EDI Acknowledgements from the Report on the Working Group on Equity, Diversity and Inclusion at Concordia.

Criteria	**Excellent 3**	**Good 2**	**Fair 1**	**Poor 0**
Equity, diversity, and inclusion	The proposal strongly addresses the EDI acknowledgements. Acceptance would allow members of underrepresented group(s) to present their work or otherwise broaden the perspectives of conference attendees.	The proposal addresses the EDI acknowledgements Acceptance is likely to broaden the perspectives of conference attendees.	The proposal addresses the EDI acknowledgements, but acceptance is unlikely to broaden the perspectives of conference attendees.	The proposal does not sufficiently address the EDI acknowledgements. Acceptance is unlikely to broaden the perspectives of conference attendees.

Ensure that you appropriately compensate the participation of your invited experts and moderators. See the table in section 3.2.2 for compensation guidelines. For people participating in the event as part of their regular paid employment within or outside of Concordia, honorariums are not usually appropriate but small gifts or notes of appreciation are encouraged.

2.2.3. Promote your event using diverse channels

When promoting your event, use multiple avenues for sharing (such as the Concordia events calendar, social media, newsletters, and paid ad space in internal publications). Early on in the planning process, ask the Equity Office, Black Perspectives Office, Office of Indigenous Directions, Office of Community Engagement, and Access Centre for Students with Disabilities if they are willing to share it within their networks or on social media when the time comes.

2.2.4. Establish a code of conduct and clarify channels for participants to report violations

For small events, a code of conduct will establish internal clarity on what behaviour will not be accepted at your event and how to address it. Make sure all event hosts and organizers are familiar with it, and assign somebody to monitor attendee behaviour and intervene as necessary.

If hosting a conference or other multi-session event, the Federation for the Humanities and Social Sciences' Congress AC-EDID suggests that event planners should establish a code of conduct and share it through the event's website, social media, emails, participants' booklets, etc.

A code of conduct should clearly state what behaviours are expected, how to report incidents, and how complaints will be dealt with. It should be signed by event planners, speakers, and facilitators / moderators as well as by participants when they register to the conference.
The code of conduct template in Appendix A can be used to develop your own code of conduct. It is based on the Concordia University Code of Rights and Responsibilities (BD-3) and on examples drawn from other sources.

Ensure that the reporting channels that you clarify in your event code of conduct are put into place and that the people involved are trained on how to effectively respond to or intervene in incidents of discrimination, bullying, and harassment.

2.2.5. Encourage speakers and participants to optionally share their pronouns when introducing themselves, and use non-binary language when possible

The facilitator, moderator, or event host can set the stage by introducing themselves using their pronouns and giving all other participants and audience members the option to do so when speaking while leaving space for those who do not wish to share pronouns.

For example: “Hello, my name is Jane and my pronouns are she/her.”

For in person events, your participants can optionally signal their gender identity using nametags. In a virtual setting, participants can be encouraged to list their pronouns in their virtual participant display name, if they are comfortable doing so and have the ability to change it.

It is important to emphasize to participants that sharing their pronouns is optional.

2.2.6. Provide options for childcare

There are several ways you can provide options for childcare at your event.

Identify your event as child-friendly

By identifying your event as child-friendly, you signal to participants that they may bring their children to the event under their supervision. Let participants know ahead of time and indicate in the event description that the event is child-friendly event.

Use your judgement to determine whether your event or its participants would be significantly disrupted by having children present, or if anything about your event could be inappropriate for children; in either case, do not identify your event as child-friendly.

Direct participants to childcare services on campus

Direct participants to the Concordia University Student Parents Centre. The Centre is located on the Sir George Williams campus and is most appropriate for events organized nearby.

The Concordia University Student Parents Centre provides convenient babysitting services at a rate of $25 per hour per babysitter on weekdays, evenings, and weekends. Their babysitters are Concordia students who possess previous experience with children and have certified in First Aid and CPR.

Provide a space for childcare at your event

You may want to make your event even more accessible by hiring the services of the Concordia University Student Parents Centre in advance so that you can make childcare available at your event free of charge to your participants. To book their babysitting services or for more information, please send an email to cusp@concordia.ca or sumaiya.gangat@concordia.ca at least 15 days prior to your event. In your email, specify:

- The event's date, time and location
- The number of children expected (your registration form should give the option for participants to indicate whether they will bring children and if so, of what age)
- The number of babysitters required (as per the table below)

If your event venue is not child-friendly, CUSP can provide their Centre's facilities and toys to ensure a safe and enjoyable babysitting experience. The following table shows the recommended child-to-babysitter ratios based on age groups:

Age Group	Number of children per one babysitter
Less than 2 yr	1
2-4 yrs.	2
5-8 yrs.	3
Over 8 yrs.	4

2.3. Resources

Chloe Belair-Morin (2022). Building Cultural Safety: Companion Resource Guide.
https://concordiauniversity.libguides.com/building-cultural-safety/about

Concordia University (2017). Code of Rights and Responsibilities (BD-3).
https://www.concordia.ca/conduct/behavioural-integrity/rights-responsibilities.html

Concordia University (2020). Report of the Working Group on Equity, Diversity and Inclusion.
https://www.concordia.ca/content/dam/concordia/offices/provost/docs/Working-Group-EDI-Report.pdf

The Federation for the Humanities and Social Sciences' Congress Advisory Committee on Equity, Diversity, Inclusion, and Decolonization (AC-EDID) (2021). Igniting change: Final report and recommendations.
http://www.ideas-idees.ca/about/CAC-EDID-report

Status of Women Canada (2020). Inclusive event planning.
https://cfc-swc.gc.ca/gba-acs/inclusive-inclusif-en.html?wbdisable=true

3. Indigenization

3.1. Introduction

Indigenizing your event is an important step towards creating an inclusive environment for Indigenous community members and cultivating relationships. Including Indigenous perspectives during event planning, as speakers, invited guests, and as event participants will strengthen and enrich your event.

It is important to include Indigenous perspectives in advance and ensure that you consult with relevant voices. Appropriate means of compensation to invited Indigenous speakers and guests is essential to consider.

Delivering a territorial acknowledgement is a means of fostering positive, mutually respectful relations and dialogue with local Indigenous peoples and communities, in recognizing their long history with the land and waters that are their home and territory. The Office of Indigenous Directions has numerous resources to help event hosts and speakers with a land acknowledgement. Adapting the land acknowledgment can be done depending on the context and practicing pronunciation beforehand is preferred.

3.2. Indigenization

3.2.1. If you have an event planning committee, deliberately integrate Indigenous perspectives

If you have an official planning committee for your event, it's a good opportunity to integrate perspectives that will enrich the equity of your event. According to the Federation for the Humanities and Social Sciences' Congress Advisory Committee on Equity, Diversity, Inclusion, and Decolonization (AC-EDID) Igniting Change: Final report and recommendations, evidence shows that a direct correlation exists between diverse organizing committees and more diverse representation in conference speakers.

Think about what perspectives are currently present on your committee. Are the perspectives of Indigenous Peoples being actively taken into consideration?

If not, do you have the relationships in place to invite participation from these groups in meaningful ways that avoid tokenism? Thinking about the topic and purpose of your event, who

can you reach out to whose work, mandate, or interests align well? Is there a way for you to accommodate their time constraints, schedule, and boundaries to facilitate their full and meaningful participation without overburdening them?

If you don't have these relationships in place, consider taking the steps below.

- Begin by thinking about your event and its goals. Even if you don't plan to centralize Indigenous voices as the focus of your event, what are the ways in which your event would be enriched and strengthened through the inclusion of Indigenous perspectives in the event planning process?
- Next, email the Office of Indigenous Directions and the Office of Community Engagement to ask whether they would provide some perspective on seeking Indigenous representation. Include an overview and proposed timeline of your event, some information about the function and current membership of the committee, and your reflections about how the event could be enriched by Indigenous perspectives.
- The members of these offices will consider this information in recommending whether or not you should seek Indigenous representation. They may email back requesting further information.
- If they have somebody in mind who could be a good fit, they may put you directly in touch with them. Set up a call or video meeting so that you can introduce the event, explain the work and process of the committee, and answer any questions. If their time will not be compensated through their habitual work (which would only be the case for Concordia employees who can participate on the committee as part of their work hours), offer them an honorarium for participating that is in-line with the amount of work required on the committee. Give them a suitable amount of time to pose new questions and reflect before giving their answer.

3.2.2. If your event features content or perspectives related to Indigenous peoples, ensure that you consult with and invite the appropriate voices and provide appropriate compensation

A great source of frustration for many Indigenous community members both within and outside of Concordia is when events that feature content or perspectives related to Indigenous peoples either don't consult with the Indigenous community or only do so in a last-minute, ad-hoc fashion.

It is important, when planning an event that features research, case studies, cultural worldviews, writings, or other material by or related to Indigenous peoples that you work with willing participants in the Indigenous community. This way, you can ensure that the content of your event is appropriate and is heading in a positive direction that will not perpetuate harm or offense.

Tip | Featuring content related to Indigenous peoples

According to the Office of Indigenous Directions, some better practices to follow if you plan to feature content or perspectives related to Indigenous peoples are:

- Invite Indigenous participation into the planning process early on through their feedback, as core members of your planning team or, if appropriate, on your planning committee (see section 3.2.1.).
- If inviting Indigenous Elders or community members to participate, refer to Concordia's Indigenous Elder & Community Protocols. In relation to events, the Indigenous Elder & Community Protocols should be followed any time that you wish to invite, interact, and/or collaborate with members of Indigenous communities.
- Consult with the specific communities who are being discussed as part of your event, if there are any.
- If inviting Indigenous speakers, presenters, or panelists, seek out new voices rather than relying on the same high-profile community members that are frequent participants in Concordia events. Note that Indigenous Elders are an exception to this, as they serve a specific function through their participation.
- Seek evidence that any Indigenous voices featured as part of your event (through speaker invitations or by featuring their work) are true members of Indigenous communities with long-standing involvement in those communities; the phenomenon of "race-shifting", wherein settlers with no or small ties to Indigenous communities claim Indigenous identity, is growing.
- Reflect on opportunities for your event to celebrate the leadership, accomplishments, and initiatives of Indigenous peoples rather than frame Indigenous topics solely through a lens of victimization and struggles.

If at any time you need help while planning your event, contact the Office of Indigenous Directions (indigenous.directions@concordia.ca) for assistance. It is best to do this early on in the planning process for feedback on your proposed content and for linkages to the appropriate community members to work with.

Ensure that you appropriately compensate the participation of your invited experts and moderators. Concordia's Indigenous Elder and Community Protocols offer guidelines on offering appropriate compensation for the type of participation being requested, outlined in the table

below. For people participating in the event as part of their regular paid employment within or outside of Concordia, honorariums are not usually appropriate but small gifts or notes of appreciation are encouraged.

Description	**Amount ($)**
Classroom presentation, a brief talk or presentation (1-1.5 hours), or short opening words at a small event	$100 - $125
Panel or 2-3 hour presentation or discussion	$250
Opening, Ohèn:ton Karihwatéhkwen, and tobacco burning at a conference or large public event*	$250 - 300
Keynote address, long talk/speech, presentation, or facilitating a workshop at a conference	$450+
Half-day participation in workshop, conference, or event (no opening or other responsibilities)	$300+
Opening or other responsibility and half-day participation in workshop, conference, or event	$500+
Full-day participation in workshop, conference or event (no opening or other responsibilities)	$600+
Opening or other responsibility and full-day participation in workshop, conference or event.	$800+

3.2.3. Familiarize yourself with the territorial acknowledgement available from Indigenous Directions and practice pronunciation beforehand

Concordia's territorial acknowledgement and resources were created by Concordia University's Indigenous Directions Leadership Group in 2017. Delivering a territorial acknowledgement is a means of fostering positive, mutually respectful relations and dialogue with local Indigenous peoples and communities, in recognizing their long history with the land and waters that are their home and territory.

The territorial acknowledgement is not meant to be delivered by someone who originates from the ancestral lands we are gathering on. The Acknowledgement should always be delivered by persons who are guests on the land (which always includes non-Indigenous people).

Tip | Delivering the territorial acknowledgement

Please familiarize yourself with the land acknowledgement available from Indigenous Directions and practice pronunciation beforehand.

The official text should always be used for important public facing events. For other events, individuals are encouraged to recite Concordia's official land acknowledgment text and are also encouraged to deliver a portion of the land acknowledgment in their own words. It is important to use the correct names of the peoples and territories concerned; Concordia's territorial acknowledgment web page includes a guide to correct pronunciation.

If the person delivering the territorial acknowledgement is not located in Tiohtià:ke/Montréal at the time of the event, then they should acknowledge the territory on which they are located as well as the territory that Concordia is built on. If hosting a virtual event they can also encourage participants to acknowledge the territories they are joining from, perhaps sharing a resource that maps Indigenous lands like native-land.ca.

If your event does not include a welcome or introductory speech, the territory acknowledgment can be included in the event listing or platform landing page.

3.3. Resources

The Federation for the Humanities and Social Sciences' Congress Advisory Committee on Equity, Diversity, Inclusion, and Decolonization (AC-EDID) (2021). Igniting change: Final report and recommendations.
http://www.ideas-idees.ca/about/CAC-EDID-report

Sarah Monnier (2022). Working with Indigenous Communities: Companion Resource Guide.
https://concordiauniversity.libguides.com/c.php?g=725978

Concordia's Indigenous Elder and Community Protocols document was written on behalf of the Indigenous Directions Leadership Group at Concordia University by Waháhshon Shiann Whitebean (January 2019). To read the entire document, please visit https://www.concordia.ca/indigenous/workshops-resources/elder.html

Concordia's territorial acknowledgement and resources were created by Concordia University's Indigenous Directions Leadership Group (2017). To read the entire territorial acknowledgement and learn more about why it was written this way, please visit www.concordia.ca/indigenous/resources/territorial-acknowledgement.html

4. Accessibility

4.1. Introduction

Planning an accessible event is important because our communities at Concordia and in Montreal are diverse. When everyone is given the opportunity to attend and engage, we enhance the outreach, impact, richness of perspectives, and relevance of our events.

Accessibility barriers can be informational, financial, technological, physical, communication-based, systemic, attitudinal and behavioural. Planning an accessible event requires you to anticipate and address your participants' needs and barriers.

According to the Federation for the Humanities and Social Sciences' Congress Advisory Committee on Equity, Diversity, Inclusion, and Decolonization (AC-EDID) Igniting Change: Final report and recommendations, if you are planning a large event that spans multiple days or involves many participants, you should consider planning and budgeting for the costs associated with accessibility in advance. These include, but are not limited to, fees for sign language interpreters, note-takers, real-time captioning, or real-time translators.

4.2. Accessibility prior to your event

4.2.1. Follow basic best practices for universal accessibility

For events with a registration form

On your event web page, offer the option for participants to register through alternative channels, such as by email or phone.

For events with a virtual component

Regardless of whether somebody has flagged accessibility barriers, always do the following during your event:

1. **Audience participation:** If appropriate, ensure that participants are given the option to participate via both microphone and text chat.

2. **Enable automatic closed captioning** as an option for participants (see tip below).

3. **Event recording:** If you are recording the event, make sure everyone is aware of it at the beginning of each activity. The purpose of the recording and how it will be shared should

be clearly stated. If some participants are not comfortable with being recorded, encourage them to turn off their cameras and to participate via chat box, Q&A, or through anonymous channels as preferred. Note that in Zoom, the chat function and Q&A box do not show up in the video recording.

Tip | Automatic Speech Recognition Services / Automatic closed captioning

In addition to supporting CART, Zoom's institutional version and Microsoft Teams allow for transcription-based captioning within the platform based on automatic speech recognition (ASR). (NOTE: For institutional versions of Zoom, closed captioning is automatically enabled as of Fall 2023; all participants have the option to view the captioning as needed).

Automatic captioning will usually have some errors, especially if the content includes very specific vocabulary. To make use of ASR, background noise must be minimized, with only one speaker at a time, and they must speak clearly. Currently, only English captions are supported.

Concordia's Access Centre for Students with Disabilities has developed an instructional guide on using Zoom closed captioning and transcription. services.

For in-person events

Please take the following steps to ensure universal accessibility for in-person events:

1. **Mobility-related accessibility:** The venue you choose can say a lot about your event and have a substantial impact on your sustainability goals. Consult the Designated Space Administration List to find out who manages the spaces that interest you. Reach out to them to find out whether the venue is mobility-related accessible and has natural light during daylight hours. To book a space and plan other aspects of your space set-up, visit the My Events page.

2. **Directions and amenities:** On your web page, event page, or registration form, share with your participants clear directions to the event venue and accessibility-related amenities. Either in list or map form (with list-form in the alternative text if using a map), provide indications for accessible entry and exit points, accessible parking, accessible and inclusive washrooms, prayer and contemplation spaces, and access to water.

   An example from the 2022 Otsenhákta Student Centre Pow Wow: *The closest washrooms are in the Vanier Library Building (VL). These washrooms are wheelchair-accessible but are*

not gender-neutral. There is a concrete step into the Quad on three sides. However, there is no step from the parking lot on the northwest side, making it wheelchair-accessible. There are trees, some roots and uneven ground on the Quad. There are three parking spots near the Quad that are accessible for attendees with reduced mobility. This event is child-friendly.

3. **Welcoming participants:** On the day of your event, ensure clear signage is available to include the layout and accessibility of the physical space. To help people find your event, a greeter or volunteers can be situated in different areas to guide event participants to your event location. Provide greeters with wayfinding instructions for event participants (e.g., follow this hallway until the end and turn right).

Tip | Warning participants in advance of barriers or deterrent conditions

In your event description, you can also notify participants of any physical barriers or other conditions that may be a deterrent to their full participation. Examples include difficult-to-navigate steps, difficult-to-find elevators, or sensory deterrents like bright flashing lights.

4.2.2. Enable accessibility accommodations for those who request it

Opportunity to flag accessibility barriers

It is important to highlight during the registration process and in your event description a few weeks before your event the desire to welcome all participants and, where appropriate and feasible, support specific needs. Give participants the opportunity to flag their accessibility barriers, and ensure that promotion and advertising occurs far enough in advance to allow any requested accommodations to be comfortably and thoroughly implemented. Clarify a deadline by which accessibility barriers must be flagged in order to be fully accommodated.

An example from the registration page of the 2023 Digital Skill-Share Days: *We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. [If applicable, list any measures that you are already planning to put in place for your event.] If you require disability-related accommodations, please contact [name and email/phone] by [date] to allow us time to coordinate your request.*

Tip | Putting measures in place as part of your event rather than relying on a request

Some event planners choose to put certain accessibility measures in place as part of the planning for their event rather than wait to receive a request. It is not uncommon, for instance, for event planners to include an ASL interpreter of live captionist as par of their budget for their event.

Accommodating accessibility needs

If your participants identify as having accessibility barriers, get in touch with them to discuss accommodations to reduce barriers.

The table below outlines common accessibility needs and an estimated price range, as well as minimum lead time for event planners associated with securing each measure. Note that these estimates are for general awareness; it is very difficult to estimate the cost of these services, as they can vary widely by organization.

Accommodation	Description	Price range	Lead time
Note-taker	For events that are information-dense, those who have difficulty following along with verbal or visual content may request a note-taker to capture key information and ideas. Often, you can hire students to fulfill this role. Ask the Accessibility Centre for Students with Disabilities if they will share your call-out and contact information with their list of note-takers.	$16-20 / hr	2 weeks
Materials in advance	For events that include presentations, those who have difficulty seeing, hearing or following a presentation in real time may request that materials are sent to them in advance. Note that for virtual events, screen readers (which convert digital text to verbal speech), will not work on materials viewed through screen sharing. If participants require visual materials to be sent to them in advance, send the participants any slides and other visual materials at least 24 hours in advance of the event.	N/A	1 day
Live Captioning (CART) services	Most web conference platforms like Zoom and Microsoft Teams support CART live captioning services. While this requires a budget, the advantages to this approach are that a live captionist is likely to provide more accurate captions than an automatic speech recognition (ASR) service, particularly if the event	$50-200 / hr	2 weeks

	includes proper nouns and technical vocabulary. Keep in mind that some individuals who are deaf require sign language interpretation even if CART is provided.		
Sign Language interpretation services	Those who learned sign language as their primary language may require an interpreter. The individual providing this service would be at the front of the room (or on camera, in the case of virtual events) at all times to interpret the verbal content into sign language for your hearing impaired audience. It is important to speak with the participant requesting this accommodation to find out if their primary language is American Sign Language (ASL) or Quebec Sign Language (LSQ).	$50-200 / hr	3 weeks
Attendant	Some attendees require aid in navigating a space or for other purposes. If a participant needs to bring a personal attendant or sighted guide to the event with them for their accessibility needs, consider offering a reduced-rate or free entry for the attendant.	N/A	During registration
Sighted guide	Sighted guiding is a technique used when an individual who is blind or partially sighted is led while walking by holding the arm of another individual just above the elbow. You can share this resource from the Canadian National Institute for the Blind with your greeters so that they know how to properly guide someone who requires aid.	N/A	1 week

** Note that in certain cases, interpretation, CART, sign language interpretation, or translation services may include additional charges to rent technical equipment like receivers, headphones, transmitters, etc.*

4.2.3. Ensure web pages, documents, presentation materials, and promotional material follow accessibility guidelines

Not all web pages and documents are created equal in regards to visual, auditory, and cognitive accessibility.

Web pages

A few small changes can go a very long way to ensuring that people with visual impairments using screen readers, for instance, can navigate and access all the information that you have on your web page.

When using pre-conceived tools like surveys or registration platforms, do some research to ensure that they comply with Web Content Accessibility Guidelines (WCAG).

When working with user-friendly web environments like AEM or Wordpress, use Appendix B to follow basic WCAG best practices. You can use Concordia's web colour palette to ensure the most accessible colour pairings.

For more information, refer to Concordia's web accessibility resources.

Documents and presentations

For documents and presentation materials, follow the guidelines in Appendix B. Find out more about how to make your Word and PowerPoint documents compatible with screen readers and text-to-speech software by viewing this presentation by the Concordia Web Services Librarian.

Learning more

Concordia, in collaboration with other higher education institutions in Quebec, offers a series of learning modules for individuals seeking to make their web pages and documents accessible—check these out if you need extra guidance.

4.2.4. Make your event financially accessible by offering it for free or enabling reduced pricing

If you make your event accessible to people with different levels of income, a lack of financial resources will no longer be a barrier to full participation.

Consider whether you can offer your event for free. If not, you can use reduced pricing to make your event affordable to members of the community. Determine what these rates will be in advance of opening registration.

You can offer registrants the choice to select one or more reduced-price options directly on the registration page such as for students, people at different levels of their careers or participants from different countries. See example of reduced-price options for the Association for the Advancement of Sustainability in Higher Education (AASHE)'s annual conference below. The income level of countries are defined by the World Bank classification.

	Upper-Income Countries	Middle-Income Countries	Lower-Income Countries
Attendee	$300	$150	$25
Student	$125	$65	$10

4.2.5. Hold your event at an accessible time for your audience

When planning your event, keep your primary audience in mind and consider the following questions:

- Ensure your event doesn't conflict with other key events in your department, or in partnering departments
- Ensure your event doesn't conflict with a public or faith-based holiday or a general election
- Avoid early morning and late evening time slots unless you are providing options for childcare (section 2.2.6)

If your event has regional and international participation, you can use the World Clock Meeting Planner to find the best time across time zones.

Once you have decided dates and times, announce them as early as possible to allow participants to plan accordingly.

4.3. Accessibility during your event

4.3.1. Encourage your facilitator, moderator, or event host to use accessible and anti-oppressive facilitation styles

If your event requires facilitation or moderation, ensure that your facilitator or moderator familiarizes themselves with these key practices from the Centre for Community Organization (COCo), the Equity Office, and the Access Centre for Students with Disabilities:

- Offer different ways to participate besides speaking (such as using the chat or Q&A function, texting or emailing comments, listening, note taking, etc.). Never position the option to pass on speaking as less valid than other ways of participating.
- Explain choices and motivation behind activities as much as possible.
- Invite people to participate who may be having difficulty entering the conversation.
- Model expectations for group activities and / or involvement. For example, if you ask the group to do a "check-in," demonstrate what you mean by that.
- Be open to trying different ways of facilitating (including small groups, hands-on activities, etc.) to match the needs of the group.
- Speak and communicate clearly. Use a microphone, if possible.
- Use descriptive language to indicate what is on your slides and to indicate when you are changing them. Describe charts/graphs or other graphics.
- Repeat questions/information from audience so everyone can participate.
- Ensure your face is in full view during the presentation so that participants can read lips.

Additionally, facilitators and moderators should be aware of how to ensure accessible avenues for participation (section 4.3.1), deliver a land acknowledgement (section 3.2.3), and encourage the optional use of gender pronouns during introductions (section 2.2.4).

Share the guidelines in Appendix C with your facilitator, moderator or event host well in advance of the event so that they have time to identify any questions or concerns. As needed, reach out to the indicated contacts for additional support.

4.3.2. If offering an all-day or multi-day event, include adequate breaks and wellness activities in your program

It's important to give your attendees time to avoid fatigue, screen or otherwise, and reset their focus, as well as to tend to their physical wellbeing.

Offer participants numerous breaks of adequate duration

- Ensure the agenda includes adequate breaks and sufficient time between sessions to accommodate travel between events and personal or health-related needs.
- Encourage people to take breaks, drink water, and stand up or stretch as needed (while being as respectful of other people as possible).

Integrate physical wellness activities

- Consider options to integrate optional stretching or fitness activities for participants into your programming, or include them as a resource list to explore on their breaks.
- Stay mindful of participants with limited mobility by offering alternative activities such as yoga while seated.

Refer participants to prayer and contemplation spaces

At the SGW campus, you can book the Multi-Faith Spirituality Centre's meditation room in the Z-Annex 20 days in advance by emailing mfsc@concordia.ca[1], or you can direct participants to the following spaces:

- Zen Dens by CU Wellness (GM300.22, MB5.285, H928, EV2.781)
- Grey Nuns gardens
- Friends of the Library Room (zero-noise study space)
- Muslim Students' Association prayer spaces (Hall 716)

[1] The Z Annex front entrance is at the top of a flight of stairs, and the meditation room is downstairs in the basement. It's possible to access the building via the basement on request, which means fewer stairs.

At Loyola, you can direct participants to the following spaces:

- The Loyola Chapel
- Zen Dens by CU Wellness (CC403)
- Muslim Students' Association prayer spaces (SC-032)
- Kay's Corner by Hive Free Lunch (meditation space at SC-2nd floor)

4.4. Accessibility after your event

4.4.1. For events with a focus on content (i.e. a panel discussion, conference, presentation, or case competition) make event materials accessible after your event is over

Ensure that registrants have a chance to review and peruse event materials at their leisure while keeping your overall digital footprint low.

You can publish your event with captions (if recorded), publish a transcript (which Zoom and Microsoft Teams produce automatically when Automatic Speech Recognition Services are enabled and which you should review and edit for accuracy beforehand), publish your presentation slides, links to the papers discuss and / or provide an event recap to enhance knowledge sharing.

Remember, email attachments un-necessarily use large amounts of data (see section 7.3.2). Rather than send attachments, email registrants with a link to the web page (if publishing publicly) or to the cloud-based storage platform hosting these materials (if sharing privately). If using an event platform like Grenadine, you can keep the event and recordings up for 30 days after the event and encourage participants to revisit the event platform.

4.4.2. Collect feedback after the event and record lessons learned

Collect feedback from stakeholders, partners and participants on their satisfaction with event accessibility and with the event in general.

For virtual events, one important aspect of this is surveying your audience at the conclusion of a given session.

- Grenadine: You can use the built-in survey option to survey participants after a specific session
- Zoom: A post-webinar survey link is included in the “webinar” feature of Zoom.

- You can use Google Forms, Microsoft Forms, or Jotform to send out a personalized survey at any time

For in-person events that do not require registration, event organizers can create an electronic form for participants to submit anonymous feedback. The QR code for the form can be printed and made available at the event for participants to submit feedback, or can be shared by email after the event. Another option is to provide a "feedback box" for people to submit anonymous feedback using paper and pen.

Among your other questions, ensure that your follow-up survey includes questions like the following:

- Did you experience any barriers in accessing, participating in, or fully enjoying any part of this event?
- Can you share 1-3 tips for how we can improve the experience at our next event?

Offer the option for participants to submit feedback through alternative channels, such as by email or phone. Share the feedback with your own team so that the event planners have a chance to record any difficulties and develop ideas for how to avoid them next time.

4.5. Resources

Chloe Belair-Morin (2022). Building Cultural Safety: Companion Resource Guide.
https://concordiauniversity.libguides.com/building-cultural-safety/about

Canadian National Institute for the Blind (2023). Guiding someone.
https://www.cnib.ca/en/guiding-someone?region=qc

COCo (2017). Accessibility guidelines for organizers and facilitators.

https://coco-net.org/accessibility-guidelines-organizers-facilitators/

Concordia University (2021). Accessibility.

https://www.concordia.ca/web/accessibility.html

Concordia University (2021). Zoom live closed captioning and live transcript.
https://www.concordia.ca/ctl/digital-teaching/zoom-live-closed-captioning.html

Concordia University (2021). Making Learning Inclusive and Accessible.
https://teachingacademy.concordia.ca/accessibility/

The Federation for the Humanities and Social Sciences' Congress Advisory Committee on Equity, Diversity, Inclusion, and Decolonization (AC-EDID) (2021). Igniting change: Final report

and recommendations.
http://www.ideas-idees.ca/about/CAC-EDID-report

CRTC (2015). Creating Accessible Documents.

https://crtc.gc.ca/eng/archive/acces.htm

Status of Women Canada (2020). Inclusive event planning.

https://cfc-swc.gc.ca/gba-acs/inclusive-inclusif-en.html?wbdisable=true

University of Washington (2021). Creating Accessible Documents.

https://www.washington.edu/accessibility/documents/

Web Accessibility Initiative. (2018). WCAG 2.1 at a Glance.

https://www.w3.org/WAI/standards-guidelines/wcag/glance/

5. Waste and Transportation

5.1. Introduction

Events can generate a lot of waste if careful planning is not done in advance. In this section you'll find best practices for minimizing waste and for ensuring its proper disposal, as well as for considering energy waste.

Another element of your event to consider is greenhouse gas emissions from participants travelling to your event. Encouraging participants to take sustainable modes of transportation or virtual participation can be an option to lower travel-related emissions.

5.2. Zero-waste

5.2.1. Use sustainable options for event materials

There are many opportunities to choose sustainable options for event materials before your event:

- Borrow lanyards and name tag slips from the Office of Sustainability or from the Concordia University Centre for Creative Reuse (CUCCR).
- Invest in reusable signboards and decorations for use at all your events throughout the year.
- As much as possible, use electronic means for event promotion and registration, such as social media, websites, event platforms and the Concordia Events Calendar.
- If you must print new copies of signs and programs, use 100% recycled paper and vegetable-based inks. Consider printing only a limited quantity available on request.
- When creating signage, opt for cardboard or environmentally friendly materials instead of coroplast or foam core.

Consider taking these measures during and after your event:

- Have a nametag dropbox in place at the end of your event so that they can be reused at your next event.
- Donate your signage and event programs to CUCCR.

5.2.2. Use reusable dishware over disposable

Instead of using disposable plates and silverware, use the real deal. If you have a caterer, ask them for reusable dishware and cutlery. This will likely come with an additional cost. Appendix D identifies which of Concordia's Approved Caterers provide the option for reusable dishware.

If you are not using a caterer, or prefer not to pay the extra cost for their dishware, you can borrow everything from percolators to wine glasses for free through the Zero Waste Event Services request form. Make sure you let your caterer know that you won't need them to bring any disposable dishware!

5.2.3. Reduce single-use packaging and select eco-responsible packaging options

Ask your supplier or caterer about how items are packaged and whether there are ways to reduce unnecessary packaging, such as adjusting order quantities or eliminating packaging sleeves.

As much as possible, try to follow the following guidelines:

- Avoid items that are individually wrapped.
    - Service sugar, milk, and condiments in bulk instead of individual packets.
    - Use water pitchers rather than bottled water, or encourage participants to bring their own water bottles and identify water fountains close to your event.
- Choose packaging that is compostable or recyclable in Montreal, and avoid plastic where possible.
    - Avoid Styrofoam and Composites (ex: Chip bags, candy wrappers) as often as possible, as these cannot be composted or recycled.
    - Plastic #6 coffee lids cannot be composted or recycled, so opt for coffee lids that are compostable, or are made of Plastic #5 and recycle them after use.
    - Find compostable coffee cups if possible. If you get regular ones, recycle them after use—waxed coffee cups are recyclable at Concordia, though not elsewhere.
    - Use wooden stir sticks instead of plastic and compost them after use.
    - All Concordia approved caterers are required to supply compostable dishware and cutlery when supplying disposable items.
- For items that you are mailing out to recipients, such as gifts or prizes, avoid creating new waste.
    - Reuse mailing materials that you already have on hand, if possible. This can include corrugated cardboard boxes or mailing envelopes saved from items that you've received previously, or make-shift envelopes from folded cardboard.

- If purchasing new mailing material, opt for post-consumer recycled cardboard or paper rather than plastic. Select a size that will fit the item without being larger than necessary.
- If you require packing material to keep your item safe from breakage, use what you already have on hand. This can be shredded paper or newspaper from your recycling bin, bubble wrap that has been saved from previous deliveries, or textile materials that are destined for landfill.

Appendix D identifies which of Concordia's Approved Caterers provide the option to avoid non-recyclable items and offer items in bulk.

5.2.4. Provide the appropriate waste bins and guidance for waste management

If your event space does not already include separate waste bins for compost, container recycling, paper recycling, and landfill waste, place a request. Ensure that there is a recycling and compost bin placed alongside every garbage bin in the space.

Include educational signage on proper waste sorting:

- Ask your caterer to put place cards by each item outlining whether they are recyclable, compostable, or for landfill; or
- On each bin, attach a one-pager displaying images of each of the appropriate items that you anticipate having on-site.

Make an announcement during the event to clarify waste sorting options and signage.

5.2.5. Donate leftover food

Concordia has a partnership with La Tablée des Chefs, a Québec-based food security organization whose programs include food recovery and redistribution. Work with your Hospitality Concordia event coordinator (if applicable) to arrange for your leftover food to be donated to local shelters or missions.

If you don't anticipate the possibility of there being a large volume of food leftover, plan in advance to have your participants take home leftovers. Ask caterers for reusable or compostable containers to take home leftovers. Alternatively, provide your own or ask participants to bring theirs.

Wondering about energy waste?

Greenhouse gas emissions from building energy consumption are a major contributor to climate change. Concordia has short-term and long-term commitments to reduce its emissions from buildings. Your event venue and operations can have an impact on building energy consumption. Follow the best practices below for energy savings:

- Hold your event outdoors if possible, or in an indoor venue that uses natural light, or in a LEED-certified building
- If you have control over the following, make sure to:
    - Turn off the lights when you leave the event space
    - Adjust blinds to reduce heating/cooling demands
    - Reduce energy phantom load by unplugging electronics that are not in use

5.3. Transportation

5.3.1. If your event includes off-campus participants, encourage participants to take sustainable modes of transportation to your event

If people will be travelling to campus for your event (i.e., are not already on campus), encourage sustainable modes of transportation such as walking, cycling, public transit and carpooling to your event. Share the location of the event identifying the closest metro stations, bus stations and bike routes. Optionally, include a map. You can also share Concordia's sustainable transportation webpage that features Concordia's commuting services and other external services.

5.3.2. If non-local speakers are invited, have them participate virtually

If you invite guest speakers or presenters from outside of Montreal or surrounding regions to participate in your event, have them participate virtually instead of travelling.

In advance of your event, get in touch with IITS to ensure proper set-up and to discuss live technical support in the event that your event host or guest speakers are experiencing difficulties with the event technology in use.

5.3.3. If your event has international participation, host it virtually

Hosting virtual events when participation spans country borders can significantly decrease the emissions associated with an event. An international event with 250 participants, for example, can generate over 250 tonnes of carbon dioxide equivalent (tCo_2e), which is equal to the energy consumption of nearly 60 Canadian homes for one year. Compare that to a virtual event with an equal number of participants, which would generate only 0.3 tCo_2e. [2]

Additionally, virtual conferences increase financial accessibility for early-stage career and low-income participants and increase the geographical range of participation, all of which can lead to increased diversity in attendees and speakers.

If conference organizers are determined to maintain an in-person delivery mode, consider working with partners abroad to deliver a multi-site model wherein multiple cities host conference attendees from nearby regions. Sessions take place in hybrid mode, allowing attendees to participate local sessions and other conference activities in-person, and attending non-local sessions in groups using video conference technology.

5.4. Resources

Zero Waste Event Services
https://www.concordia.ca/about/sustainability/sustainability-initiatives/zero-waste/zero-waste-services/zero-waste-events.html

Sustainable Transportation
https://www.concordia.ca/about/sustainability/sustainability-initiatives/transportation.html

[2] Event emissions calculated using methodologies from Faber (2021). Comparison data from Natural Resources Canada.

6. Purchasing & Sponsorship

6.1. Introduction

In some cases, organizing an event may involve securing sponsors or working with suppliers to help engage attendees and show appreciation to speakers. Choosing sponsors, vendors and products that support a thriving, diverse local economy and minimize our environmental impact is a valuable way to demonstrate your own commitment to social and environmental sustainability.

Those seeking event certification can use excel spreadsheet Supplementary Material 1 to track sustainability information relating to your suppliers, sponsors, and purchased goods and services.

6.2. Choosing sponsors, suppliers and caterers

6.2.1. Choose sponsors and suppliers that fulfill at least two of the following criteria: (1) local; (2) operate as a social enterprise or are committed to social sustainability; and / or (3) committed to environmental sustainability

Local

For this requirement, a local sponsor or supplier refers to a company with its head office and operations in Quebec, though it may have offices and operations outside of the province as well. The company's website should provide this information.

Social economy enterprise

A social economy enterprise (SEE) is a business founded on a social mission to address economic, social, individual, and collective needs. While an SEE generates revenue by selling goods or services just like a for-profit business, their founding purpose is to improve social and / or environmental well-being.

As an example, Petites Mains is a social economy enterprise that manufactures locally- and ethically-made branded merchandise while supporting women's employability, particularly immigrants, single mothers and those without income. While earning fair wages, the women obtain training and experience in clothing manufacturing, kitchen aid, or office work while receiving support to learn French and integrate into Québec. They are also on the list of Concordia Approved Caterers (see section 6.2.2 below).

Consult the social economy enterprise directories in the resource list at the end of this section. If you don't find a business that meets your need email Élisabeth Beaulne-Morin for help with identifying suppliers from the social economy.

Committed to social sustainability

Sponsors and suppliers who are committed to social sustainability may engage with their communities, follow specific practices or policies related to Equity, Diversity, and Inclusion, or actively promote the wellbeing of their employees. Do some research on the company's web pages or reach out to the company directly to answer some of the questions in Appendix E about its meaningful efforts toward social sustainability.

Committed to environmental sustainability

Sponsors and suppliers' commitment to environmental sustainability can focus on a range of issues, including waste and emissions reduction, fair labor conditions and biodiversity protection. It is important to approach any sustainability claims with a critical eye to spot attempts to greenwash products or practices. Do some research on the company's web pages or reach out to the company directly to answer some of the questions in Appendix E about its meaningful efforts toward environmental sustainability.

Beware of greenwashing!

Greenwashing is when a company, government or group makes environmental or social sustainability claims about their initiatives or products but fails to operate in such ways. Do a little research on the companies you plan on purchasing from and make sure they're third party certified or have formal policies in place.

6.2.2. Choose caterers that fulfill at least two of the following criteria: (1) local; (2) operate as a social enterprise or are committed to social sustainability; and / or (3) committed to environmental sustainability

See section 6.2.1 above for definitions of the terms implicated in this section.

When hosting an event at Concordia, event planners have the choice between self-catering an event or hiring the services of a caterer. For the latter, event planners must select a caterer from

Concordia's Approved Caterers list. Appendix D indicates which of Concordia's approved caterers fulfill at least two of the criteria based on survey responses.

6.2.3. Purchase from at least one supplier and / or catering business owned by underrepresented communities

Seek out and support businesses owned by people from underrepresented communities, in order to give support and visibility to underrepresented entrepreneurs. Systematic barriers to capital, credit and networking opportunities continue to hold back businesses owned by people with disabilities and by Black, Indigenous, Latinx, LGBTQ+, or immigrant community members. By diversifying the suppliers we work with, we widen access to resources, which in turn promotes greater economic equity and helps close the wealth gap among our communities.

Appendix D indicates which of Concordia's approved caterers self-identify as any of the above.

Meanwhile, self-catered events as well as other supplier needs put us in full control of what suppliers we may work with. Consult the business directories at the end of this section.

6.3. Making sustainable purchasing choices

6.3.1. Give non-physical gifts, prizes, and giveaways or, if necessary, choose products that are environmentally and / or socially responsible and which attendees can opt out of

Be thoughtful with gifts and prizes

To avoid unnecessary waste, transport, and material consumption, seek out experiential gifts and prizes such as:

- Tickets to an event
- Gift certificates / discount codes for underrepresented community-owned businesses or restaurants
- Pre-paid food basket delivery from local farmers
- Charitable donations in the recipient's name

Less preferable but still acceptable are gifts and prizes that are socially and / or environmentally responsible. No matter the sustainability-related attributes of the product, the item should also bring value to the recipient, be durable (if applicable), and avoid needless packaging (see section 5.2.3). Some examples include:

- Local and / or certified sustainable food item (e.g. Quebec maple syrup or Fairtrade chocolate)

- Seeds or seedlings from small local nurseries or the Concordia Greenhouse
- Locally-made artisan products
- Items made with recycled, environmentally-friendly and / or certified sustainable materials

Consult the business directories at the end of this section for examples of business to support through your gifts and prizes.

For offering gifts to Indigenous people, follow the guidelines in Concordia's Indigenous Elder and Community Protocols.

For mailing gifts and prizes, consult section 5.2.3.

Be careful with giveaways (swag and promotional items)

Giving away items that are of poor quality and do not serve a purpose is not good for the planet or your organization. "Swag" items like leaky travel mugs and promotional t-shirts are typically discarded, along with the energy and resources required to produce them.

First, question the need to offer swag or promotional items at all. For virtual events and relatively short in-person events, these are not as ubiquitous and can more easily be avoided.

If you do wish to provide free items to your participants, use sections 6.2.1 and 6.2.2 to find your supplier, and follow Equiterre's Guide to Sustainable Promotional Products to find items that meet one or more of the following criteria:

- Durability: The object is solid, well designed and aesthetically pleasing. A T-shirt with a creative design rather than a logo and the event date is more likely to be appreciated and, therefore, worn more often.
- Certifications: A third party has confirmed that the object respects certain environmental or social criteria (e.g., Fair Trade or Global Organic Textile Standards)
- Environmentally friendly: The product is minimally packaged, contains recycled materials, does not require batteries and is energy efficient, can be recycled at the end of the life cycle, and does not contain environmentally harmful products.

Additionally, event attendees / participants should be allowed to opt out of receiving giveaways. This will ensure the quantity of material ordered is reasonable and that only people who want the item will receive it.

For mailing swag and promotional items, consult section 5.2.3.

6.3.2. Offer an equal number or more plant-based (vegan) dishes than animal-based options and no dishes that include beef

Given the outsized impact of global animal production on water and land use, biodiversity loss and food-related greenhouse gas emissions, reducing our consumption of meat, aquaculture, dairy and eggs is crucial to building a sustainable food system.

In addition to the environmental benefits, menus offering a variety of plant-based options are also friendlier to people with different diets, such as vegetarians, vegans and those with allergies to dairy, eggs and shellfish.

Appendix D indicates which of Concordia's approved caterers can provide ample vegan and vegetarian options.

If you are offering food at your event, ensure that at least half of the options are entirely plant-based (i.e. do not include dairy or animal products), and avoid beef-based options. If applicable, remember to include a question about dietary preferences in your registration form.

Did you know?

Animal products provide just 18% of calories globally and 37% of protein but use 83% of farmland and produce up to 58% of greenhouse gas emissions from our global food systems. Beef, in particular, has a singular impact on greenhouse gas emissions; emissions from cattle account for about 9.5 percent of global greenhouse gas emissions. As a comparison, per 100 grams of protein, beef produces 25 times more carbon emissions than beans.

Poore & Nemecek (2018). Reducing food's environmental impacts through producers and consumers. *Science*. https://science.sciencemag.org/content/360/6392/987

UN Food and Agricultural Organization (2013). Tackling climate change through livestock – A global assessment of emissions and mitigation opportunities. https://www.fao.org/3/i3437e/i3437e.pdf

6.3.3. Prioritize and correctly label local, sustainable, and culturally inclusive food and beverage

If you are offering food and beverage, aim to provide three or more items or dishes that fulfill one or more of the following criteria:

- Grown or produced in Quebec
    - The Aliments du Québec au menu program lists restaurants that source ingredients locally
    - You can also find the Aliments du Québec symbol on a number of commercially available products
- Fairtrade (or subscribes to similar ethical purchasing standards)
    - Note that all caterers on the Concordia Approved Caterers list serve Fairtrade coffee, tea, and sugar
- Certified organic (examples include Pro-Cert, Eco Cert and Quebec Vrai)
- Certified Halal
- Certified Kosher
- Certified Humane
- Certified sustainable seafood (examples include Oceanwise, Aquaculture Stewardship Council or the Marine Stewardship Council).

Appendix D identifies which of Concordia's approved caterers offer these menu options. When deciding on your menu, ask them which dishes or items fulfill one or more of the criteria above and prioritize those for inclusion (and appropriate labelling).

For self-catered events, you can look out for the certifications above and ensure that you prioritize and appropriately label items fulfilling the criteria.

Ideally, your food table will proudly sport at least 3 separate (and appropriately labelled) examples of local, sustainable, and / or culturally inclusive foods.

Tip | Discussing sustainability with your chosen food supplier

The food-related criteria above aim to reduce our food system's environmental impact and support thriving communities both in Quebec and globally.

Here are recommendations on how to meet the requirements throughout this guide in partnership with your chosen food supplier:

- If a catered event, consult Appendix D to determine which Concordia Approved Caterers will be able to assist you in reaching your sustainability goals.
- Share the list of criteria in this section so that your food supplier understands your priorities and can advise on menu selection.
- Ask for recommendations of plant-based menu options, aiming for at least 50% vegan options and no items that include beef.
- Ask them to appropriately label all the menu items that meet the criteria above or are plant-based.
- Request reusable dishware.
- Ask them to offer items like water, milk, sugar, and condiments in bulk rather than individually packaged and ask them to be mindful of the other considerations listed in section 5.2.3.
- Ask them to prepare to appropriately label the implicated food and beverage items on the day of your event

6.4. Resources

Equiterre (2021). Guide to Sustainable Promotional Products.
https://www.equiterre.org/sites/fichiers/divers/guide_to_sustainable_promotional_products.pdf

Social Economy Enterprise directories

- CESIM directory
- Chantier de l'economie sociale

Underrepresented community-owned business directories

- BUYPOC
- Canada's Black-owned Business Directory
- First Nations of Quebec and Labrador Economic Development Commission Indigenous Business Directory
- Shop First Nations
- Canadian LGBTQ+ businesses

7. Digital Consumption

7.1. Introduction

In general, the environmental footprint of virtual or hybrid events is much smaller than those held in-person primarily due to the reduced need for travel. Nonetheless, the climatic impact of virtual components of events are not trivial. In 2019, it was estimated that nearly 4% of our global greenhouse gas emissions are caused by the infrastructure, equipment and data centers that allow our digital activity.[3] This is more than civil plane transport and twice as much as emissions from global waste disposal.

One of the main drivers of our digital footprint is the dramatic increase in data traffic, particularly video content. Because the internet requires a lot of electricity to store and send data around the world, and because the devices that we use to access content also use energy, increased data consumption means increased energy usage and its associated greenhouse emissions.[4] Figure 1 shows the carbon emissions associated with popular videoconferencing applications.

At Concordia, supported virtual or hybrid event platforms include Zoom, Microsoft Teams, and Grenadine.

The recommended actions provided below encourage more mindful use of internet technology while still enjoying the benefits of virtual or hybrid events.

7.2. Platform

7.2.1. Invite your participants to reduce their streaming quality and turn off their cameras when not presenting or interacting with others

The carbon impact of a video conference session is significantly influenced by three main factors: (1) end-user device, (2) end-user internet network, and (3) platform server.

[3] The Shift Project (2019). CLIMATE CRISIS & THE UNSUSTAINABLE USE OF ONLINE VIDEO: The practical case for digital sobriety. https://theshiftproject.org/wp-content/uploads/2019/07/2019-02.pdf

[4] Obringer et al. (2021). The overlooked environmental footprint of increasing Internet use. Resources, Conservation and Recycling. https://impact-festival.earth/wp-content/uploads/2021/06/Overlooked-Environmental-Footprint-of-Increasing-Internet-Use_2021_compressed.pdf

As would be expected, the carbon impact of end-user devices and internet network are decentralized and largely dependent on the hardware and internet provider favored in your participants' homes or offices.

The more cameras are turned on and the higher the chosen streaming quality, the larger participants' environmental footprint from their internet network. This is because video streaming and high definition require significantly more data usage, and therefore consume more energy. On average, the carbon impact of a platform is three times higher when participants are using video.[5]

To reduce your event's carbon footprint, invite participants to turn off their cameras when they are not presenting or engaging with others. If the option is possible within your event platform, ask that they stream content in standard rather than high definition. Remember to explain to participants the reasons for your request in order to raise awareness about the environmental impact of our online activities.

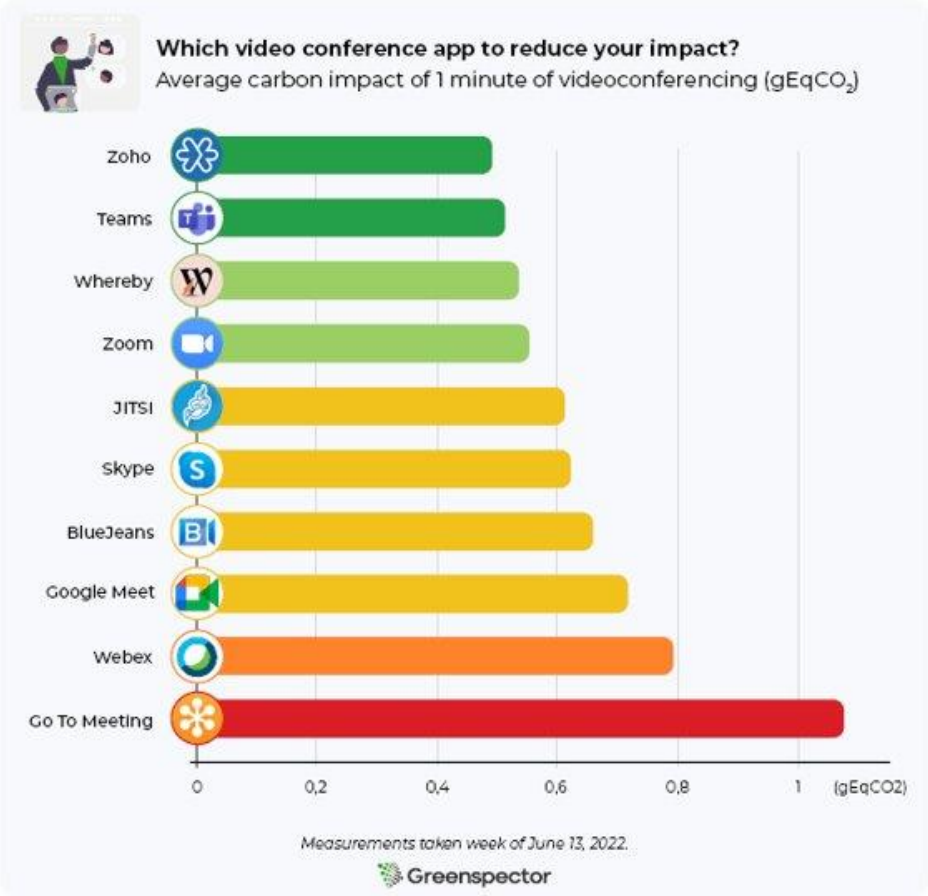
7.2.2. Select a video platform with a low carbon impact

The third factor influencing the carbon impact of a videoconferencing events is related to where and how the video conferencing company (for example Zoom) hosts their servers. Servers located in regions powered by renewable or cleaner energy sources will have a lower carbon impact than those in regions whose primary energy source is coal. As well, there may be variations in server size, number, and efficiency.

The figure below shows the average carbon impact of one minute of videoconferencing using ten of the most common video conference platforms. To reduce the carbon impact of your event, use one of the four platforms (Zoho, Teams, Whereby, and Zoom) considered to have a low carbon impact (i.e., less that 0.5 grams of carbon dioxide equivalent per minute of videoconferencing). [6]

[5] Greenspector (2022). The impact of our videoconferencing uses on mobile and PC! https://greenspector.com/en/videoconferencing-apps-2022/

[6] Greenspector (2022). The impact of our videoconferencing uses on mobile and PC! https://greenspector.com/en/videoconferencing-apps-2022/



7.3. Emailing

7.3.1. If you are emailing participants, in the signature portion of your email include a reminder to delete emails that are no longer necessary

Encourage your participants to adopt environmentally responsible online behaviour by deleting old emails related to your event. Although the emissions associated with a single email are small, by collectively removing the enormous volume of unneeded emails stored in data centres, we eliminate wasteful energy consumption and related emissions.

To raise awareness among event participants, we recommend you add in your email signature a message such as:

“To help save energy and the environment, please delete this email when no longer useful.”

7.3.2. When sending documents and videos to participants, rely on your event platform or use cloud-based sharing

In order to make your event more accessible, you will want to share materials or recordings from your event (see section 4.4.1). However, file attachments have a large carbon footprint, especially when sending them to large numbers of recipients.[7]

If you are using an event hosting platform such as Grenadine, simply provide the link to the event platform and remind participants that the content will be available to them for a specified duration of time after the event closes.

If sending content to participants directly, include links to platforms such as YouTube, WeTransfer, OneDrive, and others. Make sure you tell them how long the material will be available at the link, if the link has an expiry date or you plan to remove the content at some point.

7.4. Resources

ADEME (2019). La face cachée du numérique : Réduire les impacts du numérique sur l'environnement. https://librairie.ademe.fr/cadic/2351/guide-pratique-face-cachee-numerique.pdf?modal=false

On Tourne Vert (2021). Le guide des bonnes pratiques. https://ontournevert.com/fr/guide-tournage-ecoresponsable/

The Shift Project (2019). CLIMATE CRISIS & THE UNSUSTAINABLE USE OF ONLINE VIDEO: The practical case for digital sobriety. https://theshiftproject.org/wp-content/uploads/2019/07/2019-02.pdf

Ville en vert (2020). Le troisième pays au monde et l'empreinte carbone des courriels.

[7] Carbon Literacy Project (2018). The carbon cost of an email. https://carbonliteracy.com/the-carbon-cost-of-an-email/

8. Sustainability Awareness & Reporting

8.1. Introduction

Sharing your event's sustainability commitments and achievements before, during and after the event is a great way to not only celebrate your efforts but also raise public awareness about sustainability and motivate others to rethink the environmental and social impact of their events. In fact, research has shown that in many cases attendees would pay more for more sustainable events.[6]

Before and during the event, there are several channels you can engage in to build awareness of your event's sustainability activities. After your event is over, you can report on your achievements and on the overall sustainability of your event.

8.2. Awareness (before / during event)

8.2.1. Communicate the sustainability measures that are being taken for the event and suggest the actions that participants, speakers, and presenters can take to reduce their impact

Tell participants what efforts you have taken

Event organizing offers numerous opportunities for highlighting your efforts and spreading awareness about sustainability. Some of these opportunities include:

- event website
- emails to attendees, speakers and presenters
- call-out materials for sponsors and suppliers
- social media posts
- verbal stories during opening remarks and when presenting speakers with sustainable gifts
- presentation materials or holding slide

Email and PowerPoint templates are available in Appendix F and Appendix G, and the examples provided below offer guidance on how to communicate your measures and the reasons you are implementing them.

Tip | Examples of sustainability measures to highlight

Example 1: Our sponsor, Animiki, is an Indigenous-owned web services company and Certified B Corp that works with organizations to create better social and economic outcomes for Indigenous communities.

Example 2: To help reduce our environmental footprint, documents will be provided through WeTransfer since cloud-based sharing tools consume less energy than email attachments.

Example 3: In order to ensure accessibility, we have designed our webpage, documents and presentation materials to conform to accessibility standards established by the Web Content Accessibility Guidelines (WCAG).

The Sustainable Event Certification seal, which you will receive once the event has been certified, should also be included in your communications.

If your event addresses Concordia's sustainability goals, publicize this

Launched in November 2020 after extensive community consultation, Concordia's Sustainability Action Plan presents a long-term vision and action plans for five stream topics: Food, Waste, Climate, Research, and Curriculum. The action plan touches every aspect of the university's mission and operations and fulfillment of its goals will require commitment from the entire Concordia community.

Concordia has also committed to making meaningful progress on the 17 United Nations Sustainable Development Goals.

By connecting your event's sustainability measures to the university's goals, you spread awareness about those goals while demonstrating how to take action on them.

Communicate actions that participants, speakers and presenters can take to increase the sustainability of the event

Amplify the impact of your sustainability actions by letting participants know how they can support your event's goals and become more engaged in sustainability on campus. Email and PowerPoint templates are provided in Appendix F and Appendix G.

Share the guidelines in Appendix H with your speakers and presenters well in advance of the event so that they have time to identify any questions or concerns. As needed, reach out to the indicated contacts for additional support.

8.3. Reporting (after your event)

8.3.1. If your in-person event has over 100 participants or your virtual event spans multiple days or has 500 participants, calculate the GHG emissions associated with organizing and hosting the event

Greenhouse gas emissions can arise from all types of events. Sources include emissions from food and beverages, dishware, travel, and digital consumption. Although some emissions are unavoidable, we encourage event organizers to consider the following best practices to reduce emissions and to offset remaining emissions.

Considering the administrative capacity of smaller events, tracking greenhouse gas emissions will only be required as part of the certification for events that will generate over 500 kg CO_2e.

In-person events

GHG emissions from dining

If you are serving food and beverages at your event, use the Events Emissions Calculator created by the Princeton Student Climate Initiative (PSCI) to estimate emissions related to dining from your event. Those seeking event certification can record the result in Supplementary Material 2.

Tips | Minimizing emissions from dining

- As stated in section 6.3.2., if you are offering food at your event, ensure that at least half of the options are entirely plant-based (i.e., do not include dairy or animal products), and avoid beef-based options.
- Choose menu items that are in season, this will reduce transportation emissions associated with the sourcing of your food.
- Reduce food waste by ordering the appropriate amount of food and have a left-over food donation plan in place.
- Favour water in reusable bottles as a beverage option.
- Buy snacks in bulk and not individually wrapped.
- As stated in section 5.2.2., favour reusable dishware over disposable when possible.

Travel emissions

If your target audience includes people or speakers from outside the Concordia community, calculate travel emissions associated with your event. Travel emissions are often the main source of emissions for in-person events. To calculate these emissions, you will be required to collect information on how your participants or speakers travelled to your event.

We recommend collecting this information by posing the following questions in your registration form and to event speakers:

- Will you be travelling to this event from another province or country?
- Will you be traveling from another major region in Quebec?
- What will be your primary mode of transportation to the event?

Use our Microsoft Forms template to obtain registration questions and response options related to travel emissions. Send your participants' responses to sustainable.events@concordia.ca, and the Office of Sustainability will estimate total travel emissions for your event.

Tips | Minimizing emissions from travel

- As stated in section 5.3.2., consider a virtual option for non-local participants.
- Encourage participants to travel by train rather than by plane. Railway travel is considered a low-emission mode of transportation and is a recommended alternative to air travel when possible.

Virtual events

All events, even virtual ones, will be associated with greenhouse gas emissions. The purpose of tracking GHG emissions is to raise awareness about the different sources of emissions from virtual events and to reduce them.

Though much less than its in-person counterpart, virtual events still emit greenhouse gases owing primarily to the energy required to power the Internet and the devices we use.[8]

As demonstrated in Figure 2, virtual events that are likely to generate over 500 kg CO_2e are multi-day events or events with 500 participants or more.

[8] Greenspector (2020). L'impact environnemental des moteurs de recherches. https://greenspector.com/fr/moteurs-de-recherches/

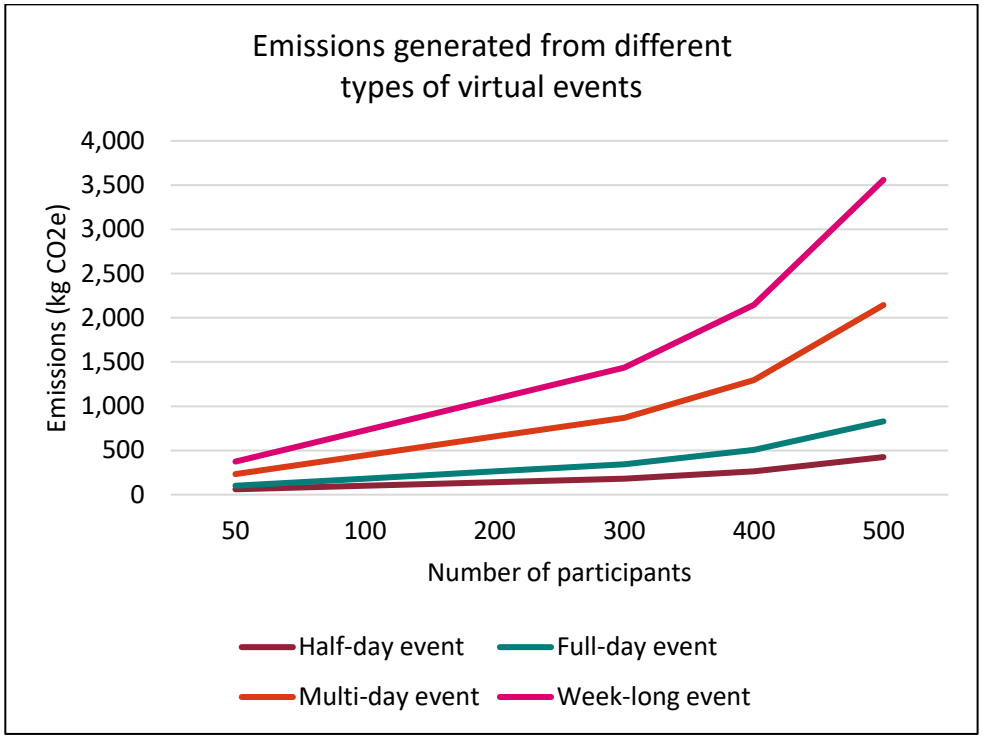


Figure 1 - Emissions generated from events of different duration and participation level

Those seeking event certification can track event session information (number of participants and duration) and organizer meetings (average number of participants, duration and frequency) in Supplementary Material 3.

Record this information and the Office of Sustainability's analyst will calculate your event's emissions using a method published in the *International Journal of Environmental Studies*, which has been adapted to the Canadian context[9]. Emissions will be calculated from the sources below.

[9] Grant Faber (2021): A framework to estimate emissions from virtual conferences, International Journal of Environmental Studies, DOI:10.1080/00207233.2020.1864190

Source of emissions	Description
Event Computers	Emissions arising from the energy use of the computer during the event as well as the embodied, shipping and end-of-life emissions.
Network Data Transfer	Energy used by the internet infrastructure when transferring data between internet users.
Organizer Meetings	Computer, network data transfer and server emissions for organizer meetings which would not have happened otherwise.
Monitor Usage	Emissions arising from the energy use of the monitor during the event as well as the embodied, shipping and end-of-life emissions.

Tips | Minimizing emissions from virtual events

- As stated in section 7.2.1., invite your participants to reduce their streaming quality and turn off their cameras when not presenting or interacting with others.
- Choose a platform that has a low carbon impact, see chart in section 7.2.1. for more details.

Raising awareness about greenhouse gas emissions from events

When reporting your event's carbon impact to your audience or team, it is recommended to communicate the total estimated greenhouse gas emissions of your event in relatable terms. Natural Resources Canada offers a greenhouse gas equivalencies calculator in which you can translate your emissions into the approximate equivalent number of litres of gasoline consumed, average homes' electricity use for one year, number of propane cylinders used for home barbeques, and other metrics.

Simply select the "If You Have Emissions Data" tab and enter the amount of emissions calculated using the appropriate measuring unit.

Appendix A. Event code of conduct

The [name of event] organizing team is dedicated to providing a harassment-free and inclusive event experience for everyone regardless of gender identity and expression, sexual orientation, disabilities, neurodiversity, physical appearance, body size, ethnicity, nationality, race, age, religion, or other protected category. We do not tolerate harassment of event participants in any form. The [name of event] organizing team takes violations of our code of conduct seriously and will respond appropriately. The event code of conduct is in line with Concordia University's Code of Rights and Responsibilities (BD-3). For more information on Concordia's code and related services visit Concordia's Office of Rights & Responsibilities.

Expected behaviour

All participants of [name of event] must abide by the following code of conduct:

1. Participants should always exercise consideration and respect in their speech and actions.
2. Participants should always attempt for collaboration before conflict.
3. Participants should refrain from demeaning, discriminatory, or harassing behaviour and speech.
4. Harassment and discrimination is not acceptable during the event. This includes any verbal, physical, or visual conduct based on sex, sexual orientation, gender expression or identity, transgender status, race, age, national origin, disability. It also includes inappropriate use of nudity and / or sexual images; deliberate intimidation, stalking or following; harassing, photography or recording; sustained disruption of sessions, talks or other events; inappropriate physical contact, and any unwelcome sexual attention.
5. Participants asked to stop any harassing behaviour are expected to comply immediately.
6. Participants should always be mindful of their surroundings and of their fellow participants.
7. Participants should not make audio or visual recordings of the Virtual Event on their personal device—and do not have the permission to distribute audio or visual recordings of the Virtual Event (via social media or any other means).
8. Participants should not take or distribute pictures of or copy research posters/presentation materials unless explicit permission is granted.

This code of conduct extends to talks, panels, conferences, exhibitions, booths, forums, workshops, mixers, and all interaction between participants before, during, and after the event in its entirety. It applies to all attendees, partners, sponsors, speakers, volunteers, and event staff.

Consequences of unacceptable behaviour

Unacceptable behaviour will not be tolerated. Anyone asked to stop unacceptable behaviour is expected to comply immediately.

The [name of event] organizing team reserves the right to refuse admittance to, or remove any person from, the event at any time in its sole discretion. This includes, but is not limited to, attendees behaving in a disorderly manner or failing to comply with this code of conduct, and the terms and conditions herein.

If a participant engages in unacceptable behaviour, the Event Organizer may take any action they deem appropriate using peaceful means, up to and including expulsion from the event without warning or refund. Breaches of the rules provided for in this code of conduct can also result in disqualification from participating in future events.

If we deem it an urgent situation involving threatening or violent conduct, where there is reasonable cause to believe that the safety or security of persons may be threatened, we will immediately contact on-site Campus Safety and Prevention personnel (if on campus) or local law enforcement (if off campus).

How to report an emergency or a violation of this code of conduct

If you experience or witness a life or safety-threatening emergency, where there is reasonable cause to believe that the safety or security of persons may be threatened, please phone Campus Safety and Prevention Services at 514-848-3717 (if on campus) or 911 (if off campus).

If you wish to report a violation of this code of conduct while the event is underway, please bring it to the attention of the event staff available to you or contact [name] at [email address].

If you have a complaint or concern about harassment, discrimination, bullying or any other conduct that violates the code of conduct and for which you would like to seek additional support, we encourage you to contact the Office of Rights & Responsibilities. You may request that your report remain completely confidential.

Why this code of conduct is important

Harassment at in-person and virtual events is unfortunately common. By creating a code of conduct, we wish to make clear that harassment of anyone for any reason is not acceptable within our events and communities. This code of conduct may prevent harassment by clearly defining expectations for behaviour, aims to provide reassurance, and encourages people who have had bad experiences at other events to participate in this one.

Appendix B. Accessible web and document guidelines

Accessible web guidelines[10]

Category	Guidelines
Provide text alternatives for non-text content (e.g. images)	All images and other non-textual items should have a text alternative that describes what it is so that screen readers can interpret image content
Provide alternatives for time-based media (audio and video)	Provide an alternative to video-only and audio-only content
	Provide captions for pre-recorded audio
	Provide audio description or text transcript for videos with sound
Content can be presented in different ways (e.g. through a screen reader) without losing info or structure	Instructions don't rely solely on sensory characteristics (shape, size, visual location, orientation, sound)
Make sure content is readable and the foreground contrasts sufficiently with the background	Don't rely solely on colour to convey information
	Don't play audio automatically, or else allow automatically playing audio to be paused and stopped; allow for audio volume to be adjusted
Make all functionality available from a keyboard	All functionality and navigability is accessible by keyboard
Give users enough time to read and use content	Users can stop, pause or hide moving, blinking, scrolling or auto-updating information
Do not use content that can cause seizures	No content flashes more than three times per one-second period
Help users to navigate, find content, and determine where they are	Provide a way for users to skip repeated blocks of content, such as by navigation menus
	Use helpful and clear page titles

[10] Based on selective content from level A (minimal conformance) of Web Content Accessibility Guidelines (WCAG) 2.1 as summarized by Elsevier's Accessibility Checklist. For increased accessibility web pages would comply with Level AA or AAA of WCAG 2.1 (or later) guidelines.

	Place components in a logical sequence so that users can tab through the elements of the page in a logical order
	Every link's purpose is clear from its text or context
Make it easier for users to operate functionality through various inputs beyond keyboard	All operations must use simple gestures that need only a single touch or click. If more complex operations exist, a single touch or click alternative must be given
	Allow users to recover from accidental or erroneous pointer input (touch screen taps, mouse clicks)
Text should be readable and understandable	Specify the language (e.g. English) of the Web page
Help users to avoid and correct mistakes	Items requiring user input are clearly labeled or have clear instructions

Accessible document guidelines[11]

Category	Guidelines
Make your content as clear and legible as possible	Use an easily-readable font (Tahoma, Calibri, Helvetica, Arial, Verdana, and Times New Roman) that is large enough to be read easily (at least 12 point font for documents; at least 32 pt for presentations)
	Use decorative images sparingly
	Use hyperlink descriptions function to assign text to a hyperlink that gives a clear and accurate description of the destination (in Microsoft Word, "insert hyperlink" → "screen tip")
	Do not have entire ideas conveyed only through graphics; use captions to summarize the content (for documents + presentations) and ensure that the ideas demonstrated in the graphic are already being communicated through written text (for documents)
Use the "format image" functionality in your software to add text descriptions to images and graphics	Alt text: Typically for simple images, alt text is used to describe the basic nature of the image. A logo image could include the company name as the alt text. A photograph could include a one-line description of the image. For more complex images, such as charts or maps, include a description summarizing the content and function of the image.

[11] Based on guidelines from from the Government of Canada and from the University of Washington.

	Mark as decorative: For images or graphical elements that do not convey information, check “mark as decorative”; screen readers will ignore them.
Use formatting to organize documents accessibly	Use the software application’s built-in heading styles to separate sections
	For long documents, include a table of contents
	If making lists, use the bullet or numbered list function included in the software
Use unique and relevant title slides for presentations	This allows screen readers to quickly scan slides the way one would with a table of contents, so that the user can navigate to the slide of their choice
	If your slides are all labeled identically or if you use the same title for a whole section of slides, the user has no convenient way to quickly scan through the content
Use your software’s accessibility checker	Use the built-in accessibility checker, if your software has one, to ensure that you haven’t missed anything. Most often you’ll find this option under the “review” or “view” menu of your document or presentation.

Appendix C. Guidelines for facilitators, moderators, and event hosts

These are best practices for facilitators, moderators, and event hosts to follow while introducing or leading a session. It is important to note, not all best practices will apply to you and your role.

Accessible and anti-oppressive facilitator styles

Enabling a safe environment

- Offer the option to submit comments or ideas anonymously during the event
    - For virtual events, this can be done busing Zoom's whiteboard feature (make sure to "hide the names of annotators"), or other tools such as Web Whiteboard (make sure to "hide collaborators' cursors). For Zoom webinars, click on "allow anonymous questions" in the Q&A settings.
    - For in-person events, offer participants the option of texting or emailing their questions or comments to you or another moderator.
- If you are recording the event or portions of the event, make sure everyone is aware of it at the beginning of each affected activity. The purpose of the recording and how it will be used or shared should be clearly stated.
    - Note that in Zoom, the chat function and Q&A box do not show up in the video recording.

For virtual events

- Ensure that participants are given the option to participate via both microphone and text chat.
- Enable automatic closed captioning as an option for participants (note that this is now automatically enabled in Zoom) and encourage participants to make use of them if needed.
- Invite your participants to reduce their streaming quality and turn off their cameras when not presenting or interacting with others.

Facilitating conversation

Please familiarize yourselves with these key practices from the Centre for Community Organization (COCo), the Equity Office, the Access Centre for Students with Disabilities and utilize them when feasible and as appropriate.

- Offer different ways to participate besides speaking (such as using the chat or Q&A function, texting or emailing comments, listening, note taking, etc.). Never position the option to pass on speaking as less valid than other ways of participating.
- Explain choices and motivation behind activities as much as possible.

- Invite people to participate who may be having difficulty entering the conversation.
- Model expectations for group activities and / or involvement. For example, if you ask the group to do a "check-in," demonstrate what you mean by that.
- Be open to trying different ways of facilitating (including small groups, hands-on activities, etc.) to match the needs of the group.
- Speak and communicate clearly. Use a microphone, if possible.
- Use descriptive language to indicate what is on your slides and to indicate when you are changing them. Describe charts/graphs or other graphics.
- Repeat questions/information from audience so everyone can participate.
- Ensure your face is in full view during the presentation so that participants can read lips.

Gender pronouns

- Encourage all speakers and participants to **optionally** state their pronouns when introducing themselves. You can set the stage by introducing yourself using your pronouns. Make sure to also leave space for those who do not wish to share their pronouns.
- Participants can be encouraged to list their pronouns in their virtual participant display name or event badge, if they are comfortable doing so and have the ability to change it. For example: Jane Doe (she/her)

Facilitators, moderators and event hosts should also be aware of the importance of using non-binary gender terminology and gender-neutral language when possible.

Territorial acknowledgement

Delivering a territorial acknowledgement is a means of fostering positive, mutually respectful relations and dialogue with local Indigenous peoples and communities, in recognizing their long history with the land and waters that are their home and territory.

If it is most appropriate for the facilitator or moderator to deliver the territorial acknowledgement please consult the best practices below. As a reminder, the territorial acknowledgement is not meant to be delivered by someone who originates from the ancestral lands we are gathering on. The Acknowledgement should always be delivered by persons who are guests on the land (which always includes non-Indigenous people).

If you are located in Tiohtià:ke/Montréal

Please familiarize yourself with the land acknowledgement available from Indigenous Directions and practice pronunciation beforehand. Concordia's territorial acknowledgement and resources were created by Concordia University's Indigenous Directions Leadership Group in 2017.

The official text should always be used for important public facing events. For other events, individuals are encouraged to recite Concordia's official land acknowledgment but to deliver a

portion of the land acknowledgment in their own words, perhaps referencing the content or purpose of the event. It is important to use the correct names of the peoples and territories concerned; Concordia's territorial acknowledgment web page includes a guide to correct pronunciation.

If you are NOT located in Tiohtià:ke/Montréal

If you are not located in Tiohtià:ke/Montréal at the time of the event, then you should acknowledge the territory on which you are located, as well as the territory that Concordia is built on (using the guidelines above).

If hosting a virtual event you can also encourage participants to acknowledge the territories they are joining from, perhaps sharing a resource that maps Indigenous lands like native-land.ca.

Appendix D. Approved caterers (click image to follow link)

	A	B	C	D	E	F	G	H	I	J
1				6.2.2. Choose caterers that fulfill at least two of the following criteria: (1) local; (2) operate as a social enterprise or are committed to social sustainability; and / or (3) committed to environmental sustainability						
2		5.2.2. Use reusable dishware over disposable	5.2.3. Reduce single-use packaging and select eco-responsible packaging options	Local	Operate as a social enterprise or are committed to social sustainability	Committed to environmental sustainability	6.2.3. Purchase from at least one supplier and / or catering business owned by underrepresented communities	6.3.2. Offer an equal number or more plant-based (vegan) dishes than meat options and no dishes that include beef	6.3.3. Prioritize (i.e. offer dishes or items representing 3 or more of the following criteria) and correctly label local, sustainable, and culturally inclusive food and beverage	Additional notes from vendor
3	À La Table by Hanna	No data	No data	No data	No data	No data	No data	No data	No data	No data
4	Avec Plaisirs	x	x	x	x	x		x	x	Offers adapted jobs for with people with disabilities; Carbon offs
5	Chef On Call			x	x			On request		N/A
6	Chef Sean SNS	x		x	x		x	x	x	N/A
7	Côba			x				x	x	N/A
8	La Cuisine Traiteur/Catering and Food Truck	x	x	x	x	x		x	x	N/A
9	Domino's Pizza				x					N/A
10	EM & Breez		x	x	x			On request		N/A
11	G Catering	x	x	x	x			x		N/A
12	Hive Café Solidarity Cooperative	x	x	x	x	x	x	x	x	N/A
13	Julien-Leblanc traiteur	x	x	x	x			x	x	Starting a fleet of electric vehicle; Uses plant-based saranwrap th
14	La Marguerite Catering			x				x		Donates to On Rock, Old Mission Brewery, Shriners Hospital of M
15	Limone Catering (Aramark)	x	x		x	x		x	x	Uses Leanpath Program to control food waste
16	Mandy's	x		x	x			x		N/A
17	Nilufar		x	x	x	x	x	x		Works with zero-waste companies, and gives leftover food to con
18	Olive Orange	x	x	x	x	x	x	x	x	N/A
19	Pekarna	x	x	x	x			x		Firm believers in re-using packaging, containers, etc.
20	Petites-Mains	x	x	x	x		x	x	x	Working on compostable program, water and electricity conserva
21	Poulet Rouge			x	x		x			Serves only certified Halal chicken
22	Reggie's			x	x		x	On request		N/A
23	Resto Plateau	x	x	x	x	x	x	x		N/A
24										
25										

Appendix E. Determining the sustainability of sponsors and suppliers

Organization's mission, policies and practices pertaining to social sustainability[12]

Does the organization do three or more of the following?

- ☐ Engage with local communities or non-profit organizations through donations, volunteering, or partnerships
- ☐ Employ policies and documented practices related to Equity, Diversity, and Inclusion
- ☐ Offer free skills development opportunities to employees
- ☐ Pay a living wage ($20/hr) to full-time employees or have a unionized workforce
- ☐ Encourage ethical practices along the supply chain through an ethical purchasing policy or code of ethics
- ☐ Work with small-and-medium sized businesses or co-operatives as suppliers
- ☐ Work with businesses owned and operated by underrepresented communities (people with disabilities and by Black, Indigenous, Latinx, LGBTQ+, or immigrant community members women as suppliers?

Organization's mission, policies and practices pertaining to environmental sustainability[13]

Does the organization do two or more of the following?

- ☐ Avoid investments or other support for fossil fuel development
- ☐ Take concrete actions to improve water and electricity conservation (e.g. energy-efficient faucets, toilets, computer systems, and lighting)
- ☐ Use exclusively non-fossil-fuel-based energy sources (e.g. solar, wind, geothermal, hydropower)
- ☐ Have a recycling, compost, or reuse program in place for industry-specific items
- ☐ Produce goods locally in Quebec or Canada
- ☐ Produce goods using low-waste practices (e.g. through reuse of materials destined for landfill, client take-back programs, minimal or no packaging)
- ☐ Produce goods with fewer greenhouse gas emissions (e.g. through avoidance of emissions-intensive materials and processes)
- ☐ Produce goods using less water (e.g. through avoidance of water-intensive materials and processes)

[12] BDC (2021). 7 tips for putting corporate responsibility at the heart of your business. https://www.bdc.ca/en/articles-tools/business-strategy-planning/manage-business/corporate-responsibility-7-key-steps

[13] ITU AbsorbTech (2021). Corporate Environmental Sustainability Goals: 45 Examples & Definitions. https://ituabsorbtech.com/environmental-sustainability-business-goals-real-world-examples/

Appendix F. Email templates

Template for Email to Attendees

Email subject: Our commitment to sustainability for [name of event]

Dear [attendee],

To help create more inclusive, accessible, and environmentally responsible events on campus, [name of organization] has achieved the [Bronze/Silver/Gold/Platinum] level of Sustainable Virtual Event Certification for [name of event]. Learn more about Sustainable Event Certification.

As part of our sustainable event certification, we have committed to take the following actions:

Here, choose three of your most ambitious actions. Examples:

- Selecting our sponsors for their commitment to social sustainability. Our sponsor, Animiki, is an Indigenous-owned web services company and Certified B Corp that works with organizations to create better social and economic outcomes for Indigenous communities.
- Ensuring that our online and presentation materials follow accessibility guidelines.
- Prioritizing and properly labelling local, sustainable, and culturally inclusive food options.

With your support, we can amplify the impact of our sustainability efforts. Some actions we encourage you to take include:

Here, choose three of the most impactful actions a participant can take at your event. Examples:

- Read our code of conduct prior to the event and follow it closely.
- Commit to keeping your camera on only when it enhances your participation in the event.
- Find your way to campus using sustainable transportation options.

We also recommend visiting the Sustainability Hub website to learn about Concordia's Sustainability Action Plan, to find sustainability-related resources and to explore the many opportunities to support social and environmental sustainability both on and off-campus.

Together we can create the changes needed for healthier communities and planet.

Thank you and see you at the event!

[Salutation]

P.S- To help save energy and the environment, please delete this email when no longer useful.

Template for Email to Facilitators, Moderators, and Event Hosts

Email subject: Guidelines for your participation in [name of event]

Dear [Name],

To help create more inclusive, accessible and environmentally-responsible events on campus, we are collaborating with the Office of Sustainability to set a standard for events at Concordia. [Name of event] achieved the [Bronze/Silver/Gold/Platinum] level of Sustainable Event Certification.

As the [facilitator/moderator/event host], you have the power to amplify our sustainability efforts by taking certain measures to promote inclusivity and accessibility and reduce our digital footprint. **As such, please familiarize yourself with the guidelines attached to maximize the accessibility of your participation at our event.**

Here, attach the guidelines for facilitators, moderators and event hosts in Appendix C.

Should you have any questions, do not hesitate to let me know.

Thank you in advance for supporting our event's sustainability goals!

[Salutation]

Template for Email to Speakers and Presenters

Email subject: Guidelines for your participation in [name of event]

Dear [Name],

To help create more inclusive, accessible and environmentally-responsible events on campus, we are collaborating with the Office of Sustainability to set a standard for events at Concordia. [Name of event] achieved the [Bronze/Silver/Gold/Platinum] level of Sustainable Event Certification.

As an event speaker, you have the power to amplify our sustainability efforts by taking certain measures to promote inclusivity and accessibility and reduce our digital footprint. **As such, please consult and follow the guidelines attached to maximize the accessibility of your participation at our event.**

Here, attach the guidelines for speakers and presenters in Appendix H.

Should you have any questions regarding these measures, do not hesitate to contact us.

Thank you in advance for supporting our event's sustainability goals!

[Salutation]

Appendix G. Powerpoint template (click image to follow link)



Appendix H. Guidelines for speakers and presenters

These are best practices for presenters to follow while preparing and presenting their material at a conference. It is important to note, not all best practices will apply to you and your presentation.

Territorial acknowledgement

Delivering a territorial acknowledgement is a means of fostering positive, mutually respectful relations and dialogue with local Indigenous peoples and communities, in recognizing their long history with the land and waters that are their home and territory.

The territorial acknowledgement is not meant to be delivered by someone who originates from the ancestral lands we are gathering on. The Acknowledgement should always be delivered by persons who are guests on the land (which always includes non-Indigenous people).

You can also encourage participants to acknowledge the territories they are joining from, perhaps sharing a resource that maps Indigenous lands like native-land.ca.

If you are located in Tiohtià:ke/Montréal

Please familiarize yourself with the land acknowledgement available from Indigenous Directions and practice pronunciation beforehand. Concordia's territorial acknowledgement and resources were created by Concordia University's Indigenous Directions Leadership Group in 2017.

The official text should always be used for important public facing events. For other events, individuals are encouraged to recite Concordia's official land acknowledgment but to deliver a portion of the land acknowledgment in their own words, perhaps referencing the content or purpose of the event. It is important to use the correct names of the peoples and territories concerned; Concordia's territorial acknowledgment web page includes a guide to correct pronunciation.

It is important to use the correct names of the peoples and territories concerned; Concordia's territorial acknowledgment web page includes a guide to correct pronunciation.

If you are NOT located in Tiohtià:ke/Montréal

If you are not located in Tiohtià:ke/Montréal at the time of the event, then you should acknowledge the territory on which you are located, as well as the territory that Concordia is built on (using the guidelines above).

Gender pronouns

The event host, facilitator or moderator will encourage all speakers and participants to optionally state their pronouns when introducing themselves. If you wish, you can set the stage by introducing yourself using your pronouns.

Accessible presentation style

Please familiarize yourselves with these key practices from the Equity Office and the Access Centre for Students with Disabilities:

- Speak and communicate clearly. Use a microphone, if possible.
- Use descriptive language to indicate what is on your slides and when you are changing them. Describe charts/graphs or other graphics.
- Repeat questions/information from audience so everyone can participate.
- Ensure face is in full view during the presentation so that participants can read lips.

Accessible documents

Please use the table below to format your presentation and any other documents that you plan to share with participants.

Category	Guidelines
Make your content as clear and legible as possible	Use an easily-readable font (Tahoma, Calibri, Helvetica, Arial, Verdana, and Times New Roman) that is large enough to be read easily (at least 12 point font for documents; at least 32 pt for presentations)
	Use decorative images sparingly
	Use hyperlink descriptions function to assign text to a hyperlink that gives a clear and accurate description of the destination (in Microsoft Word, "insert hyperlink" → "screen tip")
	Do not have entire ideas conveyed only through graphics; use captions to summarize the content (for documents + presentations) and ensure that the ideas demonstrated in the graphic are already being communicated through written text (for documents)
Use the "format image" functionality in your software to add text descriptions to images and graphics	Alt text: Typically for simple images, alt text is used to describe the basic nature of the image. A logo image could include the company name as the alt text. A photograph could include a one-line description of the image. For more complex images, such as charts or maps, include a description summarizing the content and function of the image.
	Mark as decorative: For images or graphical elements that do not convey information, check "mark as decorative"; screen readers will ignore them.

Use formatting to organize documents accessibly	Use the software application's built-in heading styles to separate sections
	For long documents, include a table of contents
	If making lists, use the bullet or numbered list function included in the software
Use unique and relevant title slides for presentations	This allows screen readers to quickly scan slides the way one would with a table of contents, so that the user can navigate to the slide of their choice
	If your slides are all labeled identically or if you use the same title for a whole section of slides, the user has no convenient way to quickly scan through the content
Use your software's accessibility checker	Use the built-in accessibility checker, if your software has one, to ensure that you haven't missed anything. Most often you'll find this option under the "review" or "view" menu of your document or presentation.