

At the heart of all its actions and all its activities, Space for Life promotes principles of sustainable development. That commitment is a reflection of our desire to see our actions evolve towards a model of responsibility and sustainability that everyone finds a source of inspiration. In managing its facilities and its operations in a sustainable and environmentally-friendly way, Space for Life is encouraging citizens to be motivated by these and at the same time leading them to develop a closer connection with the natural world. It is in that perspective that Space for Life seeks to spur users of its rooms to adopt responsible event management practices.

The organizing of ecoresponsible events is wholly in line with Space for Life's mission of sustainable development and the vocation of its museums. We hope that this will soon be the standard when events are held in our rooms.

What is an ecoresponsible event?

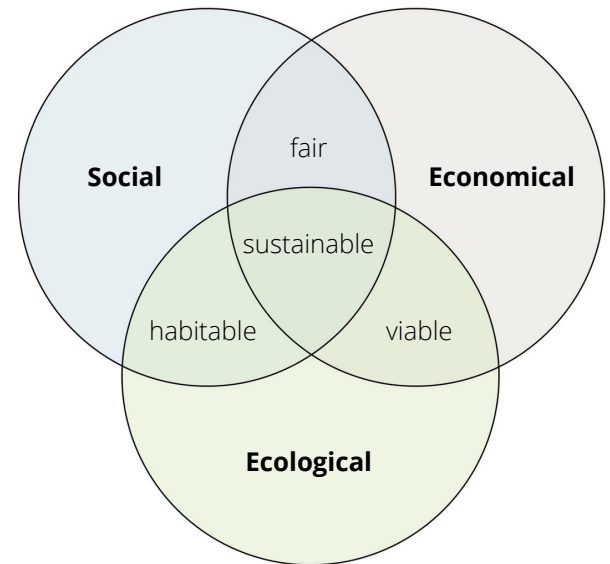
An ecoresponsible event integrates principles of sustainable development at all stages of its organization and in all its components. Every gesture counts!

Why organize an ecoresponsible event? ¹

- To reduce impacts on the environment, in particular the overconsumption of resources as well as the emission of greenhouse gases;
- To increase benefits for society, on both a local and international level;
- To contribute to the social role of the organization and in so doing enhance its image with the media, participants and partners;
- To facilitate access to financial partners;
- motivate employees and volunteers;
- To reduce costs (depending on the ecoresponsible measures chosen);
- To raise awareness among participants, suppliers and partners;
- To stimulate the demand for ecoresponsible products and services;
- To facilitate the implementation of a sustainable development process within the organization.

¹ Source : Conseil québécois des événements écoresponsables CQEER

The pillars of sustainable development



Holding your event at Space for Life is a step in the right direction. When you do so, you're opting for a place:

- ✓ **with a mission and a policy of sustainable development**
- ✓ **located in sustainable buildings or close to green spaces**
- ✓ **easily reachable by public transit**
- ✓ **accessible for people with reduced mobility**

Do you have any questions about organizing an ecoresponsible event in our rooms?

Don't hesitate to get in touch with Space for Life's rental service:

eplv.locations@montreal.ca | 514-872-0859

Purchases and suppliers

Did you know that for every ton of consumer products created, five tons of waste are generated? ¹

When you ask for certifications from your suppliers, you're helping them along the path to responsible practices.

¹ Source : World Wildlife Fund Canada

How to use the organizer's guide

This guide is an awareness-raising and support tool designed to help event organizers implement ecoresponsible measures in line with their means. Space for Life encourages the users of its rooms to be inspired by the criteria suggested in each of the categories and to apply them as best they can.



Choose local suppliers : giving preference to businesses whose headquarters are located close to the event site, ideally within a radius of 25 kilometers.

Choose responsible suppliers adhering to principles of sustainable development, either through policy or through concrete actions.

Prefer suppliers with a social mission : NPC, cooperative, social economy, reintegration, adapted business, hiring people with disabilities, and so on.

Make use of reused or reusable decorations : think about renting or borrowing plants or artworks, or using centerpieces that can be given as gifts to participants (for example, herbs or young plants in pots). Avoid balloons or disposable banners.

Choose unwrapped or minimally wrapped products : opt for buying in bulk and cutting down on individually wrapped products that make for a surplus of waste material.

Limit promotional material and gifts to participants : pick paperless products such as show tickets or a donation to a cause. Take the time to explain your approach to participants. You can refer to Équiterre's ecoresponsible promotional products guide for choosing products that respect human rights and minimize environmental impacts.

Opt for purchasing (non-food) items certified environmentally friendly or fair trade : look for official certifications such as ECOLOGO, Fairtrade, B Corp, Ecocert, Fair for Life, and so on.

Food

Were you aware that producing one kilogram of beef consumes as much as 15,450 liters of water¹ and emits 10 times as much greenhouse gas as the production of the same amount of tofu?²

¹ Source : *Water Footprint Network, 2010*

² Source : *Unpointcinq, 2019*

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Eliminate single-use plastic water bottles: encourage participants to bring their own reusable bottles or ask the caterer to supply pitchers of water and washable glasses. Drinking fountains are available on site.

Eliminate disposable dishware (no Styrofoam, or No. 6, plastics): prioriser, dans l'ordre, la vaisselle lavable, compostable ou recyclable. Si vous optez pour la vaisselle compostable, privilégier la bagasse, l'amidon ou le carton non ciré, puisque le bioplastique #7 n'est pas accepté dans les installations de compostage de la Ville de Montréal. Penser également à réduire l'utilisation de vaisselle et d'ustensiles, en servant par exemple des muffins plutôt que des yogourts, ou en offrant des bouchées qui ne nécessitent pas de verrines ou de cuillères.

Offer at least one vegetarian or vegan option: s'assurer qu'il existe une option sans viande pour tous les menus et les collations offerts. Penser à inclure des options sans noix et à varier les sources de protéines pour offrir un éventail de choix aux participant.e.s (légumineuses, lentilles, tofu, tempeh, seitan, oeufs, etc.).

Opt for local products when drawing up your menu: look for Aliments du Québec certification. Replace exotic foods with local products (for example, take apples over oranges). If alcohol is served, select producers and microbreweries from Québec.

Choose food products that are certified organic or fair trade : look for official certifications like Ecocert, Fairtrade, Québec Vrai, Biologique Canada or OCIA.

Choose a buffet rather than a lunchbox type of meal to avoid generating extra waste material and having to throw out surplus food contained in lunchboxes.

Opt for products sold in bulk rather than in individual portions: for example, ask for sugar cubes and pitchers of milk for coffee service; choose large-sized drinks that can be served in washable glasses rather than individual sizes.

Choose tablecloths and napkins made of fabric: ask caterers if they can add that option to their service, or choose an event supplier who can deliver, pick up and launder tablecloths. If the choice of cloth napkins is impossible, choose unbleached ones containing recycled fiber, and limit them to just one per person.

Waste management

Did you know that according to Greenpeace, 57 million straws are consumed every year in Canada? Plastic straws are used an average of 20 minutes before being thrown away, and their decomposition in nature takes between 200 and 400 years.¹

¹ Source : National Geographic

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Anticipate the type of waste that will be produced and attempt to avoid it: keep in mind the 4Rs (reduce, reuse, recycle, recover) and eliminating waste at the source. Also ask all suppliers what waste they will produce for the event and to consider how it may be possible to reduce it.

Have on hand the means of communication necessary for proper sorting of waste, both with suppliers and participants: standardize the types of material in circulation to make management easier (for example, supply compostable dishes and utensils exclusively). Plan an effective display method at sorting stations to remind participants of the bin to choose depending on the waste generated by the event. When they arrive, explain the waste sorting to the caterer and to service personnel. Invite participants to take note of the location of sorting stations and explain the waste generated by the meals/snacks and how to divide it up.

Organize a team of volunteers to sort waste and explain it to participants during the event: at each sorting station, have one or more volunteers available to divide up the waste or explain to participants what goes where according to type of material, especially at busy periods (coffee breaks, end of meals, end of the event). Think about providing gloves to the sorting team if they have to handle waste.

Avoid food surpluses and allow for redistribution: confirm with the caterer the exact number of meals to supply the day before the event (don't forget to add this clause to the contract). Provide containers for removing surpluses or distribute them to participants. You can also donate the surpluses to an organization helping people in difficulty (e.g., La Tablée des Chefs).

Evaluate the amounts of waste generated so that you can produce an assessment of the event : quantify the recyclable, compostable and waste material generated in the course of the event. A simple luggage scale will let you weigh your material. You can share that information with participants and the organization team. Your next ecoresponsible-event goals, particularly in terms of waste reduction, will that way be easier to quantify and achieve.

Transportation and GHG emissions

Did you know that in Québec, transportation is responsible for close to half (43%) of greenhouse gas emissions? By itself, road transport releases into the atmosphere 80% of transportation emissions.¹

¹ Source : *Inventaire québécois des GES, 2016*

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Reduce the amount of travel needed in planning the event: decide on telephone meetings or videoconferencing. If you must travel, opt for public transit or carpooling.

Encourage participants to use sustainable modes of transportation (bus, bicycle, carpooling, walking): make sure that the event schedule is consistent with public-transit availability. Emphasize active and public transportation in communications with participants and provide relevant information (schedule, card, price, and so on).

Organize a ridesharing system: if your event is bringing together primarily employees of your company, arrange a matchup system internally or else a shuttle service. For an event on a larger scale you can use an existing Web platform, like Amigo Express or CoviEvent, which offer carpooling tools for events.

Provide free public-transit tickets: the STM's Business Zone offers bulk fare purchases for events. If need be, you can include the price of public transit in the event registration in order to provide free tickets with no additional cost to you. Avoid offering free parking to participants so as not to encourage travel by car.

Quantify greenhouse gases (GHG) emitted by travel and offset them via a recognized organization: quantification of GHGs makes it possible to measure the event's climatic footprint. To that end, do your data collection either when participants register or when they arrive on site. You'll have to ask for the type of transportation used, the postal code started from to be able to calculate the distance traveled in getting to and from the event, and the number of passengers in cases of carpooling. Think about including travel by the organizing committee, by suppliers and by guests (lecturers, exhibitors, etc.). Calculators are available on emission offset sites like Planetair and Carbone boréal.

Communications

According to the 2017 Baromètre de la consommation responsable, only 38% of respondents were considered to have a good understanding of what an ecoresponsible event is. Communication is therefore essential to the success of your event's ecoresponsible objectives.

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Designate someone to take charge of ecoresponsible measures, someone who will see to the implementation of those measures throughout the planning and presentation of the event.

Sensitize participants and suppliers to the ecoresponsibility approach: share your ecoresponsible objectives and measures with participants on the invitation and at the event. Inform suppliers and partners about ecoresponsibility measures and that their participation is expected in achieving them.

Give precedence to electronic media, for disseminating information, for the invitation, for registration and for advertising.

Put reference documents online and let participants know, so as to limit printing: use an internet site or a file sharing site (Google Drive, Dropbox, etc.). Encourage the reading of documents in electronic format by suggesting that they not be printed. Consider removing the online documents after a predetermined period as a way of limiting digital impact.

Use recycled paper, print double-sided and go for vegetable-based inks if printing on paper is unavoidable: stick to black and white, avoid pictures, use half-sheets or scrap paper.

Opt for reused, reusable or recyclable posters and visual aids: avoid time-related references like dates and years, especially for recurring activities, to be able to use the material from one year to the next.

Distribute an assessment of the event to make the results achieved known to participants and to the organization team: announce your objectives and the results, and don't hesitate to feature the effort put in by your team in making the event ecoresponsible. This is something that participants can only find attractive and inspiring.

Taking things a step further

BNQ 9700-253 certification

Show your colors by having your event certified according to the Bureau de normalisation du Québec's standard 9700-253 for responsible event management, which serves as a reference framework for a voluntary certification program.

It makes it possible to obtain independent third party recognition of compliance to responsible management practices in the organization of an event.

The certification process works with a points system based on 56 performance criteria, themselves deriving from the 16 principles of Québec's Sustainable Development Act.

Let yourself be guided by one of the certified enterprises to have your event classified on a level of 1 to 5, 5 being the most ecoresponsible

Tools and resources

General information

The 16 principles of sustainable development
https://www.environnement.gouv.qc.ca/developpement/principes_en.htm

Conseil québécois des événements écoresponsables
(Sustainable Events Council)
<https://evenementecoresponsable.com/en/>

L'organisation d'événements écoresponsables – Aide-mémoire UQAM (in French)
https://ecoresponsable.uqam.ca/fichier/document/EVENEMENT_AIDE_MEMOIRE.pdf

GHG calculation and offset

Carbone boréal – Calculation and offset of GHG emissions connected to events
<https://carboneboreal.uqac.ca/en/home/>

Planetair – Calculation and offset of GHG emissions by category
<https://planetair.ca/en/>

Standards

Standard BNQ 9700-253 on sustainable development – responsible event management
<https://www.bnq.qc.ca/fr/certification/developpement-durable/gestion-responsable-d-evenements.html>

Model for evaluating social practices – Festivals and events (in French)
<http://meps.attractionsevenements.com/>

Standard ISO 20121 – Systems of responsible management applied to events
<https://www.iso.org/iso-20121-sustainable-events.html>

Purchases and suppliers

Directory of ecoresponsible suppliers (in French)
<https://evenementecoresponsable.com/repertoire-des-fournisseurs-ecoresponsables/>

Québec directory of social economy enterprises
<https://chantier.qc.ca/discover-social-economy/?lang=en/>

"Aliments du Québec" certification for local products
<http://www.alimentsduquebec.com/en/>

Équiterre's Guide to Sustainable Promotional Products
https://www.equiterre.org/sites/fichiers/divers/guide_to_sustainable_promotional_products.pdf

Ecoresponsible commitment

Please complete, sign and return this commitment to the Space for Life's rental department at least ten (10) days prior to the event.

The organizer has read the responsible management practices suggested by Space for Life and agrees to implement them during the event, to the best of its abilities and resources.

In return, Space for Life agrees to provide lessees with the necessary tools to plan an ecoresponsible event, including:

- This practical guide for planning an ecoresponsible event;
- A list of suppliers who meet ecoresponsibility principles;
- Appropriate equipment for waste management inside its rental rooms;
- An ecoresponsible declaration form for the venue, for organizers who wish to have their event certified.

A two-level follow-up system will be put in place to validate the achievement of the ecoresponsible measures.

1. Space for Life event staff assigned to lessees will report to the rental department on the eco-friendly actions observed during the event.
2. The rental department will send a post-event survey to the lessees to evaluate, among other things, the satisfaction with the rented space and the level of achievement of the ecoresponsible measures.

Name of the event: _____

Date of the event: _____

Event organizer: _____

Signature

Date