



SUSTAINABLE MEETINGS TOOLKIT

The Edmonton Convention Centre is situated on the banks of Edmonton's river valley—the largest expanse of urban parkland in North America. We are proud to connect to this land through our commitment to sustainable business practices.

Our Sustainable Meetings Toolkit is a resource to help you minimize environmental impact while planning a sustainable event. The Core Actions Checklist will provide you with easy to implement simple and effective steps to make your event sustainable.

BEFORE YOUR EVENT

- Be clear on your intent to make your event sustainable and work with our team to set specific goals. Include this information in your event program.
- Promote travel with low environmental impacts to and from your event.
- Share your sustainability goals with exhibitors and encourage them to reduce and reuse wherever possible.
- Instead of using paper, send out invitations and event information electronically.
- Use recycled paper for any printed materials.
- Choose hotels that are Green Key Global certified, or that follow other eco-certification programs.
- Purchase place cards and banners that are reusable or made from recycled materials.
- Consider local food options when choosing a menu. Edmonton has several local food vendors as well as local breweries and coffee roasters.
- Use local, environmentally-conscious suppliers whenever possible.

DURING YOUR EVENT

- Offer eco-friendly items as take-away gifts.
- Remind guests of your events' sustainable intentions and share your collective successes.
- Offer sustainability-focused education.
- Use bulk water instead of bottled water.
- Reduce or eliminate the use of disposable cups, napkins, etc.

AFTER YOUR EVENT

- Evaluate your environmental impact with the Edmonton Convention Centre's Eco Report Card.
- Distribute any post-event materials electronically.

PLANNING CHART

WHAT WE DO

WHAT YOU CAN DO

Food & Beverage

- Use reusable flatware, dinnerware, napkins.
- Use compostable cups.
- Offer bulk coffee and water stations.
- Partner with Edmonton Food Bank's Second Helping Program to donate leftover food to those in need.
- Source local food suppliers whenever possible—approximately 60% of our food is from local sources.

- Choose an elegant water station instead of bottled water.
- Choose a seasonal, locally sourced or plant-based menu.
- Use local beverage suppliers (coffee, tea, beer, wine).

Waste

- Compost all food waste—approximately 67% of our waste is diverted from landfill.
- Donate leftover unused food to homeless shelters and food banks.
- Promote the use of reusable and recyclable exhibit materials.

- Use conference tote bags made of sustainable materials or encourage attendees to bring their own.
- Provide receptacles where attendees can recycle their name tags after the event.
- Use exhibit materials that are reusable or recyclable.
- Choose gifts/promotional materials that are environmentally conscious or made from sustainable materials.
- Partner with our sustainability team to perform a waste audit after your event--an Eco Report Card will be generated from the results.

Communications

- Use recycled paper and print double-sided.
- Provide options for planners to connect with our local non-profits, community organizations and suppliers to be involved in your event.
- Offer sustainability tours of the property to educate our guests on the in-house sustainability features.
- Sustainability communication toolkits to help reach attendees with sustainability messaging.

- Purchase signage that can be used at other events.
- Implement paperless check-ins during the event.
- Use whiteboards with non-toxic markers made from post-consumer recycled materials instead of flipcharts.
- Use social media tools to communicate with attendees.

Travel & Accommodations

- The Edmonton Convention Centre is close to ETS bus stops and Churchill LRT station.
- Encourage guests to walk—the Edmonton Convention Centre is close to downtown amenities and attached to the downtown indoor pedway path.
- Provide information about alternative forms of transportation nearby the centre.
- Implement a no idling policy during the event.

- Choose hotels that are certified by Green Key Global.
- Encourage the use of hybrid vehicles for rental options.
- Encourage attendees to carpool if they are driving to the event.
- Provide discounted or complimentary transit tickets for attendees.

Energy Consumption

- Commitment to a long-term energy reduction plan—we source a large percentage of our energy from Canadian renewable energy sources.
- Remind presenters to turn off projectors when not in use.
- Facilitate ongoing LED retrofit upgrades cut energy consumption rates of all events.

- Work with our sustainability team to source renewable energy to power your event. We work with energy providers to provide this service to you at an affordable cost.