GREEN EVENTS GUIDE

Welcome to the University of Manitoba's Green Event Certification.

As in-person events are resuming at the University of Manitoba, event organizers are invited to select and implement actions under each of the following sections to plan waste-free and sustainable events. Once a green event certification is received, event coordinators can communicate their efforts and gain recognition when announcing their event to invitees.

Thank you for greening your event!

General Information

Please fill out some general information so the Office of Sustainability can contact you with your certificate and any additional questions.

1. **Event Name**
2. **Event Website**
3. **Event Date**
4. **What type of event are you hosting?**
   - Conference
   - Workshop
   - Event series
   - General public event
   - Private department/faculty event or meeting
   - Other
5. **What is the size of the event?**
   - Small/Medium: 10-80 participants
   - Large: 80+ participants
6. **Department, Faculty or Group Name**
7. **Organizer's Email**

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Community & Education

8. Are you referencing relevant UM Sustainability Strategy 2019-2023 actions within your event's communications and planning?
(For example, if your event's content is related to social justice, you may realize that this aligns with the UM's Sustainability Strategy's goal in Research and Academics "collaborative and experiential learning opportunities that address global sustainability issues such as social justice." Mentioning that in your promotional content increases awareness of the UM Sustainability Strategy.)

UM Sustainability Strategy 2019-2023 (1 Point)
- Yes, this event references and promotes relevant _UM Sustainability Strategy 2019-2023_ actions.
- No, this event does not reference nor promote relevant _UM Sustainability Strategy 2019-2023_ actions.

9. Are relevant UN Sustainable Development Goals (SDGs) referenced and promoted within the event's content?
(For example, if your event's content is related to water, you may realize that this may be relevant to SDG 6: Clean Water and Sanitation. Mentioning that in your promotional content increases awareness of SDGs and connects your event to a larger sustainable mission.)

UN Sustainable Development Goals (1 Point)
- Yes, relevant SDGs are referenced and promoted in the event's content.
- No, relevant SDGs are not referenced nor promoted in the event's content.
- N/A, there are no SDGs perceived as relevant to this event.

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Travel & Commuting

10. Have you chosen an event location that is easily accessible via public transportation and active transportation options? (cycling, walking, wheeling, etc.) (1 Point)
- Yes, this event is within a 500m access point to public transportation.
- No, there is no access point for public transportation.

11. Have you encouraged the use of GoManitoba to help participants find carpool partners to and from the event? *UM GoManitoba* (1 Point)
- Yes, the GoManitoba app is shared with participants as a carpooling resource.
- No, the GoManitoba app is not shared with participants as a carpooling resource.

12. Does the event have a hybrid online option for participants? (1 Point)
- Yes, there is a virtual option for participants to attend the event.
- No, there is no virtual option for participants to attend the event.

13. Does the event venue offer secure bicycle parking and/or options for storing active transportation equipment? (1 Point)
- Yes, the venue has bicycle and/or active transportation equipment storage options.
- No, the venue does not have bicycle and/or active transportation equipment storage options.

14. Have you encouraged local guest speakers, lecturers, or performers to attend in place of those who have to travel long distances? (1 Point)
- Yes, local guest speakers are prioritized at the event.
- No, local guest speakers are not prioritized at the event.
- N/A, there are no guest speakers invited to this event.

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Building(s) & Location

15. If the event is hosted in a certified-green building, have you highlighted the building's sustainable features? (1 Point)

(For example, if your event is held in the Migizii Agamik building, you can highlight that the building is LEED Gold certified when hosting your event there. This is a good way to emphasize your intentional choice of a sustainable venue.) *UM buildings*

- Yes, the building's sustainable features are highlighted at the event.
- No, the building's sustainable features are not highlighted at the event.
- N/A, the event is not held in a certified-green building.

16. Have you highlighted sustainable features of the venue at which the event takes place? (1 Point)

- Yes, sustainable features of the venue are highlighted through promotional material or during the event.
- No, sustainable features of the venue are not shared through promotional material or during the event.
- N/A, the event is held outdoors.

17. Have you provided directions to accessible entrances and restrooms?
UM accessibility maps and floorplans (1 Point)

- Yes, signage and/or locations of restrooms are communicated to participants.
- No, signage and/or locations of restrooms are not communicated to participants.

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Food & Drink

18. Will vegetarian and vegan food and beverage options be provided? (1 Point)

- Yes, vegetarian and vegan food and beverage options are provided.
- No, vegetarian and vegan food and beverage options are not provided.
- N/A, no food or drinks are provided at this event.

19. Have seasonal, local, and/or fair trade food and beverage options been incorporated? (1 Point)

- Yes, organic, seasonal, local, and/or fair trade food and beverage options are provided.
- No, organic, seasonal, local, and/or fair trade food and beverage options are not provided.
- N/A, no food or drinks are provided in this event.

20. Are reusable and/or compostable dishware options provided at the event? (1 Point)

- Yes, reusable and/or compostable dishware options are provided at the event.
- No, reusable and/or compostable dishware options are not provided at the event.
- N/A, no food or drinks are provided at this event.

21. Will food be provided on platters and drinks from jugs to reduce single-use packaging? (1 Point)

Yes, food and drinks are provided on platters and in jugs.

No, food and drinks are not provided on platters and in jugs.

N/A, no food or drinks are provided at this event.

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Food & Drink

22. Have you ordered appropriate portions and made a plan for any surplus food? (1 Point)
- Yes, appropriate portions and surplus food plans have been made prior to the event.
- No, appropriate portions and surplus food plans have not been made prior to the event.
- N/A, no food or drinks are provided at this event.

23. Are you clearly indicating allergens and Kosher, Halal, gluten-free, vegan, vegetarian, and other food options? Have you contacted participants ahead of time to ask about their food restrictions? (1 Point)
- Yes, participants are contacted to inquire about their food restrictions, and allergens, gluten-free, vegan, vegetarian and other food options are indicated at the event.
- No, participants are not contacted to inquire about their food restrictions, and allergens, gluten-free, vegan, vegetarian and other food options are not indicated at the event.
- N/A, no food or drink options are provided at this event.

24. Have you encouraged attendees to bring reusable dishware such as water bottles, coffee mugs, cutlery, and takeaway containers? (1 Point)
- Yes, attendees are encouraged to bring reusable containers.
- No, attendees are not encouraged to bring reusable containers.
- N/A, no food or drink are provided in this event.

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Waste Management

25. Have you sorted waste at the event with clearly identified bins for recycling, landfill and organic waste? (1 Point)

- Yes, waste has been sorted at the event.
- No, waste has not been sorted at the event.

26. Do all waste stations have recycling and landfill grouped together with proper signage? (1 Point)

- Yes, waste stations are grouped together with proper signage.
- No, waste stations are not grouped together with proper signage.

27. Are hand-outs provided electronically or printed in limited quantity on double-sided, post-consumer recycled paper? (1Point)

- Yes, hand-outs are provided electronically or chosen with the least amount of wasted ink and paper.
- No, print-outs are not chosen with the least amount of wasted ink and paper.
- N/A, no print-outs are provided with this event.

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Participation

28. Has event planning actively considered and implemented inclusivity measures? *Canada Inclusive Event Planning* (1 Point)
- Yes, the event actively considers and implements inclusive measures.
- No, the event does not consider nor implement inclusive measures.

29. Are you including voices of diverse populations in the event's content? (1 Point)
- Yes, clear effort has been made to include relevant content, speakers, and/or themes that represent diverse voices.
- No, intentional effort has not been made to include relevant content, speakers, and/or themes that represent diverse voices.

30. Have you created a personalized and meaningful traditional territories acknowledgment based on the UM's approved land acknowledgement? (1 Point)
University of Manitoba Territory Acknowledgement
Territory Acknowledgement Statement Workshops
- Yes
- No

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Participation

31. Are you making an active offer to provide event materials and activities in accessible formats? (1 Point)

(For example, include a statement such as: "Please contact us prior to the event if you require any accommodations.")

How to Create an Accessible Document

AMA Event Planning Checklist

- Yes, an active offer has been made to provide materials in alternate formats upon request.
- No, an active offer has not been made to provide materials in alternate formats upon request.

32. Are participants' personal pronouns included in event communications and on event name badges? (1 Point)

- Yes, event communications and name badges include participants' personal pronouns.
- No, event communications and name badges do not include participants' personal pronouns.

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