MECS Sustainable Meeting & Event Policy

Fair Trade, Sustainable Event certification, Plastic-Free and Food Trucks

June 27, 2019

Introduction

SFU is Canada's engaged research university. We create a culture of openness where our campuses, programs, events and partnerships invite and welcome diversity and community participation. We believe in the potential of our people to shape and influence society. They are fueling research discoveries, initiating social innovations, and developing solutions that have purpose and impact.

Meeting, Event & Conference Services is committed to supporting SFU's progressive mission by providing professional, caring, and friendly meeting & event support. MECS strives to be a Canadian campus leader in community sustainability by fostering inclusivity and mutual respect, by embracing social justice initiatives such as Fair Trade, by using its purchasing power to help develop social infrastructure in the communities it serves, and by eliminating single-use plastics and products in the delivery of its services.

This policy outlines MECS sustainability values and practices and provides guidance to individuals and groups planning an event on one, two or across all SFU campuses.

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Mark McLaughlin
Chief Commercial Services Officer
Simon Fraser University

June 27, 2019

Part A Fair Trade

The Fair Trade movement is about empowering farmers and producers in the global south and providing them with a decent quality of life. Fair Trade improves incomes, protects against child labour and modern slavery, trains farmers to be more resilient to climate change, and enables communities to invest in education and local social infrastructure.

SFU has been a Fair Trade designated campus since 2012 and is recognized as a leader across Canadian campuses. SFU was named Canada's first Fair Trade Campus of the Year (2014), the SFU Fair Trade Ambassador program won the SFU President's Leadership Award in Sustainability in 2019, and work is underway towards earning the Fair Trade Gold campus status.

1. **Food Products used in catering**
   1.1 MECS will exclusively use Fair Trade certified coffee and tea in its catering for meetings and events held on any SFU campus. This applies to third-party caterers it employs.

   1.2 MECS will provide at least one (1) Fair Trade certified sugar option in catering for meetings and events held on any SFU campus. This applies to third-party caterers it employs.

   1.3 The use of Fair Trade chocolate, Fair Trade bananas, Fair Trade wines and other Fair Trade products is highly encouraged.

   1.4 For SFU signature campus events, Fair Trade chocolate will be used in baking where applicable.

   1.5 Fair Trade products identified in this policy must be certified by Fairtrade International.

2. Fair Trade signage
   2.1 All catering services must display fair trade signage indicating the Fair Trade products served. As examples, fair trade logo's can be on coffee urns or product packaging. Signage could also include small table tents.

   2.2 A prominent Fair Trade banner should be on permanent display in the public areas at each MECS office location.

   2.3 The MECS website must display the Fair Trade Canada logo, indicate that SFU is a Fair Trade Campus, and provide a link to the SFU Fair Trade website.

3. **Education**
   3.1 All new and existing MECS staff should participate in annual Fair Trade training

   3.2 A one-page summary explaining Fair Trade and its benefits should be made available to employees

4. **Catering contracts**

    4.1 MECS will include the product requirements identified in section 1 in all catering contracts and related Request for Proposals (RFP).

    4.2 MECS will require caterers to provide Fair Trade purchasing data on an annual basis

5. **Chocolate - appreciation gifts and fountains**

        5.1 Any SFU-branded appreciation gifts made of chocolate must be made with Fair Trade chocolate.

        5.2 Any chocolate dessert fountains must exclusively use fair trade cocoa.

6. **Representation of the SFU Fair Trade Steering Committee**

    6.1 A member from the MEC's team shall sit on the SFU Fair Trade Campus Steering Committee.

7. **Fair Trade certified events**

    7.1 A public event coordinated through MECS can be eligible to be designated as a Fair Trade Event by Fair Trade Canada and receive a certificate. Organizers must meet the criteria and complete a simple on-line application:

        http://www.fairtrade.ca/en-ca/get%20involved//Fair-Trade-Programs/Fair-Trade-Events/Fair-Trade-Public-Event

        The Fair Trade Event designation is awarded to events that meet all the criteria within these three requirements:

1. Product Availability: there must be Fairtrade certified products served throughout the event;

2. Commitment from Partners: organizers must work with partners and local advocacy groups to educate about Fair Trade during the event;

3. Promotion and Awareness: the event must be promoted using print and digital materials to engage participants and the media to further the understanding and awareness of fair trade.

8. **Staff Lunchrooms**

    8.1 Lunchrooms, offices or lounges that serve SFU-provided coffee and tea shall use fair trade products (coffee, tea and sugar).

Part B Sustainable Spaces Certification: Events

MECS has put in place, with the collaboration of the SFU Sustainability Office, best practices for meeting and event services that integrate sustainability and contribute meaningfully and measurably to the shift toward a regenerative, circular, and equitable society and economy.

SFU's Sustainable Spaces program, managed by the SFU Sustainability Office, provides toolkits and certification services for events across SFU campuses. These guidelines promote measurable tactics in line with the goals outlined in SFU's Sustainability Strategic Plan, thereby contributing to the overall sustainability of the University.

Officially certified events will receive access to the Sustainable Events banner, Sustainability Office support and resources to implement sustainable initiatives, as well as promotion and recognition through the Sustainability Office website, newsletter and social media.

There are two (2) levels of certification: Silver and Gold. Events must meet pre-established criteria set out in checklists to qualify. Silver certification requires the event to complete 75% of the checklist items and Gold certification requires 90% completion.

Events which are arranged through MECS already qualify for Silver certification.

To obtain formal certification of your event, complete the appropriate checklist for the campus location and submit it with a completed Application Form to: sustainable_spaces@sfu.ca

Applications forms and further details can be found online at:
https://www.sfu.ca/sustainability/projects/sustainable-spaces/sustainable-events.html

Applications do not require a formal audit; however, certification status is subject to annual review.

Do not hesitate to contact the SFU Sustainability Office at sustainable_spaces@sfu.ca for help completing the checklist.
Refer to the Appendices 1 to 3 to view the checklists specific to each campus.

Part C Inclusive Events

SFU is committed to fostering a culture of inclusion and mutual respect. As part of that commitment, the SFU Equity, Diversity, and Inclusion Initiative of the Office of the VP Academic and Provost offers a checklist for ensuring your event is as inclusive as possible.

Event organizers are encouraged to consider the items listed in Appendix 4 for best practices.

Part D Plastics-Free & Waste Minimization

Plastic waste and marine litter, including microplastics, pose a serious threat to the health of our oceans, waterways and well-being. Only 11% of single-use plastics in Canada are recycled and they make up 40% of Canada's plastic waste. Some of the most problematic single-use plastics are found in food service such as water bottles, plates, utensils, cups, stir sticks and creamers.

Compostable or bio-degradable dinnerware, such as utensils, also pose significant environmental problem contrary to popular belief. Even if they make it to a high temperature industrial composting facility, the quality of the compost is often not sufficient and still requires significant energy to proccess and transport. The "compostable" bio-plastics break down into a very sticky, resin-y debris that creates poor quality compost that's not rich and nutritious for plants like compost from truly organic materials. When these biodegradable items reach the oceans, they act just like plastic and only break down into smaller and smaller pieces because there is insufficient high temperature to break them down.

MECS acts to avoid adding to the disposable economy and promotes zero-waste and the circular economy.

- Event attendees are strongly encouraged to bring their own reusable water bottles.
- Refrain from providing printed agendas, meeting programs, handouts, and presentations. Instead, make these available to attendees online.
- Provide reusable nametags and lanyards and provide a drop-off box to collect them back at the end of the event.

1. **Products discontinued -** MECS, and its catering partners, will not use the following dinnerware and items by the dates indicated:

		Date
1)	Any polystyrene (Styrofoam) product	previously eliminated
2)	Plastic coffee stir-sticks	previously eliminated
3)	Plastic plates and utensils	previously eliminated
4)	Plastic bags	not applicable
5)	Plastic water bottles	July 1, 2019
6)	Plastic juice & pop bottles	July 1, 2019
7)	Plastic straws	July 1, 2019
8)	Wood stir sticks (Burnaby)	July 1, 2019
9)	Balloons	July 1, 2019
10)	Coroplast signage	July 1, 2019
11)	Plastic Creamers and Milkers	September 1, 2019
12)	Compostable utensils	May 1, 2020
13)	Wood stir sticks (Vancouver)	May 1, 2020
14)	Single-use coffee cups	May 1, 2020
15)	Plastic-wrapped food (cling wrap)	May 1. 2020

2. Products encouraged or acceptable

1)	Plant fibre-based take-out containers (eg. Pulp egg carton)	Compost waste stream
2)	Wood fibre chop sticks	Compost waste stream
3)	Re-usable plates (eg. Melamine)	Dishwasher
4)	Metal utensils	Dishwasher
5)	Water pitchers	Dishwasher
6)	Reusable coffee mugs and plastic glasses	Dishwasher
7)	Milk & cream jugs	Dishwasher
8)	Reusable water bottles for speakers	Gifted or reusable
9)	Metal straws (for accessibility needs)	Gifted
10)	Cardboard or paper-based signage	Paper waste stream
11)	Glass bottles for juice, pop & water	Recycling waste stream
12)	Aluminum juice & pop cans	Recycling waste stream

3. Zero waste stations

3.1 MECS will ensure that a four (4) stream waste station is placed at, or near, every event with proper signage.

4. Water bottle filling stations

4.1 MECS will ensure that water bottles filling stations are located close to events,

4.2 MECS will ensure that a portable water bottle filling station is available at large Burnaby outdoor events.

Part E - Swag & Recognition Gifts

Oftentimes gifts to speakers or event attendees are not useful and end up in the waste.
Event organizers are encouraged to:

- Eliminate giveaways or ensure that the purchase of the giveaway has a social impact (eg. Purchase aboriginal artwork, purchased from a local social enterprise, etc).
- Make a financial donation to a local charity in the name of the event, in lieu of physical gifts. A suggestion for a charity is the Terry Fox Foundation (Terry was a student at SFU).
- Choose gifts and prizes that are:

  a) Locally made and/or locally significant
  b) Environmentally friendly
  c) Ethically made (e.g., no items made in sweatshops)
  d) Functional (e.g., consumable or usable)
  e) Desirable
  f) Educational

- Purchase items internally from SFU suppliers where possible ('keep it on campus').
- Select live, native (non-invasive) plants for centerpieces and event decorations. Give them away at the end of the event to participants.

Event organizers are encouraged to consider the items listed in Appendix 5 for best practices.

Part F - Food Trucks & other mobile vendors

The goals of the SFU food truck and mobile vendor program:
- To offer the community a variety of unique food and experience offerings provided by local vendors using local and sustainable products whenever possible,
- To offer engagement opportunities for students, faculty, and staff,
- To enhance the customer dining experiences while being mindful of other campus merchants, existing vendor agreements and the schedule of campus events.

3.1 Student clubs can request food trucks or mobile vendors through the SFSS main office to compliment club events, but approvals and coordination will be done through MECS / Dining Services.

Events should preferably tie in with MECS / Dining Services events, but exceptions for special events will be considered.

Specific vendors can be suggested, but MECS / Dining services will evaluate and will have the final decision of whether a truck can come to campus, based on the criteria listed above.

3.2 MECS / Dining services will approve and coordinate all mobile vendor events which includes:

3.2.1 Sourcing sustainable food trucks and managing the schedule of mobile vendors.

3.2.2 Booking the vendor parking, set up and seating space through SFU MECS.

3.2.3 Having SFU MECS arrange for tables, chairs and waste, compost and recycling containers.

3.2.4 Setting up tents on rainy days (as required).

3.2.5 Arranging clean up at the conclusion of the event.

3.2.6 Arranging the parking lot closure where applicable, through SFU Parking Services.

3.2.7 Ensuring vendors follow the SFU Vendor & Catering Food Packaging Standards Guidelines that cover items such as no use of Styrofoam or single-use plastic beverage containers.

3.2.8 Monitoring vendor arrival, clean up, noise, etc.

3.2.9 Ensuring vendors do not charge extra fees for debit and credit transactions.

3.2.10 Collecting commissions from vendors, as required.

3.2.11 Approving marketing, signage and placement as it relates to mobile vendors.

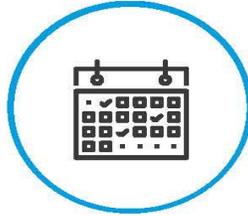**3.3** Food Truck or mobile vendor operators must:

 3.3.1 Provide valid municipal business licence

 3.3.2 Provide a valid health permit

 3.3.2 Provide proof of liability insurance coverage with a minimum limit of $2,000,000 for Public Liability and Property Damage. "SFU" should be named as an "Additional Insured".

3.4 Event organizers are responsible to cover costs associated with the mobile truck event.

SUSTAINABLE SPACES: EVENTS
BURNABY CAMPUS APPLICATION FORM

Complete the application form and checklist below to certify your event as an SFU Sustainable Spaces Certified Event!

Event name:

Event date(s) and time(s):

Event location(s) – including rooms, fields, etc.:

Number of expected attendees:

New or existing event?:

Purpose of event:

Event/Sustainability Coordinator name:

email:

Social media information for event, if applicable (Facebook page, Twitter handle, Instagram account, etc.):

I/We, [print names],   am/are the representative(s) of the above event applying for Sustainable Space Certification. I/We have signed below to confirm that, to the best of my/our knowledge, all applicable steps required for the certification of a Sustainability Space have been successfully completed.

Signature/s of Event Coordinator(s):

To complete the checklist, first identify which action items are applicable to your event by checking off the boxes in the 'Applicable' column. Next, for applicable items, indicate whether or not they are complete by checking the boxes in the 'Completed' column. If a task is not applicable, leave both boxes blank. Your certification level will be calculated on how many actions items you complete that are applicable to your event.

Submit the completed checklist to the Sustainability Office: sustainable_spaces@sfu.ca.

FOR SUSTAINABILITY OFFICE USE			
TOTAL APPLICABLE	TOTAL COMPLETED	PERCENTAGE	CERTIFICATION STATUS
0	0		

When you organize an event through Meeting, Event and Conference Services (MECS), you are contributing to the following sustainable practices, and will automatically receive a Silver Sustainable Spaces ranking:

ACCOMMODATIONS

- MECS recommends hotels within walking distance of your event.

ENERGY CONSERVATION

- Lights will only be turned on in occupied rooms and halls.
- Electronics are turned off when not in use, and energy saving features are enabled when in use (e.g., dimmed screens).
- Room temperature is monitored in an effort to conserve energy.
- Venues with naturally lit meeting rooms and halls.

* If your meeting or event finishes earlier than the scheduled time, please notify your MECS event organizer.

CATERING

- The following catering options are available:
  - Healthy and low-impact (e.g., vegetarian, vegan).
  - Responsible (e.g., Fair Trade Canada, OceanWise)
  - Local
  - In-season
- Meals are served buffet-style whenever possible.
- Reusable dishes are provided (e.g., melamine), otherwise, compostable/recyclable containers, cups, and cutlery are used.
- Compostable or recyclable items such as coffee stirrers are provided in substitute of landfill-bound stirrers, straws, etc.
- Condiments (e.g., ketchup, mayo, mints, salt, pepper, sugar) are served in bulk containers instead of individually-wrapped packages.
- All coffee and tea selections are Fair Trade Canada certified.

Extra:

- The mobile water-fill station or pitchers of water and other beverages can be requested instead of serving disposable cans and bottles.
- It is strongly recommended that you confirm final participant numbers and the quantity of food required with your MECS event planner.

WASTE REDUCTION & DIVERSION

- MECS avoids the use of Styrofoam or other non-recyclable and non-compostable materials.
- 4-stream Zero Waste Stations with appropriate signage will be available, where necessary. If you wish to provide event-specific signage, please contact sustainable_spaces@sfu.ca.

Extra:

- If you require additional Zero Waste Stations for your event, notify your MECS event planner.
- For larger events, you may request volunteers to assist with waste sorting and minimize contamination.
- Contact sustainable_spaces@sfu.ca for more information.

To achieve a Gold Sustainable Spaces Ranking you must complete 90% of the following applicable action items below. Please submit this checklist to sustainable_spaces@sfu.ca (not your MECS planner).

VENUE SELECTION

APPLICABLE	COMPLETED	
☐	☐	Select an accessible venue (e.g., wheelchair accessible; acoustics appropriate for the hearing impaired).

TRANSPORTATION & MOBILITY

APPLICABLE	COMPLETED	
☐	☐	Publicize all transit options in outreach materials, including public transit, walking, and cycling (with bike storage), providing discounts or incentives for biking or transiting.
☐	☐	Promote or facilitate carpooling to the event. (See the SFU Parking webpage for parking locations and recommendations).
☐	☐	Offset greenhouse gas emissions to compensate for CO_2 emissions associated with the event. Ask participants where they are travelling from during registration to determine the total number of kilometers traveled by all attendees. Use a tool such as myclimate.org to calculate offsets for the event.

PUBLICITY & REGISTRATION

APPLICABLE	COMPLETED	
☐	☐	Advertise the event and communicate with attendees using electronic media such as email, mail lists, and websites to minimize paper use.
☐	☐	Provide simple online registration via SFU WebSurvey or SFU FluidSurveys.
☐	☐	Promote the event online.
☐	☐	Display the Sustainable Spaces banner at your event. Use of the banner will be arranged when you submit your checklist.
☐	☐	Publicize your commitment to sustainability in outreach materials and in communications with potential donors, funders, presenters, and participants.
☐	☐	Let attendees know in advance what they can do to help make the event sustainable (for example, bringing their own water bottle or coffee mug).

EVENT MATERIALS

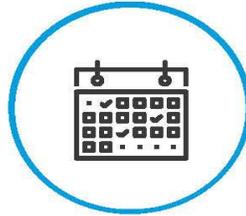| APPLICABLE	COMPLETED	
☐	☐	Reduce the amount of materials used, or reuse materials from a previous event. If new materials must be purchased, ensure they can be reused in the future.
☐	☐	Refrain from providing printed agendas, meeting programs, handouts, and presentations. Instead, make these available to attendees online.
☐	☐	Eliminate unnecessary meeting or event packages. Ask attendees to bring their own notebook and pen. This will also help lower event costs.
☐	☐	Use PowerPoint presentations or reusable boards instead of paper flip charts.
☐	☐	Provide reusable nametags and lanyards, and provide a drop-off site to collect them back at the end of the event. Remind SFU staff to wear their SFU name tag.
☐	☐	Where printed materials are necessary, print double sided on recycled paper with high postconsumer recycled content.
☐	☐	Create signage that can be reused at future events.

SUSTAINABLE SPACES • EVENTS, BURNABY CAMPUS · APPLICATION FORM

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SWAG & GIVEAWAYS

APPLICABLE	COMPLETED	
☐	☐	Eliminate giveaways, or ensure giveaway items are useful and will not end up as waste. Choose gifts and prizes that are: • Locally made and/or locally significant • Environmentally friendly • Ethically made (e.g., no items made in sweatshops) • Functional (e.g., consumable or usable) • Desirable • Educational
☐	☐	Adhere to SFU's Ethical Procurement Policy by practicing ethical purchasing, and purchasing items internally from SFU suppliers where possible ('keep it on campus').
☐	☐	Give gifts such as charity donations in the recipient's name, movie passes, or gift certificates in lieu of physical gifts.
☐	☐	Select live, native (non-invasive) plants for centerpieces and event decorations. Give them away at the end of the event to participants.
☐	☐	Refuse items with excess and unnecessary packaging, especially non-recyclable materials such as Styrofoam.

COMMENTS   If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

Thank you! The Sustainability Office will review your application and contact you soon.

Appendix 2 - Sustainable Spaces Checklist - Vancouver campus

SUSTAINABLE SPACES: EVENTS
VANCOUVER CAMPUS APPLICATION FORM

Complete the application form and checklist below to certify your event as an SFU Sustainable Spaces Certified Event!

Event name: _____ Event date(s) and time(s): _____

Event location(s) – including rooms, fields, etc.: _____

Number of expected attendees: _____ New or existing event?: _____

Purpose of event: _____

Event/Sustainability Coordinator name: _____ email: _____

Social media information for event, if applicable (Facebook page, Twitter handle, Instagram account, etc.): _____

I/We, [print names], _____ am/are the representative(s) of the above event applying for Sustainable Space Certification. I/We have signed below to confirm that, to the best of my/our knowledge, all applicable steps required for the certification of a Sustainability Space have been successfully completed.

Signature/s of Event Coordinator(s):

_____ _____

To complete the checklist, first identify which action items are applicable to your office/event (depending on checklist) by checking off the boxes in the 'Applicable' column. Next, for applicable items, indicate whether or not they are complete by checking the boxes in the 'Completed' column. If a task is not applicable, leave both boxes blank. Your certification level will be calculated on how many actions items you complete that are applicable to your event.

Submit the completed checklist to the Sustainability Office: sustainable_spaces@sfu.ca.

FOR SUSTAINABILITY OFFICE USE			
TOTAL APPLICABLE	TOTAL COMPLETED	PERCENTAGE	CERTIFICATION STATUS
0	0		

When you organize an event through **Meeting, Event and Conference Services (MECS)**, you are contributing to the following sustainable practices, and will automatically receive a Silver Sustainable Spaces ranking:

ACCOMMODATIONS

- MECS recommends hotels within walking distance of your event.

ENERGY CONSERVATION

- Lights will only be turned on in occupied rooms and halls.
- Electronics are turned off when not in use, and energy saving features are enabled when in use (e.g., dimmed screens).
- Room temperature is monitored in an effort to conserve energy.
- Venues with naturally lit meeting rooms and halls.

* *If your meeting or event finishes earlier than the scheduled time, please notify your MECS event organizer.*

CATERING

- The following catering options are available:
  - Healthy and low-impact (e.g., vegetarian, vegan).
  - Responsible (e.g., Fair Trade Canada, OceanWise)
  - Local
  - In-season
- Meals are served buffet-style whenever possible.
- Reusable dishes are provided (e.g., melamine), otherwise, compostable/recyclable containers, cups, and cutlery are used.
- Compostable or recyclable items such as coffee stirrers are provided in substitute of landfill-bound stirrers, straws, etc.
- Condiments (e.g., ketchup, mayo, mints, salt, pepper, sugar) are served in bulk containers instead of individually-wrapped packages.
- All coffee and tea selections are Fair Trade Canada certified.

Extra:

- The mobile water-fill station or pitchers of water and other beverages can be requested instead of serving disposable cans and bottles.
- It is strongly recommended that you confirm final participant numbers and the quantity of food required with your MECS event planner.

WASTE REDUCTION & DIVERSION

- MECS avoids the use of Styrofoam or other non-recyclable and non-compostable materials.
- 4-stream Zero Waste Stations with appropriate signage will be available, where necessary. If you wish to provide event-specific signage, please contact sustainable_spaces@sfu.ca.

Extra:

- If you require additional Zero Waste Stations for your event, notify your MECS event planner.
- For larger events, you may request volunteers to assist with waste sorting and minimize contamination.
- Contact sustainable_spaces@sfu.ca for more information.

To achieve a Gold Sustainable Spaces Ranking you must complete 90% of the following applicable action items below. Please submit this checklist to sustainable_spaces@sfu.ca (not your MECS planner).

VENUE SELECTION

APPLICABLE	COMPLETED	
☐	☐	Provide composting and recycling facilities. Ask the facility manager or event coordinator if they are willing to work with you to improve the site's sustainability in preparation for the event.
☐	☐	Select a site that features sustainable practices. For events at the SFU Vancouver campus, host the event in one of SFU's green buildings: Harbour Centre, Wosk Centre for Dialogue, and Segal Graduate School of Business. These buildings are also located close to public transit.
☐	☐	Select an accessible venue (e.g., wheelchair accessible; acoustics appropriate for the hearing impaired).

TRANSPORTATION & MOBILITY

APPLICABLE	COMPLETED	
☐	☐	Publicize all transit options in outreach materials, including public transit, walking, and cycling (with bike storage), providing discounts or incentives for biking or transiting.
☐	☐	Promote or facilitate carpooling to the event. (See the SFU Parking webpage for parking locations and recommendations).
☐	☐	Offset greenhouse gas emissions to compensate for CO_2 emissions associated with the event. Ask participants where they are travelling from during registration to determine the total number of kilometers traveled by all attendees. Use a tool such as myclimate.org to calculate offsets for the event.

PUBLICITY & REGISTRATION

APPLICABLE	COMPLETED	
☐	☐	Advertise the event and communicate with attendees using electronic media such as email, mail lists, and websites to minimize paper use.
☐	☐	Provide simple online registration via SFU WebSurvey or SFU FluidSurveys.
☐	☐	Promote the event online.
☐	☐	Publicize your commitment to sustainability in outreach materials and in communications with potential donors, funders, presenters, and participants.
☐	☐	Let attendees know in advance what they can do to help make the event sustainable (for example, bringing their own water bottle or coffee mug).

EVENT MATERIALS

APPLICABLE	COMPLETED	
☐	☐	Reduce the amount of materials used, or reuse materials from a previous event. If new materials must be purchased, ensure they can be reused in the future.
☐	☐	Refrain from providing printed agendas, meeting programs, handouts, and presentations. Instead, make these available to attendees online.
☐	☐	Eliminate unnecessary meeting or event packages. Ask attendees to bring their own notebook and pen. This will also help lower event costs.
☐	☐	Use PowerPoint presentations or reusable boards instead of paper flip charts.
☐	☐	Provide reusable nametags and lanyards, and provide a drop-off site to collect them back at the end of the event.
☐	☐	Where printed materials are necessary, print double sided on recycled paper with high postconsumer recycled content.
☐	☐	Create signage that can be reused at future events.

SWAG & GIVEAWAYS

APPLICABLE	COMPLETED	
☐	☐	Eliminate giveaways, or ensure giveaway items are useful and will not end up as waste. Choose gifts and prizes that are: • Locally made and/or locally significant • Environmentally friendly • Ethically made (e.g., no items made in sweatshops) • Functional (e.g., consumable or usable) • Desirable • Educational
☐	☐	Adhere to SFU's Ethical Procurement Policy by practicing ethical purchasing, and purchasing items internally from SFU suppliers where possible ('keep it on campus').
☐	☐	Give gifts such as charity donations in the recipient's name, movie passes, or gift certificates in lieu of physical gifts.
☐	☐	Select live, native (non-invasive) plants for centerpieces and event decorations. Give them away at the end of the event to participants.
☐	☐	Refuse items with excess and unnecessary packaging, especially non-recyclable materials such as Styrofoam.

COMMENTS   If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

Thank you! The Sustainability Office will review your application and contact you soon.

SUSTAINABLE SPACES: EVENTS
SURREY CAMPUS APPLICATION FORM

Complete the application form and checklist below to certify your event as an SFU Sustainable Spaces Certified Event!

Event name: [   ]   Event date(s) and time(s): [   ]

Event location(s) – including rooms, fields, etc.: [   ]

Number of expected attendees: [   ]   New or existing event?: [   ]

Purpose of event: [   ]

Event/Sustainability Coordinator name: [   ]   email: [   ]

Social media information for event, if applicable (Facebook page, Twitter handle, Instagram account, etc.):
[   ]

I/We, [print names], [   ] am/are the representative(s) of the above event applying for Sustainable Space Certification. I/We have signed below to confirm that, to the best of my/our knowledge, all applicable steps required for the certification of a Sustainability Space have been successfully completed.

Signature/s of Event Coordinator(s):
[   ]   [   ]

To complete the checklist, first identify which action items are applicable to your event by checking off the boxes in the 'Applicable' column. Next, for applicable items, indicate whether or not they are complete by checking the boxes in the 'Completed' column. If a task is not applicable, leave both boxes blank. Your certification level will be calculated on how many actions items you complete that are applicable to your event.

Submit the completed checklist to the Sustainability Office: sustainable_spaces@sfu.ca.

FOR SUSTAINABILITY OFFICE USE			
TOTAL APPLICABLE	TOTAL COMPLETED	PERCENTAGE	CERTIFICATION STATUS
0	0		

VENUE SELECTION

APPLICABLE	COMPLETED	
☐	☐	Provide composting and recycling facilities. Ask the facility manager or event coordinator if they are willing to work with you to improve the site's sustainability in preparation for the event.
☐	☐	Select a site that features sustainable practices. For events at the SFU Surrey campus, host the event in one of SFU's green buildings. Podium 2 is the University's first Leadership in Energy and Environmental Design (LEED) certified building.
☐	☐	Select an accessible venue (e.g., wheelchair accessible; acoustics appropriate for the hearing impaired).

COMMENTS	If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

TRANSPORTATION & MOBILITY

APPLICABLE	COMPLETED	
☐	☐	Publicize all transit options in outreach materials, including public transit, walking, and cycling (with bike storage), providing discounts or incentives for biking or transiting.
☐	☐	Promote or facilitate carpooling to the event.
☐	☐	Offset greenhouse gas emissions to compensate for CO_2 emissions associated with the event. Ask participants where they are travelling from during registration to determine the total number of kilometers traveled by all attendees. Use a tool such as myclimate.org to calculate offsets for the event.

COMMENTS	If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

ACCOMMODATION

APPLICABLE	COMPLETED	
☐	☐	Promote hotels that demonstrate a commitment to sustainable practices through Green Key. Use the map to find Green Key certified hotels in Canada.
☐	☐	Promote hotels within walking distance of the event venue.

COMMENTS	If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

PUBLICITY & REGISTRATION

APPLICABLE	COMPLETED	
☐	☐	Advertise the event and communicate with attendees using electronic media such as email, mail lists, and websites to minimize paper use.
☐	☐	Provide simple online registration via SFU WebSurvey or SFU FluidSurveys.
☐	☐	Promote the event online.
☐	☐	Publicize your commitment to sustainability in outreach materials and in communications with potential donors, funders, presenters, and participants.
☐	☐	Let attendees know in advance what they can do to help make the event sustainable (for example, bringing their own water bottle or coffee mug).

COMMENTS If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

ENERGY

APPLICABLE	COMPLETED	
☐	☐	Only have lights turned on in rooms that are being used.
☐	☐	Turn off electronics when not in use, and enable energy saving features when in use (e.g., dimmed screens).
☐	☐	Monitor temperature to avoid opening windows while heat is on.
☐	☐	Seek venues with naturally lit meeting rooms.

* If your meeting or event finishes earlier than the scheduled time, please notify your MECS event organizer.

COMMENTS If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

EVENT MATERIALS

APPLICABLE	COMPLETED	
☐	☐	Reduce the amount of materials used, or reuse materials from a previous event. If new materials must be purchased, ensure they can be reused in the future.
☐	☐	Use PowerPoint presentations or reusable boards instead of paper flip charts.
☐	☐	Ask event participants to leave their contact information to receive electronic copies of presentations and handouts, rather than providing printed copies.
☐	☐	Provide reusable nametags and lanyards, and provide a drop-off site to collect them back at the end of the event. Remind SFU staff to wear their SFU name tag.
☐	☐	Eliminate unnecessary meeting or event packages. Ask attendees to bring their own notebook and pen. This will also help lower event costs.
☐	☐	Where printed materials are necessary, print double sided on recycled paper with high post-consumer recycled content.
☐	☐	Create signage that can be reused at future events.

COMMENTS If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

SWAG & GIVEAWAYS

APPLICABLE	COMPLETED	
☐	☐	Eliminate giveaways, or ensure giveaway items are useful and will not end up as waste. Choose gifts and prizes that are: • Locally made and/or locally significant • Environmentally friendly • Ethically made (e.g., no items made in sweatshops) • Functional (e.g., consumable or usable) • Desirable • Educational
☐	☐	Adhere to SFU's Ethical Procurement Policy by practicing ethical purchasing, and purchasing items internally from SFU suppliers where possible ('keep it on campus').
☐	☐	Give gifts such as charity donations in the recipient's name, movie passes, or gift certificates in lieu of physical gifts.
☐	☐	Select live, native (non-invasive) plants for centerpieces and event decorations. Give them away at the end of the event to participants.
☐	☐	Refuse items with excess and unnecessary packaging, especially non-recyclable materials such as Styrofoam.

COMMENTS	If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

CATERING

APPLICABLE	COMPLETED	
☐	☐	Order catering through a supplier that uses seasonal, locally sourced, and sustainable food options (e.g. Fairtrade Canada, Oceanwise, vegetarian).
☐	☐	Encourage caterers to deliver food in bulk containers that are reusable or recyclable, such as baskets, cardboard boxes, or aluminum trays. Again, be sure to avoid Styrofoam.
☐	☐	Avoid ordering too much food in order to prevent food waste. Discuss with the caterer the quantity of food required, and confirm exact participant numbers before placing final orders.
☐	☐	When ordering catering, request options that are healthy and lower impact (e.g. vegetarian or vegan), responsible (e.g. Fairtrade Canada, Oceanwise), and local and in-season.
☐	☐	Encourage attendees to bring their own reusable container to take away any leftovers and help eliminate food waste.
☐	☐	Provide reusable dishes (e.g. melamine, china, glass, plastic). Alternatively, opt for compostable or recyclable containers and cutlery. Avoid Styrofoam completely – this is not recyclable and must go to landfill.
☐	☐	Avoid unnecessary disposable items (e.g. plastic straws, stirrers).
☐	☐	Avoid individually wrapped items, such as ketchup, mayo, mustard, mints, salt, pepper, or sugar. Use bulk containers for condiments instead.
☐	☐	Consider serving buffet style meals with foods that do not require utensils or individual packaging, keeping in mind that some modifications may be necessary to accommodate food allergies.

COMMENTS	If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

WASTE REDUCTION & DIVERSION

APPLICABLE	COMPLETED	
☐	☐	Place composting bins close to food and coffee stations.
☐	☐	Ensure an adequate number of 4-stream Zero Waste Stations are available with simple, effective signage specific to the items at the event (contact sustainable_spaces@sfu.ca to assist with this). For events at SFU Surrey, contact Facilities Services.
☐	☐	Avoid non-recyclable and non-compostable materials, such as Styrofoam.
☐	☐	Have volunteers present at Zero Waste Stations to minimize waste contamination.
☐	☐	Provide information promoting the University's sustainability initiatives to attendees.

COMMENTS   If necessary, describe how you achieved or modified the tasks above, and any additional initiatives that are not covered by the checklist. Use additional pages if necessary.

Thank you! The Sustainability Office will review your application and contact you soon.

Appendix 4 Inclusive Events Checklist

SFU is committed to fostering a culture of inclusion and mutual respect. As part of that commitment, the SFU Equity, Diversity, and Inclusion Initiative of the Office of the VP Academic and Provost offers this checklist for ensuring your event is as inclusive as possible.

Planning the Agenda	Yes	No	N/A
Does the agenda provide breaks between sessions? Are breaks of sufficient length to ensure all participants have an opportunity to use the facilities, stretch, etc.?			
Have you chosen activities that are inclusive and allow everyone to contribute?			
Is the content of the presentation at your event non-discriminatory and respectful of all cultures and identities?			
Invitations & Registration	**Yes**	**No**	**N/A**
Have you provided sufficient notice for your event so that attendees can arrange transportation, support attendants, and other services?			
Are there any potential conflicts that limit who can attend your event? For example, does the event date fall on a holy day or other day of significance?			
Have you provided space on your event registration for identification of accommodation needs?			
Have you included your contact information for the purposes of confidential communications?			
If you do not have a registration process for your event, is there a way for participants to confidentially contact you?			
Have you identified a process to respond to requests for accommodations in a timely manner?			
Have you considered offering financial support to offset event costs for those who might find this a barrier to participation?			
Have you communicated your expectations for respectful and inclusive dialogue during the event?			
Does your registration form or name tag provide space for gender pronouns?			
Does your event website or invitation provide information on physical accessibility, gender inclusive washrooms, accessibility services, and a			

	Yes	No	N/A
territorial acknowledgement?			
Have you added inclusive statements to your event notice (for example, a land acknowledgment statement, an inclusive space welcome statement, etc.)?			
Have you provided the event organizers with the wording for the applicable territorial acknowledgement?			
Event Space & Materials	**Yes**	**No**	**N/A**
Are event materials available in a variety of formats (e.g. large print, print version of PowerPoint slides, flash drive containing printed materials, etc.)?			
Have you considered whether the event materials or content may be upsetting for some and included trigger or content warnings where applicable?			
If videos are shown, will they have captions or subtitles?			
Have you considered creating a quiet zone for people to get some refuge from the busyness and noise of the event?			
Do you have reserved seating for those who may have accessibility needs (seating for those with mobility, visual, or auditory challenges)?			
Is the stage/screen/speaker(s) visible from all areas of the room?			
Are you promoting a scent-free environment at your event?			
Location	**Yes**	**No**	**N/A**
Can people get to the event using accessible transit?			
Is the main entrance wheelchair accessible? If not, does a clearly visible sign indicate the location of an accessible entrance?			
Are doors easy to open (lever handles, door easily pushed open)?			
Are signs large and clear enough for people with low vision to read?			
Can you arrange for staff or volunteers to be at entrances and throughout the space to guide people to the event room?			
Is accessible seating available throughout the event space?			
Is there a Physical Access Guide for the venue, or detailed maps which reference accessibility features, you can share with participants?			
Does the venue allow service animals? Is there water available for the			

animal if needed?			
Elevators	**Yes**	**No**	**N/A**
Are elevators located close to the event room?			
Are the elevators large enough for people who use wheelchairs and scooters?			
Do elevators have Braille buttons, raised numerals, and auditory signals for people with visual disabilities?			
Do elevators have a visual cue system to alert people with hearing disabilities?			
Washrooms	**Yes**	**No**	**N/A**
Does the event location have an all genders washroom?			
Are washrooms large enough for people who use scooters and wheelchairs?			
Do the washrooms have at least one accessible stall?			
Parking	**Yes**	**No**	**N/A**
Have you provided the location for the nearest accessible parking?			
Are there enough accessible parking spots available?			
Are parking areas clear of snow, ice, wet leaves and standing water?			
Is there a barrier-free path of travel from the parking lot to the event entrance?			
Language	**Yes**	**No**	**N/A**
Are all of the presenters at your event using language that is clear, inclusive, and respectful?			
Are you providing bilingual or multilingual information about your event?			
Will a sign-language interpreter and/or real-time captioner be present?			
Dietary Arrangements	**Yes**	**No**	**N/A**
If you are serving food, is this information included in the event plan or notice so that participants will know ahead of time that food will be served?			
If you are serving food, have you considered participants' dietary requests?			
Have you made accommodations with regards to religious, health			

	Yes	No	N/A
preferences, or dietary needs (e.g., halal, vegan, gluten or dairy free, low sugar, etc.)?			
Will food be labeled clearly?			
Will food and drink services include accessible options such as bendable straws and lightweight cups that are easily within reach?			
If food is provided buffet style, will someone be available to help serve people who have visual and physical disabilities?			
Evaluation	**Yes**	**No**	**N/A**
Does the event evaluation include at least one question about accessibility?			
Can people complete the evaluation form without identifying themselves?			
Other Considerations	**Yes**	**No**	**N/A**
Have event staff and volunteers been appropriately trained on accessibility?			
Will onsite childcare services be provided during the event?			

If you have any questions or concerns about the Inclusive Events Checklist, please contact Theresa at theresa_burley@sfu.ca.

Appendix 5 - Sustainable Swag & Recognition Gifts

Sustainable Spaces Event Criteria:
- Eliminate giveaways, or ensure giveaway items are useful and will not end up as waste. Choose gifts and prizes that are:
  - Locally made and/or locally significant
  - Environmentally friendly
  - Ethically made (e.g., no items made in sweatshops)
  - Functional (e.g., consumable or usable)
  - Desirable
  - Educational
- Adhere to SFU's Ethical Procurement Policy by practicing ethical purchasing, and purchasing items internally from SFU suppliers where possible ('keep it on campus').
- Give gifts such as charity donations in the recipient's name, movie passes, or gift certificates in lieu of physical gifts
- Refuse items with excess and unnecessary packaging, especially non-recyclable materials such as Styrofoam.

Swag / Gift Options:

Category	Price Range	Company	Item(s)	Why is this sustainable?	Grade
$5 - $20 Each Swag	$5 - $15	West Coast Seeds	Seed packets (fruits, vegetables, flowers, microgreens, herbs)	• Local business (Vancouver) • GMO free • Donate seed packets to schools & nonprofits • Organic growing / sustainable agriculture • Minimal packaging	
	Prices by quote	Fairware	Zero waste promotional products (branded) • Reusable cutlery • Reusable straw • Snack packs • Tiffins • Lunch bags • Produce bags / wraps • Tote bags • Drinkware	• Vancouver based • Certified B corporation • Ethical sourcing • Merchandise end of life policy • 100% renewable energy • Living wage employer	
	$1.25 each (100 minimum order)	Botanical Paperworks	Seed paper bookmarks with printed logo	• Winnipeg based • Zero waste products • Packaged in compostable plastic • Work with schools/nonprofits	

	$3.95 each	East Van Bees	Mini honey jars (custom tags available)	● Local/small business (Vancouver) ● Minimal packaging (glass jars) ● Urban hives located around Vancouver ● Chemical free	
	$5 - $20	Hives for Humanity	Honey, beeswax candles	● Non-profit organization (Vancouver - DTES) ● Glass packaging (honey) ● Urban hives in Vancouver	
	Prices by quote	Common Threads	Tote/Gift/Messenger Bag	● Social enterprise ● Produced in East Vancouver ● Employees new Canadians, people with mental illness ● Made from recycled fabric	
	$6 each	Coast Cards	Greeting Cards	● SFU based ● Upcycled materials ● Employ individuals overcoming addiction	
	$5 each	Soap for Hope	Bar soap	● SFU based ● Upcycled soap ● Employs DTES residents	
$15 - $50 Individual Prizes	$15 - $50	Native Northwest	Home decor & lifestyle, drinkware, apparel, fashion & accessories, gifts & stationery, books	● Local business (Vancouver) ● Celebrate Indigenous art/artists ● Some proceeds go towards Indigenous nonprofits ● Unknown packaging	
	$40 per person	Talaysay Tours	Indigenous history tours through stanley park	● Local business ● Educate about Indigenous history of area ● Experience-based (no waste)	
$50 - $100 Individual Prizes	$100 (2 adults, 1 child)	Vancouver Aquarium	Admission tickets	● Zero waste / plastic free advocacy ● Conservation based organization ● Extensive environmental policy	
	$50+ for 2 bottles	Tantalus Vineyards	Wine Package	● LEED certified ● Founder Sustainable Winegrowing BC ● Supports biodiversity	
$100 - $500 Individual Prizes	$100+	Scandinave Spa	Bath access / spa packages	● Energy efficient practices ● Low impact landscaping ● Stainless steel water bottles	
$500 - $1000 Individual Prizes	$500+	Fairmont Waterfront	Certificate for night at hotel	● Rooftop garden for restaurant ● Partner Hives for Humanity ● Oceanwise member ● Working towards zero waste certification	

Nonprofit Options:

Charity Intelligence Canada
- Ranks charities on a 4 star scale

Purpose	Organization	Work	Location	CIC Grade
Social	Aunt Leah's Place	● prepare youth in foster care for living independently ● helps women in need to avoid losing custody of their children ● 4 stars CIC	New Westminster, BC	**A**
	Covenant House Vancouver	● helps local youth who do not have a permanent home ● Shelter and Crisis Care Program has 59 beds available for short-term housing ● 4 stars CIC	Vancouver, BC	**A-**
	Quest Food Exchange	● aims to "reduce hunger with dignity, build community and foster sustainability" ● It works in collaboration with food suppliers who donate their surplus food to provide affordable food to individuals facing food insecurity in British Columbia ● The charity takes an environmentally conscious approach to food redistribution to ensure excess food is allocated efficiently to those in need	Vancouver, BC	**B+**
Environmental	David Suzuki Foundation	● works to conserve and protect the diversity of Canada's natural environment ● 4 stars CIC	Vancouver, BC	**A-**
	Ecojustice	● uses the power of the law to defend nature, combat climate change, and fight for a healthy environment ● It is the only charity in Canada that addresses environmental issues solely in the courtroom ● 4 stars CIC	Vancouver, BC	**A**
	Ecotrust Canada	● focuses on developing a sustainable 'conservation economy' in Canada by coming up with innovative solutions to current economic and environmental problems	Vancouver, BC	**B**
	Pacific Salmon Foundation	● works to restore and conserve Pacific salmon populations in British Columbia and Yukon.	Vancouver, BC	**B+**

	Sierra Club BC	● advocates to conserve and protect British Columbia's environment and wildlife from the effects of climate change	Victoria, BC	**A-**
	The Nature Trust of British Columbia	● Acquires ecologically significant land through purchases, donations, covenant and leases. ● The charity then cares for the acquired land to protect the natural diversity of wildlife and plants, and their critical habitats	Vancouver, BC	**B**
	Tides Canada	● mission is to provide uncommon solutions for the common good by helping Canadians secure a healthy environment in ways that promote social equity and economic prosperity	Vancouver, BC	**B**
	Western Canada Wilderness Committee	● grassroots charity working to preserve British Columbia's environment. ● The charity's mission is to protect Canada's biological diversity through strategic research and public education	Vancouver, BC	**B**
	Environmental Youth Alliance	● connects children and youth with the environment through programs such as gardening and nature observation	Vancouver, BC	**N/A**
	Fraser Riverkeeper Society	● committed to the protection of the Fraser River and its watershed	Vancouver, BC	**N/A**