
DIVERSITY, EQUITY & INCLUSION BEST PRACTICES
SUSTAINABILITY BEST PRACTICES

**ENVIRONMENTAL SUSTAINABILITY****Food & Beverage**

- Food Selection
 - » Recommendations provided by Event Manager to maximize sustainable menu selections. Options may include:
 - Largely or entirely vegan/vegetarian menu selections
 - Avoiding service of red meat and other food items with negative environmental impacts
 - Working with caterer/venue on sourcing of menu items
 - Detailed labelling of items for buffets to clearly show sustainable choices and dietary restrictions
- Donation Process
 - » Work with the venue or caterer on a food donation process or ensure one is already in place
 - Alternate options include working with the local community to implement a donation process for the event
- Packaging & Serving
 - » Options include:
 - Ensuring that creamer, sugar, condiments, beverages, and any other relevant items are served in bulk containers
 - China service used for all meals, including coffee & water service when possible
 - No plastic straws, stir sticks, or other single-use plastic items allowed during the event
 - No single-use packaging allowed during the event
 - Serving “unboxed” box lunches with sandwiches on platters and other items in baskets or in bulk

Waste Management

Applies to caterer/hotel/venue as appropriate

- Ensure use of tri-bin waste, recycling, and compost options
- Determine whether composting happens front- or back-of-house
- Request hotels offer recycling bin options in guest rooms
- Customize signage to event to indicate items to be recycled or composted
- Bring in third party waste management providers as needed

Badges

- Collection and recycling of left-over lanyards and badge covers
- Badges printed on cardstock with no use of badge cover, when possible
- Designations printed directly on badges to avoid use of ribbons or other items that become waste or interfere with the ability to reuse leftover items

Printing

- Event items printed on recycled paper with soy-based inks, and signage on enviroboard/falcon board or a similar recyclable content
- Avoid including dates or year-specific elements on any signage that has the potential to be reused
- Utilize event app or QR code program to avoid printing of paper programs

Venue & Hotel

- Request details on green cleaning policies/practices during RFP process
- Place priority selection on buildings with LEED or other 3rd party sustainability certifications
- Request measurement of waste diversion, energy usage, and water usage
- Inquire as to the use of hand dryers versus paper towels, and recycled-content toilet paper

Hotel

- Publicize on website that attendees are encouraged to put up their “Do Not Disturb” sign during their stay and decline housekeeping services, or opt attendees out automatically when possible
- Request hotels that don’t use individually-packaged toiletries in RFP
- Request ability to measure the water and energy consumption of guests
- Request recycling options in hotel rooms
- Request reduction of in-room single use plastics, including stir sticks, straws, cups, coffee pods and bottled water, and room amenities including shampoo, conditioner, body lotion, and soap
- Ask if the hotel regulates temperatures of unoccupied rooms to reduce energy use

Transportation

- Use electric buses for transportation of attendees when possible
- Partner with public transportation, scooter, and e-bike companies to promote sustainable transit options
- Select hotels within walking distance of the venue or near public transport

Communication/Marketing

- Communicate ways that stakeholders/attendees can contribute to sustainability initiatives, which may include:
 - » Bringing their own water bottle and coffee cup
 - » Carpooling, using public transportation, or using an alt-fuel vehicle
 - » Asking them to put the Do Not Disturb sign on their door and decline housekeeping
 - » Linking to the event’s sustainability page and educating attendees on the event’s sustainability efforts
 - » Asking them to bring reusable containers to take home leftovers
- Give attendees the option to purchase carbon offsets for themselves, or purchase on their behalf or for the entire event

Purchasing

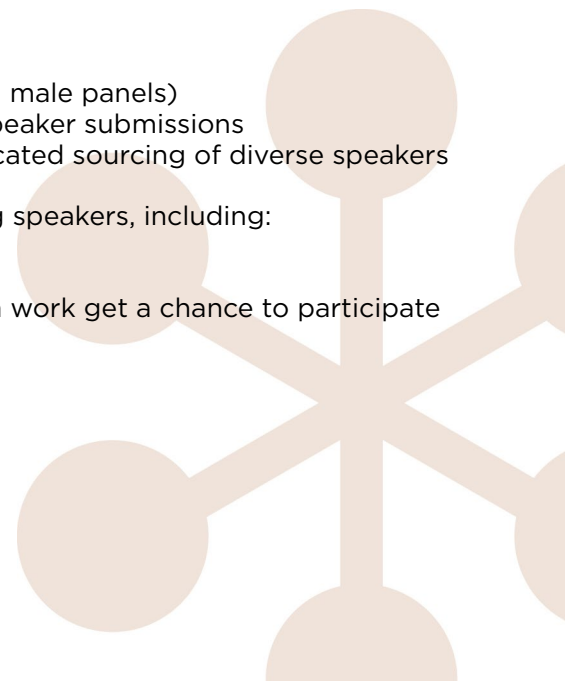
- Report percentage of total purchases that are environmentally friendly
- Source items local to the event location and support small/local/diverse businesses when possible
- Emphasis put on purchasing of sustainably sourced items (recycled content, production practices)

COMMUNITY IMPACT

- Give attendees the option to make a donation to a relevant charitable organization during the registration process
- Host a collection or drive as part of the event on-site that benefits the local community
- Arrange a community-impact side event with a local non-profit organization
- Offer full or partial scholarships to attendees from disadvantaged communities

DIVERSITY, EQUITY, AND INCLUSION**Speaker Selection**

- 50/50 division of speakers between men and women, no “manels” (all male panels)
- Inclusion of DEI goals in Call for Proposals document when seeking speaker submissions
- Predetermined percentage goals for speakers of color, including dedicated sourcing of diverse speakers to ensure a wide range of perspectives are represented
- Consideration of diversity, equity, and inclusion factors when selecting speakers, including:
 - » Who is on stage?
 - » Which perspectives are given a platform?
 - » Do people whose perspectives are often neglected by mainstream work get a chance to participate and present their work?
 - » Who is granted the most visibility?
 - » Are new voices prioritized?



Attendee and Vendor Diversity

- Priority given to minority and women-owned businesses in vendor selection
- Goals created for the percentage of attendees that identify as other than White or Caucasian, with dedicated marketing and programming efforts to include diverse audiences
- Utilization of Community Partners to reach new audience segments
- Ensuring that the host committee/programming committee represents a diverse group of voices/perspectives

Location

- Inclusion of a relevant figure to address the history/context of the venue and its location and its place in the community, which may include a land acknowledgment if appropriate
- Priority given to venue's accessibility, including access to public transportation and walkability
- Venue selection may include finding a space that reflects the event's mission or other event goals

Inclusive Practices

- Gender neutral restrooms
- Preferred pronouns on name tags
- Private room available for nursing mothers, prayer rooms, or other private spaces based on attendee needs
- Signage available in alternate languages, if deemed relevant. Additional considerations include ASL interpretation, translation services, and captioning
- Consideration of parent needs, including:
 - » List of local children's resources
 - » Explicitly allowing children in sessions
 - » Providing childcare, or listing local childcare providers/options
 - » Making the agenda public as early as possible so parents can plan accordingly (3 months pre-event best practice)

Accessibility

- Note-taking volunteers
- Guidelines sent to presenters for designing slideshow presentations, which may include:
 - » Using sufficiently large font sizes
 - » Slides with adequate color contrast
 - » Easy to read fonts
- Accessible bathrooms, elevators, and ramps
- Adequate walk-way space for passage
- Accessible parking options

Messaging and Communication

- Create a Code of Conduct and post it on the website
- Consider sending a pre-conference reading to attendees that addresses diversity, equity, and inclusion

