



Strategic Sourcing Group

TD Inclusive & Sustainable Events Guide

The Inclusive and Sustainable Events Guide will help you to plan an event that has minimal environmental impact, is inclusive and aligns with TD's values and The Ready Commitment. This guide should be used when planning events of all sizes, working with venues, ordering catering and so on.

1. Plan an Inclusive Event

TD's commitment to inclusion and diversity is integrated into everything we do. Review the checklist below to plan an event that is supportive of everyone and ensures all attendees are engaged.

- Provide participants with an opportunity to indicate any allergies or dietary restrictions (e.g., registration questions, by email, etc.).
- Include Indigenous lands statement in the opening speaking remarks.
- Provide all materials/content in English and French as stated in the TD Translation Policy.
- Ensure a Prayer Room/Wellness Room is provided and identified.
- Avoid choosing event dates that fall on religious holidays. Consult the TD Diversity calendar for dates.

Tip

Avoid holding events that include a food component during the month of Ramadan and other holidays that require fasting.

For additional information on planning a Diverse and Inclusive event, check out TD's Diversity Event in a Box Guide.

2. Ensure Your Event is Gender Inclusive

In order to foster a more supportive and diverse climate, ensure your event is gender inclusive.

- Include pronouns on name badges or have stickers available at registration (She/Her, He/Him, They/Them).
- Organize speaking panels that are diverse or fully representative.
- Ask the venue if they offer gender-neutral washrooms. If not, ask if they can repurpose an existing washroom to accommodate and include appropriate signage. Communicate where ALL washrooms are in your opening remarks.
- Avoid gender-specific language on stage and in registration (e.g., Ladies and Gentlemen, Mr., Mrs., etc.).

3. Plan an Accessible Event

Planning an accessible event ensures you create an inclusive environment where the diverse needs of all your attendees are met. Keep in mind that attendees will not always disclose their specific needs and that some disabilities are unseen. As a best practice it is important to always plan a fully accessible event.

- When selecting a venue/restaurant ensure it is fully accessible for anyone with mobility needs (e.g., elevator, ramp, automatic door push buttons) regardless of whether an accessibility need has been identified. Perform a site visit whenever possible.
- If the venue is not fully accessible, work with the venue to find appropriate workarounds (e.g., adding a ramp when there is a couple steps, etc.).
- Always ask for accessibility needs in the registration. Reach out to registrants who have identified accommodation needs to determine specifics around their request (you do not need to know details about their disability). Discuss this plan with the venue to ensure they can accommodate any requests. If you need further support, email the Workplace Accommodation Manager.
- Send documents by email to all attendees before the event and always ensure all event documents are in an accessible format.
- Ensure name badges are high contrast and large font.
- Movability checklist:
 - Transportation – include an accessible option (e.g., wheelchair accessible taxi)
 - Plan for wide aisles when designing floor plan(s)
 - Main screen/stage is easily viewable for all participants and not blocked by any barriers
 - Reserve seating (if required)
- Always provide closed captioning, even when it is not requested by attendees. It provides clearer communications and a transcript of your event.



To learn more about planning an accessible event, check out TD's Creating an Inclusive and Accessible Event Guide.

4. Minimize Waste

It is important to reduce waste and aim for a zero-waste event to minimize our environmental impact and carbon footprint.

- Confirm the venue provides appropriate well labeled recycling receptacles, including composting for food scraps.
- Ensure catering uses reusable and washable dishware/cutlery. Avoid disposable/single-use items, including water bottles, if possible.
- Reduce printed materials and handouts. Send materials digitally and share content onscreen.
- Choose decorations and décor that can be re-used at future meetings/events. Avoid balloons and other single-use items.
- For outdoor events, offer water bottle filling stations and encourage guests to bring a bottle. Also, consider using a supplier that offers waterless, composting toilets (if applicable).
- Reduce food waste and costs by keeping food & beverage orders as close to registration numbers as safely possible. Track numbers of who attended versus registered and keep data year over year in order to better predict attendance.
- Use eco-friendly name badges (e.g., use paper, stay away from plastic holders, collect and reuse lanyards).
- Avoid ordering take-away meals for guests, or if necessary ask for paper wrappers, not plastic.
- Review the Limited and Single-Use Item Waste Reduction Guideline and avoid single- and limited-use items at your event. To determine what qualifies as a single- or limited-use item, please review the Specialized Recycling Procedure. Consider that you may need to incorporate the recycling stewardship fee in your budget.
- Plan for extra food (leftovers) to be donated after the event.


Tip

Consider setting up a Connections community where all soft copy event documents/materials can be housed after the event.

To learn more about planning a green event, check out the TD Green Event Guide.

5. Source Giveaways that are Sustainable or Eco-friendly

Rethink your giveaway strategy.

- When choosing event-specific giveaways, remember to consider the environment. The giveaway should be relevant to the event, useful (so it isn't thrown away or left behind), of high quality and reusable.
- Consider eco-friendly TD branded promotional products from the TD Branded Merchandise eStores. Items marked with this badge  were chosen because of their lower environmental impact. ALL of the products in the eStore have gone through extensive product safety testing and comply with regulatory requirements.
- If sourcing non-branded items, look for products made from post-consumer materials that are reusable, compostable or recyclable.
- Consider how the item/gift will be packaged or presented and minimize any packaging used.
- Consider experiential or virtual gifts as another option to add value to your event.

6. Make Your Event Carbon Neutral

Events produce carbon emissions through participant travel, hotel stay and meeting room usage (mostly through energy use). TD's Carbon Neutral Event Program allows you to offset your emissions and create an event with minimal environmental impact.

- Run a TD Carbon Neutral Event and share the story with the audience!
- Reduce the need for transportation by offering tele-conferencing and video-conferencing.
- Choose restaurants within walking distance of the venue to avoid using transportation.
- Encourage the use of public transit or group travel (e.g., car share, busing, etc.) wherever possible.

Carbon Neutral

means conferences or events whose GHG emissions due to the consumption of energy and travel have been offset to achieve a zero carbon footprint.

7. Suggested Questions to Ask the Venue or Add to Your RFPs

TD operates in many diverse communities and we strive to reflect communities that we serve. As per our Supplier Code of Conduct, suppliers are expected to have guidelines, policies and practices for creating a diverse and inclusive environment for their employees and customers. These practices should be communicated throughout the organization, upheld by all levels of management and applied to their own supply chain activities.



When engaging a third party, consider adding the following:

Human Trafficking & Accessibility RFP Questions:

Simply add these questions to your existing RFP.

- Add Human Trafficking & Accessibility questions to the venue RFP.

Banquet Event Order (BEO):

Simply attach the BEO addendum to your BEO when responding to the venue.