



# Sustainable Events Guide: Equity and Health

Fostering and celebrating excellence, equity, diversity and inclusiveness within our community and in our events is a priority for the University of Ottawa. Furthermore, the University wants to prioritize health and wellness by making sure that we are taking care of our community and enabling them to take care of themselves. Please consider some of these aspects when you are planning your event / conference.

## THEME

## CONSIDERATIONS



**FAIRTRADE CERTIFICATION** is an easy to identify program that ensures fair prices for the farmers, workers, and companies who grow our food, such as coffee, tea, and chocolate.

As a Fair Trade Campus, most of the businesses on campus offer these products.

Consider having your event certified fair trade as well! You can find a guide on the Fair Trade Canada website.



To ensure that your conference / event is **ACCESSIBLE** to all attendees, please consider a few things to improve the experience.

- Choose a location that is barrier-free (both indoor and outdoors)
- Ensure that there are accessible washrooms near the event
- Offer a variety of dietary options (ask participants beforehand)
- Invite people with disabilities to be part of the planning committee
- Ensure that signage, promotional materials, and conference documents are available in an accessible format
- Ensure that signage, promotional materials, and conference documents are available in both official languages

You can access a planning checklist for accessible conferences created by the Council of Ontario Universities.



**HEALTH and WELLNESS** is often overlooked during events and conferences; however, there are many easy things to do to improve the overall experience.

- Plan for adequate breaks throughout your conference / event
- Ensure that there are non-alcoholic options available at social events
- Consider physical activities to break-up long periods of sitting
- Offer healthy snacks rather than pastries and candies
- Consider that your attendees may have travelled long distances to attend the conference / event. Ensure that the start and end of your event considers rest periods for travel



**DIVERSITY** can bring much needed inclusion to a conference / event. Mobilizing information or bringing attendees together should not be limited to a single culture or people. Consider some of these actions to improve your conference / event.

- Include Indigenous Land Acknowledgements
- If you are including Indigenous content, consult with the Office of Indigenous Affairs
- Try to include bilingual content and signage
- Offer a flexible price model for students and low-income attendees
- Try to find diverse speakers for events
- Include diversity in the planning committee



For more information about these themes, you can consult existing on campus resources

- The Office of Indigenous Affairs
- The Health and Wellness Centre
- The Human Rights Office

