

# Holiday Inn Toronto Yorkdale — An environmentally responsible venue

The Holiday Inn Toronto Yorkdale is dedicated to People & our Planet, and has implemented many smart practices to be a “Green” venue for conferences and meetings.

## What is a Green Meeting or Event?

A green meeting or event incorporates environmental considerations to minimize its negative impact on the environment. Benefits are Economical & Environmental for all. Convention Industry Council’s Green Meetings Report

### Conferences — Minimum Green Conference Standards (already in place)

- RECYCLE – Recycle bins in all function rooms
- REDUCE – Lighting and temperature controls in all function rooms - energy management system controlled
- REDUCE – Turning off lights when function rooms are not occupied
- REDUCE – Location promotes public transit to reduce emissions (on subway line, TTC, and off-highway)
- REDUCE – Water-based markers for flip charts

### Green Meeting Event Option – Convenor may select for their event

Note: all items below would be listed on sales contract and beo’s, where applicable

- RECYCLE – Hotel produced “Protecting our Planet Welcome Letters” printed on recycled paper for conferences with guestrooms
- RECYCLE – Recycling area behind all banquet bars
- RECYCLE – Separate Glass & Plastic Recycle Bins in function rooms
- REDUCE – All correspondence: communication, proposals, contracts & banquet event orders to be e-mailed
- REDUCE – Attendee handouts that are hotel requested photocopies are double sided unless otherwise requested
- REDUCE – Paper & Pens in function room tackle boxes (instead of individual seats)
- REDUCE – Juice served in jugs
- REUSE/REDUCE – Guestroom bed sheet & towel changed on 3rd day of meeting for all attendees. Attendees will be notified at check-in (through their “Protecting our Planet Welcome Letter”)
- REDUCE – E-mailing Event Invoices to convenor/billing department at end of event
- REDUCE – Carbon Reduction Location - hotel will provide e-mailed directions to convenor for all attendees using Public Transit (Bus & Subway), and Closest Car Pool Lots off the Major Highways (to reduce travel emissions)

### CONVENOR/PLANNING RECOMMENDATIONS

- REUSE – Recommended for convenor to request plastic name tag covers be returned for re-use after any conference (when applicable)
- REDUCE – Recommended to offer presentations on CD to be handed out at end of meeting, instead of paper handouts
- REDUCE – Registration on line, not mailed
- REDUCE – Recommend public transportation & car pooling in your registration package
- REDUCE – Try to provide accurate guarantee numbers 72 hours in advance of function to minimize food waste
- COMMUNICATION – Announcement at beginning of event to notify attendees of our Green designation for this function, so they are aware of some the changes (ie: paper and pens not at each seat – to avoid waste)



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