Ki Futures

Guidebook

Everything you need to get started with your sustainability journey

Ki Culture

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1. Introduction and Background

Welcome to Ki Futures! We are thrilled you have decided to commit to sustainability through action and to welcome to you this international network of pioneers.

Culture is uniquely positioned to catalyze real change for our future, but also has unique needs. At Ki Culture, we recognize this opportunity, but also understand those needs. As cultural professionals, we are the custodians and creators of humanity's legacy, we are the preservers of the past, the interpreters of the present, the storytellers for the future. We connect with people on a deeply personal, emotional level. By leveraging this influential position, we have an incredible chance to not only teach the world what sustainability is, but to show them how it's done. We have the potential, and the responsibility, to make this world a better place, to protect our future.

Ki Futures was designed by a trained art conservator who fundamentally understands the needs of the cultural sector. After years of research, consultations, analysis, stakeholder engagement, and co-creation, we are thrilled to bring you the program designed to provide you with sustainability on a silver platter. Ki Futures supports you in your sustainability journey, every step of the way.

Ki Futures is intuitive and provides you with all of the support you need to make your sustainability dreams a reality, but we understand you may have questions along the way. This Guidebook is designed to introduce you to the Ki Futures program and be a first point of reference for any questions or needs you may have.

This Guidebook outlines the features of Ki Futures and contains important contact information as well as instructions on how various features of the program work.

a. Useful Contacts and Links

Who is Who in Ki Futures?

On the Ki Port, you will connect with people from all over the world. You will meet your Coaches, other Ki Champions, and members of the Ki Futures Team. The Ki Team is always available to help, so if you need anything, feel free to reach out to any one of us on the Ki Port. Here is who's who:

Ki Futures Team

- Caitlin Southwick - Founder / Executive Director - you can ask me anything!
- Alejandra Lechuga Álvarez - Ki Futures Director - you can contact me with any questions about how Ki Futures works or any logistical issues.
- Anna Karavaeva - UX Design Lead - I designed the Ki Port, so please let me know if you have any questions or suggestions about the Port.
- Darya Danesh - Digital Marketing Coordinator - any questions about social media, press releases or communications can come to me.
- Carlota Carvalho - Ki Trainings Coordinator - please contact me if you have any questions about the Trainings or if you have suggestions or requests for Deep Dive sessions.

- Francesca Brunner - Ki Futures Toolkit Coordinator - please contact me if you have any questions about any of the Ki Toolkit assets or if you have ideas or suggestions for additional tools/resources that would be helpful.
- Moira Mazzotta - Ki Futures Events Coordinator - I am available to answer any questions and take any suggestions related to events for Ki Futures.

Ki Coaches

Our Coaches are sustainability and cultural specialists who are here to guide you in your sustainability journey. Ki Coaches come from all over the world, bringing international perspective and expertise, and have various backgrounds, knowledge, and skills. They work with you and other Champions in your area to facilitate tailor-made and local solutions, and work with other Coaches around the world to ensure that any question you have is answered. While you will work directly with your Ki Coach, all Coaches and all knowledge areas are available and at your disposal through the Ki Coaches network and the Ki Port. See Ki Coaches for more information.

Emails

All communication for the Ki Futures program is conducted on the Ki Port, but just in case you need an email address or are in communication with someone outside the Port and need to cc us, here are email addresses that might be helpful:

- Ki Futures email - kifutures@kiculture.org
- Ki Trainings email - futurestraining@kiculture.org
- Ki Coaches email - kicoaches@kiculture.org
- Caitlin's email - caitlin.southwick@kiculture.org
- Alejandra's email - alejandra.lechuga@kiculture.org

Where to Look

Ki Futures is a comprehensive and dynamic program. Below is a list of all of the things you may need to find and direct links to where you can find them.

- The Ki Port - This is where the action happens.
- The Ki Toolkit - The Toolkit lives on the Ki Port and has all of the tools you may need in your sustainability journey, including recordings and PDFs from the Ki Trainings, guides, and additional resources.
- Coaches - Log onto the Ki Port to connect with your coach and to see all Coaches in the Pilot.
- Ki Books - The Ki Books are step-by-step guides which outline how to take sustainable action. They will be invaluable for you to find inspiration, ideas, and resources for how to start being sustainable in your job. They are free to download here.
- Ki Futures is not just about helping you - it is also about connecting you with a global network of actors. Log onto the Ki Port to see and connect with all participants.
- Ki Futures is open to all! Our goal is to get everyone who wants to make change in the cultural sector on board - regardless of who they are or where they come from. Various types of membership are available to accommodate individuals and institutions. For more information about signing up, contact us or click here.

b. What You Can Expect to Get Out of Ki Futures

Ki Futures is designed to empower you to be a Champion for sustainability in your job and in your institution. Ki Futures will help you on your sustainability journey - whether you are at the beginning or you have been working with sustainability for years. Ki Futures combines online learning, coaching, networking, and a resource hub to help you navigate through your sustainability journey. The mission and vision of the program is outlined below. We are here to make all of your sustainability goals a reality - what you can achieve from participation in the program is up to you.

2. Ki Futures

a. Why: The Vision

Sustainability is a multi-faceted concept and Ki Futures is the program that provides the resources and connections needed to succeed. Ki Futures offers all the resources, expertise, and advice a cultural organisation needs to develop a sound sustainability approach. With a focus on collaboration, Ki Futures aims to connect institutions, cultural professionals, and sustainability specialists on a global level, while also engaging with other organizations to develop partnerships and resources to spread sustainable practices in the cultural sector.

The program supports all cultural actors - museums, galleries, artists, collectives, vendors, suppliers, cultural organisations, associations, etc. - in their efforts to become more sustainable by providing them with the training, coaching, tools, and resources needed to make change in their institutions and connecting them to local and international networks.

Cultural professionals inherently care about people and the planet and want to take action for a better profession and a better future. The question is usually how? Ki Futures is a support system that helps cultural institutions and professionals develop and implement sustainable practices, in an aim to inspire the community around them. Institutions are leaders in their communities and can contribute to the achievement of global sustainability goals such as Agenda 2030, the United Nations Sustainable Development Goals, and the Paris Agreement, among others.

Ki Culture has designed this program to make sustainability easy for cultural professionals and to connect actors across the globe. Culture has a unique capacity to become a leader for a better future. By leading by example and educating and connecting with our colleagues, audiences, communities, and the public, we can be the catalysts for changing the future.

Ki Futures is designed to empower people at any level in any organization to take action by offering all the resources, expertise, and tools needed to make change. This comprehensive program breaks the consultancy model by creating cultures of sustainability within organizations. Ki Futures participants learn how to take action and develop critical thinking skills and approaches that can be replicated and built upon, delivering a grounded sustainable approach. Through collaboration with a relevant community of specialists, practitioners, and organisations on a local and global level, Ki Futures makes sustainability in culture a global reality.

The Ki Futures program includes:

- Ki Coaches: Our Ki Coaches are specialists in sustainability and culture. They are personal mentors assigned to Ki Champions to offer advice, share solutions, review sustainability strategies, action plans, policy documents, and assist in decision-making processes.
- Ki Trainings: A program that offers core courses and deep dives into social and environmental themes, combining theoretical insights and practical applications. These are offered as live, interactive sessions; you can also find recorded sessions on the Ki Port.
- Ki Port: Our customised platform that powers Ki Coaches and Ki Champions to share successes and get inspired by sustainability pioneers around the world. You can find guides and other resources, as well as upload your own case studies (Ki Reports). With all the necessary resources centralized in one place, you'll never miss out on any sustainability trends and updates again.
- Ki Toolkit: A collection of additional resources, guides, and support material available on the Ki Port to help put the participants in the best position for success. These guides are focused on actionable ways and how-to steps to communicate, both internally in your workplace and externally to the world, your ideas on sustainability and climate change.
- Ki Network: Joining Ki Futures positions you within a global community of future-oriented thought leaders. Get ready to share best practices, expertise, and advice with colleagues around the world.

b. What: The Goals/Objectives

Ki Futures is designed to help cultural institutions become more sustainable in compliance with Agenda 2030, the UN SDGs, and the Paris Agreement and inspire action within our communities. Our program supports these initiatives through tangible action, collaboration, and global cooperation. Goals of the program include (but are not limited to):

- Supporting the creation of policies and actions that help reduce carbon footprints
- Working together towards decolonizing our museums and practices
- Creating inclusive, accessible spaces and diversifying audiences and interaction
- Incorporating ALL voices in our collections and programs
- Working toward sector-wide circular solutions and implementation
- Promoting community engagement, collaboration, and local and global impacts

c. How: The Method

Here's how this works.

- After signing up for Ki Futures, you will receive your Welcome Kit (which includes this Guidebook!), self-assessment form, and a link to register on the Ki Port.
- Go to the Ki Port to create your profile. **Please ensure that one person from your team also creates an institutional account. This must be done first to ensure that you can select which organization you work for.**

- On the Ki Port, you will:
    - Connect with your Ki Coach
    - Access the trainings schedule and links
    - Access resources and tools
    - Find and connect with other Champions worldwide
    - Explore the Ki Reports case studies library

- Your next step is filling out your Self-Assessment form. **This will need to be completed and submitted to your Ki Coach by 8 September.**

- On your calendar, you will see the Launch event on 8 September. This will be the first meeting with all Coaches and Champions as well as the entire Ki Futures team, where we will outline the Pilot and introduce everyone. After this Launch meeting, you will officially get started!

- Your Coach will contact you to welcome you and invite you to the first regional meeting. You will also set up your first one-on-one meeting with your coach. **Please note that your Coach will arrange the first one-on-one meeting with you. Additional one-on-one meetings will take place upon request and at the discretion of the Ki Coach. Too many individual meetings could result in consulting fees.*

- During your meeting with your Coach, you can explore your aims and goals for your sustainability journey (these can be long-term goals, or you can start by picking one specific project to work on). You and your coach will explore which approach and methodology is the best fit for you and design your first steps toward your goals.

- You will leave your initial one-on-one meeting with your first concrete steps in place! It is then up to you to execute the actions. Remember - if you need help or have any questions, you can always contact your Coach on the Ki Port or explore case studies on the Ki Report Library for ideas and inspiration!

- Throughout your sustainability journey, you will participate in various activities including:

    - Monthly meetings with your Ki Coach and other regional Champions
    - Ki Trainings to learn more about sustainability topics and to educate yourself on how to be sustainable
    - Global meetings with Coaches and Champions around the globe
    - Complete self-assessments to track your progress
    - Fill out Ki Reports on the Ki Port to share your successes and earn badges for your actions (badges coming soon!)
    - Recruit more allies and Champions for your team to build cultures of sustainability within your organization
    - Annually complete your carbon footprint calculation to track your progress and determine your price point for continued participation in Ki Futures (starting January 2022)
    - Build on your successes and contribute to a better world!

d. How Long Does the Program Last?

The Ki Futures Pilot is a 3 month trial of the Ki Futures Program and will run from 8 September to 8 December.

Ki Futures is an indefinite program. The program starts on 18 January 2022. Sustainability is a continuous journey and has no end date. Therefore, neither does Ki Futures. Unlike a consultancy, which may have a set contract, we do not stop helping you. Ki Futures will continue to provide you with support, resources, and networks until your sustainability journey is complete - and then we will help you turn your inward success outward to influence your visitors, your community, and the public at large. Until our planet is fully sustainable, there is still work to be done! And we will be there for you every step of the way.

3. Ki Champions

a. What is a Ki Champion?

That's you! Our Ki Champions are people (individuals or within institutions) eager to create a sustainable shift in the cultural sector. Champions are the participants in the Ki Futures program. You may be an individual Champion, or a team of Champions, but you are all part of Ki Futures network, working together to unite and shift the sector globally. Your local Ki Champions network is hosted by your Ki Coach and you meet once a month to get to know other Champions in your area and share the amazing work you are doing - and hopefully find ways to work together. Your international Ki Champions network can be found on the Ki Port, where you can connect with other actors across the globe and see case studies from actors in every cultural space - finding support systems and inspiration. You can also "meet" your other global Champions digitally during our Global Network meetings.

b. Who Can Become a Ki Champion?

Ki Futures is open to cultural professionals in any capacity, anywhere in the world, in all fields. We accept both individual and institutional participants.

Individual membership is open to freelance professionals and private practitioners. This level of membership is specifically designed for professionals who work independently and are not associated with one specific institution. If you are associated with an institution and still want to participate, then we will endeavor to help you get your entire institution on board.

Institutional membership is open to any institution, organization, association, business, or entity that is associated with culture - from museums to conservation labs to performing arts centers - that want to be more sustainable. We invite all stakeholders, including suppliers, vendors, shipping companies, packing companies, museum associations, and government entities, to join the movement. Institutions have Ki Champions - or Ki Champion teams - who participate in the program and are responsible for implementing sustainable practices in their organizations. If your institution would like to participate but doesn't yet have a Ki Champion or Ki Champion team, we will help recruit participants and form the team.

There is no strict eligibility criteria for joining the program - all are welcome! We need everyone on board to drive real change. The only requirement for joining is a passion for a sustainable future and a commitment to action. All Ki Futures participants have agreed to our participation agreement which outlines the legal aspects of the program. For more information, contact Caitlin.

c. Expectations and Commitment

Time Commitment

We understand that you all have full time jobs, therefore the program is designed to work around everyone's schedules and responsibilities. We anticipate Champions will need to spend approximately 3 - 4 hours per week on the program. However, keep in mind that the more time you invest, the better results you will get!

The time invested is divided in the following way:

- 1 Global Ki Network meeting per month (2 hours)
- 1 Regional Ki Network meeting per month (2 hours)
- 1 Core Training session per month (2 hours)
- 1 Deep Dive Training session per month (2 hours) (*Starting in January)*
- The remaining hours are divided between individual consultations with your Ki Coach, time invested in the Ki Port, and time you invest towards completing your sustainability goals.

Number of Participants

There is no limit to the number of participants Ki Futures can accommodate across the globe. The more participants we have, the faster we can shift towards a collaborative, cooperative, sustainable sector. Each participating institution can have up to 10 active Champions per membership. If your institution would like additional Champions, please contact Caitlin.

Learning Methodologies

In order for you to identify and start working towards your sustainability goals, we have developed a comprehensive program that allows you to learn through different methods.

- Training: Our training program includes live online theoretical and practical sessions, where you will learn the basics of sustainability for cultural professionals. In case you miss one, all Trainings are recorded and videos are available on the Ki Port.
- Groups of Peers and Coaches: Global and Regional Ki Network meetings are designed to encourage participants to share their goals, experiences, successes and set-backs, to inspire each other and collectively learn how to tackle some of the pressing issues we are facing.
- One-on-One Consultations: Your one-on-one sessions with your coaches are meant to establish your sustainability journey. After your Coach reviews your self-assessment form, they will contact you to set up a first meeting - which will be one-on-one. Here, you will discuss your needs and goals with your Coach and decide

together what you would like to accomplish, how, and the best approach to achieve success.

- Ki Books: The Ki Books are step-by-step guides for sustainable action. Current Ki Book themes include Energy, Waste & Materials, and Social Sustainability. The Ki Books are available to give you concrete ideas for actions you can take and ways you can start practicing more sustainably. They provide useful information and tips and are a great place to find inspiration. In 2022, we will release the next series of Ki Books, including Exhibitions, Education & Outreach, Storage, Water, Indigneous Relations & Traditional Knowledge, and Digitization. Keep posted for more themes.

Reports and Badges

To keep track of your progress, we have developed a report and badge system on the Ki Port. We encourage you to upload Ki Reports whenever you complete or advance any of your goals. These case studies will be searchable by other Champions as a way to streamline sharing best practices globally. You will be able to link your report to specific sustainability themes and every time you upload a report, you will gain a badge in that topic. Badges help you track your progress and can be used to measure professional development.

4. Ki Coaches

a. What are Ki Coaches?

Ki Coaches are specialists in sustainability and culture. They are personal mentors, available to support to Ki Champions to help them achieve their sustainability goals. They mentor, offer advice, share solutions, review sustainability strategies, action plans, policy documents, and assist in decision-making processes. Additionally, Ki Coaches help Champions define and tailor their own individual and collective sustainability goals and milestones, and outline how to get there.

Ki Coaches facilitate your regional network and act as the links between different stakeholders locally, with other regions, and with Ki Culture globally. You can contact your Ki Coach on the Ki Port, where they are available to answer direct questions and provide support. Additionally, to strengthen collaboration and facilitate knowledge and strategy-sharing, Ki Coaches host monthly meetings for all of their Ki Champions.

b. What Can You Expect From Your Coach

Our Coaches have years of experience working in the cultural sector with sustainability and were selected due to their expertise and their individual, unique offerings. Coaches work directly with their Champions to help tailor the program to the unique needs of each participant but also work with each other to share knowledge and support. In this way, you not only have the capacity of one expert, but a global network of expertise at your disposal. Ki Coaches empower you to achieve success by:

- Offering advice and guiding you to achieve your sustainability goals
- Monitoring the online chat and answer any questions you may have via the Ki Port

- Setting up and hosting monthly meetings for regional Ki Champions to share experiences and ask questions
- Reviewing sustainability documents, policies, or programs you want to implement
- Helping Champions define and tailor their own individual sustainability goals and milestones
- Supporting and coordinating collaborative projects with multiple Champions

c. Who Are the Coaches and How Are You Assigned One?

During the Pilot Program we will be working with 5 Ki Coaches. Starting in January 2022, we will expand our network of Coaches and the group will continue to grow as the number of Ki Champions grows. Coaches are assigned based on geographic location and experience and matches based on personal and organizational goals. Coaches work together across the globe to share expertise and knowledge, so if your Coach does not have an answer you are looking for, the Coaches network is available to help find the solution. The 5 Coaches for our Pilot Program are listed below. You can find more details about each of the Coaches on the Ki Port.

Coach	Specialization	Location(s)	Language(s)
Nicole Smith	Social Sustainability Accessibility Diversity Inclusion	USA	English
Kim Kraczon	Waste & Materials Conservation	The Netherlands Germany	English German
Douglas Worts	Systems Thinking Inside - Outside Model Visitor Impact and Community Engagement	Canada	English
Christopher Garthe	Sustainability and Museums Management Design and Exhibitions	Germany	German English
Alice Bonnot	Exhibitions Environmental Sustainability	Portugal UK	English French

d. How to Get the Most From Your Ki Coach

Ask Questions

Your coaches are there to mentor you and help you, but they cannot help you if you don't ask. So don't be shy. While you will see your Coach once a month at your Regional

meetings, you will also have access to your Coach 24/7 on the Ki Port. Use the direct messenger to ask your Coach questions privately, or the chat function to pose a question to all Champions and Coaches. And remember - there are no stupid questions! I can guarantee you that someone else is thinking the same thing. This is a safe space, so please feel free to ask - that's what we are here for.

Attend the Meetings

The Regional and Global Network Meetings are opportunities for you to share your experiences, hear what others are doing, and stay connected with your local and international networks. So make sure to attend the meetings and come with questions and ideas. Your Coach is there to help answer your questions as well as offer ideas and advice, but they are also your point of contact to other networks and partners. If you need to be put in touch with a local group or organization, your Coach can make that happen. Additionally, if you would like some expertise, your Coach can arrange for guests to join your monthly meetings and bring in specialists from the area to help answer your questions. These meetings are for you, so do not be shy to ask for what you want out of them.

5. Ki Trainings

Ki Trainings are live online sessions taught by experts in sustainability and culture. They combine theoretical and practical sessions to help Ki Champions understand the foundation and applications of sustainability, providing building blocks and concrete examples to understand concepts and convert them into action.

As part of Ki Futures, Champions have access to all the live training sessions. If you can't join one of the sessions, don't worry! All the trainings will be recorded and uploaded to the Ki Port for you to watch whenever you want. And you will be able to contact all of the Trainers through the Ki Port if you have questions after the live sessions or would like to continue conversations.

Ki Trainings are divided into two categories: Core Trainings and Deep Dives. Core trainings are designed to help cultural professionals start their journey into sustainability while Deep Dives tackle specific topics that impact and concern the cultural sector.

a. Core Training Program

The Core Trainings are based on the themes of the Ki Books. The current series begins with four themes, and more themes are added as new Ki Books are released. They are offered live once a month. Recordings are also available on the Port for your reference. All trainings will be captioned and translated to make them as accessible as possible. Haven't downloaded the Ki Books yet? You can do so here.

- *Introduction to Sustainability for Culture.* This training focuses on introducing basic concepts of sustainability, outlining global frameworks (Agenda 2030, UN SDG's, CHG's) and how they relate to cultural professionals and organizations. Additionally, communication strategies are introduced for beginning conversations about sustainability with your colleagues, supervisors, and audiences.

- *Energy*. The Energy training introduces concepts around energy consumption, carbon emissions, energy hierarchy, renewable energy, and carbon offsetting. It also provides guidance on how to create benchmarks and baselines, measure energy consumption, and identify how to reduce energy.
- *Social Sustainability*. This training explores key aspects of social sustainability such as accessibility, equity and inclusion, decolonization, and repatriation. It also provides a guide on the role of museums and cultural institutions to address these issues and implement socially sustainable practices.
- *Waste and Materials*. The theoretical section of this training reviews the concepts of circular economy, the 5R's, and life cycle assessment. The practical session focuses on providing tips and alternatives to help us decide the best materials to use within our institutions, as well as how to reduce, manage, and reuse waste.
- Coming up…
    - Exhibitions (2022)
    - Education & Engagement (2022)
    - Storage (2022)
    - Water (2022)
    - Digitization (2023)
    - Indigenous Relations and Traditional Knowledge (2023)

b. Deep dives

Deep dives are specialized trainings that tackle more specific topics relevant to different cultural professionals. During the Summer of 2021, we held three Deep Dive Training sessions which can be accessed via the Ki Port. During the Pilot Program, we will offer one Deep Dive on communication for sustainability. Starting January 2022, we will offer one Deep Dive session per month with different experts around the globe. Descriptions of Deep Dives from 2021 and upcoming topics can be found below:

- *Accessibility 101. Creating Experiences For Everyone*. This session imparted by Nicole Smith provides key insights into how accessibility relates to the SDG's, different disability models, types and languages, and how museums and other cultural institutions can help create accessible spaces for people with disabilities.
- *Climate Change Awareness for Cultural Professionals*. Throughout this theoretical/practical training Christina de Groot-Lief and Val Masters, explore and discuss the causes of climate change, how it affects daily life, and how we can be part of the solution by making decisions that mitigate impacts and adapt to change. Participants also practice critically evaluating digital climate science resources so they are equipped to extend their climate education and become educators themselves.
- *Sustainability in Conversation*. In this training, Caitlin Southwick guides participants on how to talk about sustainability with peers, audiences, and anybody interested (or not interested) in having these conversations. She provides tips and effective methods to get your message across and encourage positive, productive communication. ***Join us on 29 September for a second live training session!***
- Coming up…
    - Public Relations for Sustainability (2022)
    - Futures Literacy (2022)

- Accreditation Programs and Schemes (2022)
- Carbon Literacy (2022)
- Talanoa Dialogues (2022)
- Zero Carbon for Collections Storage (2022)
- And more!

6. Ki Port

The Ki Port is the digital platform for the Ki Futures Program. Here, you can connect with your Coach and other Champions, track your progress, get inspired by case studies (Ki Reports), and find additional tools and resources to help along your sustainability journey.

On the Ki Port, you will create your own unique profile as a Ki Champion. If you are part of an institution or larger group, your organization will also have a generic account, so if any of your colleagues would like to explore the Ki Futures resources or platform, they can use this account to access all of the Trainings, Tools, and conversations.

The Ki Port brings together all relevant actors, streamlines sharing best practices, and connects you to other Ki Futures members across the world. With all the necessary resources centralized in one place, you'll never miss out on any sustainability trends or updates again.

a. Profiles

As a Ki Futures participant, you will register on the Ki Port as a Ki Champion. Please note that if you are working for an institution, you will also need to make ONE profile for your institution. Please ensure you communicate with your team to decide who is making this profile. This institution profile should be accessible to everyone in your institution so they can access Ki Futures features.

Registration can be done here: https://kiport.kifutures.org. Please sign up as a Ki Champion and follow the prompts for setting up your profile. You may add a photo and register which institution you are working with. Please contact us if you have any questions or issues with registering.

b. Connect With Your Coach

You will also be assigned a Ki Coach and can see who your Coach is on the Port. This will be done automatically and your Coach will contact you once you have set up your profile to introduce themselves. You can contact your Coach through Direct Message, or send a note on the general forum.

c. Chat Function and Forum

The Ki Port currently features two modes of communication - the Direct Message feature and the Forum. Through Direct Messaging, you can send a message to any other Ki Futures

member (Champion, Coach, Ki Team, or Institutional profile). This will only be seen by the recipient.

The Forum is a general chat where you can post messages, information, resources, and questions to the entire Ki Futures community. Please note this is a great place to introduce yourself and interact with all members around the globe. We encourage you to use this platform whenever possible to encourage sharing questions and answers with the entire group.

d. Ki Reports

All of your actions are worth documenting and sharing! The Ki Reports Library is a series of case studies generated by you. For every action you accomplish, we ask you to fill out a Ki Report, which will then be added to the searchable library to inspire Champions all over the world. If you are looking for inspiration yourself, you can use the “search” feature in the library for keywords or search by topic (broken down into themes from the Ki Books). Authors of Ki Reports are listed so you can contact them directly with any questions or to request more information or even a Zoom date.

We also have a bookmark feature so you can save your favorite Ki Reports to reference whenever necessary.

e. Trainings Recordings

All Trainings (Core and Deep Dives) are recorded and available on the Ki Port. To access these videos, simply log into the Ki Port, go to the Toolkit and scroll down to the “Training Video” section. Links are available below the descriptions.

The training videos will be captioned and we are currently translating the content into multiple languages. Please contact us if you have a language that you would like to request.

7. Ki Toolkit

The Toolkit lives on the Ki Port and is composed of support material, additional resources, and guides to position you for success.

The Toolkit guides are focused on communication strategies, providing practical advice for approaching topics such as climate, sustainability, and public relations. Our current Toolkit includes:

- **Introduction to Ki Futures**: This short introduction will give you an overview of the Ki Futures program and everything it has to offer. This is a great intro guide for sharing with your colleagues and friends to outline what you are doing.
- **Let’s Talk About Climate:** If you are here, you understand that the climate crisis is an urgent matter that we need to address immediately. But some of your colleagues may not feel the same way, or may not know as much about this topic. Climate can be a tricky subject to talk about, so this guide is here to help you do just that. This guide first explores just what the climate crisis is and then gives proven strategies

and methods for communicating about climate with your peers, colleagues, and management.

- **Sustainability in Conversation:** Like climate, sustainability as a topic can be tricky to navigate. Sustainability in Conversation is a communication guide for talking about sustainability. We provide tips and methods for bringing up the topic as well as suggestions and approaches for engaging various stakeholders - from your co-workers to your Director. Learn how to communicate clearly and create a receptive and positive environment.
- **PR & Engagement Kit**: This guide walks you through creating a PR strategy for your institution so that you can properly showcase all of the amazing sustainability work that you are doing - to your visitors, your community, and the public at large. We explore effective communication strategies, various platforms, and help you find and deliver the right message. *Coming soon!*
- **Forming Your Team:** No matter if you are joining as an individual Champion or already have a team, sustainability is about getting everyone on board. This infographic identifies the journey of recruiting additional Ki Champions at your work to join you. Before you know it, we will have the entire organization on board. *Coming soon!*

Recent and upcoming Deep Dive Trainings correspond to these guides to provide additional training on these topics.

The Toolkit will be continuously updated - so make sure to check for the latest versions and new additions. Ki Futures is all about responding to your needs, so if there is something missing or you would like to see additional resources, please let us know.

As our program grows, shared resources from Coaches and Champions will be stored in the Toolkit so everyone can access information as needed. These can include policies, action plans, strategic management tools, visual aids, guides and resources shared publicly by other organizations, or anything you create and want to share with the rest of the Ki Futures Network.

8. Ki Network

Networking is one of the most important parts of sustainability. Sustainability is not - and should not - be something achieved alone. For truly sustainable, and long-lasting impacts, we must move together as a sector, globally, and include all stakeholders. This is why Ki Futures features several types of networks that can help you along your journey.

a. Ki Champions Network

Ki Futures consists of Ki Champions from all over the world - from different countries, fields of culture, backgrounds, and experiences. This invaluable network of committed, passionate actors are your allies for sustainability and are all accessible through the Ki Port. Connect with one another, share your stories, find ways to collaborate and inspire, and know that you are not alone!

b. Ki Coaches Network

The Ki Coaches Network is composed of experts in culture and sustainability. One person cannot know everything, which is why the Ki Coaches Network is essential - for knowledge sharing across different aspects of sustainability and across the globe. While each Champion is paired with one Coach to work with directly, the Coaches all work together to share their knowledge and expertise, so every Champion has access to a global network of experts and advice.

c. Ki Culture Network

The Champions and Coaches are not the only people involved in Ki Futures. The entire Ki Culture team and all of our partners and contributors are also here to help and support our Champions and our Coaches. From Ki Culture team members to Ki Book contributors and our global partners across sustainability and culture, the Ki Culture Network provides additional knowledge and resources for your success. You can find Ki Culture members on the Ki Port as the “Ki Team”.

d. Regional Ki Network Meetings

In order to provide networking opportunities and to share your experience with other Champions in your area, your Ki Coach will host monthly Ki Futures meetings. This will be a two hour session where you can update your colleagues on your sustainability journey, your successes, and any obstacles. The regional meetings are a chance to get inspired, keep you motivated, and find collaborative projects and ideas. Additionally, these are opportunities for you to ask questions that are regionally specific, including regulations on recycling in your city, or industrial composting facilities in your area.

e. Global Ki Network Meetings

Global meetings aim to connect people from around the world to share practices and solutions that might be relevant in regions different from your own. They are a great opportunity to get to meet face-to-face and chat with Champions in different regions and other Coaches, and get inspiration from our diverse global community.

9. Pilot to Program - 2022 and Beyond

Continuation of the Program

The Pilot is our opportunity to test out the Ki Futures program, so it is with much gratitude that we thank you for being part of this co-creative process to find real solutions for sustainability together. We will use this time to test out the various features of Ki Futures and incorporate your feedback and ideas to make the program useful and successful!

The full Ki Futures program will launch in January 2022. We will have approximately six weeks between the end of the Pilot and the launch in January. During that time, you will have the opportunity to give us your feedback and also assess your continuation of the program. Your participation in the Pilot does not commit you in any way to continuing in

January, but we hope that you will let us know how we can make this program useful for you so you will want to continue. Important information for continuing, or not, is outlined below.

Carbon Calculator - Price Points

Ki Futures is proud to bring sustainability to everyone on the planet, no matter where you are located, your budget, or how big or small your institution is. Or if you are a freelancer or independent professional. Sustainability is for everyone, and should be accessible to all. In order to find an equitable pricing system, the Ki Futures program is priced based on the carbon footprint of the participant.

Ki Culture has partnered with the Gallery Climate Coalition to use their carbon calculator to determine the carbon footprint of our participants. The calculator measures three main components of an entity's carbon footprint - building consumption, art transportation and personnel travel. This basic overview will give an estimate of your carbon footprint, which will then be used to determine your participation fee.

This model will begin in January 2022. All participants in the Ki Futures Pilot will have the opportunity to use the GCC Carbon Calculator to start reducing their carbon footprint and their price for continued participation in 2022!

Pay it Forward Program

We also understand that there are some participants who simply have no budget for sustainability, but that does not mean that they don't have ways to benefit from the Ki Futures program. In order to offer Ki Futures to underfunded institutions, Ki Culture accepts scholarship applications for our Pay-It-Forward program. Every participant who pays for Ki Futures can select a pre-approved partner organization which will then be offered a scholarship to participate in the Program. This ensures equitable access to Ki Futures as well as builds bridges and partnerships across the globe.

Contract

The Pilot runs from 8 September to 8 December 2021. Contracts for participation in this program are required. Please contact us at caitlin.southwick@kiculture.org or kifutures@kiculture.org, if you have not received and signed your contract yet. This contract is only valid for the Ki Futures Pilot. Continued participation starting January 2022 will require a new participation agreement, which will run for the duration of your participation in Ki Futures.

Ki Port Profile

You will receive an email with instructions for creating your Ki Port Profile. The Profile you create during the Pilot will be kept for your continued participation in January.

Next steps - What Happens if I Discontinue the Program or Change Jobs?

We know that there is a lot of movement in the cultural sector, and often you may start in one position and then move to another, either within the same organization or with a new one. It is our hope that if you change jobs and go to a new institution who is not yet a member of Ki Futures, you would become an advocate to help your new institution also get on board. While you will not lose any of your credits (bages, Ki Reports, etc.), you will need to have an active contract to keep your Champion membership on the Ki Port and continue to participate in the program (trainings, meetings, etc.). Therefore, if you need help getting your new organization involved, let us know! If you want to continue, we can put your membership on pause until we have the new contract in place.

If you decide that your sustainability journey is complete and you do not want to participate anymore, you will receive a certificate which indicates your accomplishments. This will outline the dates you participated in Ki Futures, the badges you received, the trainings you participated in, and the names of the Ki Reports you file. While you may not be able to continue, your accomplishments will always stay with you!

As an alumni, we will offer a special alumni membership on the Ki Port and you will be invited to join the Ki Futures Global Networking events.

Feedback and questions

The Pilot is an opportunity for us to tailor this program to help you. We will therefore be asking for feedback and offering two debriefing sessions at the end of the program. If you have any questions, ideas, or comments, please get in contact with us so we can add your thoughts and feedback into the program as soon as possible.

Please Keep In Mind

Ki Futures is a safe and inclusive space. Shaming, blaming, abusive or derogatory language, exclusion, or discrimination will not be tolerated. Any alarming behavior may result in expulsion from the program. Please contact us immediately if you experience or observe any inappropriate behavior.

Balance is key - sustainability can only be achieved if we take care of ourselves. With this in mind, we hope that all of our Champions, Coaches, and Ki Team practices self-care and takes time off. We do not expect anyone to work on weekends or holidays (please bear in mind that holidays and weekends may differ for different regions, religions, and cultures). Please be respectful and understanding regarding response times in relation to weekends and holidays. Additionally, this program should not cause any anxiety, stress, or result in an overload of work. If you are experiencing any of these issues, please contact us immediately so we can provide appropriate support.

This is a non-commercial space. Ki Futures welcomes participants from every aspect of culture and includes all stakeholders. This includes commercial businesses. However, Ki Futures is not a platform to sell products or services. Unwarranted solicitation is strictly prohibited.

10. Ideas for Getting Started

We understand that sustainability can feel a bit overwhelming. There is so much to do - how do you even begin!? A great way to get started if you are feeling like you don't know where to begin is to identify some low hanging fruit or to find a specific project to begin with. Some ideas are outlined below:

Start with the paperwork

Sustainability is often supported by policy - especially in larger institutions or organizations. A great place to get started might be by spending some time reviewing your company/organization's policies and documents. See if sustainability is in there. Do you have a DEAI hiring policy? Do your vendor/catering contracts include specifications about single-use/virgin plastics? Can you revise your mission/vision statements to include sustainability?

Create an action plan

A lot of times it is helpful to identify where you want to go and then draw a map on how to get there. This reverse engineering is called Theory of Change. A great way to start with your sustainability plan is to write that plan out. This is often called an action plan and is a great way to declare where you are going and how you are going to get there.

Look outside - at the lawn

Biodiversity is one of the key issues regarding climate change. Human activities are killing off 150 species of animals and insects EVERY DAY. And perfectly manicured grass lawns are consuming massive amounts of water and energy for upkeep. Can we turn our grounds into educational opportunities? Can we use our gardens to plant indigenous flora/fauna and put up signs about local species? Can we host a community garden and teach school kids how to grow food? Can you house bee hives and teach visitors about the importance of bees to our ecosystems and our planet's survival?

Build awareness with your colleagues and build your team

With Ki Futures, we aim to help you create cultures of sustainability within your institution. But you need to get everyone on board and work together to achieve this. The first way to get people to join is to let them know what you are doing, and what THEY can do! Host lunch sessions where you talk about Ki Futures, invite people to join your Ki Champion team, put up fliers around the office to let people know that your institution is part of Ki Futures. Put up Energy saving stickers and notices of sustainable behavior around so that people can be reminded to turn things off. These are also great conversation starters.

Engage the youth

Sustainability is to ensure there is a future, and young people are the future. So why not find a way to engage them? Create an outreach program, start a community garden, host an event (online or in person), connect with local schools. Getting youth involved and exposed to culture will not only help promote messages and awareness of sustainability, but also increase accessibility and inclusivity in the cultural profession. People who are exposed to

culture at an early age are more likely to seek a career in the sector, and parents are more likely to listen to their children on ideas about sustainability than most other sources.

For more ideas on actions to get started, including how to conduct an energy or waste audit, check out the Ki Books here.

11. Calendar and Zoom Links for the Pilot

By now you should have received the calendar for the Pilot Program with dates, times, and Zoom links. All events and meetings can also be found on the calendar on the Ki Port with links to the Zoom meetings. All meetings for the Pilot are also listed below.

Please note that all the event times are in CET or CEST and UTC. Make sure to double check your time zone vs UTC time to avoid any confusion with daylight saving times changing and multiple time zones. You can easily verify your local time through this website or convert time zones here.

Global Ki Network Meetings:

- September 8, 19:00 CEST / 17:00 UTC: https://us02web.zoom.us/j/83138007751
- October 21, 10:00 CEST / 8:00 UTC: https://us02web.zoom.us/j/82652956537
- December 8, 19:00 CET / 18:00 UTC: https://us02web.zoom.us/j/89855525642

Trainings:

Introduction to Sustainability, September 20, 18:00 CEST / 16:00 UTC:
https://us02web.zoom.us/j/86202842991
Energy. October 5, 18:00 CEST / 16:00 UTC:
https://us02web.zoom.us/j/85676611629
Social Sustainability. November 3, 18:00 CET / 17:00 UTC:
https://us02web.zoom.us/j/88226176755
Waste & Materials. December 2, 18:00 CET / 17:00 UTC:
https://us02web.zoom.us/j/89504731083

12. FAQs

What is Ki Futures?

How long does the program last?

What can you expect to invest and get out of Ki Futures?

How do I get started with Ki Futures?

What is a Ki Champion?

What is a Ki Coach?

Who are the Coaches and how are you assigned one?

What is the Ki Network?

What is the Ki Port?

What is the Toolkit?

What topics with the Ki Trainings cover?

When will the live training sessions take place and how can I join?

What are the Ki Books and where can I find them?

How do I contact Ki Culture?