



Guidelines for Healthy Meetings

Commit to hosting healthy meetings and events! Utilize this checklist to guide you through the healthy meeting planning process.

Check the following items

Catering Services has agreed to serve:

- Appropriate portion sizes...especially for meat (2-3 oz), muffins (2" diameter), bagels (cut into 1/2 or 1/4).
- Foods that are low in total fat, saturated fat, sodium, and added sugar.
- Breads, cereals, pastas, and/or crackers that are 100% whole wheat or whole grain.
- Fruit and vegetables with meals and at breaks.
- Vegetarian entrée option.
- Nonfat or 1% milk, 100% fruit or vegetable juice, or unsweetened iced tea instead of soda.
- Bottled water or pitchers of water.

Check the following items

The Planning Committee has agreed to select:

- A meeting site where participants can easily and safely take a walk.
- A walking map or pedometer (or other physical activity support) in conference packet.
- A morning and/or afternoon break dedicated to physical activity...be sure to note it on the agenda!
- A tobacco-free meeting site.
- A meeting site that will provide appropriate accommodations for breastfeeding mothers.

Additional ideas include:

- Stretch break with resistance bands
- Pedometers in conference bag; prize is given to attendee with most steps
- Include an hour lunch break; 20 minutes for physical activity and 40 minutes for meal
- Organize a morning fun run/walk; participants receive a free t-shirt