

# HEALTHY MEETING GUIDELINES



These guidelines can help you prepare for meetings and offer practical suggestions on providing healthy food options and physical activity. Activity breaks and healthy food options in meetings can increase productivity and creativity.

## PLANNING YOUR MEETING

- Consider the length of the meeting when deciding what food or drink to provide
- If some people have to travel a long distance to the meeting, consider having food and refreshments available on arrival

## FOOD AND DRINK

	WATER FREELY AVAILABLE	FRUIT - EASY TO PEEL	HEALTHY LUNCH
LESS THAN 2 HOURS	✓	✓	
2 TO 4 HOURS	✓	✓	
ALL DAY	✓	✓	✓

- **Avoid foods high in fat, sugar and salt**, like pastries, biscuits and crisps.
- **Include healthy sandwich fillers**, a vegetarian option and low-fat dairy options.
- If you normally provide scones at breakfast-time meetings, **consider smaller wholemeal scones**.
- Avoid large portions, **serve food in easy-to-eat servings**.
- If using a caterer **specify your requirements** clearly

## ACTIVITY

	STANDING BREAKS	STRETCH BREAKS	WALKING BREAKS
LESS THAN 2 HOURS	✓		
2 TO 4 HOURS	✓	✓	
ALL DAY	✓	✓	✓

- **Always encourage activity**, and plan activity breaks into the agenda, regardless how long the meeting is.
- **Be sensitive to ability and disability levels**.
- **Consider standing meetings** for shorter, less formal meetings.
- **Think about a walking meeting** for meetings where only two people are taking part.
- Use signs to **encourage use of the stairs** instead of the lift.
- Provide directions to the meeting **promoting active travel**, for example give walking and cycling routes. Identify and offer **secure bike parking facilities**.

## COMMUNICATION

You should communicate the idea of healthy meetings with the agenda, so that those who attend the meeting know what to expect. Here is an example of how to communicate this - *'We are supporting the concept of healthy meetings. Water will be freely available. Fruit will be provided and you will be given the opportunity to stretch your legs after one hour. The aim is to increase the productivity of the meeting and make the most of everyone's time.'*