

Healthy Meetings Guidance - Everyday meetings

Encourage the chair to lead by example

Encourage movement for 2 mins every hour

- Encourage walking meetings
- Allow people to stand or start the meeting standing
- Encourage stretching during the meetings
- Factor in regular breaks so people can move

Fresh drinking water available at all times

- Start the agenda with #butfirstadrink
- Fresh water is the best drink choice
- Provide jugs of fresh cold tap water on tables or within walking distance of seats
- Keep refilling the water jugs throughout the meeting

Consider if anything to eat is really necessary

- If you really need a snack always keep to small portions and provide healthy snacks e.g. small servings of fruit, vegetables or nuts
- Avoid serving biscuits, sweets, chocolate or crisps

Venue

- Access to natural light if possible
- Ready access to fresh air

Healthy Meetings Guidance - Catered events for longer than 4 hours

Venue

- Access to natural light if possible
- Ready access to fresh air

Promote active travel

- Encourage walking, cycling and use of public transport
- Provide directions for the best routes and indicate the nearest bike racks
- Give walking directions from public transport and information on routes

Encourage movement for 2 mins every hour

- Encourage movement, sanding or stretching
- Allow people to stand at the side without causing disruption or blocking views
- Encourage standing ovations for speakers
- Provide opportunities for hourly stretch breaks
- Encourage participants to stretch throughout the day
- Provide breaks for stretching legs between agenda items or presentations

Have drinking water available at all times

- Promote fresh tap water and refill when needed
- Provide jugs of fresh water on tables or within walking distance of seats
- Encourage the jugs are refilled throughout the conference or meeting

Make fruit available for all

- Make sure fruit is served in easy-to-eat servings e.g. bananas, apples, satsumas, plums
- Offer bit size portions of fruit on skewers, e.g. strawberries, grapes, melon
- Consider seasonal or local fruit if possible

No sweets or savoury snacks

- Be Sugar Smart!
- Avoid sweets, crisps & biscuits

Make vegetables available for all

- Make sure vegetables are visible and served in easy-to-eat ways
- Offer vegetable or pulse and lentil soups and make sure to have a vegan option
- Consider seasonal and local vegetables where possible

Serve grains, rice and pasta

- Serve whole grains, brown rice and wholegrain pasta
- Offer whole-wheat bread or rye bread, whole-wheat pasta, brown rice or wholegrain crackers

No pastries, deep fried items or creamy sauces

- Offer wholesome and healthy food options
- Offer filled wholemeal rolls/sandwiches, wraps, soups, salads or casseroles
- Provide low fat milks, spreads and light mayonnaise

Keep desserts low calorie

- Chose small portions and favour fruit and fruit yoghurts
- Avoid sugary deserts with chocolate, caramel or cream
- Favour fruit or small portions of fruit yoghurt