

Healthy Meetings Guidelines

Meet Well and Eat Well!

If food and beverages are being provided at your meeting or event, always include water, fresh fruits, and/or vegetables.



MEALS AND SNACKS

- Emphasize fruits, vegetables, whole grains, and nonfat or low fat dairy products
- Include lean meats, poultry, fish, beans, eggs, nuts, and seeds
- Select foods with no trans fats
- Select foods low in saturated fat, salt, and added sugars
- Include a vegetarian option if meat or other animal protein is being served
- Serve foods in modest portions and provide nutrition information if possible



BEVERAGES

- Always include water, preferably served in pitchers rather than bottles
- Choose non-caloric beverages such as coffee and tea
- Provide nonfat or 1% milk instead of creams or flavored creamers
- Rather than sodas, choose vegetable juice, 100% fruit juice, carbonated water, or unsweetened iced tea
- Serve drinks in 6-8 ounce portions and provide nutrition information if possible



SUSTAINABILITY

- Choose reusable, washable serving containers and eating utensils
- Use paper and compostable products when disposable is the only option
- Provide foods, beverages, and condiments in bulk containers rather than single servings to minimize waste
- Provide recycling containers for cans, bottles, cardboard, and paper as needed

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Meet Well and Move Your Feet Well!

Meetings can be healthy and productive (yes, really!)
when you follow a few basic guidelines:



SCHEDULE WITH CARE

- Limit meetings to one hour when possible
- Refrain from scheduling meetings over the lunch hour
- End meetings early and encourage your colleagues to use the spare minutes for a walk or breathing exercise



TAKE A BREAK

- Incorporate physical activity breaks into the agenda
- Allow participants to stand up and stretch during the meeting
- Lead exercises that are fun, safe, and comfortable



WALK AND TALK

- Schedule walking one-on-one meetings... and take the scenic route
- Rather than holding a sit-down meeting or brainstorming session, have it over a walk (exercise gives the brain a boost!)
- Stroll over to your colleagues' work spaces instead of calling or emailing them

For more Healthy Meetings information, please contact Lizzie Yasser at 502-7375 or
eyasser@ucsc.edu. (Better yet, take a walk down to Risk Services, Barn H!)

Find out more about UCSC Wellness at wellness.ucsc.edu.

