

HEALTHY MEETING GUIDE

TIPS TO MAKE YOUR MEETING PRODUCTIVE AND NUTRITIOUS.



INFORMATION ADAPTED FROM THE CENTER FOR SCIENCE IN THE PUBLIC INTEREST
CSPINET.ORG

ACTIVE MEETING

DON'T SIT
Keep active and awake by scheduling a walking meeting

BRAIN BREAK

- Breakup scheduled events and meal times with a stretch break, group walk or facilitated physical activity
- Provide walking/running maps of the area

GET CREATIVE

- Consider replacing snack times with physical activities
- Replace chairs with exercise balls when possible

30 MINUTES

GYMTIME
Ensure hotels and conference facilities have gym access for guests

DRESS THE PART

Allow a flexible dress code to make attendees more willing to participate in physical activity throughout the day

EVALUATE

Were you able to provide enough opportunities for at least 30 minutes of physical activity?

MEAL TIME

DAIRY

Choose low fat or non fat options and go easy on the cheese and cream (for sauces too)

FRUIT

- Keep fruit readily available throughout the day and at meal times
- Pair with chocolate sauce for dessert

GRAINS

- Choose whole grains over refined grains
- Avoid pastries
- Slice bagels and muffins into sections to allow for smaller portions

OPTIONS

SALAD AND VEGETARIAN OPTIONS

- Always ask for these options as main dishes and ask for condiments on the side
- Always offer at least one vegan/vegetarian option

LEAN PROTEIN

Choose low fat options like fish, chicken, turkey, and pork

COOKING METHODS

Choose roasted, sauteed, steamed, or grilled dishes over fried foods

SNACKS

Choose fruit, low fat or nonfat Greek yogurt, nuts, trail mix, hummus with vegetables or popcorn

FOOD PSYCHOLOGY

PORTIONS ARE KEY!

Use smaller plates, bowls, serving utensils (9'), cups and containers less than 8 oz.

ORGANIZE

- Place fruit and vegetable platters first in line
- Avoid food waste by ordering only what you need
- Make sure hot foods are hot and cold foods cold at meal time

DRESS IT UP!

Don't forget to make the dishes look their best!