

# HEALTHY MEETING GUIDELINES

Columbus Public Health recognizes that offering healthier food options and opportunities to be physically active at meetings can contribute to a healthy lifestyle. We recommend following these guidelines for all Columbus Public Health meetings.

## **GUIDELINE 1**

### **OFFER HEALTHIER FOODS AT MEETINGS WHERE FOOD IS SERVED**

#### **BREAKFAST MEETINGS**

- Offer fresh fruit, such as bananas, apples, or oranges
- Serve canned or frozen/thawed fruit as a fruit salad
- Serve 4-6 ounce portions of 100% fruit juice and/or low sodium vegetable juice
- Offer skim or low-fat milk
- Offer low-fat or non-fat yogurt
- Offer skim milk in addition to half 'n' half for coffee and tea
- Offer whole grain bread, bagels, or muffins instead of doughnuts, biscuits, and pastries
- Offer mini bagels and bite-sized muffins instead of a larger portion size. Choose low-fat cream cheese and fruit spreads if toppings are offered.
- Offer high-fiber cereals like oatmeal, bran flakes and low fat granola

#### **LUNCH OR DINNER MEETINGS**

- Choose sandwiches made on whole-grain bread with lean meats and reduced-fat cheese
- Offer salad dressings on the side, and always include a low-fat or fat-free version
- Offer fresh fruit, such as bananas, apples or oranges
- Serve at least two vegetables with each meal
- Offer a vegetarian alternative for all meals
- Don't feel obligated to include dessert

#### **MORNING OR AFTERNOON SNACKS**

- Baked tortilla chips with bean dip and salsa
- Popcorn instead of fried chips
- Raw vegetables with low-fat dip (celery, carrots, cucumbers, squash, bell peppers, etc.)
- Fresh fruit, including bananas, apples and oranges.
- Pre-packaged fruit cups or dried fruits
- Reduced-fat cheese assortment with whole-grain crackers
- Hummus and whole wheat pita bread
- Flavored rice cakes instead of traditional fried chips
- Fig bars, fruit and cereal bars, low fat granola bars

**GUIDELINE 1: OFFER HEALTHIER FOODS AT MEETINGS WHERE FOOD IS SERVED, *CONTINUED*****HEALTHIER VENDING OPTIONS**

Columbus Public Health is pleased to announce that Snackwise® is now available in the snack vending machine. Snackwise® is an easy-to-use rating system that calculates the nutritional value of snacks.

- Green - Choose Often
- Yellow - Choose Occasionally
- Red - Choose Rarely

Look for the green spiral ends to choose snacks that have the most nutritional value. This is a great option if you are on the run to your next meeting or forgot a healthy snack. [www.snackwise.org](http://www.snackwise.org)

**GUIDELINE 2****MAKE WATER READILY AND FREELY AVAILABLE TO PARTICIPANTS**

- Offer pitchers of ice water and cups at all meal service. If possible, include water on tables during the meeting itself.
- If you choose, offer plain or decaffeinated tea or coffee with a choice of sugar and alternative sweeteners and skim milk.
- Avoid offering sodas, sports drinks or other sugar-sweetened beverages.
- Offer 100% fruit juices with meals and in 4-6 ounce portions only.

**GUIDELINE 3****OFFER PARTICIPANTS PHYSICAL ACTIVITY BREAKS**

- Encourage a casual dress code in the meeting announcement. Let participants know that time will be included in the agenda for a physical activity break.
- Consider organized activity breaks that can include stretching or walking in place.
- Visit <http://publichealth.columbus.gov/columbus-walking-maps.aspx> to find a walking map for the area where the meeting will be held. Offer an organized 10-15 minute walk at the breaks.
- Let participants know where to find the stairs. Encourage them to take the stairs instead of the elevator.
- Plan a “Walk and Talk” if the meeting’s agenda can be accomplished on the move.

**ADDITIONAL RESOURCES FOR PLANNING YOUR HEALTHY MEETING:**

American Cancer Society Meeting Well Guidebook available at:  
<http://www.acsworkplacesolutions.com/meetingwell.asp>

New York State Department of Health Center for Community Health Guidelines for Healthy Meetings available at: <http://www.health.state.ny.us/nysdoh/prevent/docs/guidelines.pdf>