### Healthy Meeting Guide

### Tips to Make Your Meeting Productive and Nutritious

**Meal Time**
- **Dairy**: Choose low fat or nonfat 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

### 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

**Gym Time**
- 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?

### 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!