



ACTIVE

MEETING

GUIDE

Workspace

Meetings

Conferences

Take a Break:

- For every one-hour of sitting you do, take a 1-2 minute break to walk around, jog in place, or do jumping jacks.
- Instead of getting coffee to keep you alert, take a 10-minute stroll around the block or up & down the stairs.

Grab Lunch:

- Rather than getting your food delivered to your desk, take a quick stroll to a nearby restaurant. Make maps of nearby restaurants in your area for employees to use.

Skip the Elevator:

- Jump-start your day by opting to take the stairs instead of the elevator.
- If going up the entire flight of stairs is too much, try getting off at an earlier floor and walking the rest of the way.

Stand Up:

- During meetings choose to stand rather than sit. For longer meetings, alternate between standing and sitting.

Meeting Musical Chairs:

- Every 20 minutes or so everyone should get up to switch chairs with someone.

Day Long Meetings:

- For daylong meetings, aim to provide an active break for every 2 hours of the meeting, both in the morning and in the afternoon.

Host Walking Meetings:

- Instead of having sit down one on one meetings, have a walking meeting around the building.

Active Ice Breaker

- Provide icebreakers or meeting activities that provide opportunities for movement.

Active Applause:

- Put an active spin on applause by standing up and clapping every time applause is needed.

Choose Further Parking Spots:

- Instead of parking as close as possible to the conference area, park a little further to increase walking distance.

Conference Planning:

- Build in physical opportunities during the morning and afternoon conference sessions.

Stretching:

- After a long day of conferences, lead everyone in a long stretch of all body parts.
- Do yoga stretches before or after conference talks.

Choose Hotel Wisely:

- Choose a hotel that is within walking distance of the conference. If possible, choose one that has a fitness center.

Walk Around

- During breaks, take a walk around the conference area.