



## OFFER HEALTHY FOOD CHOICES

Serve or ask your caterer to provide healthy foods for:

### Breaks

- ✓ lots of fresh water and 100% fruit & vegetable juices
- ✓ variety of whole grain breads, fresh fruits and vegetables
- ✓ dips made with plain low fat yogurt or low fat sour cream
- ✓ lower fat muffins, cheese, crackers and yogurt
- ✓ skim, 1% or 2% milk

### Meals

- ✓ sandwiches made with little or no mayonnaise, butter or margarine
- ✓ broth-based soups or soups made with milk instead of cream
- ✓ lower fat salad dressings or salad dressings served on the side
- ✓ smaller portions of meat, fish and poultry
- ✓ broiled, poached, steamed or roasted main dishes (meat, poultry, fish, eggs) instead of fried foods
- ✓ leaner meats with the fat trimmed and chicken without the skin
- ✓ meatless dishes, such as a bean or legume casserole or a vegetarian lasagna
- ✓ stir fries, pastas with a tomato based sauce, or low fat international dishes
- ✓ fresh fruits, fruit salad or kabobs, baked fruit, fruit sherbert, frozen yogurt or angel food cake as one of the dessert choices



## MAKE IT SMOKE-FREE

Eliminate smoking to keep the air fresh and your participants alert and comfortable. Here are a few suggestions . . .

- ✓ announce on the meeting or conference notice that it will be a smoke-free event
- ✓ display **No Smoking** signs
- ✓ ask for smoke-free conference and meeting rooms
- ✓ request smoke-free rooms for overnight accommodations
- ✓ inform participants where smoking is permitted



## GET ACTIVE

Build in opportunities for physical activity to help keep participants alert:

- ✓ include light activity breaks with exercises or games to music
- ✓ choose activities geared to people not accustomed to an active lifestyle as well as those who are very active
- ✓ arrange a walk during the second half of the lunch hour
- ✓ replace a coffee break with a walking break
- ✓ if people attending the meeting are not from the area, let them know about walking routes or gyms nearby that they can use
- ✓ let participants know that the activities are voluntary



## CONSIDER THE ENVIRONMENT

An environmentally friendly event saves money and the environment:

- ✓ use regular dishes and flatware instead of disposable dishes
- ✓ serve milk and beverages in pitchers rather than individual glass bottles or cartons
- ✓ use nametags that can be returned and re-used
- ✓ provide blue boxes for recycling
- ✓ use a bulletin board or chalkboard for announcements/directions etc.
- ✓ enquire in advance regarding allergies, sensitivities and special needs



For more information about promoting health in your workplace, please call the Hastings & Prince Edward Counties Health Unit, Chronic Disease & Injury Prevention Department at 613-966-5513 ext 213 or visit the workplace section at <[www.lifeworks4health.org](http://www.lifeworks4health.org)>.

Adapted with permission from Grey-Bruce Partners in Health.



## HOSTING HEALTHY MEETINGS WORKSHOPS



**Try some of the  
following ideas to  
energize your event and  
make it more productive.**