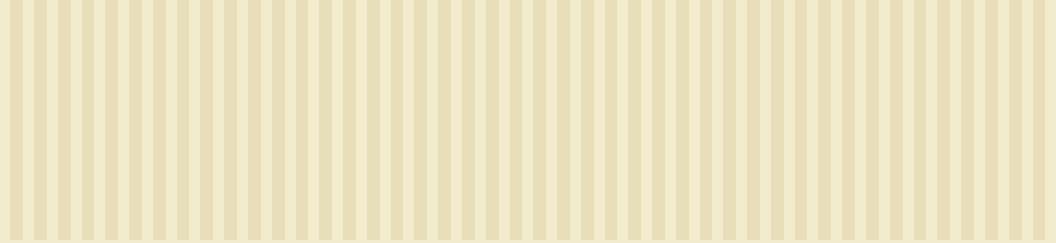


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# Healthy Meeting & Event Guide


MAKE EVERY MEETING A HEALTHY MEETING





FOR MORE INFORMATION ON SERVING HEALTHY FOOD AND BEVERAGES, AS WELL AS WHICH ONES TO AVOID, CHECK OUT THE NUTRITION STANDARDS THAT ACCOMPANY EXECUTIVE ORDER 509 (EO 509), *ESTABLISHING NUTRITION STANDARDS FOR FOOD PURCHASED AND SERVED BY STATE AGENCIES*.

EO 509 IS PART OF MASS IN MOTION, THE STATEWIDE INITIATIVE TO CONTROL AND PREVENT OBESITY. THE NUTRITION STANDARDS ARE BASED ON THE 2010 DIETARY GUIDELINES FOR AMERICANS.



## Make Every Meeting a Healthy Meeting

The 2010 Dietary Guidelines for Americans recommend we eat more fruits and vegetables, whole grains, lean meats and low fat dairy foods, while eating less saturated fat, added sugar and sodium. The Guidelines also recommend more physical activity on a daily basis.



*Meetings and events offer excellent opportunities to provide healthy foods and beverages and options for physical activities to participants.*



This guide includes suggested foods and beverages for any meeting or any event where refreshments are offered. The guide can be used when discussing refreshment options with caterers, choosing restaurants or conference sites to hold events, or asking colleagues to prepare or purchase food and beverages for meetings. Recommendations for activity breaks are also included.

## Tips for Healthy Eating

Give participants an opportunity to inform you of dietary needs or restrictions before the event.



Meet with the caterer or food service vendor to discuss your options, and how menu items can be modified for your event.



Emphasize fruits and vegetables, using seasonal and local foods when possible.



Keep portion sizes in line with the U.S. Dietary Guidelines for individual servings.



Limit the sodium content of meals to 480mg and snacks to 200mg or less, as directed by the Massachusetts Nutrition Standards for State Agencies (EO 509).

## Foods to Avoid

Foods prepared with trans fats. Foods made with or fried in partially hydrogenated oils.



Foods which are high in fat such as:


- Meats like bacon and sausage.
- Fried foods like hash browns, French fries, onion rings, fried fish or chicken.
- Cake, pies, pastries or ice cream.
- Cream-based soups.




Foods which are high in sodium such as:

- Deli meats, soups and commercially prepared meals.
- Certain condiments and spices, such as barbeque sauce, soy sauce, Cajun seasoning, garlic salt and onion salt.

## Suggested Food Items



### BREAKFAST & BRUNCH



Fresh fruit



Yogurt, nonfat or low fat



100% whole grain cereals and granola,  
served with fat free or low fat milk



100% whole wheat toast,  
100% whole grain bagels cut in half



100% fruit juice, served in  
containers which are 8 oz. or less



### BEVERAGES FOR ANY MEAL



Water



Calorie free flavored sparkling water



100% fruit and vegetable juices, served in  
containers which are 8 oz. or less




Regular and decaffeinated coffee



Regular, decaffeinated and herbal tea



Nonfat milk



LUNCH & DINNER



Fresh fruit



Broth- or vegetable-based low sodium soups



100% whole grain breads



Lean meats, chicken, turkey or fish for sandwich fillings



Low fat cheeses, sandwich spreads and condiments



Salads which contain a variety of vegetables  
with low fat dressing on the side



Foods that are baked, broiled, poached, grilled,  
roasted or steamed



At least two vegetables with every meal,  
seasoned with fresh herbs




Pastas with olive oil, tomato or other  
vegetable-based sauces




Vegetarian alternatives such as bean-based  
soups and casseroles or vegetable lasagna


## Sample Meal Orders




### SAMPLE BREAKFAST



Assorted fresh fruit  
Assorted bagels, including wheat, oat and fruit options  
Low fat cream cheese spreads  
Whole grain cereal and nonfat milk  
Low fat or nonfat yogurt with granola and/or fruit




### SAMPLE LUNCH



Vegetable platter with low fat dip  
Bean- or broth-based low sodium soup  
Lean turkey/tuna/veggie rollups  
Salad with oil and vinegar dressing  
Fruit kabobs







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SAMPLE DINNER

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Baked salmon with dill and lemon  
Steamed asparagus  
Baked sweet potato  
Green salad with low fat dressing  
Bean and corn salad  
100% whole wheat rolls



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SAMPLE SNACKS & DESSERTS

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Fruit and vegetable platters  
Nonfat or low fat dips or hummus  
Fruit smoothies or low fat yogurt-based shakes  
Baked tortilla chips and salsa  
Low fat pretzels or popcorn  
Low fat frozen yogurt

## Tips for Active Meetings



### HALF-DAY TO FULL-DAY MEETINGS



Choose a location where participants can safely and easily take a walk. Provide this information to participants when they arrive at the meeting, or at registration.



Encourage participants to take the stairs. Work with facility staff to place signs near elevators showing where the stairs are located.



Schedule brief activity breaks: 10-15 minutes at a time, every two or so hours. Participants can walk around on their own, or someone can lead interested participants in a brief stretching break. Include this break time in the meeting agenda. Consider labeling it “Physical Activity Break,” “Walk Break,” “Stretch Break,” or something similar to cue participants to action.



### OVERNIGHT MEETINGS



Choose a location that has a fitness facility or has access to one. Include this information in materials that are sent to participants.



Organize early morning physical activity opportunities. Opportunities might include group walks, runs or classes such as yoga or Pilates. Include this information in agendas or meeting schedules.



PARTICIPANTS WITH DISABILITIES



There are no hard and fast rules when assisting people with a disability to participate in physical activity. The most important thing is to listen to the individual's needs and not to prejudge their requirements.



If an activity doesn't work for all abilities, it can usually be adapted so everyone can participate.



For many activities, minor modifications — such as slowing down the pace — is all that's needed.



Give participants the opportunity to inform you of any special physical access needs.

## For More Information

**2010 Dietary Guidelines for Americans**  
[www.cnpp.usda.gov/dietaryguidelines.htm](http://www.cnpp.usda.gov/dietaryguidelines.htm)



**EO 509 Massachusetts State Agency Food Standards**  
[www.mass.gov/eohhs/gov/laws-regs/dph/regs-m-p/nutrition-standards-for-state-agencies.html](http://www.mass.gov/eohhs/gov/laws-regs/dph/regs-m-p/nutrition-standards-for-state-agencies.html)



**American Cancer Society Workplace Solutions**  
[www.acsworkplacesolutions.com/meetingwell.asp](http://www.acsworkplacesolutions.com/meetingwell.asp)



**Centers for Disease Control and Prevention  
Stairwell to Better Health Initiative**  
[www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell](http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell)



**Eat Smart Move More North Carolina**  
[www.eatsmartmovemorenc.com](http://www.eatsmartmovemorenc.com)



**Healthy Eating Guidelines for Worksites,  
Vermont Department of Health**  
[www.healthvermont.gov/family/fit/documents/WorksiteWellness\\_HealthyEatingGuidelines.pdf](http://www.healthvermont.gov/family/fit/documents/WorksiteWellness_HealthyEatingGuidelines.pdf)



**Fruits and Veggies — More Matters**  
[www.fruitsandveggiesmorematters.org](http://www.fruitsandveggiesmorematters.org)

**Lift Off! 10 Minute Physical Activity Breaks**  
[www.tonyancey.com/IRResources\\_files/overview-1.pdf](http://www.tonyancey.com/IRResources_files/overview-1.pdf)



**Mass in Motion — At Work**  
[www.mass.gov/eohhs/consumer/wellness/healthy-living/at-work/at-work-overview.html](http://www.mass.gov/eohhs/consumer/wellness/healthy-living/at-work/at-work-overview.html)



**The National Center of Physical Activity and Disability**  
[www.ncpad.org](http://www.ncpad.org)



**Sodium Reduction Resources**  
[www.mass.gov/dph/salt](http://www.mass.gov/dph/salt)  
[www.cdc.gov/salt](http://www.cdc.gov/salt)



**USDA ChooseMyPlate**  
[www.choosemyplate.gov](http://www.choosemyplate.gov)



**Walkability Audit Tool**  
[www.walkinginfo.org/promote](http://www.walkinginfo.org/promote)



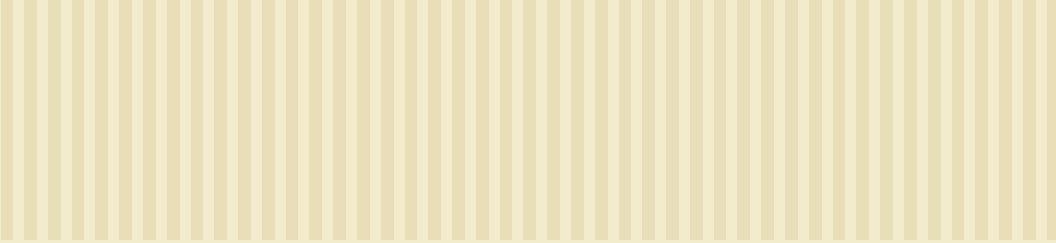
**USDA Nutrient Database**  
<http://ndb.nal.usda.gov>

## Nutritional Information

In general, these foods are considered healthy choices:

Food	Calories	mg of Sodium
Yogurt, nonfat or low fat, with granola (6 oz)	210	131
Yogurt, nonfat or low fat, with fruit (6 oz)	152	120
100% whole grain bagel cut in half	315	342
100% whole grain bagel cut in half, with low fat cream cheese	345	413
100% fruit juice (8 oz)	152	13
100% vegetable juice (8 oz)*	46	653
Low sodium soup, broth-based	38	72
Low sodium soup, bean-based	182	479
Lean turkey rollup (no cheese, 8" tortilla wrap)*	588	879
Veggie rollup (8" tortilla wrap)*	487	841
Salad, with oil and vinegar dressing	58	232
Green salad, with low fat dressing	39	146
Bean and corn salad	88	34
Fruit kabob (½ cup)	45	1
Baked salmon	179	75
Steamed asparagus	20	13
Baked sweet potato	103	41
Fruit smoothie	144	39
10 Baked tortilla chips and salsa	161	397
Low fat pretzel sticks (20)	91	326
Low fat popcorn (1 cup)	64	116
Low fat frozen yogurt	266	156

\*These items may be high in sodium. Be sure to ask your caterer about low sodium options.



THE INFORMATION ON NUTRIENT CONTENT OF TYPICAL CATERED FOODS WHICH ARE SERVED AT MEETINGS WAS TAKEN FROM THE UNIVERSITY OF MINNESOTA'S NUTRITION DATA SYSTEM FOR RESEARCH. CALORIC LEVELS OF FOODS VARY ON PORTION SIZE AND HOW THEY ARE PREPARED. THE LIST PROVIDES INFORMATION FOR A TYPICAL SINGLE SERVING. YOU CAN CHECK WITH THE RESTAURANT OR CATERING SERVICE FOR MORE UPDATED INFORMATION.

THIS GUIDE WAS PROVIDED BY THE WELLNESS UNIT,  
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