



HEALTHY MEETINGS GUIDE



UNIVERSITY OF CENTRAL ARKANSAS™



UCA'S HEALTHY MEETING & EVENT GUIDE

Meetings, events and celebrations are a fundamental part of UCA's workplace culture. Traditional food and beverages served at meetings tend to be high in unhealthy fats, sugar and salt, while low in fruits, vegetables and whole grains. In addition, meetings often involve a lot of sitting, which is harmful to one's health and can decrease attendees' energy, concentration and overall productivity.

This guide provides ideas and tips to inspire wellness by offering suggestions for healthy foods and beverages, encouraging physical activity and focusing on sustainability at meetings, events and celebrations.

It is important for UCA to create a culture that fosters health and wellness. By changing the social norm of meetings, events and celebrations, we can make the healthy choice the easy choice.

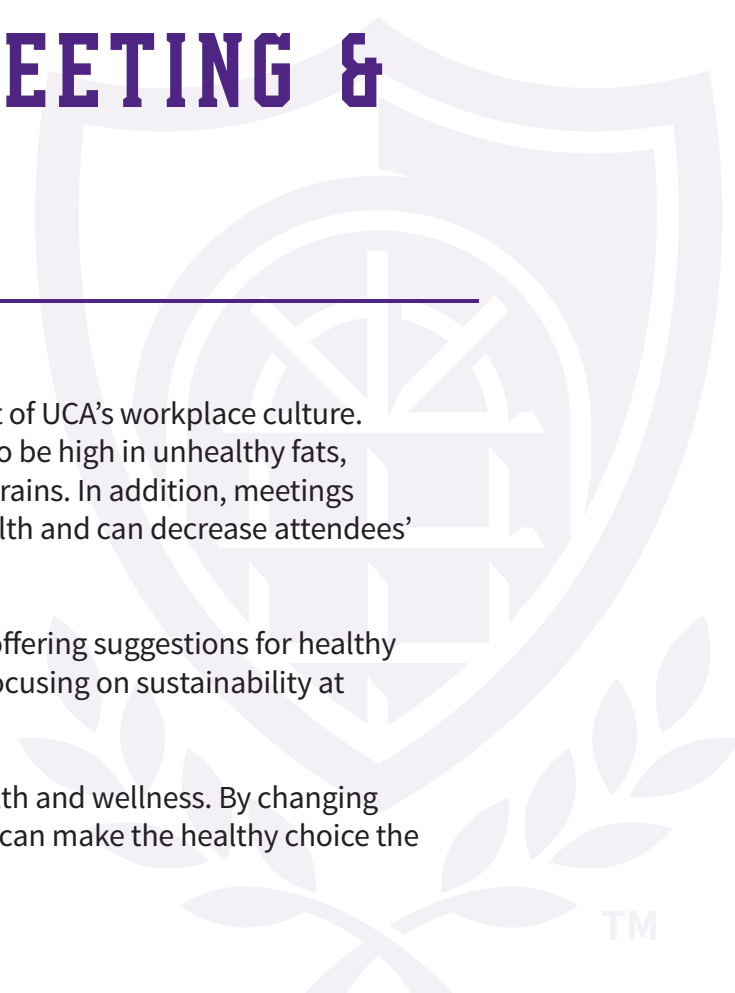


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STEPS FOR A HEALTHY MEETING

1. Serve fresh fruit as a side or dessert.
2. Offer a variety of fresh vegetables.
3. Serve small, correctly sized portions.
4. Plan activity breaks into the meeting agenda.
5. Select whole grains for bread, side dishes and baked goods.
6. Serve low-fat dressings and condiments on the side.
7. Follow green meeting and zero-waste guidelines (see page 8).
8. Choose healthy proteins and offer at least one plant-based option.
9. Request tap or infused water rather than bottled water or sugary beverages.



THINGS TO CONSIDER

when planning a healthy meeting

BEVERAGES

- Tap water, sparkling water or infused water with fruit or herbs are good choices. Additionally, unsweetened coffee or tea can be served as healthy options.
- Limit or eliminate sweetened beverages such as sodas, fruit drinks and sweetened teas and coffees.
- Remind participants to bring their refillable beverage containers to help eliminate single-use plastic bottles.

VEGETABLES & FRUIT

- Request more fruits and vegetables instead of sweets.
- Serve fresh fruit as a side or dessert.
- Request a veggie tray with hummus or low-fat dip.

RIGHT-SIZED PORTIONS

- Provide larger plates for salads and smaller plates for the entrée.
- Request smaller serving spoons.

ARAMARK CAN HELP!

The Campus Dietitian can help you develop a custom, healthy menu.

Visit ucacatering.catertrax.com or call (501) 852-0185 for more information.



WHOLE GRAINS

- When placing an order, request whole-grain breads, tortillas and pastas.
- Make half of the bread options whole grains.

HEALTHY FATS & PROTEINS

- Olive and vegetable oils, nuts and seeds, nut butters, hummus, avocado, tuna and salmon are sources of heart-healthy, unsaturated fats.
- Avoid offering processed foods, fried foods and pastries.
- Include skinless poultry, seafood, lean cuts of meat, eggs, plain yogurt, and plant-based options of tofu, beans, lentils, nuts, nut butters and seeds.

EXTRAS

- Offer alternative sweeteners to reduce sugar consumption.
- Provide seasoning packets as an alternative to salt.

INCORPORATE DIFFERENT TYPES OF BREAKS

into your healthy meeting

WALKING BREAKS

- Walking provides a wide array of benefits and is an activity for all fitness levels.
- Offer walk-and-talk meetings for brainstorming or networking.
- Encourage attendees to go for a 15-minute walk before or after lunch.
- Add a brief walk to the agenda and provide maps of a pre-determined routes. Visit uca.edu/maps for campus maps.

BREATHING & RELAXATION BREAKS

- To increase concentration and focus, add a breathing, mindfulness or relaxation break to the agenda.
- Start the meeting by encouraging attendees to take slow, deep breaths, which can help them let go of distracting thoughts.
- Guided relaxation is also a great way to start or end the meeting.

WALK OR BIKE TO MEETINGS INSTEAD OF DRIVING

Zagster makes it easy to rent bikes on campus when you need one, or you can check out a bike from COPA at the HPER. Learn more at uca.edu/bikefriendly/resources.

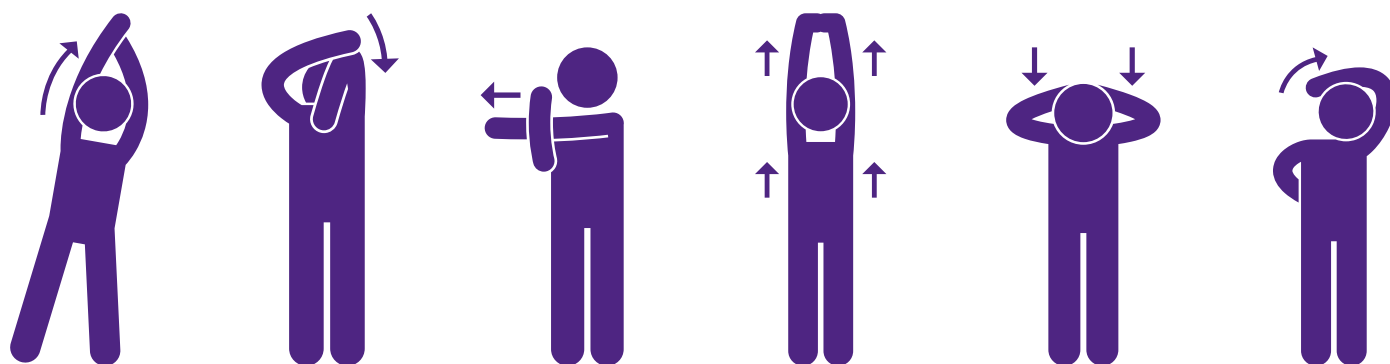


MOVING BREAKS

- A movement break is a fun, low-impact group activity that encourages attendees to move for three to five minutes.
- Start your meeting with a fitness activity or schedule a physical activity break halfway through. (Note: Activities should accommodate all shapes, sizes and abilities.)

STRETCH BREAKS

- A stretch break can help relax the body after long periods of sitting while also improving blood circulation and muscle flexibility.
- Remind attendees that during a stretching exercise they should relax, focus on breathing and never force a stretch.



GREEN MEETINGS

Zero Waste and Recycling

- Select reusable, washable serving containers and eating utensils whenever possible.
- Select reusable or recyclable giveaways and centerpieces.
- Place UCA recycling containers in plain sight.
- Serve water and beverages from reusable pitchers with reusable, paper or compostable cups; avoid offering single-use plastic bottles.
- Order food and beverages in bulk or platters rather than single servings.
- Prevent waste by ordering only what you need.
- Encourage attendees to bring a reusable beverage container.

Paper

- Email the agenda and handouts to attendees in advance. Post the meeting agenda on a whiteboard.
- If documents must be printed, use double-sided and multiple-slides-per-page options, make fewer copies and encourage attendees to share.
- Encourage e-communication for fliers, and when feedback is needed, use electronic sharing.

