



Have you noticed how difficult it can be to attain your daily healthy eating plans, activity goals and smart thinking on days where you have **meetings greater than 4 hours that span lunchtime?**

SCPN has developed a score sheet which focuses on ten highlights that regular meeting attendees agree represent important examples of good practice for healthy meetings. They do not include every aspect of a healthy diet or active living but provide a brief checklist to help support meeting organisers.

We are focusing on some specific aspects of meetings that can be relatively easily assessed, although there are other issues like portions sizes, avoiding sponsorship by food and drink companies and sustainability considerations (e.g. plastic crockery/local food/minimal waste) that are also important. Good taste and adequate quantities mustn't be forgotten and we also recognise the need to try and promote meetings that are held in places that are **well served by public transport**.

You can help support healthier meetings by:

- discussing the checklist with meeting chairperson
- providing feedback (your score sheet) to the organiser of meetings
- sharing with SCPN your experiences of good practice
- helping us to promote, disseminate and reward examples of good practice

Please tell us about your experience of any meetings lasting over 4 hours and encompassing lunch:

Name of meeting:

Venue: Date:

Healthy Meetings - were the following observed?		Score
1	Fresh drinking water available at all times	
2	Fruit available for all (in easy to eat servings)	
3	Vegetables available for all (in easy to eat servings)	
4	Breads, grains, rice, pasta etc. mostly in wholegrain form	
5	No pastries, deep-fried items, creamy sauces or dips	
6	Low calorie desserts (<150 calories) such as VERY SMALL portions of traditional desserts or yoghurts and/or fruits	
7	No sweets or savoury snacks (e.g. crisps)	
8	Directions to the meeting - promoting ACTIVE travel (e.g. walking, cycling)	
9	Opportunities for hourly brief "comfort breaks" for stretching, standing etc.	
10	Chairman encouragement to move/stand/stretch during the meeting (where feasible, not too disruptive and in keeping with participants' abilities and disabilities)	
Total score out of ten		

Comments:

Your name:

Your email address:

Please return this form to:
 Mailbox 7, Level 7,
 Ninewells Hospital & Medical School,
 Dundee DD1 9SY

Email: scpn@dundee.ac.uk

Healthy Meetings

Practical tips and ideas to get started

Fresh drinking water available at all times

- Provide covered jugs of fresh cold tap water on tables or within walking distance of seats
- Make water available at all times

Fruit available for all

- Make fruit available at all times in easy to eat serving sizes
- Offer easy to handle items like satsumas, fun size bananas, plums, grapes and berries
- Offer bite sized portions of fruits on skewers - pineapple, oranges or melon
- Try to make use of seasonal and local fruit

Vegetables available for all

- Make vegetables available to all in easy to eat serving sizes
- Offer easy to handle items like cherry tomatoes, carrot and pepper sticks
- Offer vegetable/pulse based soups such as lentil
- Provide side/main salads (great to use beans or lentils)
- Provide a non-meat/dairy option such as vegetable chilli
- Try to make use of seasonal and local vegetables

Breads, grains, rice, pasta, breakfast cereals mostly in wholegrain form

- Offer wholemeal bread and rolls, and rye bread
- Offer brown rice (hot or in salads)
- Offer wholewheat pasta (hot or in salads)
- Offer wholegrain crackers

No pastries, deep-fried items, creamy sauces or dips

- Offer filled rolls/sandwiches, tortilla slices, soups, salads, casseroles
- Provide low fat milks, spreads and no/minimal low fat mayonnaise (and label accordingly)

Low calorie desserts (< 150 calories)

- Always provide fruit
- If desserts are provided offer **SMALL** portions (preferably fruit based) or yoghurts
- Be wary of chocolate, caramel, creamy and toffee desserts of any size (look out for 'traffic light' labelling if available!)

No sweets and snacks

- Avoid serving sweeties or crisps on delegate tables

Directions to the meeting promoting ACTIVE travel

- Prior to the meeting provide directions for best walking and cycling routes
- Indicate nearest bike racks
- Give walking directions from public transport

Opportunities for hourly, brief "comfort breaks" for stretching and standing etc

- Use natural breaks between agenda items or presentations

Chairperson encouragement to move/stand/stretch during the meeting

Most rooms allow people to stand at the side without causing a disruption or blocking views

- Encourage the chairperson to lead by example
- Be sensitive to ability and disability level

SCPN  **Scottish Cancer Prevention Network**

Search for 'thescpn'    

Additional forms available from:
www.cancerpreventionscotland.org.uk

The Scottish Cancer Prevention network is focused on moving evidence on cancer risk reduction into everyday life, practice and policy.

Want to get involved?

See our website for more information www.cancerpreventionscotland.org.uk
Follow us on twitter @thescpn and use #healthymeetings to see and/or take part in discussions.

Join our e-network to receive our quarterly newsletter on action to reduce cancer in Scotland and up to date news on events.
Email us now at scpn@dundee.ac.uk to join.