



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

The SCPN has developed a scorecard 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 portion 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 meetings' chairs
- providing feedback (your scorecard) to the organiser of meetings
- sharing your experiences of good practice with the SCPN
- 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?		Yes	No
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. ( <b>mostly</b> in wholegrain form)		
5	No pastries, deep-fried items, creamy sauces or dips		
6	Low calorie desserts (<150 calories e.g. <b>VERY SMALL</b> portions of traditional desserts or yoghurts and/or fruits)		
7	No sweets or savoury snacks (e.g. crisps)		
8	Directions to the meeting promoting <b>ACTIVE</b> travel (e.g. walking, cycling)		
9	Opportunities for <b>hourly</b> brief "comfort breaks" (for stretching, standing etc.)		
10	Chair encouragement to move, stand and/or stretch during the meeting (where feasible, not too disruptive and in keeping with participants' abilities and disabilities)		
<b>Score</b>			

Comments:

Your name:

Your email address:

**Please return this form to:**  
 SCPN, Mailbox 7, Level 7,  
 Ninewells Hospital & Medical School,  
 Dundee, DD1 9SY  
 Email: [healthymeetings@cancerpreventionscotland.org.uk](mailto:healthymeetings@cancerpreventionscotland.org.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 or pulse based soups (such as lentil)
- Provide side or 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 and 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 or casseroles
- Provide low fat milks, spreads and no/minimal 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 sweets or crisps on delegate tables

## Directions to the meeting promoting ACTIVE travel

- Prior to the meeting, provide directions for the best walking and cycling routes
- Indicate the 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

## Chair encouragement to move, stand and/or 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



Scottish Cancer Prevention Network  
Putting Prevention First

Additional forms available from:  
[www.cancerpreventionscotland.org.uk](http://www.cancerpreventionscotland.org.uk)

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

We are supported by the Scottish Cancer Foundation (SC028300).

## Want to get involved?

Visit our website for more information: [www.cancerpreventionscotland.org.uk](http://www.cancerpreventionscotland.org.uk).  
On Twitter, follow us (@thescpn), and use #healthymeetings to see and/or take part in discussions. Join our network to receive our quarterly newsletter, on action to reduce cancer in Scotland, and up to date news on events. Sign up on our website, or send us an email with your name to [scpn@cancerpreventionscotland.org.uk](mailto:scpn@cancerpreventionscotland.org.uk).