

# CHECKLIST FOR HEALTHY MEETINGS



Three important recommendations for healthier everyday meetings.



1.

## PROMPT MOVEMENT IN MEETINGS

Be sure to encourage walking, standing or stretching during the meetings.



2.

## FRESH DRINKING WATER AVAILABLE AT ALL TIMES

Fresh water is the best drink choice.



3.

## DITCH THE BISCUITS

Think twice! Consider if anything to eat is necessary.

# HEALTHY MEETINGS

Practical tips and ideas to get started



- Allow people to stand
- Encourage the chairperson to lead by example
- Be sensitive to ability or disability level



- Provide covered jugs of fresh cold tap water on tables or within walking distance of seats
- Keep refilling the jugs throughout the meeting



- Avoid serving sweets or crisps
- If you really need a snack always keep to small portions and fruit is the best option
- Provide healthy snacks such as small servings of fruit, vegetables or nuts.



Scottish Cancer Prevention Network

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*Putting Prevention First*

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?

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