

CHECKLIST FOR HEALTHY MEETINGS

Ten important examples of good practice to help you organise healthier meetings and conferences. Use this checklist for catered events longer than four hours. Aim to get 10/10!



1. PROMOTE ACTIVE TRAVEL

Encourage walking, cycling and use of public transport.



2. HAVE DRINKING WATER AVAILABLE AT ALL TIMES

Provide fresh tap water and refill when needed.



3. PROMPT MOVEMENT IN MEETINGS

Be sure to encourage movement, standing or stretching.



4. PROVIDE OPPORTUNITIES FOR HOURLY STRETCH BREAKS

Encourage participants to stretch throughout the day.



5. MAKE FRUIT AVAILABLE FOR ALL

Make sure fruit is served in easy-to-eat servings.



6. NO SWEETS OR SAVOURY SNACKS

Ditch the sweets, crisps & biscuits.



7. MAKE VEGETABLES AVAILABLE FOR ALL

Make sure vegetables are visible and served in easy-to-eat ways.



8. SERVE GRAINS, RICE AND PASTA

Serve whole grains, brown rice and wholewheat pasta.



9. NO PASTRIES, DEEP-FRIED ITEMS OR CREAMY SAUCES

Offer wholesome and healthy food options.



10. KEEP DESSERTS LOW CALORIE

Aim for under 150 calories. Choose small portions and favour fruit and fruit yoghurts.

HEALTHY MEETINGS

Practical tips and ideas to get started



- Provide directions for the best walking and cycling routes and indicate the nearest bike racks
- Give walking directions from public transport and information on routes



- Make water available at all times
- Provide covered jugs of fresh cold tap water on tables or within walking distance of seats, if possible
- Ensure the jugs are refilled throughout the conference or meeting



- Allow people to stand at the side without causing disruption or blocking views
- Encourage standing ovations for speakers
- Be sensitive to ability or disability level



- Provide breaks for stretching legs between agenda items or presentations



- Make fruit available at all times in easy-to-eat servings e.g. satsumas, mini bananas, plums or apples.
- Offer bite-sized portions of fruit on skewers e.g. melon, pineapple, orange
- Favour seasonal and local fruit if possible



- Avoid serving sweets or crisps
- Provide healthy snacks such as small servings of fruit, vegetables or nuts



- Make easy-to-eat vegetables available, such as cherry tomatoes, carrot sticks and peppers
- Offer vegetable or pulse and lentil soups and make sure to have a vegan option
- Favour seasonal and local vegetables where possible



- Offer wholemeal bread or ryebread, wholewheat pasta, brown rice or wholegrain crackers



- Offer filled wholemeal rolls/sandwiches, wraps, soups, salads or casseroles
- Provide low fat milks, spreads and light mayonnaise (label accordingly)



- Avoid sugary desserts with chocolate, caramel or cream
- Favour fruit or small portions of fruit yoghurt

Want to get involved?

Visit our website for more information at www.cancerpreventionscotland.org.uk
Sign up for our newsletter on our website to receive up to date news on events



Follow us on Twitter (@thescpn) and use the hashtag #healthymeetings to join the discussion