Healthy Meeting Guidelines

Eat Well!

UC Irvine is committed to promoting health and well-being. Share in our commitment by creating a healthy environment for meetings and events. Below are a few basic guidelines to make meetings healthy and productive.

Meals and Snacks

- We are surrounded by food all day. Consider not offering food at mid-morning or mid-afternoon meetings.
- Whenever serving food, always include fresh fruit and/or vegetables.
- Serve food in modest portions and provide nutritional information whenever possible.
- Select food with no trans fats, and low in saturated fats, sodium, and added sugars.
- Emphasize fruit, vegetables, whole grains, and nonfat dairy products.

Beverages

- Water should always be offered, preferably in bulk containers rather than individual plastic bottles.
  - Choose calorie free beverages such as coffee and iced or hot tea.
  - Provide non-fat or fat free milk instead of creamers.
  - Provide vegetable juice, 100% fruit juice and carbonated water instead of soda.

Sustainability

- Provide recycling containers for cans, bottles, and paper.
- Use reusable, washable serving containers and utensils.
- Order food, beverages, and condiments in bulk containers, rather than individual packaging.

Adapted from StayWell Healthy Meeting Guidelines and UC Berkeley's Guide to Healthy Meetings and Events
**Take a Break**

- Incorporate physical activity breaks into meetings. This helps participants increase energy, attention spans and participation.

- Include a “stand-up-and-stretch” break every hour.

- For longer meetings, allow for a 5-10 minute activity break for walking or light aerobic activity.

- Lead exercises that are fun, safe, and comfortable.

- Relax! Campus Recreations offers mobile chair massages. contact FitWell Services (949-824-5045) for availability and pricing.

**Walk and Talk**

- Rather than sit-down meetings, go for a walk. Exercise gives your brain a boost.

- Schedule walking one-on-one meetings.

- Stroll over to your colleague’s work spaces instead of emailing them.

- Enjoy the beautiful Aldrich Park. Outer Ring Road is 1 mile, and the inner road is a little over 1/2 mile.

- Visit Campus Recreation’s Step Up UCI! program webpage for more maps and walking routes. www.campusrec.uci.edu/stepup/index.asp
1. Focus on fiber and protein. Choose cereal bars, granola bars or energy bars with protein (check the Nutrition Facts) and fiber to help keep you full longer.

2. Don’t confuse thirst with hunger. Keep a water bottle handy and visit a water bottle refill station located around campus.

3. Pretzels or baked chips are a great low-fat, low-calorie way to satisfy the mid-day munchies.

4. For a snack that is high in protein and calcium, reach for a carton of low-fat milk or yogurt.

5. It’s unrealistic to give up sweet treats if you really enjoy them. Like anything else, eat them "wisely" and in moderation.

6. Craving cookies? Animal crackers, fig bars, ginger snaps, or graham crackers are great tasting lower fat choices. Pair these with low-fat milk, a protein-rich food, to satisfy the craving.

7. Top off your fuel tank several times a day with small snacks. You’ll feel energized and satisfied throughout the day.

8. Variety, balance and moderation are important when eating snacks.

9. Go Nuts! A small serving of mixed nuts or almonds give you a pick me up, plus this snack packs 3 grams of heart-healthy fiber.

10. When you snack straight out of a box or bag you’re more likely to eat more. Try putting your munchies on a plate or in a bowl.

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Living Well