Planning Healthy Meetings and Events

Managers and supervisors can help ensure department meetings, events, potlucks and celebrations apply the guidelines of the *UCB Guide to Healthy Meetings and Events*.

**Why . . .**

- to support the University’s goal of ensuring access to healthier food and beverage choices in the workplace
- to add to a healthy workplace culture

**How . . .**

- **Use the UCB Healthy Meeting & Event Guide** to ensure healthier options are included at all unit meetings, department events, potlucks and celebrations. At a minimum, this means including fresh fruit or vegetables and water (please no individual water bottles) and promote a BYOB culture -- bring your own water bottle (or coffee cup). Encourage staff charged with organizing food for meetings to use the resources on the Healthy Meetings web page, including:
  - UCB Healthy Meeting & Event Guide
  - Shopping lists for healthier prepared foods that can be purchased at several popular stores
  - Resources for event planners, including Eat Well Berkeley caterers
  - Activity breaks for all types of meetings
  - Resources for holding green meetings
  - [uhs.berkeley.edu/healthymetings](http://uhs.berkeley.edu/healthymetings)

- **Plan activity breaks** to help participants with improved energy, participation and attention span. From standing, stretching, breathing/relaxation, to movement breaks, there is something for any type of meeting that be built into the agenda to make your meetings productive. Here are a few simple ideas:
  - Stand-up-and-stretch
  - Deep breathing to help everyone let go of other thoughts and focus on the agenda
  - Movement break such as Instant Recess or a 5-minute walk
  - Find everything you need here: [uhs.berkeley.edu/healthymetings](http://uhs.berkeley.edu/healthymetings)

- **Build awareness** by displaying posters such as *Provide Healthy Choices* and *I Heart Tap Water* in department areas, especially meeting rooms. Call to request printed copies, 643-4646.

**Health*Matters** is UC Berkeley’s Wellness Program with campus partners including Office of Environment, Health & Safety, Human Resources, Physical Education Program, Recreational Sports, and University Health Services: CARE Services, Disability Management Services, Ergonomics@Work, Occupational Health Clinic, and Work/Life. Updated 8/2015. [uhs.berkeley.edu/facstaff/healthmatters](http://uhs.berkeley.edu/facstaff/healthmatters)