For Managers and Supervisors
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 green meetings
  - Find everything needed: [uhs.berkeley.edu/healthymeetings](http://uhs.berkeley.edu/healthymeetings)

- **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
  - Open the meeting with one minute deep breathing exercise 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 needed: [uhs.berkeley.edu/activitybreaks](http://uhs.berkeley.edu/activitybreaks)

- **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.

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*Be Well at Work – Wellness Program* includes campus partners Environment, Health & Safety, Human Resources, Physical Education Program, Recreational Sports, and Be Well at Work: Employee Assistance, Disability Management Services, Ergonomics, Occupational Health, and Work/Life. [uhs.berkeley.edu/wellness](http://uhs.berkeley.edu/wellness)  
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