

## 7 STEPS TO A HEALTHIER MEETING



### 1. Move more

At the start of the meeting or as an agenda item let people know it is ok to stand and stretch within the meeting space whenever they need to.

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### 2. Sit less

Extended periods of sitting are associated with an increased risk of adverse health conditions so for longer meetings build in a lunch time activity like a 30 minute walk. Or, If you're feeling adventurous try a walking meeting for shorter, more intimate discussions and get the creativity flowing!

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### 3. Use active travel

By making active travel an option you can boost the health and wellbeing of your attendees. Include links and tips in the meeting papers for commuting by foot, bike or public transport, especially if the meeting is close by.

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### 4. Stay hydrated

Water. Make the healthy choice the only choice and skip the juice, soft drinks and alcohol. Try including slices of lemon and ice blocks to transform ordinary jugs of water into something extra refreshing.



### 5. Provide healthy food choices

If serving wraps, sandwiches or breakfast foods make sure to include fruit, vegetables and whole grains to increase uptake of vitamins, minerals and fibre. If you can, try and avoid offering food between regular meal times.

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# > Do



## 6. Stay alert

Foods laden with saturated fats, sugar and salt will only contribute to your attendees waistline and poor concentration levels. Prolonged sitting can also dull our concentration level. Breaking up prolonged sitting and offering fresh and nourishing foods choices that are low in saturated fat, sugar and sodium will keep your attendees alert for longer.

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## 7. Create a policy

Create a policy that sets out your organisation's intentions and commitment to providing a work environment that encourages good health. Include all of the steps above to ensure healthier meetings.

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### References:

Creative concept derived from Scottish Cancer Prevention Network Resource: Healthy Meeting Scorecard 2015.

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