Eat Well, Meet Well, and Be Fit

R’Guide to

Healthy Meetings and Events

A Tool for Campus Meeting Planners
Developed by the UCR Wellness Program for Academic and Staff
The UCR Guide for Healthy Meetings and Events supports the campus effort to foster health and create a campus environment in which opportunities to eat healthy and be physically active are readily accessible to all faculty, staff, and students.

How to Use this Guide
The UCR Wellness Program for Academic and Staff is committed to the health, safety, and well-being of the campus. This UC Riverside Guide for Healthy Meetings and Events, developed as a tool for campus planners, represents a step toward that commitment by ensuring faculty, staff, and students have access to healthy food and beverages at all campus related events. Information on fitting in breaks and activities, using sustainable supplies, and food safety is also included in this guide.

This guide was developed by the UCR Wellness Program for Academic and Staff, with input from UCR Dining Services and Environmental Health & Safety.

By following this guide, you can promote health and reduce risk for chronic diseases at UCR.
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Why Focus on Healthy Meetings?

Our physical and social environments have a huge impact on our health and safety. The environment in which we work, study, and live each day shapes many of the choices we make, and either can support or hinder efforts to eat well and be active on a daily basis.

Faculty, staff, and students spend a significant portion of each day on campus and make food, beverage, and physical activity choices all day long, including at meetings and events. Most of today’s meals and snacks are consumed on campus/at work, so having healthy food options become very important to support healthy behaviors.

If inclusion of healthy options becomes the campus norm wherever food is provided – meetings, events, potlucks, celebrations — this will increase access to and support the health of our faculty, staff, and students and create a healthy campus culture.

How were these Guidelines Developed?

The UCR Guide for Healthy Meetings and Events provides guidelines for nutrition, physical activity, and sustainability recommended for campus meetings and events. These principles are derived from the Dietary Guidelines for Americans (2005) and the California Department of Health. The Dietary Guidelines encourages Americans to:

- Make wise food choices
- Consume smaller portions and fewer calories
- Be more physically active.
Guidelines for Healthy Choices at Campus Meetings and Events

When food and beverages are provided at campus meetings and events, whether purchased from a caterer, local grocery store, or dining facilities, it is recommended to include food and beverages that meet these nutrition and sustainability guidelines:

**Healthy Recommendations**
- Offer low calorie and low fat foods and/or small portions (e.g., bagels cut in halves or quarters).
- Serve fruits and vegetables whenever possible.
- Include a vegetarian option at all meals.
- Water should always be included, preferably served in pitchers rather than individual plastic bottles.
- Emphasize fruits, vegetables, whole grains, and non-fat or low fat dairy.
- Include lean meats, poultry, fish, beans (legumes), eggs, nuts, and seeds.
- Select foods with no trans fat, low in saturated fats, sodium, and added sugars.
- Choose foods prepared by broiling, steaming, grilling, baking, or sautéed with mono or polyunsaturated fats (olive, canola, corn, soybean oils).
- Beverages should include water, non-fat or skim milk, 100% vegetable or fruit juice and non-caloric beverages such as coffee or tea.
- Lunch and dinner do not have to include a heavy dessert.

**Morning or afternoon breaks**
- Bagels with low fat cream cheese or jams (generally lower in fat and calories than cream cheese). Have the bagels cut in halves or quarters.
- Fresh fruit — whole or cut up (with a yogurt dip).
- Whole grain muffins (cut in half if not serving mini muffins) and whole grain breads instead of Danish, croissants, or doughnuts.
- Low fat yogurt.
- Pretzels or hot pretzels (cut in pieces) with mustard.
- Lightly seasoned popcorn.
- Graham crackers, Fig Newtons.
- Dried fruit or trail mix.
- Raw vegetables with low fat dip.

**Lunch and Dinner:**
- Include whole grain breads and rolls.
- Offer low fat and non fat dressings on the side.
- If sandwiches are made ahead of time, have them presented in halves, so people can take smaller portions. Use whole grain breads.
- Offer low fat mayonnaise as a condiment on the side.
- Serve broth based soups instead of creamed soups.
- Make pasta dishes with low fat cheeses or serve pasta with tomato or other vegetable based sauces.
- Serve pasta, tofu, and vegetable salads with fat free or low fat dressing.
- Offer vegetable spring rolls (fresh, not fried) and vegetable sushi rolls.
- Limit meat servings to a 4-ounce portion (fresh seafood, skinless poultry, lean beef-eye of round, London broil) and provide plenty of low fat, low calorie side dishes.
- Serve at least two vegetables with each meal and avoid butter or cream sauces.
- Avoid fried foods or cream sauces.
- Provide raw vegetables or pretzels instead of potato chips or French fries.
- Include fresh fruit or fruit salad as dessert.
- Salads with dark green lettuces, spinach, beans, peas, grilled lean meat, and low fat cheeses with low fat dressing on the side.
# Menu Suggestions for Healthy Choices

<table>
<thead>
<tr>
<th>Choose more</th>
<th>Choose Less</th>
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<tbody>
<tr>
<td><strong>Beverages</strong></td>
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<tr>
<td>Water, spring or sparkling water – regular or flavored with no sugar</td>
<td>Soda and beverages with caloric sweeteners</td>
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<tr>
<td>Coffee, tea, decaf coffee and tea, herbal tea</td>
<td>Sports and energy drinks with high caloric and/or caffeine content</td>
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<tr>
<td>Non fat (skim) or 1% milk, or non dairy alternatives</td>
<td>Whole or 2% milk</td>
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<tr>
<td>100% fruit or vegetable juice, in 6-8 oz portions</td>
<td>Large portions of juice or fruit flavored drinks</td>
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<tr>
<td>Carbonated water, flavored or unflavored, without sweeteners</td>
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<tr>
<td>Iced tea without any sweeteners</td>
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<tr>
<td><strong>Breakfast</strong></td>
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<tr>
<td>Fruits: fresh, frozen, canned (unsweetened), or dried</td>
<td>Sweetened canned fruits</td>
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<tr>
<td>Whole grain bread, bagels, cereals, and baked goods made without trans fat</td>
<td>Baked goods made with white flour and trans fat</td>
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<tr>
<td>Mini bagels or muffins</td>
<td>Regular or large donuts, pastries, croissants</td>
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<tr>
<td>Non fat or low fat yogurt</td>
<td>Regular yogurt</td>
</tr>
<tr>
<td>Nonfat or low fat spreads (jam, jellies) and low fat cream cheese</td>
<td>Butter or regular cream cheese</td>
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<tr>
<td>Eggs, egg whites, and egg substitutes, Vegetable omelets</td>
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<tr>
<td>Lean bacon, ham and sausage or meatless substitutes</td>
<td>Regular bacon and sausage</td>
</tr>
<tr>
<td>Low fat granola bars</td>
<td>High Calorie energy bars</td>
</tr>
<tr>
<td>Unsweetened high fiber cereals or oatmeal</td>
<td>Sweetened cereals</td>
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<tr>
<td>Whole grain waffles or French toast</td>
<td>Waffles or French toast made with white bread</td>
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<tr>
<td><strong>Lunch and Dinner</strong></td>
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<tr>
<td>Soup, salads, and side dishes made with stock base, vegetables, beans and legumes (broth based or vegetable soups)</td>
<td>Cream soups</td>
</tr>
<tr>
<td>Salads with a variety of colorful fresh vegetables and fruits (dressing on side)</td>
<td>Salads with high fat dressing</td>
</tr>
<tr>
<td>Lean meat, skinless poultry, seafood, tofu, beans, legumes and peanut butter</td>
<td>High fat meat, poultry with skin, fish packed with oil, cold cuts</td>
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<tr>
<td>Sushi, vegetarian hummus plates</td>
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<tr>
<td>Sandwiches on whole grain bread with lean meat or grilled vegetables</td>
<td>Sandwiches with white bread, high fat meat, high fat cheese, and high fat condiments</td>
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<tr>
<td>Vegetables with chicken over brown rice</td>
<td>Vegetables cooked with butter, cream, or cheese</td>
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<tr>
<td>Whole grain breads and pasta, brown rice, and corn or whole wheat tortillas</td>
<td>Bread and pasta with white flour and white rice</td>
</tr>
<tr>
<td>Condiments: mustards, vinegars, salsa, sun-dried tomato spreads, hummus and pesto</td>
<td>Butter, mayonnaise, sour cream</td>
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<tr>
<td>Baked potato with low fat or vegetarian toppings</td>
<td>Baked potatoes with butter, sour cream and bacon bits</td>
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<tr>
<td>Choose more</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td><strong>Snacks</strong></td>
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<tr>
<td>Fresh fruits: bite size, whole or sliced, dried fruits or pre-packaged (in water)</td>
<td>Pastries, cookies, cakes, pies cream puffs</td>
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<tr>
<td>Fresh Vegetables: bite size, whole or sliced, grilled or oven roasted vegetables</td>
<td>Tempura (deep fried) vegetables</td>
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<tr>
<td>Small servings of nuts and seeds that are low in added salt and sugar</td>
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<tr>
<td>Whole grain crackers with hummus, tuna, or small cubes of cheese</td>
<td>White flour bread and crackers, whole fat cheese slices</td>
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<tr>
<td>Yogurt fruit parfaits – low fat yogurt topped with low fat granola and fresh fruits</td>
<td>Whole milk yogurt and yogurt with added sugar</td>
</tr>
<tr>
<td>Baked chips, pretzels, air popped popcorn, and breadsticks</td>
<td>Fried chips, regular or buttered popcorn</td>
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<tr>
<td>Low Fat or fat free dips (mustard, salsa)</td>
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<tr>
<td><strong>Desserts</strong></td>
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<tr>
<td>Fresh fruit or fruit salad</td>
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<tr>
<td>Small portions of baked goods</td>
<td>Large pieces of cake, pie, cookies or other baked goods</td>
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<tr>
<td>Desserts low in fat and calories such as fruit, angel food cake, low fat or non fat yogurt, sorbet or sherbet or frozen yogurt</td>
<td>Desserts high in fat and calories such as ice cream, cake, pie and cheesecake</td>
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Consider NOT offering food at mid-morning or mid-afternoon meetings, presentations and seminars

We are surrounded by food all day. With the increasing rates of obesity and overweight Americans it is important to consider whether it is necessary to provide food at these meetings. If you do offer food consider only healthy beverages, fruits, and vegetables.
Healthy Vending Machines

Below are some healthy vending machine snack options:

- Baked Chips
- Pretzels
- Fruit chews
- Non or reduced fat crackers or cookies
- Fig bars
- Animal crackers
- Granola bars
- Cereal bars
- Light popcorn
- Trail mix

Food Safety

- Wash hands with warm water and soap for at least 20 seconds before and after handling food. If soap and water are not available, use an alcohol-based wipe or hand gel.
- Clean all surfaces and utensils with hot water and soap, including cutting boards, counter tops, peelers and knives that will touch any food before and after food preparation.
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten. Packaged fruits and vegetables labeled “ready-to-eat”, “washed” or “triple washed” need not be washed.
- Chill leftovers and takeout foods within 2 hours and keep the fridge at 40 °F or below.
- Remove and throw away bruised or damaged portions of fruits and vegetables before eating them raw.
- Store leftovers properly.
- If in doubt, throw it out!

Sustainability:

- Choose reusable washable serving containers and eating utensils.
- Use paper and compostable products when disposable is the only option.
- Provide food, beverages, and condiments in bulk containers rather than single servings to minimize waste.
- Provide recycling containers for cans, bottles, cardboard/paper.
Fitting in Activity and Breaks

Incorporating physical activity and breaks into your meetings will increase participant energy, attention span, enthusiasm and productivity. Research suggests that there are also health benefits for individuals who integrate short bouts of activity into their day.

**A Physical Activity Break is**
- An opportunity to be physically active for a short period during the workday
- An energizer for the rest of the meeting
- 1-2 minute stretch break or a 15-30 minute walk break

**A Physical Activity break should be**
- Voluntary
- Allow participants to go at their own pace
- Pain-free and comfortable
- Done without breaking a sweat
- Fun, safe, and not require a professional leader

**Guidelines for Activity Breaks**
- Breaks can take place anywhere (inside or outside of meeting room)
- Music is optional, but can be used to pump up the group
- Ensure sufficient space and clearance to avoid injury
- Advise participants to do what feels good and stop if they feel any pain.
- For 2 hour meetings, include a stretch break.
- For 2-4 hour meetings, include a 5-10 minute activity break for walking or schedule a light 5 minute light aerobic activity
- For all day meetings, in addition to stretch breaks and 5 minute activity break, schedule time for a 30 minute break and encourage participants to take a walk or engage in another physical activity.

**Physical Activity Meeting Guidelines**
- Choose a location for your meeting where participants can easily and safely take a walk.
- Provide participants with maps and walking routes of nearby attractions and walking trails
- Choose a meeting hotel that has a fitness facility
- Organize an early morning activity opportunity (e.g., morning walk, fitness class – tai chi, yoga, aerobics, etc.)
- Encourage use of the stairs
- Incorporate mixers and ice-breakers that encourage moving around
- Consider a casual dress code so participants can move around more freely
- Give participants incentives for being active. Provide forms to keep track of activity, and draw prizes for those who meet a specified requirement for activity (e.g., at least 30 minutes on most days of the week).
- Encourage “walk and talk” sessions instead of traditional roundtables

**Examples of Activity Breaks**
- March in place
- Lift knees up and pump arms up and down
- Step from side-to-side
- Walk around the room
- Walk up and down the stairs
- Slowly stretch neck, shoulders, arms, hands, back, legs and feet — avoid bouncing!
- Move arms, head and torso in circles
- Turn on music and dance or just move!!!
Essential Ingredients of a Healthy Diet and Active Lifestyle

- **Eat 5-9 servings of fruits and vegetables.** A variety of colorful fruits and vegetables contribute to essential vitamins, minerals, antioxidants, and fiber.

- **Drink Water.** Water meets the body’s fluid needs. Limit sodas, coffee, and sweetened drinks which can add hundreds of calories and no nutrition value.

- **Consume less bad fat, more good fat.** Eat less saturated fat and trans fat. Saturated fats are found in red meat, cold cuts, butter, cheese, and whole milk products. Trans fats are found in processed, baked, and fried foods made with “partially hydrogenated” oils. Include small amounts of mono- and polyunsaturated fats and omega 3-fatty acids found in olive or canola oils, nuts and seeds, peanut butter, avocados, corn and soybean oils, and salmon and tuna.

- **Choose whole grains.** Whole grains found in breads, cereals, rice, crackers, bulgur, and many other less refined starches provide fiber, vitamins, and minerals and help us feel more satisfied because they take longer to digest, delaying hunger. Half of our daily grains should be whole grains.

- **Reduce sodium and sugar.** Research shows that eating less than 2300 mg of sodium per day may reduce the risk of high blood pressure. Sugar contributes calories with few nutrients. Look for food and beverages low in added sodium and sugar.

- **Eat modest portions.** Cut baked goods in half, order or serve half portion meals, and measure ingredients and serving sizes.

- **Be Active.** Regular physical activity is important for overall health and management. The general recommendation is to be physically active for at least 30 minutes most days of the week. This can be broken into short bouts of activity that can add up to 30 minutes over the course of the day.

We hope this guide will help you offer healthy foods and physical activity breaks to accommodate the needs of meeting participants. By offering these healthy choices at campus meetings and events, you will be encouraging vitality and productivity while supporting UCR’s faculty, staff, and students physical activity and healthy eating goals.
Acknowledgements:
The UCR Guide to Healthy Meetings and Events is brought to you by:

- Human Resources: Wellness Program for Academic and Staff
- Dining Services
- Environmental Health & Safety

References:

- *Dietary Guidelines for Americans*
- California Dept. of Health – 5 A Day Program
- UC Berkeley *Guide to Health Meetings and Events*
- American Cancer Society *Meeting Well* booklet
- University of Minnesota School of Public Health *Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events*
- UCR Dining Services nutritional information: http://138.23.42.246/foodpro/location.asp