



Michigan State University Extension Standard Healthy Meeting Guidelines

Nutrition: Beverages

- Make water the default beverage.
- Do not offer full-calorie sugar-sweetened beverages.

Nutrition: Food

- Offer fruits and/or vegetables every time food is served.
- Offer reasonable portion sizes.
- In buffet lines or self-service, support sensible portions by offering reasonably-sized entrees and appropriately-sized serving utensils and plates.
- Use whole grains whenever possible (100% whole grain or whole grain as the first ingredient).
- Serve healthier condiments and dressings and offer them on the side.
- Look for and try to offer lower-sodium options.
- Make the majority of the meat offered lean (unprocessed) meat.
- Provide a vegetarian option.
- For special occasions and dinner, cut desserts in half or serve small portions. For lunches, breaks, or regular meetings serve fruit as dessert.
- Do not place candy or candy bowls in the meeting space.
- Whenever possible, offer foods prepared in a healthy way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.



Physical Activity

- Mention to attendees (through announcements or in written materials) that it is fine to move within the meeting space (standing, stretching); integrate exercise equipment if possible within the space (exercise balls in place of some chairs, raised tables for standing).
- When possible, allow for comfortable clothes/shoes to support physical activity during breaks.
- Periodically break up sitting time.
- For conferences or all-day meetings, support physical activity before, during, and after the work of the day.
- Provide adapted programming or alternative activities for those with physical disabilities.
- Identify someone to facilitate a short physical activity break(s).

Sustainability

- Reduce waste and packaging whenever possible.
- Consider appeal to meeting attendees, sustainability, and usefulness of conference giveaways.
- Consider locally sourced food and giveaways.
- Have recycling bins available.
- Provide handouts on a flash drive or make them available online to reduce paper

Tobacco-Free

- Meetings should be held in smoke - free facilities.

Please direct questions on the implementation of the healthy meeting guidelines to: Dawn Earnesty wilcoxd4@msu.edu , Bree Carlson bree@msu.edu or Emily Pochubay pochubay@msu.edu.