

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 Faculty 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 Faculty 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 Faculty and Staff, with input from UCR Dining Services and Environmental Health & Safety.

By following this guide, you can promote health and reduce the risk of 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 can either 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 is 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 5 principles are derived from the *Dietary Guidelines for Americans (2015-2020)* and the California Department of Health. The Dietary Guidelines encourages Americans to:

- **Follow a healthy eating pattern across the lifespan.** All food and beverage choices matter. Choose a healthy eating pattern at an appropriate calorie level to help achieve and maintain a healthy body weight, support nutrient adequacy, and reduce the risk of chronic disease.
- **Focus on variety, nutrient density, and serving size.** To meet nutrient needs within calorie limits, choose a variety of nutrient-dense foods across and within all food groups in recommended serving size.
- **Limit calories from added sugars and saturated fats and reduce sodium intake.** Consume an eating pattern low in added sugars, saturated fats, and sodium. Cut back on foods and beverages higher in these components to amounts that fit within healthy eating patterns.
- **Shift to healthier food and beverage choices.** Choose nutrient-dense foods and beverages across and within all food groups in place of less healthy choices. Consider cultural and personal preferences to make these shifts easier to accomplish and maintain.
- **Support healthy eating patterns for all.** Everyone has a role in helping to create and support healthy eating patterns in multiple settings nationwide, from home to school to work to communities.

## Dietary Guidelines for Americans

The *Dietary Guidelines'* Key Recommendations for healthy eating patterns should be applied in their entirety, given the interconnected relationship that each dietary component can have with others.

These are basic requirements for a healthy diet and its important that these are considered when planning meals.

### A healthy eating pattern includes:

- A variety of vegetables from all of the subgroups—dark green, red and orange, legumes (beans and peas), starchy, and other
- Fruits, especially whole fruits
- Grains, at least half of which are whole grains
- Fat-free or low-fat dairy, including milk, yogurt, and/or cheese
- A variety of complete protein foods, including seafood, lean meats and poultry, eggs, legumes (beans and peas) and rice, nuts, and seeds
- Oils: Olive, Grapeseed, Avocado, etc.

### A healthy eating pattern limits:

Saturated fats and *trans* fats, added sugars, and sodium levels  
These components are of particular public health concern in the United States, and the specified limits can help individuals achieve healthy eating patterns within calorie limits:

- Consume less than 10 percent of calories per day from added sugars
- Consume less than 10 percent of calories per day from saturated fats
- Consume less than 2,300 milligrams (mg) per day of sodium
- If alcohol is consumed, it should be consumed in moderation—up to one drink per day for women and up to two drinks per day for men—and only by adults of legal drinking age.

In tandem with the recommendations, Americans of all ages children, adolescents, adults, and older adults should meet the *Physical Activity Guidelines for Americans* to help promote health and reduce the risk of chronic disease. Regular physical activity is one of the most important things individuals can do to improve their health. Adults need at least 150 minutes of moderate-intensity physical activity and should preform muscle training exercises on 2 or more days each week.



## Eating on Campus?

Follow these quick tips:

- Monitor your portions, ask for a box to-go
- Choose dishes that have plenty of fresh veggies and fruits
- Limit fried foods
- Choose whole grains
- “Undress your food” – Ask for dressing/sauces on the side and use less
- Select healthy condiments

### Reference:

U.S. Department of Health and Human Services and U.S. Department of Agriculture. 2015-2020. *Dietary Guidelines for Americans*. 8th Edition. Available at <http://health.gov/dietaryguidelines/2015/guidelines/>.

## Essential Ingredients of a Healthy Diet and Active Lifestyle

- **Eat 5-9 servings of fruits and vegetables.** A variety of colorful fruits and vegetables provide essential vitamins, minerals, antioxidants, and fiber.
- **Drink Water.** Water meets the body's fluid needs. Limit sodas, sweetened coffee drinks, and juice drinks which can add hundreds of calories and no nutrition value.
- **Choose whole grains.** Whole grains found in breads, cereals, rice, crackers, bulgur, 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.
- **Increase intake of fat free or low fat milk and milk products.** These include milk, yogurt, cheese, or fortified soy beverages.
- **Choose a variety of lean protein foods.** These include seafood, lean meats, poultry, eggs, beans and peas, soy products, and unsalted nuts and seeds.
- **Reduce the intake of calories from solid fats.** Consume less than 10% of calories from saturated fats. Saturated fats are found in red meat, cold cuts, butter, cheese, and whole milk products. Avoid foods with trans fats, it raises your bad cholesterol and lowers your good cholesterol. Trans fats are found in processed, baked, and fried foods made with "partially hydrogenated" oils. Instead include more of the mono- and poly-unsaturated fats and omega 3-fatty acids found in olive or canola oils, nuts and seeds, peanut butter, avocados, and salmon and tuna.
- **Reduce sodium and sugar.** Research shows that eating less than 2300 mg of sodium per day may reduce the risk of high blood pressure. Added sugar is found in many foods and the calories can add up quickly. 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.** For substantial health benefits, adults should engage in 150 minutes (2 hours and 30 minutes) a week of moderate intensity, or 75 minutes (1 hour and 15 minutes) a week of vigorous intensity aerobic physical activity, or an equivalent combination. Muscle strengthening activities that involve all major muscle groups should be performed 2 or more non-consecutive days a week.



### UCR Healthy Recipe Cookbook

UCR's Faculty and Staff have created a cookbook with plenty of recipes for an upcoming celebration, staff meeting, or tonight's dinner. These recipes feature exciting and easy-to-find ingredients. Not only does this cookbook provide delicious and nutritious options at your fingertips, but it also provides instructions on how to prepare your food and nutrition facts! Visit the Healthy Campus Eat Fresh page to get ideas for a delicious healthy meal. Happy dining!

## 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, follow these 10 simple guidelines to make the healthy choice, the easy choice.

### 10 SIMPLE GUIDELINES FOR HEALTHY CAMPUS MEETINGS AND EVENTS

1. Offer tap water rather than bottle water ([see page 6](#))
2. Offer a variety of fresh vegetables
3. Serve smaller portions
4. Serve fresh fruit as a side or dessert
5. Choose whole grains for breads, side dishes, and baked goods
6. Select lean proteins and at least one plant-based, vegetarian option
7. Serve dressings and condiments on the side
8. Plan activity breaks into the agenda ([see page 11](#))
9. Follow sustainability guidelines ([see page 10](#))
10. For all-day meetings, consider offering just water and fruit or vegetables between meals.



## Additional Healthy Meal Tips

### General Tips

- 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.
- 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, soybean oils).
- Include fruit as a dessert instead of cookies, pastries and cake.

### Morning or afternoon breaks



- Bagels with low fat 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.
- 1% or non-fat plain regular yogurt or Greek yogurt, topped with whole grain granola and fruit
- Pretzels or hot pretzels (cut in pieces) with mustard.

- Lightly seasoned popcorn.
- Graham crackers, Fig Newton's.
- Dried fruit or trail mix.
- Raw vegetables with low fat dip.

### Lunch and Dinner:

- Serve at least two vegetables with each meal and avoid butter or cream sauces.
- Include fresh fruit or fruit salad as dessert.
- Provide raw vegetables or pretzels instead of potato chips or French fries.
- Salads with dark green lettuces, spinach, beans, peas, grilled lean meat, and low fat cheeses with dressing on the side.
- Choose salad dressings that are made from heart healthy oils (olive, canola, soybean, etc.).
- Include whole grain breads and rolls.
- Offer 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 tomato or other vegetable based sauces.
- Substitute any cream based sauces with a tomato sauce or replace cream with non-fat milk.
- Serve pasta, tofu, and vegetable salads with dressing on the side.
- 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, London broil) and provide plenty of low fat, low calorie side dishes.
- Avoid fried foods or cream sauces



## Healthy Beverages

Sugar sweetened beverages provide a significant amount of calories and no nutritional value. Its important to avoid offering sugar sweetened beverages such as soda and fruit juices. Instead serve water, non-fat or skim milk, 100% vegetable or fruit juice and non-caloric beverages such as coffee or tea. Water should always be included, preferably served in pitchers rather than individual plastic bottles. Fruit infused water is a great alternative to plain water because it provides zero calories and has a great refreshing flavor. Use Seltzer water for added fizziness. Consider these easy recipes for your next meeting:

- Cucumber and Mint
- Orange and Rosemary
- Watermelon and Basil
- Blueberry and Orange
- Strawberry and Mint
- Apple and a Cinnamon Stick
- Green Apple and Baby Spinach
- Strawberry and Jalapeno
- Ginger and Peach
- Lemon and Mint

Options are unlimited! Be creative. Just add ingredients to a pitcher with ice and fill with water. Allow flavors to infuse at least 1-2 hours before your meeting. Enjoy!



## Nutrition Standards for Meals

- No more than 700 calories
- No more than 800 mg sodium (preferably no more than 525 mg)
- No more than 5 g saturated fat
- No more than 105 mg cholesterol
- Less than 0.5 g trans-fat and no products containing partially hydrogenated oils
- At least 2 servings (1-1.5 cups) of vegetables and/or fruits



## Healthy Swaps

Choose more	Choose Less
<b>Beverages</b>	
Water, spring or sparkling water – regular or flavored with no sugar	Soda and beverages with caloric sweeteners
Coffee, tea, decaf coffee and tea, herbal tea	Sports and energy drinks with high caloric and/or caffeine content
Non fat (skim) or 1% milk, or non dairy alternatives	Whole or 2% milk
100% fruit or vegetable juice, in 6-8 oz. portions	Large portions of juice or fruit flavored drinks
Carbonated water, flavored or unflavored, without sweeteners	
Iced teas without any sweeteners	
<b>Breakfast</b>	
Fruits: fresh, frozen, canned (unsweetened), or dried	Sweetened canned fruits
Whole grain bread, bagels, cereals, and baked goods made without trans fat	Baked goods made with white flour and trans fat
Mini bagels or muffins	Regular or large donuts, pastries, croissants
Non fat or low fat yogurt	Regular yogurt
Nonfat or low fat spreads (jam, jellies) and low fat cream cheese	Butter or regular cream cheese
Eggs, egg whites, and egg substitutes, vegetable omelets	
Lean turkey bacon, ham and sausage or meatless substitutes	Regular bacon and sausage
Low fat, low sugar granola bars with 100– 150 calories	High calorie energy bars or meal replacement bars
Unsweetened high fiber cereals or oatmeal	Sweetened cereals
Whole grain waffles or French toast	Waffles or French toast made with white bread
<b>Lunch and Dinner</b>	
Soup, salads, and side dishes made with stock base, vegetables, beans and legumes (broth based or vegetable soups)	Cream soups
Salads with a variety of colorful fresh vegetables and fruits (dressing on side and made with heart healthy oils)	Salads with creamy high fat dressing
Lean meat, skinless poultry, seafood, tofu, beans, legumes and peanut butter	High fat meat, poultry with skin, fish packed with oil, cold cuts
Sushi, vegetarian hummus plates	

Choose more	Choose less
Sandwiches on whole grain bread with lean meat or grilled vegetables	Sandwiches with white bread, high fat meat, high fat cheese, and high fat condiments
Vegetables with chicken over brown rice	Vegetables cooked with butter, cream, or cheese
Whole grain breads and pasta, brown rice, and corn or whole wheat tortillas	Bread and pasta with white flour and white rice
Condiments: mustards, vinegars, salsa, sun-dried tomato spreads, hummus and pesto	Butter, mayonnaise, sour cream
Baked potato with low fat or vegetarian toppings	Baked potatoes with butter, sour cream and bacon bits
Choose more	Choose Less
Snacks	
Fresh fruits: bite size, whole or sliced, dried fruits or pre-packaged (in water)	Pastries, cookies, cakes, pies cream puffs
Fresh Vegetables: bite size, whole or sliced, grilled or oven roasted vegetables	Tempura (deep fried) vegetables
Small servings of nuts and seeds that are low in added salt and sugar	
Whole grain crackers with hummus, tuna, or small cubes of cheese	White flour bread and crackers, whole fat cheese slices
Yogurt fruit parfaits – low fat yogurt topped with low fat granola and fresh fruits	Whole milk yogurt and yogurt with added sugar
Baked chips, pretzels, air popped popcorn, and breadsticks	Fried chips, regular or buttered popcorn
Low Fat or fat free dips (mustard, salsa)	
Desserts	
Fresh fruit or fruit salad	
Small portions of baked goods	Large pieces of cake, pie, cookies or other baked goods
Desserts low in fat and calories such as fruit, angel food cake, low fat or non fat yogurt, sorbet or sherbet or frozen yogurt	Desserts high in fat and calories such as ice cream, cake, pie and cheesecake



## 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
- Fruits (when available)
- Dried Fruits



## 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.
- Keep hot food at least 135°F or above, and cold food cold at 41°F or below.
- 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!



## REMEMBER to get your Food Permit from Environmental Health and Safety if serving food to the Public

All UCR students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public. Visit: <http://ehs.ucr.edu/environmentalhealth/foodpermit.html>

## Sustainability

### Food and Beverages

- Before a meeting or event, encourage participants to bring their own reusable beverage container.
- Avoid single use water bottles and serve beverages from reusable pitchers.
- Order food and beverages in bulk or buffet style, rather than single servings.
- Always offer plant-based vegetarian meal options.
- Purchase food locally from Farmers markets to cut down on travel costs for produce
- Prevent waste by only ordering what you need. Plan ahead to donate leftovers.



### Zero Waste and Recycling

- Choose reusable washable serving containers and eating utensils.
- Use paper and compostable products when disposable is the only option.
- Recycle all bottles, glass and paper if possible using one of the many different recycle bins across campus.
- Choose reusable or recyclable giveaways and centerpieces.

### Paper

- Email the meeting agenda to participants in advance and post the agenda on a white board.
- Use paper name tags with reusable holders instead of single use name tag stickers.
- Always print double-sided or multiple pages/slides per page.



For more information about sustainability on campus visit <http://sustainability.ucr.edu/>.

The Office of Sustainability serves as a central, non-partisan entity to facilitate and promote sustainability at UCR. Our office is responsible for guidance in implementing UC sustainability policies, reporting Green House Gas inventories, and communicating best practices to students, faculty, and staff.

## Become a Wellness Ambassador!

Do you have an interest in health and wellness?

Are you an advocate for a healthy lifestyle or working towards one?

Do you want to be part of our [UCR Wellness Ambassador](#) team to help create a healthy campus culture?

Contact Julie Chobdee for more information at [julie.chobdee@ucr.edu](mailto:julie.chobdee@ucr.edu)

## Activity Breaks

Incorporating physical activity and breaks into your meetings will increase participant energy, attention span, enthusiasm and productivity. Research suggests that there are health benefits for individuals who integrate short bouts of activity into their day. The most efficient way to counteract the effects of static postures (prolonged sitting) is simply to stretch in the opposite direction of the prolonged posture. Thus when sitting for long periods, standing and performing a back-bend is very beneficial.

### 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
- 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

### Activity Break ideas:

- March in place
- Lift knees up and pump arms up and down
- Step from side-to-side
- Lead a stretch break
- Move arms, head and torso in circles
- Turn on music and dance or just move!
- Put on a 5-minute exercise video

*For more information on how to include physical activity in your meetings check out the resources on [page 14](#).*

## Quick Healthy Meeting Checklist

Are you offering the following items in your next meeting or event?

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Food Vendor: \_\_\_\_\_

- Is there a variety of vegetables and fruits provided?
- Is water provided as the main beverage?
- Are there no soft drinks and sugar-sweetened beverages?
- Are healthy proteins and fats offered?
- Are bread products whole-grain?
- Are dressings and condiments served on the side?
- Is fruit served in place of cookies and traditional desserts?
- Are food portions reasonable?
- Is the food fresh and meeting safety guidelines?
- Are sustainability guidelines practiced?
- Is a physical activity scheduled?
- Is this a tobacco-free environment?



## Healthy Workplace Pledge

UCR values the health of our employees and guests, and we want to create a culture of health.

We commit that our workplace will:

- Make healthy changes to vending machines, cafeterias, meetings, events and other sources of food and beverages in our workplace.
- Identify restaurants, caterers and other food providers where healthier food and beverage choices are readily available, and use these vendors in planning activities and events.
- Provide leadership support and modeling for our healthy food and beverage efforts.
- Educate employees about healthy eating and promote healthier choices.
- Provide more fruits and vegetables.
- Provide more fiber-rich whole grains.
- Provide reasonable portion sizes.
- Reduce and ultimately eliminate sugar-sweetened beverages.
- Reduce and ultimately eliminate candy and other less-nutritious, high-sugar foods.
- Reduce and ultimately eliminate all regular chips.
- Reduce sodium, added sugars, saturated fat and trans fat in our foods and beverages.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_





## Resources

Use these resources to plan your next Healthy Meeting.

Visit our [Healthy Campus](#) website to elevate health and well-being at UCR. UCR's Healthy Campus has formed partnerships with staff, faculty, students and the surrounding community to develop, implement, and institutionalize policies and environments essential for sustainable behavior change, *making the healthy choice the easy choice*.

### Healthy Eating:

[Choose MyPlate](#): Provides practical information to individuals on how to make healthy food choices.

[How to Read a food label](#): Check out this great resource to get information on how to read a food label.

### Physical Activity:

[Ways to be active](#): Different ways to be active and types of physical activity

[Physical activity guidelines](#): Check out this resource to determine if you're getting enough exercise!



## For additional information contact:

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## Acknowledgements:

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- [Human Resources: Wellness Program for Faculty and Staff](#)
- [Dining Services](#)
- [Environmental Health & Safety](#)

## References:

- [Dietary Guidelines for Americans, 2015](#)
- [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](#)

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