

A healthy lifestyle is a result of many choices during the day, both at home and at work.

Long days, hectic schedules, meetings and more meals eaten away from home all have an impact on your energy level and long-term health. Small changes can make BIG differences in improving and maintaining your health.

This guide offers practical ideas on how to make the healthy choice the easy choice at your next meeting, event or gathering.

*Boost energy and fight mental fatigue!*



**Putting it all Together**  
Meet Smart: Putting Health on the Agenda makes your meetings, events and gatherings healthy ones by:

- offering healthy foods and beverages;
- encouraging eating fresh and local whenever possible;
- seeking ways to include physical activity;
- choosing greener options whenever possible;
- choosing tobacco-free facilities; and
- ensuring food safety.

# Meet Smart: Putting Health on the Agenda!

*A guide to the Healthy Meetings and Events Policy.*



[www.gov.pe.ca/healthy meetings](http://www.gov.pe.ca/healthy meetings)

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# 1. Offer healthy foods and beverages

Boost energy and help fight fatigue! A healthy diet contributes to overall health and vitality. Ensure that food and beverages consumed at work are healthy, flavourful foods that your entire group will enjoy.

- Choose foods based on *Eating Well with Canada's Food Guide*. A copy of the guide can be found at [www.healthcanada.gc.ca/foodguide](http://www.healthcanada.gc.ca/foodguide).
- Aim for at least three food groups for meals and two food groups for snacks:
  - Vegetables and Fruit
  - Grain Products
  - Milk and Alternatives
  - Meat and Alternatives
- Serve vegetables and fruit more often. Examples include raw vegetables cut up and offered with or without a lower fat dressing; fruit, whole or cut up, either fresh, frozen, canned or dried; and 100% vegetable or fruit juices.
- Offer lower fat milk and alternatives. Examples include skim, 1% or 2% milk; fortified soy beverages; lower fat cheeses—20% milk fat or less; and lower fat yogurt—2% milk fat or less.
- Offer a variety of whole grain products. Examples include whole wheat, rye, cracked wheat, multi-grain breads and cereals.
- Serve smaller portion sizes. Examples include mini muffins or mini bagels; smaller entrée sizes; and smaller amounts of fillings in sandwiches.
- Ensure that your menu includes choices for those with special dietary needs/food allergies.

## Beverage Suggestions

- Water—request tap water in jugs
- 100% vegetable or fruit juice
- Milk—skim, 1% or 2%—white or chocolate
- Fortified soy beverages
- Coffee and tea—with skim, 1% or 2% milk

## Snack Suggestions

- Fruit or raw vegetables—with or without lower fat dressing or dip
- Yogurt—2% milk fat or less
- Lower fat cheeses—ask for ¾ inch cubes
- Lower fat whole grain crackers
- Baked desserts—specify small portions, such as two-bite size, and ask for fibre-rich choices

## Sandwich Suggestions

- Choose whole grain breads, pitas, wraps or buns.
- Choose only lean roasted meats—roasted versions of beef, chicken, turkey or ham.
- Always include vegetarian options.
- Include a selection of lower fat cheeses.
- Ask for little or no mayo, butter or margarine, or ask for these to be served on the side. Also ask for some lower fat options on the side, such as mustard, chutney, hummus or relish.
- Offer toppings of shredded lettuce, mixed greens, chopped tomatoes or sliced peppers.

# 2. Eat fresh, eat local

By serving locally grown and produced foods, which are fresher and less expensive, you are supporting local farmers and producers, as well as reducing shipping costs and environmental impact.

- Ask caterers what local healthy foods they can supply.
- Foods in season such as berries in the summer and apples in the fall are more likely to be local.

# 3. Seek ways to include physical activity

Physical activity helps reduce stress and fatigue.

- Encourage people to walk, wheel or cycle to and from the meetings if distances allow.
- Include a walk on the agenda, perhaps replacing a coffee break with an activity break—let people know beforehand so that they can bring a jacket or comfortable shoes.
- Meet or have a networking break while you walk.
- Respect participants' comfort levels—the activity is optional—going at their own pace.

# 4. Choose greener options when possible

Help care for our environment by reducing unnecessary packaging and waste. **Reduce, re-use and recycle whenever you can!**

- Use regular dishes and utensils if facilities are available for proper washing and storage—or choose disposable dishes that can be composted.
- Serve water and other beverages in pitchers rather than individual bottles or cartons.
- Choose reusable nametags.
- Recycle. Provide blue boxes.
- Use email to distribute agendas, minutes and reports.

# 5. Choose tobacco-free facilities

Host meetings at smoke-free properties, inside and out to protect participants from exposure to second-hand smoke.

# 6. Ensure food safety

Remember the following tips to keep food safe:

- Keep foods at recommended temperatures—hot foods hot (60°C or higher) and cold foods cold (4°C or lower).
- Minimize the time between food delivery and food service.
- Wash hands before handling food.
- Ensure food is prepared by a licensed facility.
- Discard food that has been left at room temperature for more than two hours.
- Call your local environmental health officer if you have any questions or concerns.

For more information about the Healthy Meetings and Events Policy including suggestions of healthy foods and beverages to serve at breakfast meetings or for hot meals, see the Healthy Meetings and Events website at [www.gov.pe.ca/healthymeetings](http://www.gov.pe.ca/healthymeetings)

