

Guidelines for Healthy Meetings

GENERAL GUIDELINES

- Serve appropriate portion and serving sizes that reflect the 2005 Dietary Guidelines for Americans.
- Select foods and beverages which are culturally appropriate.
- Choose foods that are low in fat, especially saturated and trans fats.
- Provide foods that are low in fat. However, be aware that many low fat products have added sugar so people with diabetes should be careful about portion control when consuming low-fat foods.
- Provide whole grain products.
- Provide fresh fruits, vegetables and salads.
- Provide vegetarian options.
- Offer locally grown products, when available.
- Offer organic products, when available.
- Serve nonfat or 1% milk, 100% fruit or vegetable juice, water or unsweetened iced tea instead of soft drinks and other sugar-sweetened beverages.
- Provide pitchers or bottles of water at meetings.
- Avoid foods with added salt and added sugar.
- Include space on registration forms to indicate food allergies or dietary restrictions.
- Follow safe food handling practices – for example, wash hands for 20 seconds with soap and warm water, keep hot foods hot and cold foods cold.
- Provide Nutrition Facts Labels whenever possible.
- Use recyclable, disposable products when proper dishwashing facilities are not available.

SUGGESTIONS FOR HEALTHIER FOOD CHOICES

The following are lists of recommended food choices to provide culturally appropriate, healthier foods and beverages for breakfast, lunch/dinner, snacks and receptions.

Food Suggestions for Breakfast:

- Fresh fruit
- Low-fat breakfast burrito
- Yogurt – low or non-fat
- Hard cooked eggs
- Whole wheat or multi-grain mini bagels (or cut regular bagels in half)

- Small muffins (2-1/2" or smaller) – bran, oatmeal or multi-grain (large muffins can be cut into smaller portion sizes)
- Fruit quick breads – oatmeal, banana, pumpkin, etc. – cut into small pieces
- Whole grain toast or English muffins
- Low-fat cheese, cream cheese, peanut butter, jam or jelly as toppings or condiments
- Granola bars – low fat (5 grams of fat or less/bar)
- Low-fat granola
- 100% fruit or vegetable juice (4 - 6 ounce portions)
- Bottled water – plain, sparkling or flavored sparkling with no added sugar
- Coffee or tea served with nonfat or 1% milk

Food Suggestions for Lunch/Dinner:

- Salad with low-fat or fat-free dressing on the side
- Soups – vegetarian, broth-based or skim milk-based (not cream)
- Whole wheat pasta salad with low-fat dressing
- Sandwiches made with whole grain breads or wraps made with lean meats, low-fat cheese and low-fat condiments
- 2-3 ounce servings of lean meats, poultry, fish or tofu (3 grams fat/ounce)
- Steamed vegetables with herbs or lemon
- Whole grain rolls
- Fresh fruit or canned fruit in fruit juice or light syrup
- Include at least one vegetable – fresh or cooked (avoid cream sauces)
- Baked potatoes with low-fat toppings such as low-fat sour cream, low-fat plain yogurt or salsa
- Small serving sizes of dessert such as 2" squares of angel food cake with fresh fruit topping, low-fat ice cream or frozen yogurt
- Boxed lunches or dinners with whole grain, pita bread or wraps prepared with low-fat mayonnaise; meats, poultry or marinated tofu (low-fat = 3 g fat/ounce); low-fat cheese; fruit or vegetables; pretzels or baked chips (7 g fat or less/ounce)
- Bottled water – plain, sparkling or flavored sparkling with no added sugar
- Coffee or tea served with nonfat or 1% milk

Food Suggestions for Snacks:

Consider whether it is necessary to provide food at meetings, presentations, and seminars, especially mid-morning and mid-afternoon. If you do decide to offer a snack, consider some of these choices:

- Fresh fruit
- Raw vegetables with non-fat, low-fat dips or salsa
- Pretzels, hot pretzels cut in pieces or baked chips (7 grams of fat or less/ounce)
- 100% fruit or vegetable juice, avoid soft drinks
- Low fat cheese or string cheese
- Low fat granola bars (5 grams of fat or less/bar)
- “Lite” popcorn, lightly salted
- Whole grain crackers
- Dried fruit or trail mix
- Roasted nuts
- Bottled water – plain, sparkling or flavored sparkling with no added sugar
- Coffee or tea served with nonfat or 1% milk

Food Suggestions for Receptions:

Most food service professionals are familiar with healthier food preparation options and are willing to accommodate requests for changes to their usual fare:

- Fresh fruit cut up and offered with low-fat yogurt dip
- Raw vegetables or salads marinated in fat-free or low-fat Italian dressing
- Vegetable sushi rolls
- Low fat cheese slices or small cubes
- Reduced or low-fat whole grain crackers
- Lean beef or turkey (1 ounce slices)
- Miniature meatballs made with lean meat
- Mushroom caps with low-fat cheese stuffing
- Miniature pizzas made with English muffins, tomato sauce, mozzarella cheese and mushrooms
- Roasted nuts

OTHER THINGS TO CONSIDER WHEN HOSTING A MEETING WITH FOOD

Consider donating unused food and beverages. Unused food can be donated only if the food has been stored properly and maintained at the proper temperature. Food cannot be donated if it has been on the service (or buffet) table, even if it has been kept at the correct temperature. Contact your local food bank to make arrangements for donations.

When providing snacks and/or meals during a meeting, follow these basic guidelines to prevent food-borne illness:

- Ensure food is delivered just prior to serving time. Food should be at serving temperatures at the time of delivery.
- Serve food within 30 minutes of delivery.
- Hot food should be held at 135° F or warmer and cold food should be held at 41° F or colder.
- Perishable food should not be left out more than 2 hours at room temperature.
- Discard any food left out at room temperature for more than 2 hours. Note: At a buffet, food should be kept hot with chafing dishes, slow cookers, and warming trays. Food should be kept cold by nesting dishes in bowls of ice or using small serving trays and replacing them often.

IMPROVING THE PHYSICAL ACTIVITY ENVIRONMENT

Suggested Physical Activity Guidelines (half day or longer meetings):

- Try to choose a meeting location where participants can easily and safely take a walk.
- Provide participants with maps of the area showing good walking routes.
- Organize an early morning physical activity opportunity for overnight conferences. Offer either a walk or low-impact fitness activity.
- To encourage physical activity throughout the meeting, tell participants that the dress code is casual.
- Encourage participants to take the stairs. Place signs near the elevators telling people where the stairs are.
- Include physical activity on the meeting agenda so participants can plan appropriately (rain coat, umbrella, walking shoes, etc.).
- Encourage networking by suggesting that groups take a walk together and talk about their common goals.
- Schedule brief activity or stretch breaks in the morning and afternoon led by a group member.
- If the meeting or conference is in a hotel, provide the hours and location of the facility's gym.

www.ndep.nih.gov

www.yourdiabetesinfo.org

Healthy worksite food

http://www.diabetesatwork.org/files/Healthy_Worksite_Food.pdf

The 411 on Healthy Eating http://www.ndep.nih.gov/media/411_On_Eating_Healthy.pdf

Buffet Table Tips http://www.ndep.nih.gov/media/Buffer_Gen.pdf

Buffet Table Tips for African Americans http://www.ndep.nih.gov/media/Buffer_AfricanAm.pdf

Buffet Table Tips for Asian American and Pacific Islander

http://www.ndep.nih.gov/media/Buffer_AsAm.pdf

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Buffet Table Tips for Korean audiences http://www.ndep.nih.gov/media/Buffer_Kor.pdf

Healthy Eating During Winter Gatherings for People with Diabetes

http://www.ndep.nih.gov/media/NDEP_Healthy_Eating.pdf

Summer Eating Tips http://www.ndep.nih.gov/media/Summer_Eating_Tips_Gen.pdf

Healthy worksite food

http://www.diabetesatwork.org/files/Healthy_Worksite_Food.pdf

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