

## Healthy meetings checklist for event planners

We are a Bronze Healthy Venue, accredited by the World Obesity Federation. This means we are committed to providing you with a venue that promotes activity and healthy eating.

Meetings and conferences are often unhealthy affairs with catering facilities and arrangements making it difficult for people to eat a balanced and healthy diet. The meetings themselves making it difficult for people to undertake as much physical activity as they would like owing to long programs and being in unfamiliar towns.

Healthy eating and physical activity have both been shown to promote alertness and increase concentration. This in turn can help you have a better and more productive meeting as people are more likely to be engaged, interactive bring new and insightful ideas to discussions.

### As a healthy venue we are committed to...

- ✓ Providing healthy food options across all of our caterer's menus for you to choose from
- ✓ Providing tap water around the venue for you delegates
- ✓ Helping you design your meetings to promote less sedentary behaviour
- ✓ Supporting you in incorporating physical activity into your program
- ✓ Promoting active travel to and from our venue

### Healthier catering - help your delegates to eat healthier while attending your conference!

Our caterers menus contains a wide range of options, most of which have been specially developed by the chef to be healthier. To further help you to provide healthy menus our caterers also provide low or reduced fat milk and yogurt as standard provide dressings/condiments separately.

<p>✓ <b>Choose healthier menu items</b> <i>Our caterers have made these easier to find by marking them on menus, but if in doubt ask which are the healthier options and try to include more of these on your menus.</i></p>	<input type="checkbox"/>
<p>✓ <b>Choose more vegetable side dishes and/or bite size vegetable snacks</b> <i>When selecting from our caterer's menus don't forget you can choose from a range of vegetable sides and snacks</i></p>	<input type="checkbox"/>
<p>✓ <b>Include fruit as a dessert and snack option</b> <i>When selecting from our caterer's menus don't forget you can choose from a range of fruit options to have instead of, or alongside, other options.</i></p>	<input type="checkbox"/>
<p>✓ <b>Have water available at all times</b> <i>Tap water is provided all around the venue. On request our caterers will provide jugs of tap water when food and drinks are served.</i></p>	<input type="checkbox"/>
<p>✓ <b>Ask for bread to be mostly in their wholegrain form</b> <i>The bread baskets always contain a variety of bread. Please ask if you want to increase the proportion of wholegrain bread.</i></p>	<input type="checkbox"/>
<p>✓ <b>Make salt cellars by request only</b> <i>Our caterers standard practice is to make salt cellars available by request only to help nudge visitors away from adding excess salt to their food. Please ask if you wish for salt cellars to be available.</i></p>	<input type="checkbox"/>
<p>✓ <b>Choose a greater proportion of low-sugar / no-sugar drinks when drinks are on offer</b> <i>Half of the drinks being served as standard are low or no sugar options. You can request that this is increased to reflect the preferences of your delegates</i></p>	<input type="checkbox"/>

**Reducing sedentary behaviour and promoting physical activity!**

We can provide you with information about the local area, including route maps and the location of fitness centres and parks. Let us know what you need – we will be happy to help!

<p>✓ <b>Promote active travel to and from the venue</b> <i>Active travel to and from conferences is a good way for people to incorporate some activity into their day. We can provide information about the city and the locality of the venue in relation to major hotels for you to use in conference programs, conference apps or in delegate packs.</i></p>	<input type="checkbox"/>
<p>✓ <b>Promote the use of stairs</b> <i>Every little bit counts when it comes to reducing sedentary behaviour and increasing physical activity. Simple changes like using of stairs instead of the elevator can be beneficial for your delegates. On request we can also provide ‘bus stop’ signs promoting the stairs and can also include messaging on our screens around the venue or in meeting rooms.</i></p>	<input type="checkbox"/>
<p>✓ <b>Encourage delegates to walk around the venue or surrounding area during lunch and coffee breaks</b> <i>Walking directions between rooms within our venue are clearly located around the site which you could alert your delegates to.</i></p>	<input type="checkbox"/>
<p>✓ <b>Hold standing / walking receptions</b> <i>On request we can help you plan on your set-up the necessary facilities for standing/walking receptions to meet your needs. Whether it is high top table or canapés.</i></p>	<input type="checkbox"/>
<p>✓ <b>Ask all session chairs, leaders and moderators to encourage standing ovations and regular stretching breaks</b> <i>Conferences and meetings can very easily become sedentary affairs. However, it is quite easy to incorporate small breaks in this sedentary behaviour. This could include getting session chairs to encourage people to stand up when they applaud, getting people to briefly stand up and stretch between speakers and to stand up when speaking. We can help to promote this with signs in meeting rooms.</i></p>	<input type="checkbox"/>
<p>✓ <b>Offer standing areas at the back of meeting rooms / plenary halls</b> <i>Offering standing areas at the back of meeting rooms can be a good way to reduce the time delegates spend sitting. We can work with you to help determine how this will work with the set-up of your meeting spaces. We also can provide signs which alert your delegates to the standing space and can provide high top tables for people to stand around on request.</i></p>	<input type="checkbox"/>
<p>✓ <b>Promote community recreation facilities to your delegates</b> <i>We can provide information about the local fitness centres and parks as well as provide you with walking, running and cycling routes near to the venue. We can work with you to include this information in conference programs, conference apps or in delegate packs.</i></p>	<input type="checkbox"/>
<p>✓ <b>Incorporate a physical activity program into your programme / social program</b> <i>Conferences often involve prolonged periods of sitting and a lack of normal activity routines. We can work with you to incorporate physical activity into your program by providing room space suitable for sessions. Just let us know what we can do to help.</i></p>	<input type="checkbox"/>