**

**[Organization’s] Policy on Healthy Meetings, Conferences and Events**

Overview

**Summary**

The following is [Organization’s] policy for healthy meetings, conferences and events. Proper implementation of this policy will ensure [Organization’s] sponsored meetings, conferences or events provide healthy food options and, when practicable, physical activity breaks during the meeting, conference or event.

**Purpose/Rationale**

[Organization’s] healthy meetings, conferences and events policy is an important way to support the health and well-being of our employees, business partners and customers. It is the goal of [Organization] and in the interest of employee health to promote smoke free environments and the availability of healthy food and beverages during all meetings, conferences and events sponsored by this [organization].

The U.S. Surgeon General has determined there is no safe level of exposure to secondhand smoke. Ensuring smoke-free conferences and meetings for all [Organization]-sponsored conferences and meetings will reduce the risks associated with exposure to secondhand smoke and will create a healthier environment for all conference and meeting attendees.

Supporting healthy meetings, conferences and events gives participants the chance to eat fruits, vegetables and whole grains without needing to worry about eating too many calories or unhealthy fat while at meetings, conferences or events. Despite the well-known benefits of physical activity, most adults lead a relatively sedentary lifestyle and are not active enough to achieve these health benefits. Creating a meeting or conference environment that encourages physical activity can help increase participants productivity, reduce attrition, and improve morale.

Importantly, offering healthy food and beverage and physical activity during conferences and meetings supports the greater than 90% of Oregon adults trying to lose or maintain weight.

# Policy

**Applicability**: This policy covers all [Organization’s] meetings, conferences and events. *[List meeting, conference, event exemptions. Note: a model policy would address all meetings including those shorter than 1 hour.]* All staff members responsible for planning meetings, conferences and events must follow this policy.

**Description**:

Conferences and meetings shall be held in venues that are completely smoke free outdoors. If that is not possible, venues should be sought that prohibit smoking within at least 25 feet from any entrances, exits, windows that open, and air intake vents, as well as outdoor common areas, such as parking lots, courtyards, seating areas, swimming pools, playgrounds and exercise paths.

Meetings under 3 hours in length:

1. At meetings that do not take place during usual meal times and are less than 3 hours in length, food will not be offered. The following guidelines apply when offering beverages during the meeting:
   1. Always provide tap water when food or beverages are served.
   2. Beverage service may also include coffee, non fat/low fat milk or soy milk, teas, 100% juice, unsweetened ice tea or other non-caloric beverages
   3. Do not serve sugar-sweetened beverages such as soda, sweetened teas and juice drinks.
2. Provide a minimum of 5 minutes for physical activity when practicable. This is in addition to other meeting breaks.

Meetings or conferences three to five hours in length:

1. When providing food at [Organization]-sponsored meetings, conferences that last three to five hours, the following guidelines apply:
   1. Always provide tap water when food or beverages are served.
   2. Beverage service may also include coffee, non fat/low fat milk or soy milk, teas, 100% juice, unsweetened ice tea or other non-caloric beverages
   3. Do not serve sugar-sweetened beverages such as soda, sweetened teas and juice drinks.

Meals will offer foods that follow nutrition standards set by [the Organization] and are based on the *2010* *Dietary Guidelines for Americans* andHPCDP Recommended Nutrition Policy and Guideline (appendix H)*.*

1. Provide a minimum of 15 minutes for physical activity. This is in addition to other meeting breaks.

Meetings or conferences seven to nine hours in length:

1. When providing food at [Organization]-sponsored meetings or conferences that last seven to nine hours in length, the following guidelines apply:
   1. Always provide tap water when food or beverages are served.
   2. Beverage service may also include coffee, non fat/low fat milk or soy milk, teas, 100% juice, unsweetened ice tea or other non-caloric beverages
   3. Do not serve sugar-sweetened beverages such as soda, sweetened teas and juice drinks.

Meals and snacks will include foods that follow nutrition standards set by the [Organization] and are based on the *2010 Dietary Guidelines for Americans.* andHPCDP Recommended Nutrition Policy and Guideline (appendix H)*.*

1. Provide a minimum of 30 minutes for physical activity. This is in addition to other meeting breaks.

## Policy Implementation

To ensure these policies and guidelines are implemented, staff members involved in planning events will approve only those menus and agendas that meet these policies and guidelines.

* Staff members responsible for ordering food for meetings and creating agendas for [Organization] meetings, conferences and events will receive training on how to select healthy food choices.

**Resources**

* New York City Food and Drink at Meetings and Events: What to Serve. <http://www.nyc.gov/html/doh/downloads/pdf/cdp/cdp-pan-hwp-nutrition-standards.pdf>
* The University of Minnesota School of Public Health Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events and/or The University of Minnesota Guidelines. <http://www.sph.umn.edu/img/assets/9103/Nutrition_Guide.pdf>
* The Eat Smart North Carolina: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings and Events. <http://www.eatsmartmovemorenc.com/HealthyMeetingGuide/Texts/HealthyMeetingGuide%20-%20508.pdf>