The Georgia Tech
Healthy Meeting Guide

Make the healthy choice for you and your colleagues.
Let’s Begin

The Georgia Tech Healthy Meeting Guide supports Georgia Tech’s commitment to fostering healthy lifestyles and creating a culture of health, well-being, and caring on campus. By using this guide, you can help make the healthy choice the easy choice for students, faculty, and staff.

This guide provides you with the knowledge and tools to make easy changes that address nutritious food and beverage options, activity breaks, and well-being practices.
Setting The Tone

Set your intentions prior to the meeting and have an agenda for everyone in attendance. Recognize your strengths as a leader and your participants' strengths as engaged members of the meeting.

Building high quality connections with coworkers improves well-being, morale, and productivity within the workplace. Begin with a short activity to show that you value those in attendance. This may include sharing high and low points (personally or professionally), sharing a piece of good news, or sharing three things you are grateful for this week.
Cultivating Community

ENSURE THAT YOU FOSTER:

Respectful Engagement – engage others in a way that sends a message of value and worth

Trust – convey to others that you believe they can do the work, are dependable, and will meet expectations

Open Communication – allow time for all to share their opinions and brainstorm new ideas
10 Guidelines for a Healthy Meeting

1. Consider an icebreaker to kick off the meeting
2. Offer water, coffee, or tea over soda and other sugary drinks
3. Include fresh fruits and vegetables
4. Provide vegetarian and/or vegan options
5. Use lean sources of protein
6. Select whole grains for breads, side dishes, and baked goods
7. Serve dressings and condiments on the side
8. Provide a balanced variety of dessert options
9. Plan activity breaks into the agenda
10. Follow GT Campus Sustainability’s Green Event Guidelines

Healthy Meeting Guide
Whether food and beverages provided at campus meetings and events are catered from an approved on-campus or off-campus vendor or dining facility, or you are hosting a potluck or celebration, we have some suggested strategies to provide healthy, nutritious options.

- **Breakfast**
- **Lunch/Dinner**
- **Snacks**
- **Food Safety Tips**
Breakfast

**Protein** – Include healthy proteins such as eggs, yogurt, milk, nuts, seeds or nut butters

**Fruit** – Provide fresh whole or sliced fruit

**Whole Grains** – Select whole grain breads and baked goods when possible

**EXAMPLE BREAKFAST ITEMS**

- Eggs – hardboiled, scrambled, or frittatas
- Fruit and yogurt platter
- Breakfast burritos with eggs, salsa, turkey sausage (or beans/tofu)
- Oatmeal or yogurt with topping options on the side of nuts, fruits, granola or seeds

**EVENT TIPS - FOOD & NUTRITION**

1. Provide foods on platters for self-service
2. Request bite-sized portions of muffins, pastries, and desserts
Lunch/Dinner

**Protein** – Choose a lean meat or fish, along with a vegetarian option, such as tofu or beans.

**Sides** – Variety of colorful vegetables, side salads, roasted potatoes, fruit, whole grains.

**EXAMPLE ITEMS**

- Whole Grain sandwich halves on self-serve platters
- Baked or grilled chicken, turkey, fish, or tofu
- Create your own salad bar with a variety of fresh toppings including vegetables, fruits, beans, seeds, whole grains, and nuts
- Vegetable pasta dish with lean protein option – chicken, tofu, or beans

**EVENT TIPS - FOOD & NUTRITION**

1. Cut sandwiches and baked goods in half
2. When available, choose grilled, baked, steamed, or sautéed foods
Snacks

When creating healthy snack options, try to pair protein with fiber, this will keep you full and satisfied throughout the afternoon.

**EXAMPLE SNACK ITEMS**

- Vegetable platter with hummus
- Trail mix with a combination of nuts, dried fruits, and dark chocolate
- Apples with peanut butter
- Fruit & Yogurt parfaits

**EVENT TIPS - FOOD & NUTRITION**

1. Offer water in pitchers and remind attendees to bring their reusable water bottle.
2. Choose whole food sides rather than packaged snacks when possible.
Food Safety Tips

- Keep hot food hot at 135°F or above and cold food cold at 41°F or below.
- Perishable foods not kept hot or cold as described above should be discarded after holding for 4 hours or more at room temperature.
- Persons handling food – preparing, displaying, or serving – should wash their hands before handling the food.
- People who are ill should not handle food or utensils.
- When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays.
- Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- Verify that any off-campus food vendor has a valid health permit from the issuing health jurisdiction.
Activity Breaks

Incorporating physical activities and breaks into meetings increases attendee energy and improves participation, attention span, and productivity. Activity breaks are an opportunity to be physically active for a short stretch break, a 5-10 minute movement break, or a 15-30 minute walking break. Activity breaks should be voluntary and adaptive to fit all abilities, and done at the attendees own pace and comfort level.

- Standing
- Stretching
- Breathing / Relaxation
- Movement
- Walking
Standing

- At least once an hour, attendees should be given a short break to stand up. This improving circulation and relieve discomfort from sitting for an extended period of time.
- Attendees may quickly stand up by their seat and stretch in place.
- Let attendees know at the beginning of the meeting that they are free to stand up and move around in the back of the room as needed.

EVENT TIPS - ACTIVITY BREAKS

1. Build time into the schedule for both short and long breaks.
2. Let participants know beforehand to wear comfortable clothing/shoes.
Stretching

- Encourage attendees to stand up and stretch in place or to the side
- Select 3-4 stretches to lead the group
- Allow time for seated stretching as well

**EVENT TIPS** - **ACTIVITY BREAKS**

1. Have 2-3 different activities on hand so you are prepared
2. Incorporate ice-breakers that encourage moving around the room
Breathing & Relaxation

**Deep Breathing** – begin meetings by leading a short breathing activity that encourages attendees to take slow, deep breaths and clear/calm their mind.

**Belly Breathing** – To help attendees renew their focus, reduce any stress they may be feeling, and bring a sense of calm, try leading a belly breathing exercise. With one hand on the chest and the other on the belly, instruct individuals to take a deep breath in through the nose, inflating the diaphragm and feeling a stretch in the lungs. Encourage individuals to take 6-10 slow, deep breathes for approximately 3 minutes.
Movement

- Low-impact group activity
- Dancing, yoga, aerobics
- Easy to follow activities that work for any ability level

**EVENT TIPS - ACTIVITY BREAKS**

1. Consider bringing in an instructor to offer a short “class” to events that are a full day or longer
Walking

• In half or full day meetings, create time for attendees to have a 10-15 minute break and encourage attendees to go on a short walk
• When breaking into small teams for brainstorming, offer the option of walk n’ talk meetings both inside or outside the facility
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