

6 STEPS to a healthier meeting



1. Move more

At the start of the meeting let people know they are welcome to stand and stretch within the meeting space whenever they need to. You may also like to include a stand and stretch break as an agenda item or for longer meetings, build in a lunchtime activity like a 30-minute walk. If you're feeling adventurous, try a walking meeting!



2. Encourage active travel

Promote active travel to and from meetings. Provide information about the easiest ways to access the meeting venue by foot, bike or public transport, and any end-of-trip facilities that are available.



3. Stay hydrated

Skip the juice and sugary drinks and instead provide water, tea or coffee.



4. Provide healthy food choices

If you're providing catering, opt for [healthy options](#) like cut-up fruit, vegie sticks and hummus or tzatziki, sushi, fresh rice paper rolls, mini [quiches](#) or [wraps and sandwiches](#) made with wholegrain bread and plenty of salad. For breakfast meetings, untoasted muesli, natural yoghurt and fruit is a good choice.



5. Speaker gifts

Steer clear of the usual box of chocolates or bottle of wine in favour of healthy gifts for presenters like fancy teas, a reusable water bottle or coffee cup, or a pen and notebook.



6. Create a policy

[Create a policy](#) that outlines your organisation's commitment to providing a supportive work environment that encourages good health. Guidelines for catering, promoting active travel and encouraging employees to sit less can all be included within the policy.

Partner:



Government of **Western Australia**
Department of Health

