



A guide to **planning** **healthy meetings**



**World Health
Organization**

REGIONAL OFFICE FOR

South-East Asia

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Contents

1.	Organizing healthy meetings	1
2.	Planning ahead	2
	Do's and don't's.....	2
3.	Snacks, meals and beverages	3
4.	Healthy food choices	5
	4.1 Mini snacks and finger foods.....	5
	4.2 Breakfast ideas.....	9
	4.3 Healthy lunch/dinner options.....	11
5.	Beverages.....	12
	Water	12
	Other beverages	12
6.	Active breaks.....	13
	Activity breaks during the meeting	13
7.	Tobacco free environment.....	15
8.	Healthy and sustainable meeting checklist.....	16





1. Organizing healthy meetings



Healthy meetings model healthy lifestyles through the work environment. Meetings planned with healthy living in mind confers many benefits to participants, and has the potential to create better overall health, motivate those uninitiated and catalyze further health promotional actions. Creating a culture of health and wellness in meetings goes a long way towards instilling good practices at workplaces. Healthy meetings should also include actions to promote and prioritize sustainable practices such as minimizing plastic and food waste.



2. Planning ahead



Communicate the concept of healthy meetings to the participants right from the start. Messages must be positive and participants should not be made to feel that healthy practices are an added burden.

Do's and don't's

- Economize on time, fuel, food and other consumables from a sustainability point of view.
- Select a venue that is easily accessible by public transport or on foot, with opportunities for physical activity and facilities for accommodating differently abled participants.
- Sensitize participants on the value of paperless meetings. E-communication prior to the meeting, online registration and dissemination of meeting materials will reduce paper waste.
- Select foods and ingredients that are local and organic whenever possible and accommodate special dietary needs.
- Provide breast-feeding support if requested.
- Serve meals using the buffet or self-service instead of boxed meals or separately wrapped items; this creates an opportunity for participants to serve less and thus eat less and, will also reduce packaging waste.
- Avoid serving water in plastic bottles and cans. Serve water in

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