



UC Irvine Guide to Healthy Meetings & Events

a tool for UCI event planners

Developed by UC Irvine Worklife & Wellness



The University of California, Irvine is committed to improving and sustaining the overall health and well-being of all students, faculty and staff. This UC Irvine Guide for Healthy Meetings and Events, developed as a tool for campus event planners, represents a step toward that commitment.

Meetings, events and celebrations are a major part of the campus culture. Many meetings and events include food and beverages, as well as long periods of sitting. This guide supports the campus effort to foster health and create a campus environment in which opportunities to eat healthy and be physically active are accessible and achievable for all faculty, staff, students, and visitors. This guide provides recommendations and resources on how to make meetings more healthful by including nutritious food and beverage options, recommending sustainable practices, and providing ideas for activity breaks.

This guide was developed by Worklife and Wellness, UCI's Wellness program for faculty and staff. We hope you will find this Guide for Healthy Meetings and Events a useful resource as you share in the commitment to making campus gatherings more healthful.

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Why Focus on Healthy Meetings?

The physical and social environment where we work, study, and live each day shapes many of the lifestyle choices we make, and therefore has a large impact on our health and safety. By creating healthier surroundings, we improve this environment and support better choices.

A significant amount of our time is spent on campus and at the office each week. Every day, you are faced with food, beverage, and physical activity choices, not only around the office and on your plate, but also at meetings and events. On average, most of our daily meals and snacks are consumed on campus or at work so having healthy food readily available is critical in supporting healthy behaviors.

Ultimately, individuals choose the type and amount of food they eat and how physically active they are. However, if the inclusion of healthy options and physical activity becomes the expectation wherever food is provided—such as at meetings, events, potlucks, and celebrations—this will promote good health and nutrition while supporting healthy lifestyles among our faculty, staff, and students.

How were these guidelines developed?

The UCI Healthy Meeting Guidelines provides guidelines for nutrition, physical activity, and sustainability that are recommended for campus meetings and events. These principles are derived from the *Dietary Guidelines for Americans* (2010) and the California Department of Health. The *Dietary Guidelines* encourage Americans to:

- Balance calories with physical activity to manage weight
- Consume more of certain foods and nutrients such as fruits, vegetables, whole grains, fat-free and low-fat dairy products, and seafood
- Consume fewer foods with sodium (salt), saturated fats, trans fats, cholesterol, added sugars, and refined grains.



Guidelines for Healthy Choices at Campus Meetings and Events

Healthy eating patterns promote health, decrease the risk of chronic diseases, and prevent foodborne illnesses. Nutritious foods and beverages contribute to achieving and maintaining a healthy weight and adhering to a healthy lifestyle.

Whether food and beverages provided at campus meetings and events are catered from an approved on-campus or approved off-campus vendor or dining facility, it is recommended that they meet the following nutrition and sustainability guidelines.

- Include more fruit and vegetables, whole grains, and high fiber foods
- Use lean sources of protein
- Offer vegan and vegetarian menu options
- Prepare foods with healthy fats, no trans fats, and less added fat
- Emphasize whole and fresh ingredients, prepared with less sodium and sugar, and fewer processed and pre-packaged items
- Provide healthy portion sizes (small to moderate)
- Emphasize sustainable foods to help achieve campus sustainable food service goals
- Provide fat-free, low-fat, or low-calorie foods and beverages
- Offer water and 100% juice rather than soda or sugary drinks

Refer to http://www.food.uci.edu/catering_list.php for a list of approved on-campus and off-campus caterers.

Menu Suggestions for Healthy Choices

The following chart is not all-inclusive and is designed to provide simple alternatives to, and representative examples of, less nutritious foods for meeting planners to select food and beverages for meetings and events.

Choose More	Choose Fewer	Choose These
Whole/sliced fruits — either fresh, dry or pre-packaged (in water)	Baked goods and candy high in sugar and/or fat, such as cakes, pastries, cookies, pies	Assorted Whole Fruit Seasonal Fruit Salad Fresh Seasonal Sliced Fruit Platter
Vegetables — either fresh, grilled or oven roasted	Fried vegetables or veggie chips	Garden Fresh Platter (raw veggies, ranch, hummus) Glass Garden Crudite (raw veggies, upscale display) Grilled Marinated Vegetable Platter Salad Bar Buffet
Water, tea or black coffee	Beverages high in calories and sugar content like soda, energy/sports drinks, and juices	Bottled Water Tazo Hot Tea Java City Coffee
Healthy fats. (Monounsaturated and polyunsaturated fats and omega-3s) Try mixed nuts and seeds, avocados, salmon, olives, soymilk and tofu	Unhealthy fats (Saturated fat, trans fat, and partially hydrogenated oils) Products like processed meat, margarine, and processed and fried foods	Pesto Orzo and Red Pepper Salad with Plum Tomatoes and Fresh Basil Toasted Cranberry Apple Couscous with Apricots, Granny Smith Apples, Almonds, Red Onions, Scallions with a hint of Fresh Mint Mediterranean Appetizer Station with Marinated Olives, Hummus, Pita Chips, and Roasted Veggies Tabbouleh Salad with Bulgur (wheat), Tomatoes, Cucumber, Mint, Parsley, Onions with Garlic and Olive Oil
Whole grains Try: breads, cereals, rice, crackers, and bulgur.	Processed and refined grains Any white flour bread, pasta and cookies and any foods that contain added sugar, sodium and fat.	The Working Lunch (sandwiches on whole wheat/multigrain bread) Smart Sunrise Breakfast Wrap Buffet (wraps on whole wheat tortilla)
Baked snacks Try pita chips, baked potato chips, pretzels, wheat crackers, or breadsticks.	Fried potato chips and any fried snacks, and regular/buttered popcorn	Dried Fruits Raw Nuts Pretzels Baked Kettle Chips



Food Safety

Four basic food safety principles work together to reduce the risk of foodborne illnesses. These principles are:

Clean hands, food contact surfaces, and vegetables and fruits.

Separate raw, cooked, and ready-to-eat foods while shopping, storing, and preparing foods.

Cook foods to a safe temperature.

Chill (refrigerate) perishable foods within 2 hours

Some foods pose high risk of foodborne illness. These include raw (unpasteurized) milk, cheeses, and juices; raw or undercooked animal foods, such as seafood, meat, poultry, and eggs; and raw sprouts. These foods should be consumed with caution.

Campus event planners can use the following tips to follow basic food safety practices and ensure that people do not get sick from the food or beverages they consume:

- Do not work with food if you have any type of illness, such as a cold sore, infected cuts, colds, etc.
- Perishable foods not kept hot or cold as described above should be discarded after holding for 4 hours or more at room temperature.
- Keep hot food at 135°F or above and cold food at 45°F or below.
- Persons handling food—preparing, displaying, or serving—should wash their hands with warm water and soap or antibacterial sanitizer before doing so.
- Rinse fresh fruits and vegetables under running tap water before serving
- Remove and throw away bruised or damaged portions of fruits and vegetables
- If in doubt, throw it out!
- Clean and sanitize all surfaces and utensils including cutting boards, countertops, peelers and knives that will touch food before and after food preparation
- Handle all food items with a utensil (e.g. tongs) when feasible, rather than with bare hands/fingers
- Store and transport all food in clean, appropriate containers and cover the container (e.g. plastic wrap) when on display. Do not store any food product in the original container the food product came in for food storage
- Verify that any off-campus food vendor is an approved UCI campus caterer

For more information on proper food handling guidelines, visit

<http://www.fightbac.org/safe-food-handling>

For more information on the Campus Catering Program, visit

<http://www.confserv.uci.edu/meetings/catering.php>



Sustainability at UCI

At the University of California, Irvine, students, faculty, and staff are encouraged to utilize reusable products and to recycle materials in order to reduce and divert campus waste from landfills. UCI Facilities Management runs a comprehensive waste management and recycling program with the ultimate goal of being at zero waste by 2020. Help the University become a sustainable campus by having a Sustainable Meeting.

- Whenever possible, use re-usable serving containers and eating utensils
- When disposable products are the only option, use paper and compostable products. Styrofoam can take over a million years to decompose.
- Order food, beverages, and condiments in bulk containers rather than single servings
- Provide a jug of water rather than many individual water bottles
- Provide recycling containers for cans, bottles and cardboard/paper.
- Choose food and beverages that are local, organic, fair trade or humane whenever possible.
- Consider making your meeting and announcements paper-less. Email the agenda, or display it by writing on a board or using a projector



UCI Facilities Management provides Zero Waste bins for large-scale meetings and events upon request for a fee. They offer landfill, compost, and recycling bins. To order or to get more information, contact the Facilities Management Services desk at 949-824-5444.

To get more information about UCI's sustainability efforts, please contact EH&S or Facilities Management. Their information can be found on the Resources list on page 13.



UCI Facilities Management strives to promote sustainable practices. Sustainable practices include conserving energy and resources and making a conscious decision to lessen one's impact on the environment. They provide several tips for making your meeting as sustainable as possible.

- Announce to participants and post signs that this is a Zero Waste Event and let them know how they can participate
- Contact ALL vendors prior to the event and discuss products for sale and use and post-event disposal
- Provide waste bins for Recycling, Composting and Landfill and LABEL BINS with pictures AND words
- Serve bulk water as opposed to bottled water
- Consider reusable drinking containers with venue logo
- Avoid individual serving supplies, condiments, seasonings, creamers, sugars, etc. All those tiny packets are not recyclable
- Do not use Styrofoam and plastic bags as they are not recyclable. Instead use paper bags for lunch containers
- When possible, use reusable serve ware (reusable China, metal utensils, linen napkins)
- Do not use Towelettes or Wet Wipes — they are not recyclable
- Use a Zero Waste Bin set up and provide a Trash Talker (Waste Monitor)
- For large events – order roll-offs and/or 3-yard bins for outside
- For excess food donation, consider Second Harvest at 949-653-2900
- Get Zero Waste Volunteers — student groups
- Use water “hydration stations” for refilling bottles
- Send out evites stating Zero waste goals
- Consider green door prizes, e.g. goody bags that can be used for shopping



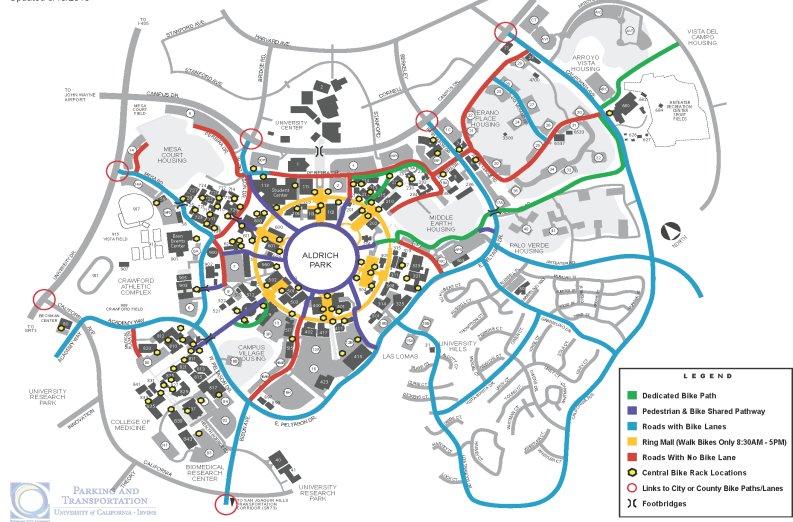
Bike Transportation to Meetings

Biking around the UC Irvine community is a healthy, alternative way to get around. UC Irvine is a biking-friendly university with many options for biking. Transportation and Distribution Services provides information on biking at UCI on their website at <http://www.bike.uci.edu>.

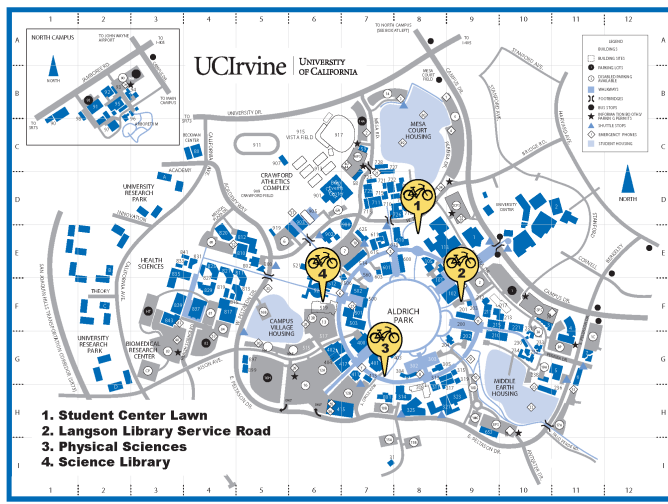
This UC Irvine bike website provides a map of different bike paths and routes on the UC Irvine campus. It also shows where bike racks are located for your bicycle protection. A larger PDF version of this map can be accessed at http://bike.uci.edu/pdf/uci_bike_map4.pdf

UC Irvine Bike Map

Updated 3/10/2010



ZotWheels Station Locations



ZotWheels is a program designed specifically for UC Irvine members. An annual fee of \$40 is used to receive membership to the ZotWheels program, after which members can rent bicycles throughout campus for up to three hours. This initiative began in 2008, modeled after the bicycle share systems in Europe. More information and a larger ZotWheels map can be found at <http://www.parking.uci.edu/zotwheels/main.cfm>



Fitting in Activity and Breaks

Incorporating a physical activity and breaks into meetings will increase participant energy, attention span, enthusiasm, and productivity. Taking a few minutes to move can save time in lost productivity. It is also a great way to achieve caloric balance and lose or maintain weight; research suggests that there are health benefits for individuals who integrate short periods of activity into their day.

Guidelines for Activity Breaks

- Breaks should be voluntary and can be anywhere
- Breaks should be fun, safe, and not require a professional leader
- There should be sufficient space to avoid injury
- Participants should be comfortable, go at their own pace and stop if they feel pain
- Music can help energize the audience but is not required

Physical Activity Meeting Guidelines

- Choose a meeting or event location where participants can easily and safely take a walk
- Provide maps or recommendations to walking routes for nearby trails and attractions
- Choose a meeting hotel with a fitness facility
- Encourage use of the stairs
- Consider a casual dress code so participants can move more freely
- Organize optional morning activities. A walk or a fitness class such as yoga, tai chi or aerobics is a great idea
- Incorporate ice-breakers and activities that encourage moving around
- Encourage walk-and-talk sessions as networking opportunities
- Give healthy incentives to employees for being active and keeping track of their activity



Stay Active!

The general recommendation is to be physically active for at least 30 minutes most days of the week.

Length of Meeting	Type of Break	Suggested Break Intervals
2-hour meeting	5-10 minute “stand-up-and-stretch”	Middle of the meeting
2-4 hour meeting	10-15 minute light aerobic activity	First and last half hour of meeting
All day meetings	Stretch breaks, 5-minute activity 30-minute break or physical activity	Once every hour, extended break during the middle of the meeting

*A short stretch break is recommended at the top of every hour

Examples of Activity Breaks

- March in place
- Walk around the room
- Take the stairs
- Turn on music and dance or move around!
- Take stretch breaks (see page 10 for desk stretch suggestions)
- Slowly stretch neck, shoulders, arms, hands, back, legs and feet
- Utilize “Up” series ** (online wellness videos/programs)
- Engage in physical activity (i.e. Fit Squad** at UCI)

Resources

** **“Up” series** are a collection of instructional and motivational videos brought to you by UCI’s Worklife and Wellness Program. Videos range from physical activities to light stretches, perfect for group meetings and stretch breaks. Videos can be found at:

<http://www.wellness.uci.edu/facultystaff/programs.html>

** **Fit Squad**, a mobile unit providing fitness and wellness programs throughout the UCI community, is designed by the Anteater Recreational Center (ARC) to encourage physical activity and quick workouts at different locations on campus. Contact the ARC at (949) 824-5346.

For information on more opportunities for UCI faculty and staff, please see the Resources list on page 10.

DESK STRETCHES

These are stretches to do at your desk.
This program will take 2 1/2 – 3 min.

- Breathe easily
- No bouncing or forcing
- No pain!
- *Feel* the stretch
- Relax
- See Stretching Instructions, pp. 77–84

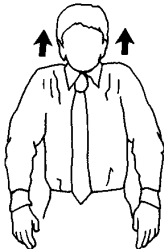
1
5 sec, 3 times
p. 82



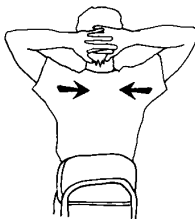
2
5 sec, 3 times
p. 82



3
5 sec, 2 times
p. 81



4
5 sec, 2 times
p. 84



5
5 sec
p. 84



6
5 sec
each side
p. 84



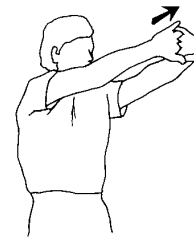
7
5 sec
p. 84



8
10 sec
each arm
p. 81



9
10 sec
p. 82



10
10 sec
p. 81



11
9 sec
each side
p. 82



12
10 sec
p. 79



- Prolonged sitting at a desk or computer terminal can cause muscular tension and pain.
- Taking a few minutes to do a series of stretches can make your whole body feel better.
- Learn to stretch spontaneously throughout the day whenever you feel tense.
- Don't just do seated stretches, but do some standing stretches too. Good for circulation.

From the book:

34 Getting in Shape © 2002 Shelter Publications, Inc.

www.shelterpub.com

Photocopy this page and keep it in your desk drawer.

Emergency Preparedness

UCI has emergency plans in place to prepare for safety issues on campus. In order to ensure that your meeting is safe, it is important to be prepared for potential emergencies that may arise. These include small-scale issues like building evacuation to medical emergency to larger-scale events like a major earthquake, hazardous materials incidents, or active shooter incidents. The UCI Police Department provides helpful information and tools for ensuring that you are prepared in case of any emergency.

UCI EMERGENCY PROCEDURES

UCI Emergency 9-1-1



Police Department	9-1-1 or 949.824.5223 (24 hours / 7 days / week)
Counseling Center	949.824.6457 (8 - 5/ M - F)
Emergency Management	949.824.7147 (7 - 4 / M - F)
Environmental Health & Safety	949.824.6200 (7:30 - 4:30 / M - F)
Facilities Management Service Desk	949.824.5444 (24 hours / 7 days / week)
Office of Information Technology	949.824.2222 (24 hours / 7 days / week)
Emergency Management on-line	http://www.police.uci.edu/
Sign up for zotALERT messages	http://www.oit.uci.edu/zotalert/
UCI Emergency Information Line	866.IRV.NEWS (Activated only after a disaster)

Revised: August 2011

A list of helpful phone numbers is provided in case of an emergency on campus, or to find out more information about how to develop a healthy meeting.

Emergency Resources

- UCI Police Department: <http://www.police.uci.edu/>
- Office of Emergency Management Blog: <http://sites.uci.edu/emergencymanagement/about/>
- SNAP Emergency Management for UCI: <http://snap.uci.edu/viewXmlFile.jsp?resourceID=1404>
- Emergency Procedures Chart (“Blue Flip Chart”): http://www.police.uci.edu/awareness/docs/UCI_EmerProc.pdf
- Campus Emergency Operations Plan: <http://www.police.uci.edu/em/EmergencyManagementPlan.pdf>
- Assembly Area Evacuation Map: <http://www.ehs.uci.edu/em/zonemap.html>
- Emergency Evacuation Zone Crew: <http://police.uci.edu/em/ZoneCrew.html>
- Campus Search and Rescue Team: <http://www.police.uci.edu/em/CSAR.html>
- zotAlert Text Messaging: <http://www.oit.uci.edu/zotalert/>

Emergency Preparedness

Faculty and Staff Roles and Responsibilities

In case of an emergency, there are designated roles and responsibilities of faculty and staff members in preparation for, and in response to, cases of crises.

- Review the [UCI Emergency Procedures Chart \(aka “Blue Flip Chart”\)](#) and have a copy in your workspace, laboratories, conference rooms, and classroom(s)
- Review the campus [Emergency Operations Plans](#)
- Know what to do in case of an emergency on campus
- Get to know your Zone Captain and the Zone Crew members in your area
- Know evacuation routes and the pre-designated assembly areas for the buildings you are in most frequently - [Assembly Area Map](#)
- Faculty members should be prepared to direct their students to assembly areas in the event of an emergency
- Faculty members — should include the Emergency Preparedness Insert in all course syllabi
- Know the emergency plan and continuity/recovery plan for your department
- Sign up to receive [zotALERT text messages](#)
- Have an emergency kit in your office, in your car, and at home
- Contact the campus Emergency Services Manager at x4-7147 if you are interested in a preparedness presentation for your lab, class, or department
- Become a Zone Crew member. Contact your Zone Captain [for more information](#)
- Become a Campus Search and Rescue (CSAR) Team Member. See the [CSAR page](#) for training sessions and more information

This page can be found at: <https://snap.uci.edu/viewXmlFile.jsp?cmsUri=public/infoPageRolesResponsibilities.xml>



Assessing Your Meeting

Asking your meeting attendees to evaluate and assess the meeting will help to gauge the success of your healthy meeting. This evaluation will also allow you to see which components of the healthy meeting may need adjustments and which aspects will still take time to garner acceptance. Feel free to use all of this evaluation or modify it to be included in any additional meeting evaluations you use. Over time, utilizing this evaluation may also reveal trends in acceptance and attitudes towards healthy meetings as they become the norm in the UCI community.

Nutrition

Did this meeting provide enough healthy food options?

- Yes, there were many healthy food options
- Yes, there were some healthy food options
- No, there were few healthy food options
- I do not know/I am not sure or I do not have an opinion

Additional comments/suggestions: _____

Did you enjoy the food provided at this meeting?

- Yes, I enjoyed the food
- I somewhat enjoyed the food
- No, I did not enjoy the food
- I did not have any of the food provided

If yes, what did you enjoy about the food? If no, what would you have changed about the food?: _____

What was your favorite food item served at this meeting?

What was your least favorite food item served at this meeting?

Did you enjoy the beverages offered at this meeting?

- Yes, I enjoyed the beverages
- I somewhat enjoyed the beverages
- No, I did not enjoy the beverages
- I did not have any of the beverages provided

If yes, what did you enjoy about the beverages? If no, what did you have changed about the beverages?: _____



Breaks/Activities

Did you have any breaks during the meeting?

- Yes, there was a break during the meeting
- No, no break was offered during the meeting

If there was no break provided, would you have wanted a break?: _____

Were you encouraged to do any stretches or engage in physical activity during the break?

- Yes, there was a programmed stretch/physical activity during the break
- Yes, we were encouraged to stretch or be physically active on our own during the break
- No, there was no suggestion for stretching/physical activity during the break

If yes, did the encouragement help you be more physically active during the break? If no, would you have participated in a group stretch/physical activity had it been offered?: _____



How long was your break?

- 5-10 minutes
- 10-20 minutes
- 30 minutes or lunch break
- 30+ minutes

Did you feel like you had adequate time for your break? Why or why not?: _____

Do you have any other suggestions or comments about the breaks and activities during this meeting?: _____

Sustainability

Were separate containers provided for recycling, composting, and/or landfill disposal?

- Yes, all three bins were provided
- Yes, at least one recycling OR composting bin was provided (in addition to regular trash bins)
- No, only regular trash bins were provided

Which of these sustainable options were offered at this meeting?

- Bulk water was provided instead of individual plastic water bottles
- Recycling/composting was suggested or encouraged
- Reusable or recyclable/compostable utensils and plates were offered
- There were minimal paper handouts given at the meeting (e.g. agenda was sent electronically, screen projections, etc.)
- Other sustainable options were provided, such as: _____

General

What other suggestions do you have to make meetings healthier?: _____

Preparing Your Meeting Checklist

The checklist below is provided to help organize a healthier meeting for the UCI community. This list is designed to be used as a basic one-page guideline to organize meetings that will be healthier, safer, and more sustainable after the review of the Healthy Meeting Guidelines.

Activity Breaks

- If the meeting is scheduled to be over an hour long, is there a planned break?
- Is there some type of activity/stretch/exercise incorporated into the meeting?
- Are suggestions for activities/stretches/exercises provided for attendees?

Food & Nutrition

- Are healthier food options provided at this meeting? For example, do snacks and meals consist of healthy fats, limited refined sugars, more fruits and vegetables, etc.?
- Are provided beverages low in sugar content? (e.g. coffee, unsweetened tea, water, etc.)

Transportation

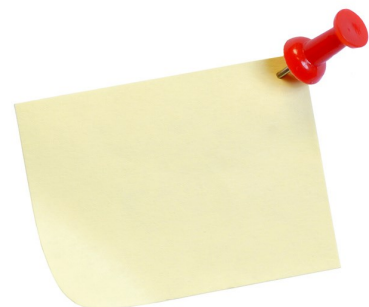
- Are attendees provided with healthy transportation options, such as biking and walking routes?
- Is the meeting in a location that attendees can easily travel to?
- Is the meeting location accessible for disabled attendees?

Sustainability

- Will recycling and composting (if applicable) bins be available at the meeting?
- Is the meeting as paperless as possible? (e.g. electronic flyers/emails for publicity, agenda provided online or displayed on PowerPoint, etc.)
- Are disposable plastic goods reduced as much as possible? (e.g. compostable paper utensils, water jugs instead of individual water bottles, etc.)

Emergency Preparedness (If Applicable)

- Are meeting leaders aware of evacuation plans and where to go in case of an emergency?
- Is there an emergency kit or first aid kit located nearby? If so, are the meeting organizers aware of where it is?





Resources

Providing healthy meetings involves the collaboration of many different departments on campus. UC Irvine values the health and wellness of individuals in our campus community. These departments and offices can help to provide support for your healthy meetings or answer any questions you may have about the services they offer.

Worklife & Wellness	949-824-5429	http://www.wellness.uci.edu
Hospitality and Dining Services	949-824-1492	http://www.food.uci.edu
Campus Recreation	949-824-3738	http://www.campusrec.uci.edu
Environmental Health & Safety	949-824-6200	http://www.ehs.uci.edu
UCI Police Department	949-824-5223	http://www.police.uci.edu
Office of Emergency Management	949-824-7147	http://sites.uci.edu/emergencymanagement
Facilities Management	949-824-5444	http://www.fm.uci.edu/units/recycling_refuse.html
Transportation & Distribution Services	949-824-3940	http://www.parking.uci.edu
Human Resources	949-824-5210	http://www.hr.uci.edu



We hope this guide will help you offer healthy foods and physical activity breaks to accommodate the needs of meeting participants. By offering these healthy choices at campus meetings and events, you will be encouraging vitality and productivity while supporting UCI's faculty, staff and students physical activity and healthy eating goals.

Acknowledgments:

The UCI Guide to Healthy Meetings and Events is created by the UCI Wellness and Safety Partnership:

- UCI Human Resources: Worklife and Wellness Program for Faculty and Staff
- Campus Recreation
- Hospitality & Dining Services
- Environmental Health & Safety
- UCI Police Department
- Facilities Management
- Health Education Center
- Material & Risk Management
- School of Medicine
- Transportation & Distribution Services

References:

- *Dietary Guidelines for Americans*
- California Department of Health—5 A Day Program
- UC Berkeley Guide to Healthy Meetings and Events
- UCI Catering
- UCI Facilities Management

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FOR FACULTY AND STAFF