

# Lane Community College Sponsored Healthy Meetings, Conferences, and Events Guidelines

## **OVERVIEW**

These guidelines describe Lane's desire to offer healthy meetings, conferences, and events. Proper implementation of these guidelines will ensure Lane's sponsored meetings, conferences, or events provide healthy food options and physical activity breaks during the length of the meeting, conference, or event.

## **PURPOSE/RATIONALE**

Lane's healthy meetings, conferences, and events guidelines are an important way to support the health and well-being of our employees, students and community partners. It is the goal of Lane to support employee health by promoting the availability of healthy foods and beverages during all meetings, conferences, and events when sponsored by Lane. Our food choices, lifestyle and environment all affect our health. We know that dietary factors and physical activity contribute substantially to preventable disease and premature deaths.

- Dietary factors are associated with 4 of the 10 leading causes of death: coronary heart disease, some types of cancer, stroke and type II diabetes. Health conditions related to dietary factors cost society an estimated \$200 billion each year in medical expenses and lost productivity.
- There is an epidemic of obesity. Currently, about two-thirds (64%) of adults are overweight or obese and 17% of youth are obese. Approximately 300,000 deaths a year are currently associated with obesity and being overweight.
- Many adults are trying to lose or maintain weight. 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 fats while at these gatherings. Removing unhealthy snacks from work meetings takes away the temptation that sweets trigger and encourages employees to make healthier food choices during the day.
- Healthier food options at meetings deliver more productivity from employees. Eating the right foods, gives participants a day filled with energy instead of constant highs and lows that may be experienced with high sugar and unrefined grains.
- The health risks of sitting include heart disease, colon cancer, muscle degeneration, leg disorders, brain fog, back and shoulder pain, disc damage in the low back and a greater risk of mortality than those who sit less.

## **IMPLEMENTATION**

To implement these guidelines, it is recommended that employees involved in planning events approve those menus that are in alignment with the recommendations provided here. If employees responsible for ordering food for Lane meetings, conferences, and events need additional help, they can contact Lane's Employee Wellness Program.

## **GUIDELINES**

These guidelines apply to all Lane sponsored meetings, conferences, and events. All employees

responsible for planning meetings, conferences, and events are strongly encouraged to follow these guidelines.

MEETING LENGTH	FOOD	BEVERAGE	MOVEMENT
Meetings 1 - 2 hours in length:	If food is offered, see below for the "Healthy Food Options" recommendations.  ** At minimum at least 50% of the food served should be healthy choices.	It is recommended that the beverage service only include: water, coffee, creamer and a lower fat milk option, teas, 100% fruit or vegetable juices, and/or ice tea.	The meeting facilitator should allow for a minimum of a 10 minute break, after the first hour or before, for some form of physical movement – this could include stretching and/or walking down the hall and back, or up the stairs and back. See the attached for suggested stretches.
Meetings or conferences 2 - 5 hours in length:	It is recommended that meals include foods that follow nutrition standards set by the Oregon Public Health Division and are based on the U.S. Department of Agriculture and Department of Health and Human Services Dietary Guidelines for Americans (See below).	It is recommended that the beverage service only include: water, coffee, creamer and lower fat milk options, teas, 100% fruit or vegetable juices, and/or ice tea.	Provide a minimum of a 5 minute break each and every hour for physical activity, as noted above.
Meetings or conferences beyond 5 hours in length:	Meals and snacks will include foods that follow nutrition standards set by the Oregon Public Health Division and are based on the USDA and HHS Dietary Guidelines for Americans (See below).	The beverage service only includes: water, coffee, creamer and lower fat milk options, teas, 100% fruit or vegetable juices, or ice tea.	Provide a minimum of a 5 minute break each and every hour for physical activity. With an additional 10 – 15 minutes for physical activity in the middle of the session.

## Beverages

- Provide tap water as an option when serving beverages.
- Replace sugary drinks (i.e. sweetened tea, soda) and alcohol with healthy alternatives such as seltzer water, unsweetened tea or water with lemon wedges. Lane is under federal mandate to be a drug free workplace, including alcohol. Lane could lose all federal funding for not being compliant with the Drug Free Workplace Act.
- Provide fat free or low-fat milk in addition to ½ and ½ for coffee service.

## Breakfast

- Offer fresh fruit and/or vegetable options when serving food.
- Serve berries, bananas or apples – easy options that do not require additional preparation.
- If providing pastries and bagels, cut them in half or in quarters.
- Provide low-fat options for spreads (i.e. hummus, low-fat cream cheese).

Provide breakfast alternatives to baked goods, such as oatmeal and/or low-fat, unsweetened yogurt.

## Lunch

- Offer fresh fruit and/or vegetable options when serving food.
- Serve a vegetable or green salad instead of chips – a bag of baby carrots or snap peas is easy and economical.
- Serve fruit in place of baked goods for dessert.
- Serve condiments (i.e. mayonnaise, butter) and salad dressing on the side if serving sandwiches or salads.
- Offer sandwiches or wraps on whole grain bread or tortillas.
- Include a lunch option with no meat or cheeses – try replacing these items with an alternative such as beans, lentils, tofu or grilled vegetables.

### Snacks

- Offer fresh fruit and/or vegetable options when serving food.
- Consider a fruit or veggie platter, or dried fruit without added sugar.
- If providing packaged snacks, look for snacks under 200 calories per serving.
- If providing cookies and pastries, cut them into smaller pieces.

### Other Ideas

- Consider forgoing a snack break and include a stretch break instead.
- Offer water. Hydration is important for proper functioning and optimal health of the brain and body. Mild levels of dehydration can reduce cognitive abilities, impair short term memory and/or lead to fatigue.
- Ask the caterer for calorie information and post in a visible place.
- Consider not serving snacks if a meeting is less than 3 hours.
- Find an alternative for the office candy bowl – consider filling it with nuts in mini packages, single serving vegetable juice, hot cocoa mixes (low fat, no sugar added), string cheese, tangerines, mints, Jolly Ranchers, or Lollipops.

### Sustainability

- Use water glasses and bulk containers for drinks. Do not use bottled water.
- Serve “family style” to avoid individually packaged products.
- For potlucks, have employees bring their own plates/utensils/cups or use reusable ones.
- Buy food locally, seasonally and/or with minimal packaging.
- When buying food grown farther away, (e.g. coffee, teas or chocolate) choose products that are certified fair trade.
- Offer a vegetarian option at meals.
- Advertise where the food and other sustainable materials have come from so that others can learn to throw sustainable events.
- Make recycling announcements.

### Resources

- Oregon Healthy Food and Beverage Nutrition Standards and Guidelines. (WWW location)

- 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 are found at: [http://www.sph.umn.edu/img/assets/9103/Nutrition\\_Guide.pdf](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 can be found at: <http://www.eatsmartmovemorenc.com/HealthyMeetingGuide/Texts/HealthyMeetingGuide%20-%20508.pdf>
- U.S. Department of Health and Human Services Dietary Guidelines can be found at: <http://www.cnpp.usda.gov/Publications/DietaryGuidelines/2010/DGAC/Report/Briefing-DGACAdvisoryReport.pdf>
- [http://www.goodhealth.com/articles/2007/10/22/managing\\_the\\_candy\\_dish](http://www.goodhealth.com/articles/2007/10/22/managing_the_candy_dish)
- “The Health Hazards of Sitting” by Bonnie Berkowitz and Patterson Clark, Published: Jan. 20, 2014 in The Washington Post
- Greening Events at Stanford, Chapter 3 and A