

**EATING  
HEALTHY  
AND  
STAYING  
ACTIVE**  
**IN WORK MEETINGS,  
CONFERENCES  
AND WORKSHOPS**



# Recommendations for promoting healthier work meetings

To improve the quality, nutritional balance and environmental sustainability of meals during meetings and conferences it is advisable to prioritize **Mediterranean**, seasonal, and locally sourced foods and preparations.

Due to the extended periods of physical inactivity and indoors settings, it is beneficial to opt for mild, light, and appropriately portioned culinary selections that facilitate a smooth continuation of the workday. Additionally, smaller portions make it is easier to minimize food waste. Nevertheless, if the attendees still feel hungry, they can always request seconds.

**Water should be available** in sufficient quantities, well distributed and easily accessible throughout the event. Alcoholic and sugary beverages should be avoided.

Consider **providing fruit for everybody** throughout the day.

For all meals options, it is important to include at least one choice that is **free of animal products** (meat, fish, diaries, and eggs) to ensure that vegetarians and vegans have suitable alternatives.

**Gluten-free** options (for individuals with celiac disease), should also be provided, along with choices adapted to food **intolerances and allergies**. For this reason, it is recommended to include a section for special dietary requirements in the registration forms, as well as for mobility needs, to accommodate the diverse needs of the attendees. For example:

## Special menu request

Please, indicate if you have any special dietary need:

- Gluten-free
- Allergen-free (which one/ones)
- Food intolerance (which one/ones)
- Free of animal products

# HEALTHY EATING

## BREAKFAST

- **Small wholegrain sandwiches with various fillings:** bread with tomato and virgin olive oil, cheese, omelette, sardines, anchovies, roasted vegetables, lettuce and sliced tomato, olive paste, hummus, etc.
- **Fresh seasonal whole fruit** (peach, nectarine, apple, pear, orange, mandarin, etc.), as well as in pieces, as in a fruit salad, fruit brochettes or small washed pieces that can be eaten directly without peeling (cherries, strawberries, apricots, grapes, plums, etc.).
- **Nuts and dried fruits** (without added salt or sugar): almonds, walnuts, hazelnuts, dried plums, raisins, dried apricots, etc.
- **Dairy products without added sugars:** milk, yoghourts and fresh cheese.

## APPETIZERS

- **Nuts and dried fruits and fresh fruit** (for examples, see “Breakfast”).
- **Vegetables** (cherry tomatoes, roasted vegetables, onion and cucumber confit, olives, carrot or cucumber sticks, salads, cold soups, etc.).
- **Small portions** of flatbreads, pizzas, bread with tomato, hummus, olive paste, etc.



## MEALS

- **Assorted salads** (with wholegrain pasta, rice and legumes), sautéed or steamed vegetables, baked or grilled vegetable skewers, etc.
- **Broths or light creams**, *gazpacho* or cold soups.
- **Small portions of stews** based on rice, pasta, or legumes.
- **Small portions of lean white meats and fish.**
- **Wholegrain bread.**
- **Fresh fruit**-based desserts.

Sometimes, you can opt for standing lunches or **picnics** that allow attendees to take a walk during the lunch break.

Ensure that **virgin olive oil** is used in both seasoning and cooking food.

It is crucial to opt for **seasonal local products** while avoiding those that are not part of the local production (foods originated in distant places).

## BEVERAGES

- **Water, milk, soya beverage** (or other plant-based beverages without added sugar as an alternative to milk), **coffee** and **tea**, **herbal infusions**, etc.
- Water should be served in **glass pitchers, bottles and glasses** (or paper cups), and, in general, non-reusable containers for drinks must be avoided or minimised.
- Avoid **sugary drinks**, as well as **alcoholic beverages**.

Having **easy access to water** at any time during the day is important.

**Tap water**, sourced from a public distribution network, undergoes the necessary controls to ensure its suitability and safety for human consumption. It is also cheaper than bottled water, does not require the use of containers for distribution, and involves lower energy consumption. As a result, it has a reduced economic and environmental impact.

# STAYING ACTIVE

It is important to plan for active breaks: scheduled periods for attendees to stand up, move around, take short walks, and do stretches.

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- **Encourage active transportation to the meeting venue.** Information can be provided on:
    - How to get there by walking or using public transportation.
    - Availability of bike parking, municipal bike services, or bike storage facilities in the building itself.
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- **Promote the use of stairs** by ensuring they are well marked to encourage their use.
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- **Avoid long sitting periods.** This can be achieved by:
    - Offering information on short 5-10 minute **walks** around the building.
    - Recommending and facilitating **presentations while standing and in motion**, inviting attendees to listen while standing as well.
    - When changing activities, **encourage people to stand up from their chairs and engage in active breaks** involving stretching or dancing (with audio-visual support) led by the moderator or a physical activity trainer.
    - Organizing **standing lunch breaks**.

It is advisable to distribute, along with the other event documentation, basic recommendations for healthy eating and physical activity, accompanied by a small stretching. Additionally, the following is recommended:

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- **Provide and inform about spaces** designated for stretching or relaxation in motion.
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- Offer information about **cultural or scenic points of interest**.
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- **Facilitate information regarding distances and walking times** from the city centre, train or underground station, etc.
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- **For events lasting more than one day, provide information on locations for sport activities** (swimming pools, sports centres, walking or running circuits). Additionally, consider organizing group city tours involving walking, jogging, Nordic walking, or cycling.

# Meeting & **SPACE** conditions

- Ensure that the meeting venue maintains an **appropriate temperature and ventilation**.
- Ensure the **correct level of lighting**; the intensity should be adjusted according to projection needs. Whenever possible, utilize natural light.
- It is advisable to **limit the duration of sessions** to a maximum of 2-3 hours and encourage active breaks in between.
- **Adherence to the scheduled program times** is crucial to facilitate participant interaction during Q&A time at the end of sessions.
- **Encourage interaction** through debates, discussions, and the exchange of experiences.

## And furthermore...

To ensure meals are environmentally sustainable, it is advisable to use **reusable or compostable tableware** instead of plastic utensils.

**To minimize food waste and utilize excess food** for charitable purposes:

- Estimate the number of diners and adjust food quantities accordingly.
- Dispose the waste that cannot be utilized in appropriate containers.
- Store food under proper conditions to preserve surplus.
- Collaborate with a social organization that collects and repurposes surplus food. Refer to the Registry of Social Entities, Services, and Establishments (RESES).

If a catering services or other service must be hired, prioritise **socially responsible companies**.

