



Meeting, Eating
& Physical Activity

A wellness guide for providing healthy meetings.

MAKING CHANGES TOGETHER

one CHOICE at a time, one STEP at a time, and one LIFE at a time

NUTRITION and PHYSICAL ACTIVITY DIVISION

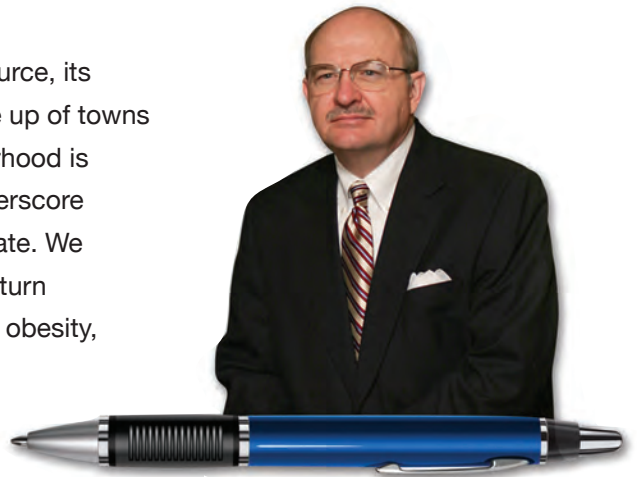
Alabama Department of Public Health

ADPH.ORG/nutrition

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At times, we may forget that Alabama's most precious resource, its citizens, includes all of us. Alabama's 67 counties are made up of towns and cities. Each city has neighborhoods and each neighborhood is made up of individuals. This simple word picture helps underscore that each person's health status affects the health of our state. We each have a personal responsibility for our health, which in turn reflects the health of Alabama. Currently, Alabama has high obesity, heart disease, diabetes, and cancer rates. Lifestyles, such as poor nutrition, lack of physical activity, and tobacco use are consistently listed as contributing factors to these diseases.



Perhaps you have not considered the influence you have when hosting or sponsoring a meeting; however, we know that actions speak louder than words at times. If the meeting you host only offers foods with no nutritional value, lasts all day with no physical activity breaks, and allows smoking you send the unspoken message that healthy lifestyles are not important. Conversely, if the meeting is designed to promote health, the participants know you value their health. This booklet, "Meeting, Eating, and Wellness: Your Guide for Providing Healthy Meetings," is designed to help provide healthy meetings.

As a public health professional, you should be a good role model. Directly or indirectly your actions will touch others. By implementing this guide for healthier meetings, you can set an example, which will in turn, help Alabama become a healthier state.

A handwritten signature in black ink, appearing to read "D. Williamson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Donald E. Williamson, MD
State Health Officer

PURPOSE

The booklet provides options to consider and select from when planning a meeting, conference, or other function sponsored by the Alabama Department of Public Health. Meeting sites, facilities, and locations throughout the state will influence the choices available.

BACKGROUND & OVERVIEW

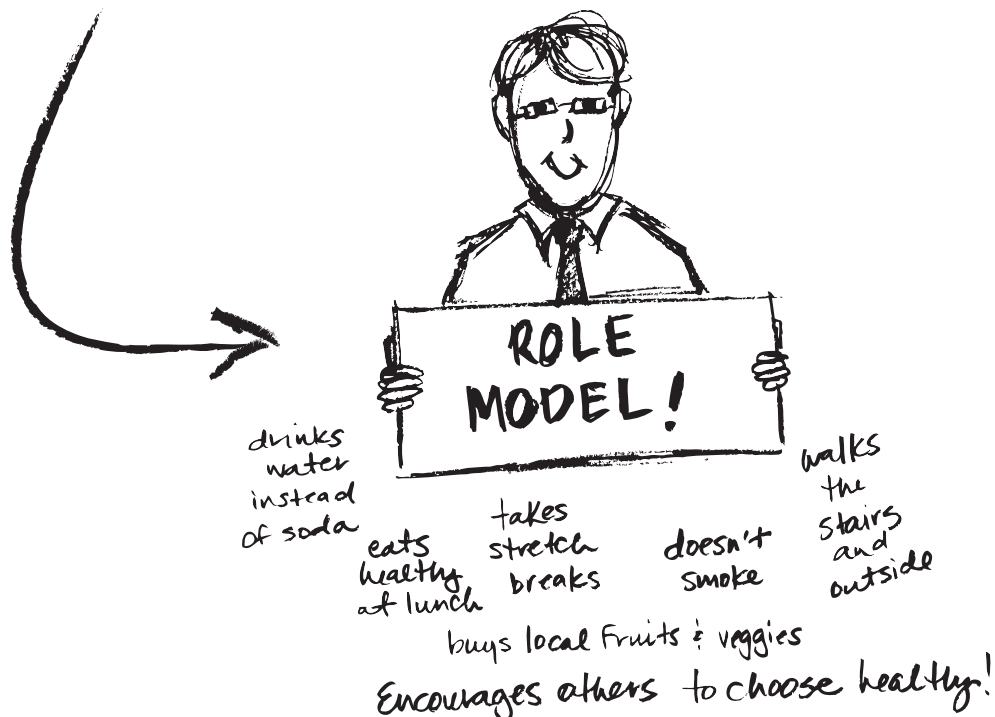
Alabama citizens have many health concerns that are related to lifestyle choices. Some choices can be associated with living in the South. For example having beverages, snacks, and meals at meetings may be considered Southern hospitality, but these can include healthy options. By using this guide, meetings will promote healthy choices, helping to make a healthier Alabama.

IMPORTANCE RELATED TO DISEASE

Alabama has an obesity epidemic and obesity is related to more than 30 diseases and illnesses, such as diabetes, heart disease, and some cancers. In order to stay healthy and reduce risks of diseases, a well balanced diet and physical activity are needed.

BE A GOOD ROLE MODEL

Be a good role model and set an example. If others see health department employees eating healthy choices and being physically active, then they will be encouraged to try.



Meeting Environment

One LIFE at a Time...

Protecting our health, our life, and our earth

The environment in which meetings are offered provides unspoken information on the priorities of the organization. To promote total health, the meeting space should be considered carefully. Consider the following points:

PROTECTING OUR HEALTH

- A smoke free environment is provided. Smoking leads to many adverse health effects, and as a facilitator of healthy habits, a meeting held by the Alabama Department of Public Health should not be held in a smoking environment.
- Stress breaks are offered as needed.
- The room temperature is properly adjusted.
- Noise levels are controlled. Talk with facility staff to ensure kitchen and adjacent meeting noise will not be a problem.

PROTECTING OUR EARTH

- Recycling bins are located in the facility.
- Paperless options are used when possible. Send information packet and agenda via email, provide handouts on removable drives, or provide internet access to meeting materials.
- Water pitchers are used instead of bottles, if possible.
- Re-usable plates, cups, and flatware are used rather than paper or plastic.
- Hotels are environmentally friendly hotels. Does the hotel allow the customer to choose if sheets and towels are washed daily?

Food Guidelines

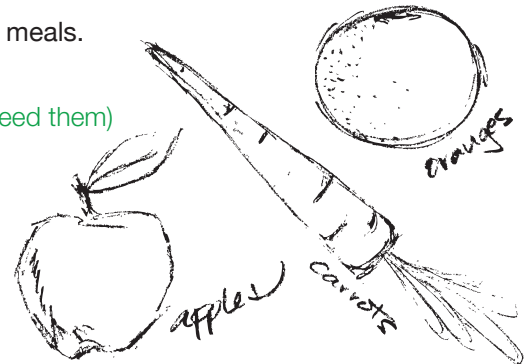
One CHOICE at a Time: Offering Healthier Food Options

Use the following guidelines to help determine what food to offer for meals.

FOOD CHOICES BY CATEGORY (That's right...you choose what to feed them)

Colorful, Local Fruits and Vegetables

- Choose a variety of fresh fruits and vegetables.
- Buy local to support the community, reduce costs, and pollution.
- Offer a variety of colors at meals and snacks.
- Fruit can be fresh, dried, canned, or frozen.

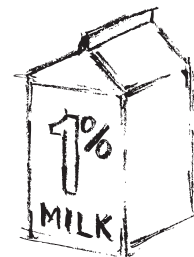


Did you know that each fruit and vegetable has a unique nutrient make up and that it takes many types and colors to get all of the antioxidants, vitamins, and minerals needed?

Low-fat Dairy Products

- Choose different low fat products with different flavors.
- Offer 1% or skim milk, low fat or fat free yogurt, low-fat (part skim) cheeses.
- Substitute regular cheese with part-skim in dishes such as pizza and lasagna.

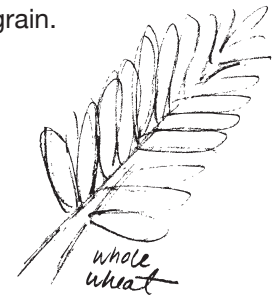
Did you know that low fat and fat free milk contains the same amount of calcium as their higher fat counterpart and low fat dairy may help in weight loss?



Whole Grains and Whole Wheat

- Replace white, processed grain products with whole wheat, whole grain, or multi-grain.
- Offer whole wheat, whole grain, multi-grain breads, wraps, pasta, mini muffins, mini bagels, English muffins, and brown rice.

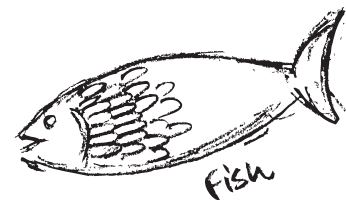
Did you know that eating whole wheat may help to reduce the risk heart disease, cancer, and diabetes as well as lower triglycerides, improve insulin control, and aid in weight management?



Lean Proteins

- Cut down the amount of calories, total fat, and saturated fats by switching to lean cuts of meat and removing the skin.
- Offer chicken, turkey, fish, legumes, nuts, and lean cuts of beef and pork
- Provide baked, broiled, or grilled selections.

Did you know that frying can triple the calories in that product?



“Lite” Desserts

- Reduce empty calorie choices by serving naturally sweet foods.
- Offer light desserts, such as fruit cups with low fat dip or low fat whipped topping, angel food cake with fresh fruit, low fat frozen yogurt, or sorbet.



Did you know that one piece of cheesecake can supply 500 calories and 40g of fat?

Calorie Free or No Added Sugar Beverages

- Reduce hidden calories; drinks with added sugar are loaded with calories.
- Offer water, sugar free flavored water, sugar free colas and iced tea, 100% juice, and low fat or fat free milk.
- Offer sugar substitutes with coffee and tea.



Did you know that one 20 ounce cola can add 250 calories, about 1/3 of the total calories needed for an average person's lunch?

GENERAL GUIDELINES

1. Serve mostly lower calorie and lower fat foods.
2. Serve fruits and vegetables whenever possible.
3. Use portion control.
4. Serve foods cooked in heart healthy ways: baked, broiled, grilled, steamed, or poached.
5. Include a vegetarian option at every meal.
6. Serve low fat or fat free milk, 100% fruit or vegetable juice, water, or calorie-free beverages.
7. Limit high fat, high sugar, low fiber items.
8. Include space on the registration forms to indicate food allergies or dietary restrictions.

BREAKS and SNACKS

When asked, “Is a snack really necessary at each break?”, the answer is no. Consider offering only one snack per day. Other breaks can be used for a physical activity or stretching, with water or low calorie beverages offered. When snacks are offered consider using the 10-10-5 guidelines* with the following selections:

- Air popped popcorn
- Whole grain, low fat crackers
- Pita chips with hummus
- Lightly or unsalted pretzels
- Baked or reduced fat chips or tortilla chips served with low fat bean dip or salsa
- Whole grain, low fat granola bars



- Fresh vegetable trays
- Fresh fruit trays with low fat or fat free yogurt dip
- Trail mix made with nuts, dried fruit, and whole grain cereals
- Cheese and cracker trays made with low fat cheese and whole grain crackers
- Low fat yogurt parfaits made with granola



- Water in pitchers, bottled water, sugar free flavored water
- Diet colas
- Coffee (regular and decaf) with low fat milk and sugar substitutes
- Unsweetened ice or hot tea
- 100% fruit and vegetable juice
- Low fat or fat free milk



*The 10-10-5 Guideline-Each snack serving should provide 10% or less of the daily value for total carbohydrates, 10% or less of the daily value for total fats, and 5 % or more of the daily value of one of the following: fiber, vitamin A, vitamin C, thiamin, riboflavin, niacin, calcium, or iron. Aim for 360 milligrams or less of sodium per serving. An exception is when choosing snacks that contain dried fruit, nuts, or seeds. These snacks may be higher in fat and carbohydrates.

FOOD SAFETY

Whether health department staff or a foodservice business provides the food, it is important that food safety measures are taken. The meeting site should follow USDA regulations. According to the Food Safety and Inspection Service (FSIS) of the USDA, in every step of food preparation, the four **Fight BAC!**[™] guidelines should be followed to keep food safe:

1. CLEAN surfaces and wash hands often.

- Frequent cleaning can prevent the rapid spread of bacteria throughout the kitchen. Bacteria can spread to hands, cutting boards, knives, and countertops.
- Wash your hands with warm water and soap for 20 seconds before and after handling food.
- Wash cutting boards, dishes, utensils and counter tops with hot soapy water after preparing each food item and before you go on to the next food.
- When cleaning with cloth towels, wash them often in the hot cycle of your washing machine.
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten.
- Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.

2. SEPARATE, don't cross contaminate.

- Cross-contamination spreads bacteria. Keep raw meat, poultry, seafood, and their juices away from- ready-to-eat foods.
- Use one cutting board for fresh produce and a separate one for raw meat, poultry, and seafood.
- Separate raw meat, poultry, seafood, and eggs from other foods in your grocery shopping cart, grocery bags, and in your refrigerator.
- Never place cooked food on a plate that previously held raw meat, poultry, seafood, or eggs.

SAFE COOKING TEMPERATURES

as measured with a food thermometer

Ground Meat & Meat Mixtures

Beef, Pork, Veal, Lamb	160°F
Turkey, Chicken	165°F

Fresh Beef, Veal, Lamb

Medium Rare	145°F
Medium	160°F
Well Done	170°F

Poultry

Chicken & Turkey, Whole	165°F
Poultry Parts	165°F
Duck & Goose	165°F
Stuffing (cooked alone or in bird)	165°F

Fresh Pork

Medium	160°F
Well Done	170°F

Ham

Fresh (raw)	160°F
Pre-cooked (to reheat)	140°F

Eggs & Egg Dishes

Eggs	Cook until yolk & white are firm
Egg Dishes	160°F

Seafood

Fin Fish	145°F or flesh is opaque & seperates easily with fork
Shrimp, Lobster & Crabs	Flesh pearly & opaque
Clams, Oysters & Mussels	Shell opens during cooking
Scallops	Milky white or opaque & firm

Leftovers & Casseroles	165°F
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2009 Partnership for Food Safety Education

3. **COOK** to proper temperatures.

- Use a food thermometer to measure the internal temperature of cooked foods.
- Make sure that meat, poultry, egg dishes, casseroles and other foods are cooked to the internal temperature shown in the chart.
- Cook ground meat or ground poultry until it reaches a safe internal temperature.
Color is not a reliable indicator of doneness.
- Cook eggs until the yolk and white are firm. Only use recipes in which eggs are cooked or heated thoroughly.
- Bring sauces, soups and gravy to a boil when reheating.

4. **CHILL** by refrigerating promptly.

- Bacteria spreads fastest at temperatures between 40 °F and 140 °F, so chilling food properly is one of the most effective ways to reduce the risk of food borne illness.
- Chill leftovers and takeout foods within 2 hours.
- Keep the refrigerator at 40°F or below and use a thermometer to check the temperature.
- Never defrost food at room temperature. Food must be kept at a safe temperature during thawing.
- There are three safe ways to defrost food: in the refrigerator, in cold water, and in the microwave.
Food thawed in cold water or in the microwave should be cooked immediately.

Physical Activity

ONE STEP AT A TIME...To promote active living.
Encouraging healthy steps to an active lifestyle.

The American College of Sports Medicine and the American Heart Association recommend:

- Moderate intensity* cardio exercises 30 minutes a day, five days a week or
- Vigorous intensity* cardio exercises 20-25 minutes a day, three days a week, and
- Eight to 10 strength-training exercises, eight to 12 repetitions of each exercise, twice a week.

It is not always easy to find the time to exercise. The good news is, a gym is not required, but determination is! Finding ways to incorporate physical activity into most aspects of our lives includes being physically active at meetings.

PLANNING THE MEETING

Location

- Choose a location that is safe for participants to take a walk.
- Check for proper lighting, safe sidewalks, and visible pedestrian signs.
- For overnight meetings, choose a hotel that has:
 - Meeting rooms or is close enough for guests to walk to the meeting
 - Restaurants
 - Fitness facility at no cost, or provides vouchers to a nearby facility

Communication

In the information packet sent to participants include:

- Details about activities and activity breaks so participants can bring proper attire (walking shoes, casual clothing, umbrellas).
- City maps, directions to local parks, and walking trails.
- Information about the hotel's fitness facilities.

Motivation

- Post signs directing participants to the stairs rather than the elevator.
- Encourage walking from the hotel to the meeting location and/or restaurants.
- Provide opportunities for activity breaks.

**The American College of Sports Medicine defines moderate exercise as "working hard enough to raise your heart rate and break a sweat, yet still being able to carry on a conversation" and vigorous exercise as "an activity which causes rapid breathing and a substantial increase in heart rate."*

TIPS FOR LEADING ACTIVITY BREAKS

- Make it fun and keep it safe.
- Allow each person to move at his or her own pace.
- Make sure there is enough space for everyone to move easily.
- Exercise breaks should last five to 10 minutes.
- The exercise should not cause pain.
- The exercise should not cause people to perspire.

Ideas for making your meeting more active:

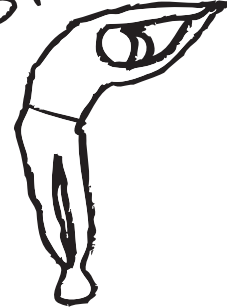
- Curl water bottles
- Do toe touches
- Incorporate simple chair exercises:
 - Chair twist (grab one side of the chair while turning in the opposite direction)
 - Toe raises
 - Knee lifts
 - Arms reaching over the head
 - Arm circles
- Offer small moments of activity to move the whole body:
 - Arm circles
 - Marching in place
 - Side steps
 - Side-to-side arm swings
 - Heal touches
- Relax by deep breathing
- Walk around the room
- Schedule a 10-minute walk right after lunch but before the meeting resumes
- Offer “Walk and Talk Sessions”
- Provide pre and post meeting walks
- Organize an early morning yoga class
- Encourage walking while meeting during a break-out session
- Assign a motivating individual to lead a walk, lead exercises to increase participation.

PHYSICAL ACTIVITY EXAMPLES:

calf stretch

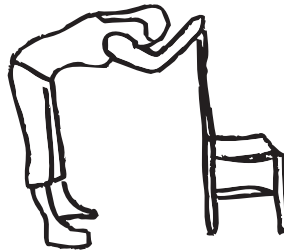


upper body stretch



calf raises

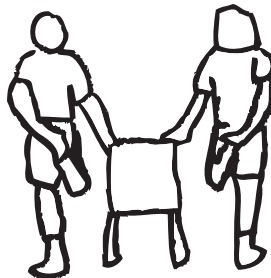
back stretch



Neck stretch
or
head circles



knee lifts



quadriceps stretch

Healthy Meeting Checklist

Did you plan a healthy meeting?

MEETING ENVIRONMENT GUIDELINES:

- Recycling is available.
- A non-smoking environment is adhered to.
- Lights, noise, and temperature are properly controlled.
- If overnight, hotel has environmentally friendly policies posted.
- Re-usable dinnerware, flatware, and drink ware are used.

YES	NO
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SCORE: 0- 1 box checked- improvement is needed.

2- 3 boxes checked- it is on the way to being environmentally friendly.

4- 5 boxes checked- it meets the guidelines to be considered environmentally friendly.

FOOD GUIDELINES

- A fruit and vegetable is served at each meal.
- Low fat dairy is provided at meal or break.
- Whole grain or whole wheat products are used.
- Lean protein is offered at meals and breaks.
- Calorie free or no-sugar added beverages are the standard choices; other beverages must be requested.
- When desserts are offered, low fat options are available.
- Heart healthy cooking techniques are used (bake, broil, grill, poach, steam).
- Appropriate portions are offered.
- Snacks meet 10-10-5 guidelines.
- Fight BAC guidelines are practiced.

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SCORE: 0- 5 boxes checked- improvement is needed.

6- 8 boxes checked- it is on the way to being nutritionally healthy.

9- 10 boxes checked- it meets the guidelines to be considered healthy.

PHYSICAL ACTIVITY GUIDELINES:

- At least one physical activity break is offered.
- The meeting is in a location convenient for walking.
- A planned physical activity is included on the meeting agenda.
- If overnight stays are involved, the hotel has fitness facilities.
- At least one pre or post meeting physical activity is planned.
- Signs directing participants towards the stairs are posted

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SCORE: 0- 2 boxes checked- improvement is needed.

3- 4 boxes checked- it is on the way to being physically active.

5- 6 boxes checked- it meets the guidelines to be considered active.

Frequently Asked Questions

Q) What does appropriate serving size mean?

A) Serving sizes are very important in planning and eating meals. Too much of a healthy food will add extra calories. Generally starches, fruits, and vegetable servings are ½ cup while meat is 3 to 4 ounces. Here are some visual suggestions to make sure you get the appropriate serving size for your meals.

- *Medium fruit = size of a baseball*
- *Meat = deck of cards*
- *½ cup of ice cream = tennis ball*
- *1 teaspoon peanut butter = tip of thumb*
- *Pasta or rice = cupped palm*
- *Cheese = 6 dice or 2 dominos*
- *Small baked potato = computer mouse*
- *Fish = size of a checkbook*

Q) The guidelines suggest a fruit, vegetable, and whole wheat starch at lunch and supper meals. But are there suggestions on which vegetables to use?

A) Even though starchy vegetables are healthy choices, a meal should consist of a variety of types of vegetables. Half of the plate should consist of non-starchy vegetables, one-fourth (1/4) of the plate is meat or meat substitute, and the remaining fourth (1/4) is a starch. Each meal should include a serving of fruit and low fat dairy. Use the Plate Planner, on our website adph.org/nutrition, as a guide for your meals, especially lunch and dinner.

Q) Cut fruit can turn brown fast, so how can I serve fruit at snacks?

A) If you are having trouble, www.mypyramid.com, has ideas on how to incorporate fruits, vegetables, low fat dairy, lean protein, and whole grains as snacks.

Q) What are suggestions for healthy meals?

A) The following lists are ideas on how to incorporate healthier food options into your meals.

BREAKFAST

- Toast or English muffins - whole grain
- Bagels-whole grain, normal size cut into halves or quarters, or mini sized
- Cereal-dry whole grain, low sugar, high fiber (4g/serving or more) and/or cooked high fiber, such as oatmeal
- Granola Bars- low fat, high fiber
- Muffins- whole grain, “mini” sized or larger sizes cut into halves
- Yogurt- low fat or fat free
- Fruit- fresh, canned, or dried
- Peanut butter
- Scrambled eggs made with egg substitute
- Parfait- fruit, low or nonfat yogurt, and low fat granola
- Breakfast sandwich- whole grain English muffin or toast, egg substitute scrambled eggs, and low fat cheese.

LUNCH AND DINNER

SANDWICH MEALS

- Made with whole grain bread or whole grain wraps
- Lean deli meats and low fat cheese
- Lettuce, raw spinach, tomatoes, bell pepper varieties, pickles, cucumber, olives, etc.
- Low fat mayonnaise or light dressing on the side and mustard
- Baked chips or pretzels
- Fruit

SALAD PLATES

- Use mixed greens and assorted vegetables with low fat or fat free dressings on the side
- Pasta salads made with whole wheat pasta and lean meat moistened with light or low fat mayonnaise or oil and vinegar
- Fruit salads
- Meat salads made with lean meat, light or low fat mayonnaise or oil, with nuts and fruit added.

MEAT and SIDE DISHES

- Select vegetables that have been steamed or roasted with limited added fat. Meats should be baked, broiled, or grilled. Select small whole wheat rolls to be served. Select fruit based light desserts.
- If baked potatoes are served, use low fat sour cream, low fat yogurt, or low fat margarine on the side.
- When pasta based dishes are used, select dishes that incorporate whole wheat pasta, low fat cheese, and a tomato based sauce.
- If a pizza is selected, offer thin crust with chicken and vegetable toppings and low fat cheese. Limit toppings such as pepperoni and sausage.

BEVERAGES

- Offer low calorie, sugar free beverage as the standard beverage
- Ice water, bottled water, spring water
- 100% fruit or vegetable juice
- Milk— low fat (1%) or fat free
- Tea—unsweetened, iced or hot with low fat milk instead of cream, sugar substitutes, and lemon
- Coffee—regular and decaf with low fat milk instead of cream and sugar substitutes

continued on next page

Q) Some meetings last several days. How do I plan a menu with variety and still be healthy?

A) The menus below are designed to offer guidance, ideas, and a base for you to plan.

BREAKFAST SUGGESTIONS

MENU 1	MENU 2	MENU 3	MENU 4
<p>Scrambled Eggs</p> <p>Turkey Bacon</p> <p>Whole Wheat Toast, Whole Wheat Pancakes (served with light margarine, reduced sugar jelly, and light syrup)</p> <p>Fresh Seasonal Fruit</p> <p>Low Fat Yogurt</p>	<p>Western Eggs (made with eggs, bell pepper, onion, low fat cheese)</p> <p>Turkey Sausage</p> <p>Cereal (variety of whole grain, high fiber)</p> <p>Whole Wheat “Mini Bagels” or “Mini Muffins”</p> <p>Fresh Banana and Srawberry Cup</p> <p>Low Fat Yogurt 1% or Fat Free Milk</p>	<p>Fresh Berry and Yogurt Parfait (made with fresh berries, low fat yogurt, and a low fat granola)</p> <p>Turkey Sausage</p> <p>Muffins (low fat, high fiber)</p> <p>Peanut Butter</p>	<p>Breakfast Burrito (made with whole wheat tortilla, eggs, mushrooms, onions, peppers, low fat cheese, and salsa)</p> <p>Grilled Ham Slices</p> <p>Sliced Fresh Fruit</p>

LUNCH & SUPPER SUGGESTIONS

MENU 1	MENU 2	MENU 3	MENU 4
<p>Grilled Chicken Sandwich (with whole wheat bun low fat mayonnaise, mustard)</p> <p>Vegetable Tray (lettuce, tomato, pickles, etc.)</p> <p>Baked Chips</p> <p>Fresh Fruit</p> <p>Sorbet</p>	<p>Sandwich/Salad Bar Selection</p> <p>Turkey, Ham, and Chicken Slices</p> <p>Low Fat Cheeses</p> <p>Salad Bar (lettuce, tomato, cucumber, spinach, bell pepper, etc.)</p> <p>Whole Wheat Bread Whole Wheat Wraps</p> <p>Mustard, Low Fat Mayonnaise, Light Dressings</p> <p>Fresh Fruit (with low fat whipped topping)</p>	<p>Roasted Pork Tenderloin</p> <p>Bake Potato (with low fat sour cream, salsa, low fat margarine)</p> <p>Roasted Mixed Vegetables (squash, zucchini, eggplant)</p> <p>Side Salad Light Dressing</p> <p>Angel Food Cake (with low fat whipped topping and strawberries)</p>	<p>Broiled or Blackened Fish</p> <p>Wild Rice Pilaf</p> <p>Steamed Broccoli and Cauliflower Mixture</p> <p>Whole Wheat Roll</p> <p>Fruit Crisp (with low sugar, low fat ice cream)</p>

Guidelines adapted from

- Eat Smart North Carolina: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings and Events - www.eatsmartmovemorenc.com
- “Meeting Well” from the American Cancer Society - www.cancer.org
- “Check for Health: Workplace Environmental Assessment” - www.takeactionca.com
- “Workplace Nutrition and Physical Activity Issue Brief” from the California Nutrition Network - www.cdph.ca.gov
- “Fruits and Vegetables and Physical Activity at the Worksite: Business Leaders and Working Women Speak Out on Access and Environment” - www.phi.org
- “Healthy Meeting Policy and Guidelines,” New York State Department of Health - www.health.state.ny.us
- “Healthy Meeting Guidelines”, Lake County, Florida - www.lakecountyfl.gov
- “The Healthy Meeting Planning Guide”, Shape Up Somerville: Eat Smart Play Hard. - www.somervillema.gov

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- Plate Planner - www.adph.org/nutrition

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