Managers and supervisors can help ensure department meetings, events, potlucks and celebrations apply the guidelines of the UCB Guide to Healthy Meetings and Events.

**Why . . .**
- to support the University’s goal of increasing access to healthier food and beverage choices in the workplace
- to add to a healthy workplace culture

**How . . .**
- **Use the UCB Guide to Healthy Meetings and Events** to ensure healthier options are included at all unit meetings, department events, potlucks and celebrations. At a minimum, this means including fresh fruit or vegetables and water (preferably in bulk, not individual water bottles). You can even encourage a culture of bringing your own water bottle or cup as appropriate to the type of event. Encourage staff charged with organizing food for meetings to use the resources on the Healthy Meetings web page, including:
  - UCB Guide to Healthy Meetings and Events
  - Shopping lists for healthier prepared foods that can be purchased at several popular stores
  - Resources for event planners, including Eat Well Berkeley caterers
  - Instant Recess: an online video for a fun physical activity break to use with meetings two hours or longer
  - Resources for holding green meetings

  [uhs.berkeley.edu/healthymeetings.shtml](uhs.berkeley.edu/healthymeetings.shtml)

- **Plan physical activity breaks** for longer meetings. A physical activity break should be voluntary for participants, do-able without breaking a sweat and fun! Here are a few simple ideas:
  - Stand-up-and-stretch
  - 5-10 min walk
  - Group physical activity break with Instant Recess, a 5-min fun, low impact group activity that guides participants through movements of their arms and legs to music. Available at: [uhs.berkeley.edu/healthymeetings.shtml](uhs.berkeley.edu/healthymeetings.shtml)

- **Build awareness** by displaying posters such as **Provide Healthy Choices** and **I Heart Tap Water** in dept areas, especially meeting rooms. You can request printed copies from Health*Matters at 643-4646.