Healthy Meeting Pilot Results and Supporting Resources for Statewide Implementation*

*2018: The pilot results and implementation resources have not yet moved forward for statewide implementation but are being used as a model for implementation at Iowa Department of Public Health and other state agencies
Healthy Meetings Implementation

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Healthy Menus Pilot Project

The Healthy Menus Pilot was implemented by the Department of Health, Department of Education and Iowa Economic Development Authority to test the use of dietary and sustainability guidelines when the state paid the bill for foods and beverages at meetings, educational events or conferences. The pilot occurred from December 1, 2014 through June 30, 2015 and was intended to align with the meeting planning process already established by each of the participating agencies. Events that already had catering agreements in place prior to December 1, 2014 were not subject to the pilot requirements.

Agency meeting planners were asked to view a training webinar either live or recorded. The webinar reviewed the Healthy Menus and Sustainability Guidelines Summary which provided general tips for implementation, a list of each implementation guideline and suggestions for meeting each of the seven guidelines. The webinar also provided detailed instructions on how to complete the Healthy Menus Planning Worksheet.

Meeting planners were to submit the Healthy Menus Planning Worksheet with a copy of the event planning materials to their agency contact. Ongoing technical assistance was provided by the agency contact at Department of Public Health.

Data from the completed Healthy Menus Planning Worksheet were analyzed and a follow-up survey was sent to the agency meeting planners as a part of the evaluation process. One hundred twenty-seven events were recorded over the seven month pilot period. There were six dietary guidelines as noted in the table below; planners were also asked to identify two sustainability guidelines that they followed from a list provided.

<table>
<thead>
<tr>
<th>% Met Guideline</th>
<th>Fruit &amp; Vegetable</th>
<th>Vegetarian</th>
<th>Main Course</th>
<th>Grains</th>
<th>Desserts</th>
<th>Beverages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met Guideline</td>
<td>95.3</td>
<td>89.8</td>
<td>95.3</td>
<td>93</td>
<td>87.5</td>
<td>92.9</td>
</tr>
</tbody>
</table>

Percentage Met Guideline
N=127
The highest percentage of guidelines met included 1) always offering a fruit or vegetable option for a meal or snack and 2) offering 4 oz. or less portions of lean meat, poultry, fish or other protein options (both 95.3%). Favorite offerings included fruit or vegetable tray or cup, apple slices and potato bar. Smaller main course offerings included ½ or mini sandwiches or wraps cut into small pieces.

The smaller percentage (89.8) meeting the vegetarian criteria was mainly due to no requests for vegetarian options in advance or no vegetarian participants. Compliance with the grain criteria was 93%, suggesting that adding whole grain offerings as well as ½ portions was a viable option. Almost 93% of the events met the beverage criteria offering at least 50% of options as unsweetened and having drinking water available at no charge. Chilled tap water at certain locations was a challenge according to some of the worksheet comments.

Always including a fruit option when desserts were offered or providing small portions of dessert offerings was the most difficult criteria to meet (87.5%). However, many planners used the suggested tip of offering the lunch dessert as an afternoon snack or offering no dessert.

The top sustainability practices selected by the meeting planners are noted in the chart below:

Meeting planners identified sustainability practices as the most difficult criteria for the vendors to meet (38%). Having participants sign-up for meals in advance to reduce food waste was the most popular strategy selected followed by offering bulk drink containers instead of bottled beverages. Several meeting planners did not select sustainability practices from the list provided but identified other criteria that they believed contributed to “greener” meetings.
Sixty meeting planners were identified on the Menu Planning Worksheets submitted by the three participating agencies during the pilot period. Fifty percent of the meeting planners completed the follow-up survey.

Information about the pilot was obtained in a variety of ways from e-mail messages, staff meetings, and word of mouth. Eighty percent of the meeting planners who completed the follow-up survey indicated that they were unaware that there was a training video available. Communication and variances in meeting planning procedures played a role in the way the pilot was implemented in the three participating agencies.

Almost 80% of meeting planners who completed the follow-up survey thought that the cost of the event compared to similar events before pilot was about the same considering inflation. Fruits and vegetables were identified as costing more than pastries and desserts, but noted by one planner as “certainly a better choice”.

Only 11% thought that the guidelines were somewhat difficult to follow and 76% thought that the pilot should be a consistent practice for all state agencies either the way it is currently designed or with some modifications. Suggested modifications:

- Provide a list of approved caterers that are willing to accommodate sustainability practices and healthier options without inflating the price to do so.
- Provide training to people who order food on a regular basis without requiring additional paperwork.
- Have broader categories of sustainability practices to pick from.
- Allow flexibility with criteria for groups of 20 or less.

When asked about the participants’ reaction to the menu options that met healthy menu criteria only 7% were not pleased with the healthier options or that healthy options were available; sixty-two percent didn’t care or had no comments and 31% had positive comments about the availability of healthy options.

Conclusion: Implementing healthy meetings guidelines is a feasible way for state agencies to support sustainability practices, provide physical activity opportunities and healthy menus at state-funded meetings, educational events and conferences and to create an environment that supports attendees in their efforts to eat well and be physically active.
### Food/Beverage General Tips

- Consider whether it is necessary to offer morning or afternoon break foods/beverages. Announce in meeting invitation that no food/beverage will be offered and encourage meeting participants to bring their own beverage/snack.
- Cut portions in half or use self-serve as an option.
- Consider not offering a dessert with a meal or not offering a dessert with lunch and making ½ portions available for a light refreshment in the afternoon.
- Decline condiments such as pickles to cut down on sodium.
- Provide the potential food vendor, conference contractor or catering service with the following breakfast, refreshment and lunch/dinner suggestions for meeting the food and beverage guidelines.
- Refer to vendor listing found for names of contractors who have identified themselves as capable of meeting the guidelines or have met criteria in the past.

### Food/Beverage Guidelines - Follow all of the menu guidelines below:

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Breakfast Suggestions</th>
<th>Light Refreshment Suggestions</th>
<th>Lunch/Dinner Suggestions</th>
</tr>
</thead>
</table>
| 1. Always offer a fruit or vegetable | • Fresh fruit (cut up or easy to each whole items)  
• Fruit toppings (raisins, dried fruit mix, fresh strawberries, bananas, blueberries, peaches) for hot and cold cereals  
• All canned or frozen fruit in 100% water or unsweetened juice with no added sweeteners | • Fresh fruit tray (cut up or easy to each whole items)  
• Bowl of fresh fruit  
• Fresh vegetable tray | • Include fresh fruit  
• Fresh fruit tray (cut up or easy to each whole items)  
Bowl of fresh fruit  
• Include at least one vegetable— fresh or cooked, with no butter or cream sauces  
  o Baked potatoes with low-fat or vegetable toppings  
  o Steamed vegetables  
  o Fresh vegetable tray  
• Salads that includes a variety of mixed salad greens with dressings on the side  
• Include vegetables in a wrap or sandwich  
• Offer at least one low-fat or fat-free dressing  
• Soups made with vegetable puree or skim milk |

*1 oz. nuts or seeds counts as a 2 oz. equivalent from the Protein Foods Group; choose unsalted nuts and seeds to keep sodium intake low

** Whole grains – product contains 50% or more whole grains by weight or has whole grain as the first ingredient.
## Healthy Meetings Food/Beverage, Sustainability and Physical Activity Guideline Tips

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Breakfast Suggestions</th>
<th>Light Refreshment Suggestions</th>
<th>Lunch/Dinner Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Include a vegetarian option at all meals</strong></td>
<td>• Hard cooked eggs</td>
<td>• Baked pita chips and hummus</td>
<td>• Tofu</td>
</tr>
<tr>
<td></td>
<td>• Vegetable omelets</td>
<td>• Cheese slices or sticks</td>
<td>• Bean-based soups</td>
</tr>
<tr>
<td></td>
<td>• Low-fat yogurt</td>
<td>(preference for low-fat cheeses such as part skin mozzarella)</td>
<td>• Pasta dishes (lasagna, pizza) preference for low-fat cheeses (part skim mozzarella, part skim ricotta) and extra vegetables or pasta with tomato or other vegetable-based sauces</td>
</tr>
<tr>
<td></td>
<td>• Eggs made with egg substitute or without yolks</td>
<td>• Nut butters</td>
<td>• Cheese/all vegetable wrap</td>
</tr>
<tr>
<td></td>
<td>• Hummus</td>
<td>• Nuts or seeds*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Cheese slices or sticks (preference for low-fat cheeses such as part skim mozzarella)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 100% nuts or seeds*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Main course:</strong></td>
<td>• Hard cooked eggs</td>
<td>• Baked pita chips and hummus</td>
<td>• Lean meats, grilled or broiled; poultry without skin, fish, tofu</td>
</tr>
<tr>
<td>• Offer 4-ounce or less portions of lean meat, poultry, fish or other protein options</td>
<td>• Vegetable omelets</td>
<td>• Nuts or seeds*</td>
<td>• Vegetarian alternatives such as bean-based soups and casseroles</td>
</tr>
<tr>
<td>• 6 oz. or less low-fat or non-fat yogurt</td>
<td>• Low-fat yogurt</td>
<td>• Boiled eggs</td>
<td>• Offer half-size or reduced portion size options where feasible</td>
</tr>
<tr>
<td></td>
<td>• Eggs made with egg substitute or without yolks</td>
<td>• Low-fat yogurt</td>
<td>• Sandwiches/ wraps with grilled, char grilled or charbroiled chicken breast (except mayonnaise-based), grilled fish or seafood (except mayonnaise-based), turkey breast, roast beef or ham</td>
</tr>
<tr>
<td></td>
<td>• Cheese slices or sticks (preference for low-fat cheeses such as part skim mozzarella)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 100% nuts or seeds*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4. Grains</strong></td>
<td>• High-fiber cereals such as bran flakes, low-fat granola or oatmeal</td>
<td>• Whole grain** mini muffins or muffins cut in ½</td>
<td>• Sandwiches on whole-grain breads</td>
</tr>
<tr>
<td>• Always include a whole grain** option</td>
<td>• Bagels (cut in half) served with fruit</td>
<td>• Whole grain** crackers with 5 grams of fat or less per serving</td>
<td>o Sandwiches presented in halves, so people can take a smaller portion</td>
</tr>
<tr>
<td>• Offer small portions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sweetened breads such as</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Mustard and low-fat mayonnaise as condiments for sandwiches, or cranberry</td>
<td></td>
</tr>
</tbody>
</table>

*1 oz. nuts or seeds counts as a 2 oz. equivalent from the Protein Foods Group; choose unsalted nuts and seeds to keep sodium intake low

** Whole grains – product contains 50% or more whole grains by weight or has whole grain as the first ingredient.
**Healthy Meetings Food/Beverage, Sustainability and Physical Activity Guideline Tips**

<table>
<thead>
<tr>
<th>Pastries, doughnuts and muffins offered in only small or half portions</th>
<th>Spreads, jams, hummus, or low-fat cream cheese</th>
<th>Unbuttered popcorn with minimal salt</th>
<th>Sauce if you’re offering turkey</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 100% whole wheat toast</td>
<td>• Baked chips</td>
<td>• If offering a dessert is desired, consider not offering a dessert with lunch and making ½ portions available for a light refreshment in the afternoon.</td>
<td>• Whole-grain bread or rolls</td>
</tr>
<tr>
<td>• Mini-muffins or muffins (cut in half)</td>
<td>• Granola bars with 5 grams of fat or less per serving</td>
<td>• Whole-grain options for bars and cookies</td>
<td>• Whole-grain pastas</td>
</tr>
</tbody>
</table>

**5. Desserts:**
- Consider not offering desserts.
- If desserts are offered:
  - Always include a fruit option
  - Always provide small portions

<table>
<thead>
<tr>
<th>Not applicable</th>
<th>If offering a dessert is desired, consider not offering a dessert with lunch and making ½ portions available for a light refreshment in the afternoon.</th>
<th>If offering a dessert is desired, consider not offering a dessert with lunch and making ½ portions available for a light refreshment in the afternoon.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Whole grain options for bars and cookies</td>
<td>• Offer fruit in addition to other desserts</td>
<td>• Whole grain options for bars and cookies</td>
</tr>
<tr>
<td>• Lower-fat/lower-calorie desserts: fresh fruit, low-fat ice cream, low-fat frozen yogurt, sherbet, sorbet, angel food cake with fruit topping</td>
<td>• Ask for small portions of high-calorie desserts</td>
<td>• Fresh fruit with chocolate and/or caramel dipping sauce</td>
</tr>
</tbody>
</table>

**Guidelines**

<table>
<thead>
<tr>
<th>Breakfast Suggestions</th>
<th>Light Refreshment Suggestions</th>
<th>Lunch/Dinner Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Drinking water, preferably chilled tap, must be offered at no charge</td>
<td>• Fat-free (skim), low fat (1%) or reduced fat (2%) unflavored milk</td>
<td>• Ice water</td>
</tr>
<tr>
<td>• At least 50% of available beverage choices must be unsweetened (coffee, tea)</td>
<td>• Pitchers of chilled water</td>
<td>• Bottled spring or sparkling water—regular or flavored, with no added sugar</td>
</tr>
<tr>
<td>• When offered, only serve unsweetened, reduced-fat (2%), low-fat (1%) or fat-free (skim) milk</td>
<td>• Low-sodium tomato juice</td>
<td>• 100% fruit or vegetable juices—avoid large-size bottles</td>
</tr>
<tr>
<td>• When offered, provide no</td>
<td>• 100% fruit juice</td>
<td>• Skim or 1% milk (regular or lactose-free)</td>
</tr>
<tr>
<td></td>
<td>• Variety of low-calorie beverages such coffee, tea.</td>
<td>• Coffee—regular and decaffeinated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tea—regular and herb teas—hot or cold; unsweetened</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Soy beverage</td>
</tr>
</tbody>
</table>

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Healthy Meetings Food/Beverage, Sustainability and Physical Activity Guideline Tips

<table>
<thead>
<tr>
<th>more than 12 ounce portions of 100% fruit or vegetable juice</th>
<th></th>
</tr>
</thead>
</table>

**Sustainability Guidelines: Follow at least ONE sustainability practice from the bulleted list below:**

Sustainability Operations – Healthy meeting practices can minimize the negative impact that meetings and conferences can have on the environment. Use sustainability practices such as waste reduction, reuse, recycling and composting techniques:

- Have participants RSVP for meals on conference registration to reduce food waste and costs.
- Seek out local food suppliers when appropriate.
- Offer bulk drink containers or water stations instead of bottled beverages.
- Offer reusable containers/dishes/flatware or items that are recycled or biodegradable.
- Use cloth table coverings or reusable event signage, display materials or name badges.
- Offer handouts electronically versus paper copies.
- Provide recycling containers/bins.

For further sustainability tips, visit [Health and Sustainability Guidelines for Federal Concessions for Federal Concessions and Vending Operations](#)

**Physical Activity - Follow at least ONE physical opportunity from the bulleted list below:**

Tips for physical activity: Whether you schedule a half-day, full-day or overnight meeting, incorporate activities that encourage people to get up and move.

- Follow *Sit for 60, Move for 3* guideline (once anyone has been sitting for 60 minutes, they are encouraged to get up and move for 3 minutes).
- Choose a location where participants can safely and easily walk.
- Encourage participants to take the stairs; work with facility staff to place signs near elevators showing where the stairs are located.
- Schedule 10 – 15 minute activity breaks every two hours or so.
- Leave time at lunch for physical activity.
- If planning an overnight meeting, choose a location that has a fitness facility or has access to one and include this information in meeting materials. Organize early morning physical activity opportunities such as group walks, runs or classes (yoga, Pilates, water aerobics).

For more tips, visit: [Eat Smart, Move More, North Carolina](#) or [Ideas for Physical Activity Breaks at Meetings](#)

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HEALTHY MEETINGS PLANNING WORKSHEET

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Name of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Meeting Planner</td>
<td># of Anticipated Participants</td>
</tr>
</tbody>
</table>

**Follow all of menu guidelines, at least one sustainability practices and at least one physical activity opportunity**

### Menu Guidelines - Follow all of the following menu guidelines:

- [ ] Offer a fruit or vegetable at each meal/snack
- [ ] Include a vegetarian option at all meals or as requested
- [ ] Main course: Offer approximately 4-ounce or less portions of lean meat, poultry, fish or other protein options; 6 oz. or less low-fat or non-fat yogurt
- [ ] Grains:
  - ✓ Always include a whole grain option
  - ✓ Offer small or half portions (sandwiches, wraps, sweetened breads, pastries, doughnuts and muffins)
- [ ] Desserts:
  - ✓ Consider not offering a dessert or serving a dessert included with a meal at snack time.
  - If desserts are offered:
    - ✓ Always include a fruit option
    - ✓ Always provide small portions
- [ ] Beverages:
  - ✓ Drinking water, preferably chilled tap, must be offered at no charge
  - ✓ At least 50% of available beverage choices must be unsweetened (coffee, tea)
  - ✓ When offered, only serve unsweetened, reduced-fat, low-fat or fat-free milk
  - ✓ When offered, provide no more than 12 ounce portions of 100% fruit or vegetable juice

### Sustainability Practice - Follow at a minimum ONE sustainability practices that will be used at the meeting/conference

- [ ] Have participants RSVP for meals on conference registration to reduce food waste and costs.
- [ ] Seek out local food suppliers when appropriate.
- [ ] Offer bulk drink containers or water stations instead of bottled beverages.
- [ ] Offer reusable containers/dishes/flatware or items that are recycled or biodegradable
- [ ] Use cloth table coverings or reusable event signage, display materials or name badges.
- [ ] Offer handouts electronically versus paper copies.
- [ ] Provide recycling containers/bin.

### Physical Activity - Follow at a minimum ONE physical activity opportunity that will be offered at the meeting/conference

- [ ] Follow *Sit for 60, Move for 3* guideline (once anyone has been sitting for 60 minutes, they are encouraged to get up and move for 3 minutes).
- [ ] Encourage participants to take the stairs; work with facility staff to place signs near elevators showing where the stairs are located.
- [ ] Choose a location where participants can safely and easily walk.
- [ ] Leave time at lunch for physical activity.
- [ ] If planning an overnight meeting, choose a location that has a fitness facility or has access to one and include this information in meeting materials. Organize early morning physical activity opportunities such as group walks, runs or classes (yoga, Pilates, water aerobics).
Healthy Meetings Implementation Support

Implementation of Healthy Meetings guidelines by state agencies would require minimal training for integration into current agency procedures. A communication plan regarding the implementation will be the initial charge.

Communication strategies

- E-mail message to state agencies
- Announcement for agency/department intranet pages
- Designated web page to house training webinars and supporting resources
- Designated e-mail address for staff technical assistance

Training support

- A series of four 10-minute webinars will be developed and housed on a designated web page:
  1. *Planning a Healthy Meeting* - general information about the project and use of the *Healthy Meetings Planning Worksheet* and supporting resources to appropriately engage meeting planners and contractors in the initial planning of the event.
  2. *Following Food and Beverage Guidelines* - specific information about food and beverage guidelines and suggestions for breakfast, refreshment and lunch/dinner. Tips on questions to ask vendors to help comply with the guidelines will be included.
  3. *Following Sustainability Guidelines* - specific information about sustainable practices that could be implemented at a meeting or conference. This webinar will be offered in cooperation with the Economic Development and Authority staff.
  4. *Following Physical Activity Guidelines* - specific tips about integrating physical activity opportunities into events no matter how big or small. This webinar will emphasize implementation of the *Sit for 60, Move for 3* guideline (once anyone has been sitting for 60 minutes, they are encouraged to get up and move for 3 minutes).

- Supporting resources that will be housed on the designated web page:
  1. *Healthy Meetings Food/Beverage, Sustainability and Physical Activity Guideline Tips* - a document that provides suggestions for meeting the menu, sustainability and physical activity guidelines and links to further information.
  2. *Healthy Meetings Planning Worksheet* - a checklist that outlines the menu, sustainability and physical activity meeting criteria.
  3. A list of vendors identified from the Healthy Menus Pilot project as capable of meeting the food/beverage guideline criteria. This list will be expanded as more vendors are identified by meeting planners during implementation.
  4. Contact information for technical assistance.
  5. Q/A section - a compilation of frequently asked questions and tips from meeting planners and vendors.
Executive Order Number _____

Whereas, Studies demonstrate a strong relationship between the physical and social environments of the workplace and the health behaviors of employees; and

Whereas, Nearly half of our waking hours are spent at work, and many of those hours are spent in meetings and conferences; and

Whereas, By adopting healthy meeting guidelines, the state of Iowa is taking a proactive role in becoming the Healthiest State in the Nation.

Now, therefore, I Terry E. Branstad, Governor of the State of Iowa, declare statewide implementation of the Healthy Meetings initiative which supports sustainability practices, provides physical activity opportunities and healthy menus when food and/or beverages are served at state-funded meetings, educational events and conferences. I hereby order and direct:

1. The state of Iowa shall adopt healthy meeting practices, recognizing that having healthy meetings, conferences, and events helps to create an environment that supports attendees in their efforts to eat well and be physically active.
   a) Nutritious food and beverage options shall be offered at state-funded events. Fruits/vegetables, will be offered at meals and snacks and fruits will be provided as an option when desserts are served. Whole grains shall be provided in addition to unsweetened beverages as half of the offerings.
   b) Reasonable portions of food and beverages shall be offered.
   c) Physical activity should be considered as an option at breaks or when anyone has been sitting for 60 minutes.
   d) Physical activity opportunities should be relevant to the audience and help people achieve at least 30 minutes of physical activity each day.
   e) Reusable containers, bulk drink/water stations and recycling, should be encouraged and waste minimized.
   f) A tobacco-free environment shall be provided.
   g) Efforts to hold healthy meetings and conferences should be evaluated in order to improve and make adjustments over time.

2. This Order shall apply prospectively as of the date of the signing of this Order. This Order shall be interpreted in accordance with all applicable laws. It is not intended to supersede any law or collective bargaining agreement.

3. If any provision of this Order, or the application of such provision to any person or circumstance, is found to be invalid, the remaining provisions, as applied to any person or circumstance, shall not be affected thereby.

4. This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, by any party against the State of Iowa, its Departments, Agencies, or Political Subdivisions, or its officers, employees, or agents, or any other person.
# Department of Administrative Services - State Accounting Enterprise

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<th>Section</th>
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<th>Page Number</th>
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<td>July 1, 2016</td>
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**Subject**

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Dietary, sustainability and physical activity guidelines for events

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<tbody>
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<td>205.100</td>
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<td>July 1, 2016</td>
</tr>
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</table>

### Subject

**HEALTHY MEETINGS USE OF GUIDELINES**

1. Effective for events taking place after July 1, 2016, state agencies shall follow dietary, sustainability and physical activity guidelines and when paid by a state agency.

2. A pertinent event is defined as a board meeting, committee meeting, conference or education event where foods and beverages are made available and when the state pays the bill with either state or federal funds.
   a. If the state agency provides 50% or more of the funds (i.e., co-sponsorship), then agency staff are expected to offer the guidelines for the partnering organization to consider using.
   b. If the event is 100% agency funded, agency staff or subcontractor meeting planners should use the guidelines.
   c. If the event has fewer than 20 participants and there are additional costs associated with meeting a particular guideline, that guideline may be waived.
   d. Events for which catering agreements are already in place prior to July 1, 2016 will not be subject to event guidelines.

3. Food and beverage guidelines (follow all of the following guidelines):
   a. Offer a fruit or vegetable at each meal/snack.
   b. Include a vegetarian option at all meals or as requested.
   c. For meal main course option offer approximately 4-ounce or less portions of lean meat, poultry, fish or other protein options or 6 oz. or less low-fat or non-fat yogurt.
   d. If grains are offered for a meal or snack, always include a whole grain option and offer small or half portions (sandwiches, wraps, sweetened breads, pastries, doughnuts and muffins).
   e. Consider not offering a dessert or serving a dessert included with a meal at snack time. If desserts are offered, always include a fruit option and small portions.
   f. Drinking water, preferably chilled tap, must be offered at no charge.
   g. At least 50% of available beverage choices must be unsweetened (coffee, tea).
   h. When offered, only serve unsweetened, reduced-fat, low-fat or fat-free milk.
   i. When offered, provide no more than 12 ounce portions of 100% fruit or vegetable juice.

4. Sustainability Guidelines (follow at least one of the following guidelines):
   a. Have participants RSVP for meals on conference registration to reduce food waste and costs.
   b. Seek out local food suppliers when appropriate.
   c. Offer bulk drink containers or water stations instead of bottled beverages.
   d. Offer reusable containers/dishes/flatware or items that are recycled or biodegradable.
   e. Use cloth table coverings or reusable event signage, display materials or name badges.
   f. Offer handouts electronically versus paper copies.
   g. Provide recycling containers/bins.
5. Physical Activity Guidelines (follow at least one of the following guidelines):
   a. Follow *Sit for 60, Move for 3* guideline (once anyone has been sitting for 60 minutes, they are encouraged to get up and move for 3 minutes).
   b. Choose a location where participants can safely and easily walk.
   c. Encourage participants to take the stairs; work with facility staff to place signs near elevators showing where the stairs are located.
   d. Schedule 10 – 15 minute activity breaks every two hours or so.
   e. Leave time at lunch for physical activity.
   f. If planning an overnight meeting, choose a location that has a fitness facility or has access to one and include this information in meeting materials. Organize early morning physical activity opportunities such as group walks, runs or classes (yoga, Pilates, water aerobics).
1. Agency staff should use the Healthy Meetings Planning Worksheet when planning their event. Blank worksheets may be found at ________________________________.

2. Healthy Meeting Planning Worksheet:

![Healthy Meetings Planning Worksheet](image)
1. Agency meeting planners should follow or provide the potential food vendor, conference contractor or catering service with suggestions for meeting food/beverage, sustainability and physical activity guidelines. Healthy Meetings Food/Beverage, Sustainability and Physical Activity Guideline Tips can be found at ____________________________.

2. A series of 10-minute recorded webinars with further information and tips for implementation of Healthy Meeting Guidelines can be found at ____________________________.

3. A list of vendors who have identified themselves as capable of meeting the guidelines or have met criteria in the past can be found at ____________________________.

4. Any questions relating to the Healthy Meetings implementation should be directed to the nutrition coordinator, Bureau of Nutrition and Health Promotion, Iowa Department of Public Health (515-242-5566).