

University of California San Francisco

Healthy Meeting & Event Guide



University of California
San Francisco



UCSF Healthy Meeting & Event Guide

Dear colleagues,

UCSF is committed to supporting the health of its faculty, staff, trainees and students. This Healthy Meeting & Event Guide aims to create an environment that makes the healthy choice the easy (and accessible) choice for our community.

Meetings, events and celebrations are a major part of UCSF's culture, and we hope you will join us in the commitment to support healthy campus gatherings. This guide provides tools, guidelines and resources that address nutritious food and beverage options, activity breaks, and sustainable event practices.

We appreciate your commitment to supporting a healthy environment at UCSF.

Living Well
livingwell.ucsf.edu

ACKNOWLEDGEMENTS

The UCSF Healthy Meeting and Event Guide has been adapted from the UC Berkeley Healthy Meeting and Event Guide, produced by the UC Berkeley's Be Well at Work - Wellness Program. In addition, expert recommendations were followed from the American Heart Association, the National Alliance for Activity and Nutrition, the Culinary Institute of America's Menu of Change, and the 2015 Dietary Guidelines for Americans.

EAT WELL UCSF



Look for the Eat Well UCSF checkmark (✓) while placing catering orders on America to Go for items that meet nutritional guidelines. For more on this program, please visit <http://tiny.ucsf.edu/eatwellUCSF>



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Guidelines for Healthy Meetings and Events

TOP TEN GUIDELINES FOR HEALTHY MEETINGS AND EVENTS

1

Provide fruits and/or vegetables each time food is served

2

Choose whole grain options

3

Serve vegetarian and lean protein options

4

Serve dressings and condiments on the side

5

Provide water (preferably tap water) instead of juice or sweetened drinks

6

Serve fresh fruit instead of dessert

7

Serve small portions and precut sandwiches, baked goods and other items

8

Select options low in added sugar and salt

9

Plan activities that require attendees to move, like breakout sessions or stretch breaks

10

Follow green event and zero-waste guidelines





The Healthy Meal Model

Follow these guidelines for healthy meals when making decisions about food and beverages for meetings:

BEVERAGES

- Still water, sparkling water, water infused with fruit and/or herbs, and unsweetened coffee or tea are good choices.

VEGETABLES/FRUIT

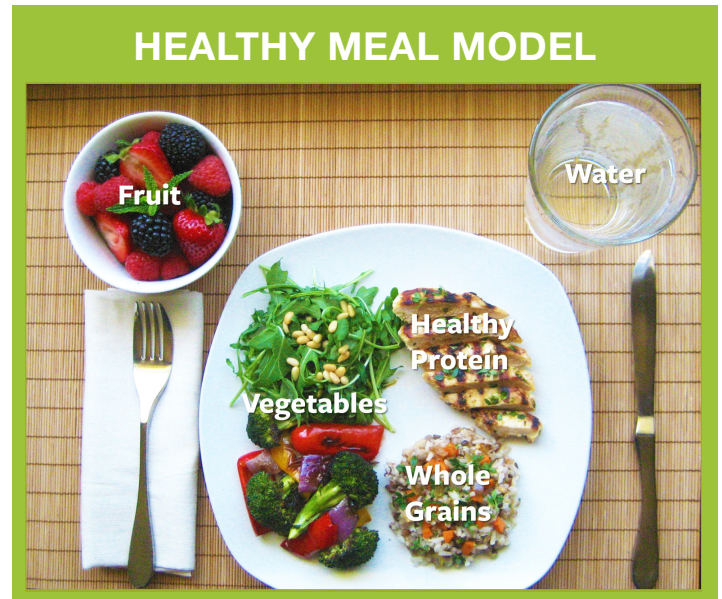
- A healthy plate is half non-starchy vegetables (or combination of veggies and fruit).
- Selecting a variety of colors provides a variety of nutrients and makes a meal more appealing.
- Choose whole fruits and vegetables over juices to get beneficial fiber.

HEALTHY PROTEINS

- Healthy protein options include plant-based options of tofu, beans, lentils, nuts, nut butters, and seeds, as well as skinless poultry, seafood, lean cuts of meat, eggs, and plain yogurt.

WHOLE GRAINS

- Whole grains are more filling and nutritious than refined grains, and can positively impact weight control and energy levels.
- The best choices are unprocessed grains such as brown rice, buckwheat, quinoa, and steel cut oats, as well as whole grain varieties of breads, pasta, tortillas, and other baked goods.



HEALTHY FATS

- Olive and canola oils, nuts and seeds, nut butters, hummus, avocado, tuna, and salmon are sources of heart-healthy, unsaturated fats.
- Limit saturated fats, found in red meat, processed deli meats, butter, cheese, and other high-fat dairy products.
- Avoid trans fats, found in some processed foods, fried foods, and baked goods made with “partially hydrogenated” oils.

DESSERT

- Avoid dessert or serve fresh fruit.





Guidelines for Meals and Snacks

These guidelines provide more in-depth information and ideas on meals and snacks, including suggestions of selections from caterers or grocery stores. When placing catering orders on America to Go, look for the Eat Well UCSF checkmark (✓) to indicate healthy options. For more on this program, please visit <http://tiny.ucsf.edu/eatwellUCSF>

BREAKFAST

- ✓ **Protein** Include healthy proteins such as eggs and low-fat dairy products. Try plain yogurt and serve with fresh fruit and nuts as toppings. Avoid processed meats such as bacon and sausage.
- ✓ **Fruit** Provide fresh fruit, whole or sliced, rather than juice.
- ✓ **Whole grains** Select whole grain breads and baked goods. For items such as bagels and muffins, choose “mini” versions or cut regular portions in half. Consider serving no pastries, but if you do include them, keep the portions small or cut in half.

Selections from Caterers & Restaurants	Selections from Grocery Stores
<ul style="list-style-type: none"> » Eggs – hard-boiled, scrambled, or egg dishes such as frittata with vegetables » Fruit platter, fruit salad, or whole fruit » Breakfast burritos with eggs, beans, salsa, and veggies » Whole grain baked goods such as bread, muffins, and bagels. Better accompaniments include nut butters, whipped cream cheese, and sliced vegetables » Oatmeal and toppings on the side 	<ul style="list-style-type: none"> » Plain yogurt, with toppings of fresh fruit or frozen berries and nuts » Whole fruit » Pre-made fruit platter or fruit salad » Whole grain bread or English muffins. Better accompaniments include nut butters, whipped cream cheese, and tomato and cucumber slices » Plain, instant oatmeal (have hot water available) with fruit, nuts, and cinnamon on the side

LUNCH

- ✓ **Sandwiches and wraps** Choose whole grain sandwich breads, tortillas and flatbreads; healthy proteins such as roasted turkey and grilled chicken; condiments such as mustard, hummus, or avocado on the side; and sliced tomatoes, cucumber, leafy greens or other vegetables.
- ✓ **Entree salads** Start with colorful greens and sliced veggies, and add protein such as tuna, grilled chicken, hard-boiled eggs or beans. Provide additional healthy toppings such as avocados and nuts, and limit toppings of cheese, bacon bits, croutons, and crispy wonton strips. Choose vinaigrette dressings over creamy ones, and serve them on the side.
- ✓ **Desserts** Serve sliced or whole fruit, or a platter of half fruit and half small-portioned baked goods

ORDER A HEALTHIER PIZZA



- ✓ Lots of veggies
- ✓ Request smaller slices
- ✓ Light on cheese
- ✓ Crust-thin and/or whole wheat
- ✓ Add a side salad
- ✓ Limit processed meats



Guidelines for Meals and Snacks

LUNCH (CONTINUED)

Selections from Caterers & Restaurants	Selections from Grocery Stores
<ul style="list-style-type: none"> » Sandwich halves on platters » When ordering boxed lunches, choose entrée salads or sandwiches made with lots of vegetables on whole grain breads or wraps. Ask the caterer to substitute fruit for the cookie and a vegetable side dish for the chips. Serve dressings and other condiments on the side. » Baked or grilled chicken, turkey, fish, or tofu » Broth-based soups instead of creamy soups 	<ul style="list-style-type: none"> » Create your own salad bar: salad greens, cherry tomatoes, shredded carrots, other sliced veggies, chopped nuts, and rinsed beans; or choose a pre-made salad. » Make your own sandwich or wrap: whole grain bread, pita, or tortillas; turkey, chicken, or marinated tofu; assorted vegetables; and condiments such as hummus, mustard, vinaigrette, or avocado

SIDES AND SNACKS

Selections from Caterers & Restaurants	Selections from Grocery Stores
<ul style="list-style-type: none"> » Vegetable platter with hummus or guacamole » Roasted, steamed, grilled, or stir-fried vegetables » Green salad with vinaigrette dressing on the side » Brown rice, quinoa, beans, whole grain couscous or pasta or side salads made with these ingredients » Fruit platter, fruit salad, or whole fruit » Unsalted nuts and/or seeds 	<ul style="list-style-type: none"> » Raw vegetables such as baby carrots, snap peas, and cherry tomatoes with hummus or guacamole » Pre-made vegetable platter » Whole fruit » Pre-made fruit platter or fruit salad » Unsalted nuts and/or seeds » Trail mix made primarily with nuts and unsweetened dried fruit » Plain yogurt with fruit and nuts toppings

BEVERAGES

UCSF is committed to improving health through its [Healthy Beverage Initiative](http://healthybeverages.ucsf.edu/) (<http://healthybeverages.ucsf.edu/>). We hope you will join us in serving water and naturally unsweetened beverages at your events.

- ✓ **Water** Serve water, in pitchers or other types of water dispensers. Encourage participants to bring their own reusable beverage containers.
- ✓ **Unsweetened hot beverages** Provide regular and decaf coffee, tea, and herbal tea. For “creamers,” offer milk and soy or almond milk instead of instead of half & half or artificial creamers.
- ✓ **Other beverages** Consider iced teas or carbonated water, flavored or unflavored with no added sweeteners; a spa water bar with cucumber and citrus slices or whole strawberries; or spritzers made from seltzer and a splash of 100% fruit juice. Limit fruit and vegetable juices to 4-8 oz portions, if served at all. When possible, serve in bulk and make sure to provide recycling containers with signage.



Potlucks

Potlucks are a fun, budget-friendly way to celebrate with colleagues. Follow these tips to ensure that healthier choices are available.



POTLUCK TIPS

- » Offer sign-ups for fruit, vegetable, whole grains and vegetarian choices. Be specific such as “green salad with dressing on the side” or “items for a sandwich bar.”
- » Award prizes for “best vegetable dish”, “most creative vegetable and fruit platter” or “best use of a whole grain”.
- » Pick two or three healthy recipes that can be put together the day of the potluck, or have participants build their own. Have colleagues bring one or more ingredient(s) for a recipe (eg, green salad, broccoli slaw or a sandwich bar).
- » Assign a theme to the potluck which can incorporate healthful items.



Choose a fun, healthy theme for your potluck. Here are some ideas:

- » **Small Bites:** Skip the main course! Offer simple items such as no-mayonnaise shrimp salad in avocado “dishes”, mozzarella and tomato skewers, veggie lettuce cups and hummus with fresh veggies.
- » **Salad Potluck:** Have each member of the team make a favorite salad to share. Or, assign salad ingredients, allowing folks to create their own personalized salads.
- » **Seasonal/Farmers’ Market:** Make the theme “seasonal foods” and include in-season fruits and vegetables from a local farmer’s market in dishes. It’s a great way to incorporate fresh, “on sale” ingredients to support local agriculture.
- » **Burrito Bowls:** Each colleague brings a component for a burrito bowl (brown rice, quinoa, chicken, tofu, sautéed veggies, lettuce, beans)...healthy, fresh inside of the burrito without the tortilla!
- » **Recipe collection:** Ask each person to provide a recipe for his or her potluck dish, and then compile the recipes into a file for an office cookbook.



OTHER TIPS

- » Suggest items that are pre-portioned be made “mini”. Because most people like to sample many dishes, this will lead to less overeating. And, one can always return if more is needed!
- » Request that attendees follow general healthy meal guidelines, such as serving dressings and condiments be served on the side, avoiding fried foods, and choosing whole grains options.
- » Challenge attendees to bring homemade dishes only. No store-bought meals!





Active Meetings

Excessive sitting impacts the body's metabolic system and harms circulation. It also causes decreased breathing efficiency and aches and pains to the body from being in fixed positions that the body does not like. Incorporating movement into meetings increases energy and productivity.

Suggestions to Make Meetings More Active:

- » Include items on your meeting agenda that require participants to get out of their seats (such as breakout groups or activities where participants stand and write ideas on an easel).
- » For every hour of meeting, take three minutes to get out of the chair and move about the room (see the stretches below).
- » For half- or all-day meetings, hire a certified fitness professional to lead a 30-45-minute class (Pilates, yoga, tai chi, stretching or Zumba) before or during the meeting.
- » Recommend attendees take the stairs instead of the elevator. Provide signs to the meeting with options to take the stairs. Put arrows to the stairs in front of elevators.

For Multi-day Meetings:

- » Choose meeting locations that are movement friendly: is the neighborhood walkable, close to a park, or walking distance to restaurants, shopping and activities? If the meeting is at a hotel, confirm that the hotel offers an on-site gym.
- » Organize a group walk early in the morning, at a break or before/after dinner.
- » If dinner is not provided, find a healthy restaurant nearby and have an option to do a group walk to dinner.

Lead your meeting participants through some basic stretches:



March in Place



Neck Stretch



Shoulder Rolls



Hip Circle



Chest Stretch



Side Stretch



Sustainable Meetings & Events

UCSF students, faculty, and staff are encouraged to utilize reusable products and to recycle materials in order to reduce and divert campus waste from landfills. Any event can be successful and environmentally friendly. Follow these Green Event Tips from Living Green, UCSF's sustainability program.

Food

- » Select a green caterer. Look for the green leaf icon on the UCSF America To Go/Bear Buy website.
- » Serve buffet style on platters. Avoid boxed meals or wrapped sandwiches.
- » Provide water and beverages in reusable dispensers. Avoid single serve bottles.
- » Select foods that are local, organic or fair trade. Whenever possible, offer vegetarian meals.
- » Serve side dishes in a bowl for self-service, and condiments (sugar, salt, creamer, ketchup, jelly, etc.) in bulk containers. Avoid single packaged items.

Dishware & Tableware

- » Request reusable dishware, or BPI* certified compostable paper plates and cups.
- » Make wood or bamboo chopsticks, cutlery, toothpicks (no plastic tips) available.
- » Encourage participants to bring their own reusable mug and water container.
- » Avoid plastic coffee stirrers, straws and toothpicks, or use wood (compostable).

Communication Materials

- » Utilize electronic communication for registration, announcements and resource materials.
- » Post agenda and announcements on a white board or screen, rather than individual handouts.
- » For unavoidable printing, print double sided on chlorine-free, 50% or 100% post-consumer recycled content (PCW) paper.
- » Use reusable dry-erase boards, blackboards or electronic projectors are used instead of paper flip charts.
- » Provide paper name tags with reusable holders instead of single use name tag stickers.

Trash-Recycling-Compost Containers

- » Order containers and signage from CLS Facilities.
- » Announce at event start or prior to serving the meal, "please be sure to place your discards in the appropriate container for composting, recycling or trash" and/or include this information on a PowerPoint slide.

Decorations & Give Away Items

- » Purchase durable decorations, signs and props that can be reused.
- » Minimize giveaways; choose only consumable items or green-themed giveaways.
- » Select reusable centerpieces, and/or offer centerpieces as prizes.
- » Avoid balloons or plastic streamers.

Sustainable Transportation

- » Provide information to participants on public transportation and UCSF shuttle services.
- » Offer ability to purchase carbon offsets for plane travel (via the entry fee or another easy method).

Leftover Food

- » Consider ordering fewer portions than expected attendance to account for no-shows.
- » Inform attendees they can bring take out containers for leftover food (if the caterer and event space allows this).
- » Arrange in advance to donate leftover food to organizations, campus departments or students.

Green Event Planner Certification/UCSF: Become a Certified Green Event Planner at UCSF!

Contact: livinggreen@ucsf.edu.

*Biodegradable Products Institute/BPI certified compostable dishware, cutlery and cups (clearly labeled compostable).



Food Safety and UCSF Resources

Food safety is about ensuring that people do not get sick from the food or beverages they consume. Event planners can use the following tips to follow basic food safety practices.

- Anyone handling food—preparing, displaying, or serving—should wash their hands before doing so. People who are ill should not handle food or utensils.
- Clean all surfaces and utensils with hot water and soap, including cutting boards, counter tops, peelers and knives that will touch any food before and after food preparation
- Keep hot food hot at 135°F or above, and cold food cold at 41°F or below.
- Perishable foods not kept hot or cold as described above should be discarded after holding for 4 hours or more at room temperature.

These UCSF resources may be helpful to you as you plan your event:

Campus Life Services Facilities: campuslifeservices.ucsf.edu/facilities/

Order tables, chairs and recycling/compost/trash containers.

Living Green Sustainability Program: sustainability.ucsf.edu

Get more information on zero-waste events, learn about zero-waste catering options, and get your event Green certified.

Fitness & Recreation: campuslifeservices.ucsf.edu/fitnessrecreation

Energize your meeting with a yoga or stretching class. Department recharge available. Contact: bakar.personaltraining@ucsf.edu.

Event Spaces at UCSF: campuslifeservices.ucsf.edu/conference/services/venues

Book a conference space at Millberry Union, Aldea Center, Housing Community Room at Mission Bay, or the Mission Bay Conference Center. Other on-campus event spaces include the [Lange Room](#) and the [Faculty-Alumni House](#). You can also use [25Live](#) to reserve a classroom space.

Arts & Events: campuslifeservices.ucsf.edu/artsevents/services/bear_hugs

Provide BearHugs certificates so your attendees have flexibility in meal choices at UCSF retail locations.

Purchase or recharge \$3 & \$5 denominations in advance of your event at Campus Life Services Arts & Events online [campus store](#).

Lactation Support Program: campuslifeservices.ucsf.edu/familyservices/services/lactation_accommodation_program

Use this resource list to provide attendees information on lactation rooms on campus.

Transportation: campuslifeservices.ucsf.edu/transportation/

Provide information to event attendees about the UCSF shuttle system, parking options and alternative transportation options.

Catering:

Order from [America to Go](#) via [BearBuy](#), campuslifeservices.ucsf.edu/retail/21/introducing_america_to_go_catering or through [Moffitt Catering](#). www.moffittcatering.org

Looking for more information on healthy meetings? Here are additional resources:

[American Heart Association toolkit](#)

[California Department of Public Health Healthy Meetings Policies/Guidelines](#)

[National Alliance for Nutrition and Activity Healthy Meeting Toolkit](#)

[American Cancer Society Meeting Well Guide](#)

[Center for Science in the Public Interest Healthy Meeting Hacks](#)



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