

**Maryland State Employee Wellness Initiative
January 2013- Healthy Meeting and Event Guidelines
Leadership Message**

The State Employee Wellness Initiative aims to foster a work environment that promotes healthy eating and active living at state agencies and facilities. A key part of doing this is ensuring that employees have access to healthy food and beverage choices and physical activity is integrated in to workplace meetings when possible.

Making simple changes to foods, beverages, and breaks gives participants disease-fighting foods and an energy boost without having to worry about consuming too many calories, unhealthy fats, sodium, or having too much sedentary time while at work meetings. As the link between nutrition, physical activity, health, and productivity are well documented, it is critical that innovative ideas to making workers efficient, energized, and focused be considered.

The purpose of these guidelines is to:

- Guide meeting planners and food vendors in planning and preparing for healthy meetings.
- Increase choice for meeting participants, not restrict choice.
- Support meeting participants in their individual quest to be healthy.

The correct usage of these guidelines should result in:

- Increasing variety of nutritional food/beverage options at meetings, without restricting meal choices.
- Increasing awareness of the special dietary needs of employees.
- Providing meals that keep attendees alert and energized throughout the day, such as high protein and low carbohydrate options.
- Serving portion sizes that are in accordance with U.S. 2010 Dietary Guidelines for Americans.
- Integrating physical activity into meetings, with special considerations for the physical limitations of attendees. Fun, engaging activities can improve attendee focus and productivity.
- Offering healthy beverages, such as unsweetened teas, 100% fruit juices and water.

While usage of these guidelines is voluntary, we encourage agencies to strongly recommend workplace related meetings follow these guidelines. Please see the Maryland State Government Healthy Meeting Guidelines for additional guidance and sample menus.

To learn more about daily recommended health behaviors, please read the [2010 Dietary Guidelines for Americans](#) and the [2008 Physical Activity Guidelines for Americans](#). If you have any questions about these guidelines, please contact Debi Celnik, RD, at 410-767-5781 or debra.celnik@maryland.gov.