

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

The State Employee Wellness Initiative has developed healthy meeting guidelines that can be used when planning and purchasing food for any work related meeting, conference, or party. These guidelines apply the ideas recommended by the 2010 Dietary and 2008 Physical Activity Guidelines for Americans. It is important to note that these guidelines aim only to increase choice, not to restrict choice.

**What does this mean to you?**

1. Future workplace meetings may include:
  - Increased variety of healthy food choices and awareness of the dietary needs of State employees, without restricting meal options.
  - Meal choices that will keep you energized and alert throughout the day.
  - Portion sizes that are in-line with the 2010 U.S. Dietary Guidelines.
  - Healthier beverages, such as unsweetened teas, diet soda, 100% fruit juices and water.
  - Physical activity integrated into meetings, with consideration of possible physical limitations of meeting attendees. Activities such as pausing for a 5-10 minute stretch-break, among other creative ideas, can help improve focus at these meetings.
2. Consider using these guidelines when planning your own workplace meetings.
  - Share these recommendations with food vendors or caterers when planning your events.
  - As a meeting participant, ask the event planners to follow these guidelines.
  - As users of this guide, you can model Maryland's commitment to good health and sharing that vision across the state.
3. Improved health and a culture of wellness at the workplace.
  - Good nutrition decreases your risk of developing life-threatening and costly diseases (e.g. heart disease, cancer, stroke, diabetes) and improves your quality of life, productivity, and overall well-being.
  - Increases access to healthy options without restricting choice.

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](mailto:debra.celnik@maryland.gov).