



Healthy Venues Award Supporting toolkit





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/ The purpose of this toolkit

This Toolkit is designed to support venues in gaining their healthy venues award.

It provides further information on some of the actions, guidelines and principles that you will need to adopt to become a Healthy Venue.

The toolkit is broken into three main sections which correspond to the key elements of the criteria for each award, as well as an appendix containing further useful information.



Section 1

Guidelines and principles for healthier catering



Providing healthy catering is a key component of the Healthy Venues Award. Qualifying for the Award requires you to act in three main ways:

1. Ensuring that food prepared on site is produced using healthy practices and ingredients. Or, if you use an external caterer you can make sure they adopt healthy practices when preparing food
2. Increasing the number of healthy options available across your menus
3. Promoting the healthiest options to conference organisers by adapting the default items, highlighting healthy options clearly on menus and communicating the benefits of choosing those



/ Establishing healthier cooking practices

A range of different guidelines and recommendations exist on what makes a healthy diet.

You can find your national food based dietary guidelines (FBDG) on the Food and Agriculture Organization website (See Box). As part of the Healthy Venues Award you are required to commit to the principles outlined in your national guidelines to guide your catering practices.

See here for your local Food Based Dietary Guidelines

<http://www.fao.org/nutrition/nutrition-education/food-dietary-guidelines/en/>

/ Tips for reducing fat, sugar and salt

If you prepare any food on site you are required to take appropriate steps to reduce the fat, sugar and salt of the menu items.

This usually requires very small and simple changes to the way you use, prepare, cook and serve food which can make a big difference to the healthiness of the food that you serve.

See the boxes overleaf for tips on how to reduce fat, sugar and salt.

/ Reducing fat

- Use mono- and poly-unsaturated oils such as rapeseed, soya, sunflower and olive oil
- Avoid products which list partially hydrogenated vegetable oils or palm oil
- Stir fry using minimal oil or try to cook with spray oil
- Avoid offering deep-fried menu items
- Steam, blanch or microwave vegetables
- Trim visible fat before cooking
- Increase the use of fish and lean meats in recipes
- Replace some of the fat (butter) in baked goods with apple puree or yogurt
- Use grill racks for frying/roasting
- Use reduced fat dairy such as milk and yogurt and replace cream with lower-fat alternatives such as crème fraîche
- Use lower fat cheese such as feta, ricotta, mozzarella, cream cheese
- Grate instead of slice hard cheeses

/ Reducing sugar

- Avoid adding sugar, honey or syrup to savoury dishes, sauces, or fruit
- Use fresh or freshly frozen fruit
- If using tinned fruit, choose options with no added sugar and avoid those with syrup
- Avoid using prepared sauces, dressings, condiments, but if you do choose lower sugar options
- Reduce the amount of sugar used in cakes, biscuits and desserts. Instead use flavours such as cinnamon, vanilla and fresh fruit
- Use low/no added sugar versions of dairy, particularly flavoured yogurts
- Limit the use of chocolate in cooking, or use dark chocolate

/ Reducing salt

- Use fresh or freshly frozen vegetables with no added salt
- Use low-salt stock cubes or make your own stock
- Avoid adding salt in cooking, instead use herbs and spices for flavour
- Avoid adding salt when cooking starchy carbohydrates such as pasta, rice and potatoes
- If using tinned vegetables, use ones with no added salt
- Limit the use of salty ingredients such as soy sauce, fish sauce, olives, anchovies in your cooking
- Limit or avoid the use of pre-prepared products such as sauces, stocks and sandwich fillings and dressings
- Avoid products such as onion and garlic salt
- Salt cellars or sachets should be available on request only

Salt cellars (see criteria XX)

- Salt should not be visibly available where food is served
- Salt should be kept nearby and provided when requested by delegates
- Consider providing shakers with chilli, herbs, pepper and/or low-salt as alternatives
- If you wish you can offer this as an opt-out service to event planners and/or have a sign indicating that salt has deliberately not been put out

/ Portion sizes

Making the food you serve healthier doesn't only have to be about cutting out unhealthy ingredients, it can also be about serving less.

See your national FBDGs for some guidance, and also the portion size appendix to this document.

/ Examples of how to reduce portion size

- Provide mini biscuits, muffins, squares of cake
- Serve bite size desserts
- Serve desserts in short glass style pots
- Serve on small plates and cutlery
- Increase the proportion of vegetable/salad in relation to other components
- You might also consider providing fruit alongside the smaller desserts

/ Fruit and vegetables

It is widely recognised that people need to eat more fruit and vegetables.

The recommendations are for at least 400g of fruit and vegetables every day, the equivalent of 5 x 80g portions of fresh fruit or vegetables. The table below shows some examples of portion sizes for fruit and vegetables to help guide you in your menu planning.

Type	weight	Description
Fresh/frozen/tinned vegetables	80g	2 x broccoli florets, 1 medium tomato, 3 tbsp cooked vegetables,
Fresh/frozen/tinned fruit	80g	2 x small fruit (plums, satsumas) 1 x large fruit (apples, pears, oranges, bananas) 1 slice of large fruit (melon) 7 smaller fruit (e.g. strawberries) 15 smallest fruit (raspberries, cherries)
Fruit juice or smoothie	150ml (limit one portion a day)	
Dried fruit	30g (limit one portion a day)	
Pulses	2 (limit one portion a day)	3 tbsp

Adapted from: <http://www.nhs.uk/Livewell/5ADAY/Pages/Portionsizes.aspx>

/ Healthier ingredients

There are a number of simple ingredient swaps that you can make to your standard recipes to make them healthier, either by cutting down the amount of fat, sugar and salt or by increasing the amount of nutrients or fibre.

See table 2 for some examples of healthier ingredients you might consider using.

Table 2: Healthier ingredients to use across all menus		
	Healthier options (to include more of)	Less healthy options (to limit/avoid)
Starchy carbohydrates	brown rice, brown pasta, pearl barley, bulghar wheat, quinoa, wholemeal or rye bread Boiled or baked potato, sweet potato Biscuits with wholemeal flour	White rice, white pasta, fried Bread Fried potato, chips
Vegetables	All fresh, frozen, dried plain vegetables and salads	Tinned vegetables in salt, sugar or oil,
Fruit	Whole, sliced or cut pieces of fresh fruit, canned fruit in natural juice	Tinned fruit in syrup or with added sugar, dried fruit, fruit juice in servings over 250ml,

Non-meat alternatives	Tinned, no added sugar/salt	Sugar salt tinned pulses
Dairy	Low fat yogurt, low fat frozen yogurt, Soft cheeses such as Ricotta, feta, mozzarella, cream cheese skimmed milk, Poached, boiled, omelette scrambled (with minimal/no butter or oil) Crème fraiche, buttermilk, fromage frais	Full fat yogurt, yogurt with added sugar, flavoured yogurt with sweeteners Hard cheeses such as Cheddar cheese, stilton, Full-fat milk or cream Fried, scrambled with butter Cream
Cooking sauces	Tomato-based, vinaigrette based	Cream-based
Meat	Chicken /turkey, lamb/beef with visible fat removed, fillets, fish, prawns,	Salami, ham, breaded chicken, sausages, bacon, chorizo, breaded fish, battered fish, tempura



/ Defining healthier food

The Healthy Venue Award includes a requirement for you to ensure that at least 25/50/75% of the items on your menu are healthy, depending which award level you are applying for.

There is also a requirement to increase the proportion healthier drinks available as standard and to ensure a certain proportion of healthier products are available in vending machines.

The guidance below highlights the attributes that each healthier option should meet and provides some examples of healthy/less healthy menu options¹

/ Healthier sandwiches and salads

For a sandwiches (including rolls, bagels, wraps, open sandwiches and similar) to be considered as a healthier choice it should

- Use wholemeal bread
- Include a portion of salad or vegetable (80g)
- Contain no added salt
- Not contain processed meat or pre-prepared sandwich fillings
- Have a thin layer of lower fat spread (where spread is used)
- Use a sparing amount of low fat cheese (where cheese is used)

The same principles can be followed for alternatives such as sushi and salads.

¹ These recommendations have been based on general principles in food-based dietary guidelines as well as The Queensland recommendations.

Table 3: Healthier sandwich ideas		
	Healthier options (to include more of)	Less healthy options (to limit/avoid)
Bread	Wholemeal, rye, or granary sliced bread, bagels, pitta, rolls, wraps,	White bread, bagels, pitta, rolls, wraps, bread with high fat toppings such as cheese/meat, fried bread
Salad or vegetable	Fresh lettuce, tomato, cucumber, pepper, roasted vegetable	Vegetables cooked in oil,
Meat and fish option	Thinly sliced roast chicken/ beef/turkey, tinned fish in spring water, smoked salmon, prawn,	Ham, chorizo, sausage, pastrami,
Vegetarian options	Reduced fat cheese, soft cheese, egg,	Slices cheddar cheese,
Spreads	Low-fat spread, low-fat mayonnaise, avocado, hummus, mustard, cream cheese, chutney, ricotta, cottage cheese, relish, chutney	Butter, mayonnaise, cream based spreads and sauces, pesto, sour cream, tapenades
platters	cheese platters using low or reduced fat cheese such as cottage/ricotta/feta, crackers, fresh fruit, vegetable sticks, grilled vegetables, plain nuts	Large portions of cheese, full fat cheese, confectionary, unhealthy dips, salt or coated nuts

Table 4: Healthier salad ideas		
	Healthier options (to include more of)	Less healthy options (to limit/avoid)
Carbohydrate	Small portion of bulgur wheat, cous cous, rice noodles, boiled potato, lentils	Large portions, white rice,
Salad or vegetable	Fresh lettuce, tomato, cucumber, pepper, roasted vegetable	Vegetables cooked in oil,
Meat and fish option	Thinly sliced roast chicken/ beef/turkey, tinned fish in spring water, smoked salmon, prawn,	Ham, chorizo, sausage, pastrami,
Vegetarian options	Reduced fat cheese, soft cheese, egg, lentils, pulses	Slices cheddar cheese,
Dressings	Served on the side	Pesto, aioli,

/ Healthier main meals

For a main meal (hot or cold) to be considered as a healthier choice it should:

- Not include pastry
- Not be deep fried or fried
- Not have a cream based sauce
- Include at least one portion of fruit / vegetable (80g)
- Contain no added salt
- Not contain processed meat

For a guide to healthier cooking ingredients see the earlier section on healthier cooking practices

Table 5: Healthier ingredients to use in main meal

	Healthier options (to include more of)	Less healthy options (to limit/avoid)
Carbohydrate	brown rice, brown pasta, pearl barley, bulgur wheat, quinoa, baked or boiled potato	White rice, white pasta, fried potato,
Vegetables	Any fresh, frozen or tinned vegetables not prepared in salt, sugar or oil	Tinned vegetables in oil/salt
Meat	Chicken, turkey, lean lamb/beef with visible fat removed, lean mince, fish fillets, tuna, prawns,	Salami, ham, breaded chicken, sausages, bacon, chorizo, breaded fish, battered fish, tempura
Vegetarian dishes	Lentils, pulses, Quorn mince, tofu, egg	Cheese, cream
Dairy	Half fat crème fraiche, fromage fraise, buttermilk	Cream, crème fraiche, sour cream, full fat yogurt/ greek yogurt
Cooking sauces	Tomato-based, vinaigrette based,	Cream-based, oil based

/ Healthier breakfast

For a breakfast item to be considered as a healthier choice it should

- Not include pastry
- Not be deep fried or fried
- Not have a cream based sauce
- Include at least one portion of fruit / vegetable (80g)
- Contain no added salt

Table 6: Healthier breakfast ideas

	Healthier options (to include more of)	Less healthy options (to limit/avoid)
Cooked breakfast	Boiled/poached eggs, mushrooms, tomatoes, smoked salmon, avocado, spinach	bacon, fried eggs, sausages, black pudding,
Continental breakfast	Plain yogurt, fruit, Wholemeal/seeded/granary toast, porridge, small portions of pastries (without fruit, chocolate), wholemeal scones, small fruit based muffins	Pastries, white bread/toast, sugar-sweetened yogurt, pre-packaged cereals, pastries

/ Healthier snacks

For a sweet snack to be considered as a healthier choice it should

- Contain at least one portion of fruit (80g)
- Not include pastry
- Not be deep fried or fried
- Not be cream based
- Not contain added sugar
- Use wholemeal flour (if flour is used)
- Be available as a small portion

For a savoury snack to be considered as a healthier choice it should

- Not contain added sugar or salt
- Be available as a small portion
- Not be deep fried or fried
- Serve dips separately (e.g. hummus. These should be low-fat, low-sugar)

Table 7: Healthier sweet snack ideas

	Healthier options (to include more of)	Less healthy options (to limit/avoid)
Yogurts and dairy	low fat/low sugar yogurt,	Cream based desserts, ice cream, full fat or yogurt with added sugar
Fruit	chocolate dipped strawberries, whole, sliced or cut pieces of fruit,	Fruit in syrup, with added sugar
Cakes and muffins	Un-iced, unfilled cakes, slices that contain fruit, vegetables or nuts, served in 50g slice Un-iced fruit or veg based muffins, small portions (mini muffin size), wholemeal and low-fat/sugar wholemeal scones (no/thin spread of jam cream), fruit tarts with filo pastry, raisin or fruit bread, un-iced buns, banana loaf	Danishes, cream cakes, filled cakes, iced cakes, muesli bars, fancy sweet biscuits, chocolate/confectionary based Pastries using shortcrust/puff pastry, Cream cakes, confectionary, nuts in sugar/syrup/chocolate, coated, iced, chocolate/cream filled buns, doughnuts,
Biscuits	Un-iced, uncoated, plain biscuits, wholemeal or oat biscuits, small serving size (30g)	filled, chocolate coated or iced biscuits

Table 8: Healthier savoury snack ideas

	Healthier options (to include more of)	Less healthy options (to limit/avoid)
Breads	breadsticks, wholemeal salt reduced crackers and crispbreads	large serves of savoury breads topped with cheese/meat
nuts	Unsalted nuts, trail mix, olives, popcorn,	Salted or fried nuts, crisps,
Sides and toppings	served with chutneys, relishes and low-fat dips such as hummus, reduced fat cream cheese, salsa, tzatziki or vegetable based dips	Oil, cream or cheese based dips such as aioli, sour cream, pesto
platters	cheese platters using low or reduced fat cheese such as cottage/ricotta/feta, crackers, fresh fruit, vegetable sticks, grilled vegetables, plain nuts	Large portions of cheese, full fat cheese, confectionary, unhealthy dips, salt or coated nuts

/ Healthier dessert

For a dessert to be considered as a healthier choice it should

- Contain at least one portion of fresh fruit
- Have fruit as the main constituent
- Not include pastry
- Not be deep fried or fried
- Not be cream based
- Be available as a small portion
- Use wholemeal flour (if flour is used)

Table 9: Healthier dessert ideas	
Healthier options (to include more of)	Less healthy options (to limit/avoid)
Sorbet, frozen low-fat low-sugar yogurt, low fat/sugar yogurt, sliced fruit platters, 'Mini' portions, chocolate dipped strawberries	Large portions of Ice cream, cream cakes, pastries, chocolate-based items, tortes, tarts,



/ Healthier vending

The table below provides some suggestions for healthier options for vending machines. See the appendix for examples of different guidelines related to healthy vending.

Table 10: Healthier vending ideas		
	Healthier options (to include more of)	Less healthy options (to limit/avoid)
Savoury	Rice cakes, unsalted nuts/pulses, small portions (30g or less), popcorn, dehydrated vegetables	Crisps, salted nuts, large portions (35g +)
Sweet	Fruit and nut mixes, dehydrated fruit,	Chocolate, cakes, doughnuts,
Drinks	Water, sparkling water, no-sugar soft drinks, tea and coffee, juice, no-added sugar flavoured water	Drinks containing added sugar
Frozen items	Ice based or low-fat	Ice cream based

A number of Healthy Vending machine companies also exist and it might be worth considering to change your vending provider to one of these.

/ Healthier drinks

- Always provide no added sugar options
- Water available on site
- Provide sparkling water or water jugs with fresh lemon, mint or ginger
- Small servings of alcohol in small glasses (125ml for wine, half pint/small bottle for beer) should be available in onsite bars
- Non-alcoholic options should always be made available at drinks receptions
- Low-alcohol versions and wine and beer should be made available for event planners to choose if they wish

Table 11: Healthier drink ideas	
Healthier options (to include more of)	Less healthy options (to limit/avoid)
Water Sparkling water Water infused with fresh lemon/mint/ginger Diet soft drinks Plain and herbal tea Plain and decaffeinated coffee Semi-skimmed or skimmed milk Sweetener for tea/coffee	Sugar-sweetened soft drinks fruit drinks cordials energy drinks Full fat milk

/ Labelling

There are a number of online tools that can be used to calculate the nutritional content of your recipes. Some examples are listed in the appendix.

When using these you will need to make sure that you use the correct portion/weight information for accuracy.

Also be careful to make sure you add the correct brand information and that you are using information correct for your country. You should be able to cross check some of the facts from the labels of the food you purchase²

See the appendix for examples of tools that you can use to help you.

Once you know the nutritional content of your food you can determine whether or not the product is considered low, medium or high in fat, saturated fat, sugar or salt/sodium. The cut offs were established by the UK Food Standards Agency and highlight the levels of each nutrient for an ingredient or meal to be considered 'high', 'medium' or low'. These might be useful for helping you determine which items on your menu can be considered healthy or healthier options.

	Sugar	fat	Saturated fat	salt
High (per 100g)	Over 15	Over 20	Over 5g	Over 1.5g
Medium (per 100g)	5-15	3-20g	1.5-5g	0.3-1.5g
Low (per 100g)	Less than 5	3g and below	1.5g and below	0.3g and below

The World Health Organization also recently published a nutrient profiling model which scores food across a range of criteria³. A number of other examples exist at a national level.

² Please note World Obesity Federation does not specifically endorse the information provided in any of the databases and is not responsible for any inaccurate information on these sites.

³ <http://www.euro.who.int/en/health-topics/disease-prevention/nutrition/publications/2015/who-regional-office-for-europe-nutrient-profile-model>

Part 2 - Guidelines and principles for promoting activity



Helping people to be more active when attending conferences and events is a key component of the Healthy Venues Award.

Qualifying for the Award requires you to act in three main ways:

1. Ensuring that your venue promotes increased activity and reduced sedentary behaviour around the site
2. Promoting 'active conferences' to event planner by ensuring they are aware of the options available to them and how you can help them implement this
3. Providing information on activity in the vicinity and local area

/ Health promotion and awareness

You can promote activity around your venue in a number of ways.

/ Signage that can be used

- ✓ Promote the use of the stairs
- ✓ Promote regular stretching
- ✓ Promote walking along the venue concourse
- ✓ Promote outside space

/ Specific messages

- Why not go for a walk to clear your head and stretch your legs?
Maps available at reception!
- Stair climbing requires 8 - 9 times more energy expenditure than sitting and burns about 7 times more calories than taking a lift⁴.
- Did you know that you can improve your health by spending more of the day standing?
- The length of the concourse is XXm. If you walk up and down X times you'll have covered Xm!
- Long day with lots of sitting? Try standing up between speakers to stretch your legs
- This building has X floors/steps. Walking to the top means XX

/ Ideas for where signs can go

- ✓ By the lifts/escalators (plaque or 'bus stop' sign)
- ✓ By water fountains (plaque)
- ✓ Inside meeting rooms (plaque)
- ✓ On screens around the venue or in meeting rooms
- ✓ On the back of restroom doors
- ✓ At the information desk

/ Calculating calorie burned

The number of calories that a person burns while being active is influenced by a number of factors, including a person's weight and the intensity of movement. A number of tools are available to estimate calories burned and may be useful for adding calories to the maps or other health promotion materials you produce as part of your efforts to become a Healthy Venue. An average weight for a woman is usually considered 60kg, and the average weight for a man is 85kg. Examples of tools are in the appendix.

⁴ https://www.stepjockey.com/content/docs/Stair_Climbing_Facts_StepJockey.pdf

/ Actions that venues can take to promote physical activity

The following tables provide a summary of the actions that Venues can take and the actions you can promote to event planners to help support healthier meetings. It is worth working with your local convention bureau to achieve some of the community and activity based criteria and actions.

Description	What it involves for you (healthy venue)	What it involves for the event planner
Transport maps and route maps for cycling and walking	<p>Developing (or working with local organisations to put together) maps of the local area with access routes from public transport, city centre and hotels. These may or may not have calorie information included for certain walk routes.</p> <p>Information should be available in print at the information desk / for inclusion in delegate packs, online, adaptable for conference Apps and in a format that can be edited for conference programmes.</p>	To disseminate the information to delegates via conference packs, website or App.
Bike racks	Promoting cycling to and from your venue is a good way to promote physical activity. If you city has a bike hire scheme this is a particularly good option to advertise. However, it will require your venue to have bike racks suitable for city bike scheme, but also personal bikes	

Table 13: Actions to promote active meetings

Description	What it involves for you (healthy venue)	What it involves for the event planner
Standing meetings	Venues can provide facilities for space at the back of meeting rooms for standing, high table tops and signposts for standing sections. Sign posts might take the form of bus stop signs or, in the case of plenary halls where seating may remain, signs for the seats	To request standing room to be available at the back of meeting rooms
Standing applause	Signs in meeting rooms and on screens around the venue can promote active applause. This concept should be communicated via the planner check list	To implement standing applause and ensure this is communicated to session chairs/leaders.
Walking/ Standing receptions	Investment in high tables, walking servers, provision of finger buffet food to allow for walking/standing receptions	To hold standing receptions as part of the evening social programme

Active breaks	Promote areas around the venue for people to go for fresh air during lunch, and encourage walking around the venue site.	To encourage going outside in breaks and having a set up that requires walking around during breaks
Physical activity in the programme	Work with event planner and local convention/destination bureau to support the inclusions of physical activity in programmes. This could include <ul style="list-style-type: none"> • 5k/10k fun runs and walks • City walking tours • Relaxation/yoga sessions • Trips to nearby areas for hiking • 	Engage with the idea of including physical activity and work with venue and destination to design a programme that is suitable for the meeting delegates
Area for fitness	Promote rooms and room set up which is suitable for fitness sessions such as stretching or yoga. You may consider investing in mats to help support this kind of activity. This should be promoted in the healthy meeting checklist given to event planners	Request space

Table 14: Actions to promote activity in and around the venue

Signposts around the venue	<p>Signposts around the venue can be used to promote activity around the venue and during meetings. Some locations for signposts include:</p> <ul style="list-style-type: none"> • By the lifts/escalators (plaque or 'bus stop' sign) • By water fountains (plaque) • Inside meeting rooms (plaque) • On screens around the venue or in meeting rooms • On the back of restroom doors • At the information desk 	Promote healthy meetings, permit the use of 'bus stop' signs around the venue while their meeting is going on; permit messaging on screens around the venue
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Table 15: Actions to promote off site physical activity

Discounts for local gyms/fitness centres	Work with event planner and local convention/destination bureau to promote off site opportunities for physical activity, whether it's local recreation and fitness facilities such as gyms and pools, the location of parks, out of city walks.	Engage with the idea of promoting physical activity amongst delegates and work with venue and destination to design a programme that is suitable for the meeting delegates
Work with destination bureau		
Route maps - Cycle, walking, jogging		

Part 3 – Workplace health

Promoting the health of your employees is an important consideration within the Healthy Venues Award. Qualifying for the Award requires you to act in a number of ways, including:

1. Promoting and encouraging activity and reduced sedentary behaviour amongst your staff
2. Raising awareness amongst your staff about the principles and benefits of healthy eating



/ Promoting the health of your employees

People spend a significant proportion of their waking hours at work, often sat in meetings or at computers, working long hours and towards challenging deadlines. All of this can contribute to poor health and in particular mental health. Healthier eating, regular stretching breaks and physical activity have all been shown to reduce stress and improve concentration.

Because of the amount of time people spend at their place of work there is an opportunity for employers to help their staff to live healthier lives. The benefits to employers for promoting health at work including increased productivity, increased staff well-being and decreased sick days – in the long term this is likely to lead to a more efficient business.

You can promote activity and reduced sedentary behaviour in a number of ways, for instance:

- ✓ Encourage regular stretching breaks, particularly for those staff members who are desk-based
- ✓ Where possible, offer flexible working hours/break times to allow staff to exercise during breaks
- ✓ Promote the use of outside spaces
- ✓ Consider entering a team into corporate sports challenges and events
- ✓ Hold a wellness day/week to raise awareness of the benefits of activity
- ✓ Organise team fitness challenges or competitions, for instance with pedometers or stair climbing goals
- ✓ Offer incentives to cycle/walk to work rather than drive

You can promote healthy eating in a number of ways, for instance:

- ✓ Raise awareness about the importance of a balanced diet and provide information about simple changes that staff can make when choosing and preparing food for themselves and their families
- ✓ Hold cooking sessions for staff in conjunction with the catering team
- ✓ If staff dine on site, provide them with incentives to choose healthier options



/ Part 4 – Evaluating and reporting on your progress



To become a Healthy Venue and to change between award levels you will need to provide evidence that you meet the required criteria.

As part of our ongoing commitment and to demonstrate that you continue to meet the criteria and to have a healthy ethos you will also have to evaluate on an ongoing basis the progress and impact that being a Healthy Venue has had.

As part of the award scheme you will be required to report on the progress you have made and the changes that have occurred as a result of being a Healthy Venue. This will also serve as the mechanism by which we can ensure you continue to meet the requirements of the Award level you have achieved year on year. This can include sales and purchase data for different menu items and ingredients, feedback from event planners and their delegates. Some suggestions of the information you might collect are listed below.

/ Self-reported by venue – catering information

- Less salt/sugar used
- Oil switch
- Change in bread used
- Change in meal purchase
- Shift in proportion of vegetarian options containing no cheese
- Number of times smaller portions requested by event planner
- Number of requests to substitute for healthier items
- Number of requests for more wholegrain products
- Number of requests for salt shakers to be available
- Number of requests for salad/veg not to be served first
- Frequency of low-alcohol options being requested
- Purchase/sales data for healthier items
- Purchase/sales data for no-sugar products as a proportion of all
- Reduction in salt used by delegates
- Purchase/sales shift in low-fat dairy
- Shift in sales of vending machine products

/ Venue feedback survey

- Details of how event planners use maps and recreation information
- Number of requests for standing spaces walking receptions and space for fitness activities (also change, if applicable)
- Number of requests for certain products to be removed
- Number of event planners who include standing applause
- Number of event planners that agree to shut down escalators

/ Event planner evaluation – to give to event planners to include in their meeting evaluation

- Number of people who drove/cycled/walked to the meeting
- Were you asked about healthy catering?
- Did you change your catering choices as a result of the information provided?
- Did you incorporate any activity into your programme following information provided by the venue?



/ Appendices

These appendices have been put together to provide further support and assistance for becoming a healthy venue. They primarily consist of annotated bibliographies with information on what others have done or have recommended in terms of healthy catering and workplace health.

- 1 - Healthy catering guidelines
- 2 - Calculating nutrition content
- 3 - Portion size
- 4 - Healthy vending
- 5 - Calories burned
- 6 - Promoting active meetings
- 7 - Workplace health
- 8 - Planner survey results

/ Appendix 1 – Examples of healthier catering guidelines

The recommendations for healthy catering included as part of the Healthy Venues Award have been compiled using a number of existing guidelines on healthy catering. Some of these are described below and may provide additional support for achieving healthier catering at your Venue.

Organisation	Guideline website	Description / what they are useful for
School Food Plan (UK)	The School Food Plan www.schoolfoodplan.com	Useful for providing practical food-based examples of how a healthy menu can be achieved The School Food Plan is the current set of guidelines for school food in England and makes recommendations about incorporating food education into the curriculum as well as making recommendations on what food should be served. They are food-based guidelines meaning they make recommendations on food types across the whole menu, rather than specific nutrients. The authors have taken care to make the recommendations easy to understand and implement at the food preparation stage and therefore contain some useful and practical tips which can be applied in other cooking scenarios.
UK Department of Environment, Food and Rural Affairs (DEFRA)	Government Buying Standards https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-food-and-catering-services	Useful for developing improve practices and standards for ingredient purchases These Government Buying Standards provide some fundamental guidelines to aid purchasing of food items to be used in catering across a number of institutions. While nutrition is considered in the standards, there is also a focus on sustainability and animal welfare which should also be taken into account in catering.
Soil Association (UK)	Healthy Catering Mark http://www.sacert.org/catering	Useful for healthy catering advice and suggestions on sustainability considerations as well as nutrition The Healthy Catering Mark is aimed at all providers and caterers of food and operates on an award tier system. Although there is an element of nutrition in the guidelines, the Healthy Catering Mark also focuses on sustainable and local food sourcing, animal welfare and food quality. The supporting information for this award provides some good suggestions on how to improve the health and sustainability of catering practices.
Chartered Institute of Environmental Health (UK)	Healthy Catering Commitment for London http://www.cieh.org/uploadedFiles/Core/Membership/Regional_network/London/Healthier_Catering_Commitment_for_London_Criteria_March_2011.pdf	Useful for suggestions on how to improve the healthiness of food on offer The Healthier Catering Commitment for London is based on a set of catering criteria, similar to the Healthy Venues Award. The website provides useful suggestions on how to improve the healthiness of the food offered and may be useful to support your efforts towards becoming a Healthy Venue.
UK National Health Service (NHS)	What does 100kcal look like? http://www.nhs.uk/LiveWell/Goodfood/Pages/What-does-100-calories-look-like.aspx	Useful for visualising 100kcal These comprehensive infographics on what 100kcal of a given food looks like (e.g. calories in oil, butter and mayonnaise) are a useful tool for understanding calories and therefore how the calorie content of the meals you provide could be lowered.

<p>Centre for Science in the Public Interest (USA)</p>	<p>National Alliance for Nutrition and Activity (NANA) Healthy Meetings Toolkit www.cspinet.org/nutritionpolicy/healthy-meeting.html</p>	<p>Useful for suggestions on how venues can help support planners in the implementation of healthy meetings. These guidelines for healthy meetings include guidance on key components of a healthy meeting (healthy catering and physical activity). A detailed set of guidance on catering, in particular what should and should not be served at different meal times, is included. A number of resources have been developed to help make hosting healthy meetings easier. While geared towards the meeting planner, this toolkit provides examples of how you, as a venue, can help with the implementation of the recommendations.</p>
<p>Healthy Stadia (Europe)</p>	<p>Healthy Stadia (Europe) http://www.healthystadia.eu/</p>	<p>Useful for case studies on making sports stadia healthier The Healthy Stadia network offers one to one support and guidance (including case studies) to create and implement healthier catering at sports events. All recommendations are available for free download and may provide ideas about how to make your venue a healthier environment.</p>
<p>Queensland Health Department (Australia)</p>	<p>Better Choices Queensland https://www.health.qld.gov.au/health_professionals/food/abetterchoice.asp</p>	<p>Useful for: Providing additional suggestions on menu items to include and avoid The Better Choices Australia toolkit provides comprehensive suggestions for ingredients and menu items and is particularly good for identifying the healthier alternatives. The guide uses a useful traffic light system to colour the different food types, making it easy to identify those to increase and those to decrease on your menus.</p>
<p>Centre for Disease Control and Prevention (USA)</p>	<p>Healthier Worksite Initiative http://www.cdc.gov/ncdphp/dnpao/hwi/toolkits/</p>	<p>Useful for: tips on healthier catering and auditing actions This healthier work site initiative includes information on nutritious eating practices at work. The toolkits contain tips on how to create worksite wellness committee / worker engagement strategies which will be useful background as you work to being a Healthy Venues.</p>
<p>Consensus Action on Salt & Health</p>	<p>Low salt shopping guide http://www.actiononsalt.org.uk/resources/ordering/125232.pdf</p>	<p>Useful as a quick go to guide for healthier ingredient swaps This printable food shopping guide for reduced salt and saturated fat options across a number food and ingredient categories may be a useful and easy access tool to use when developing new recipes. Making it available to all staff may help get engagement across the entire Healthy Venues catering team.</p>
<p>Food Standards Agency Scotland</p>	<p>Catering for Health http://tna.europarchive.org/20120419000433/http://www.food.gov.uk/multimedia/pdfs/cateringforhealthscot.pdf</p>	<p>Useful for: training the catering staff at your venue This guide for teaching healthier catering practices is suitable for managers and service directors. The guide may help with the implementation of the catering elements of the healthy venues award and assist with the development of healthy practices in your venue.</p>
<p>Liverpool Food Strategy, NHS (UK)</p>	<p>Taste for Health http://www.tasteforhealth-liverpool.nhs.uk/documents.aspx</p>	<p>Useful for ideas about swaps and simple changes in catering practices. The Liverpool Food Strategy on healthy eating was developed by the Healthy Weight Task Force with the aim of bringing together the work of many partners across the city to address the increasing number of children and adults in the city who suffered unhealthy weight. As part of this strategy there are a number of documents relevant to healthy catering and where changes and swaps can be made which may help you with achieving the Healthy Venue Award catering criteria.</p>

/ Appendix 2 – calculating nutrition content of menu items and recipes

To help guide your recipe development, ensure that your menus are healthy and to provide accurate nutrition information about your food you will require software which can analyse your recipes. A number of variations are available for commercial use, drawing on standard data tables. A list of these are below.

A number of consumer-targeted databases also exist such as MyFitnessPal, eaTRACKER and self-nutrition data. These are not typically recommended for use by commercial operators, however may prove useful on a small scale, or if you use a lot of household branded ingredients. These might also be useful for any workplace activities you do as part of the Healthy Venues Award.

Remember when calculating the nutritional content of your recipes to accurately input weights and brands (if applicable) for the ingredients you use.

Organisation	Website	Description
Diet Plan 7 (UK) – 30day free trial available	http://www.foresoft.co.uk/	Useful for: caterers based in the UK wanting in depth nutritional information for recipes Diet Plan 7 is a nutrition composition software which can be used to assess the nutritional content of recipes, menu plans and food diaries. It uses standard nutrition composition information, as well as drawing on national food databases and some supplier composition tables in order to provide the most accurate information. It contains information about the UK Food Standards Agency traffic light cut offs which can be applied to recipes, and also provides information against dietary reference values. Reports and recipe analysis are available to download in a PDF format.
A la Calc (UK)	https://www.alacalc.com/#slide-3	Useful for: UK-based caterers wanting a one stop shop for nutritional calculations, nutrition labelling and cost calculation for their recipes A la Calc is designed specifically for caterers and food providers and such has functionality to reflect this. As well as calculating the nutritional content of recipes, it also provides a signpost label for key nutrients – energy, sugar, fat, saturated fat, salt – and has additional cost-calculating functionality.
Food data services (Europe)	http://www.fooddataservices.co.uk/	Useful for: UK- and Europe-based caterers wanting a one stop shop for nutritional calculations, nutrition labelling and allergen information for their recipes Software designed for caterers, manufacturers and retailers which is widely used by major household companies. It provides reports on nutrition and food allergens, as well as generating the information needed to create nutrition labels compliant with EU and UK regulations. It draws on standard data tables (McCance & Widdowson). There are two options – Nutritional Pro which is a more basic version and NutriCalc which offers a more comprehensive analysis
Nutrition analysis software endorsed by USDA (USA)	http://healthymeals.nal.usda.gov/menu-planning/nutrient-analysis-software-approved-	Useful for: caterers in the US wanting state-approved nutrition analysis tools The US Department of Agriculture has endorsed a number of nutrient software programs for use as part of the school meal program. These software will also be useful for caterers seeking to become Healthy



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	usda/nutrient-analysis-software-approved-usda	Venues. A full list is available on the website.
My fitness Pal (available in US or UK) <i>Consumer targeted</i>	http://www.myfitnesspal.com/recipe/calculator	Useful for: Small scale catering, or caterers who use a lot of standard brand ingredients. My Fitness Pal is a consumer focused tool for monitoring diet and activity. The information contained in the dietary database however is very comprehensive and therefore may be a useful way for you to calculate menu nutrition on a small scale. It has the option to manually add the nutrition content of an ingredient not already listed. The phone App has barcode scanning software which allows for quick information gathering.
Self nutrition data (USA) <i>Consumer targeted</i>	http://nutritiondata.self.com/	Useful for: Small scale catering, or caterers who use a lot of standard brand ingredients. Similar to My Fitness Pal, Self Nutrition Data is a consumer focused database from the USA. It provides options to create recipes and get nutritional information for ingredients.
eaTRACKER (Canada) <i>Consumer targeted</i>	http://www.eatracker.ca/recipe_analyzer.aspx	Useful for: Small scale catering, or caterers who use a lot of standard brand ingredients. Similar to My Fitness Pal, Self Nutrition Data is a consumer focused database from Canada. It provides options to create recipes and get nutritional information for ingredients.

/ Appendix 3 – Guidance on portion sizes

Considering portion sizes and making sure these are reasonable and do not promote healthy eating is an important consideration in healthy catering. For more information about the WHO advice (with links to evidence-based research) on the effect of limiting portion sizes to reduce risk of overweight and obesity visit http://www.who.int/elena/titles/portion_childhood_obesity/en/.

Some examples of efforts to define healthy and normal portion sizes are listed in the table below.

Organisation	Guideline website	Description
Food for life	http://tinyurl.com/q4mjghv	List of foods and drinks (by category) including portion size by quantity (slice / cup) and weight (in gram)
American Heart Association	http://www.heart.org/HEARTORG/Caregiver/Replenish/WhatisaServing/What-is-a-Serving_UCM_301838_Article.jsp	Practical guide on what a serving size is for general food products. Useful tips on how to incorporate more servings of healthy food into a meal.
National Restaurant Association (USA)	http://www.restaurant.org/Manage-My-Restaurant/Marketing-Sales/Food/Smaller-portions.-big-benefits	Insider tips from the National Restaurant Association on creating a solution to manage portion sizes. The experience of other restaurants on this issue will be valuable for you and your catering team.
British Heart Foundation	https://www.bhf.org.uk/heart-matters-magazine/nutrition/weight/perfect-portions	BHF provide advice primarily for consumers who wish to control portion sizes while eating out, however is still a valuable tool for the caterers themselves. Tips for restaurant on adapting to consumer who wishes to eat less when eating out.
Web MD	http://www.cuyunamed.org/Portion-Control-Guide%20with%20household%20goods.pdf	Infographic and comparison chart on food / beverage portion sizes. NB weights are listed in U.S. ounces. Use EasyWeight converter as a conversion tool http://www.gramstoounces.co.uk/
SafeFood	http://www.safefood.eu/Healthy-Eating/Food-Diet/Eating-In/Portion-sizes.aspx and http://www.safefood.eu/Healthy-Eating/Food.-Diet-and-Health/Eating-In/Tips-to-reduce-your-portion-sizes/Your-guide-to-healthy-portions.aspx#1	Guide to healthy portion sizes for adults and children as well as a set of Infographics and practical aids for estimating healthy portions. Eg. 1 portion of pasta or rice equals of a tennis ball (all graphics available to share and print)
Journal of Obesity	http://www.readcube.com/articles/10.1038/ijo.2014.85	Tips on how to reduce portion sizes <ol style="list-style-type: none"> 1) Reduce less-healthy options, increase healthier ones 2) Add more small size options to the menu 3) Use meaningful size labels on the menu (offer smaller portion) 4) Elongate servings of energy dense items (serve alcohol in elongated glass) 5) Allow people to commit to healthy options (eg offer reduced calorie items)

/ Appendix 4 – Healthier vending

There are a number of examples of where guidelines have been developed to make recommendations in relation to healthier vending. See below for some examples that might help you provide healthier vending at your venue.

Organisation	Guideline web link	Description
Network for Healthy California	https://www.cdph.ca.gov/programmes/cpns/Documents/Network-FV-WP-VendingMachineStandards.pdf	Provides food-based suggestions for healthier vending machines, examples of healthy vending companies and information on how to label vending items.
National Alliance for Nutrition and Activity (USA)	http://cspinet.org/new/pdf/final-model-vending-standards.pdf	Provides nutrient based recommendations for items contained in different types of vending machines
Public Health Seattle & King County	https://www.cspinet.org/new/pdf/kc_vending_guidelines.pdf	Provides food-based recommendations for different types of commonly used vending machine items
Nemours	http://www.nemours.org/content/dam/nemours/www/filebox/service/preventive/nhps/resource/healthyvending.pdf	Provides examples of healthy vending machine policies, such as limiting foods high in fat, sugar and salt, limiting portion sizes of certain items, adapting the way certain content is promoted
Department of Education, Northern Ireland	http://www.deni.gov.uk/de1_09_125683_school_food_the_essential_guide_-_healthier_vending_2.pdf	Step by step guide to a healthier vending for ambient and chilled food. Includes Healthier vending checklist.
Alabama healthy vending	https://www.adph.org/NUTRITION/assets/GuidelinesHealthyVending_0412.pdf	Recommendations for setting up successful vending machines which are healthy
Seattle healthy vending	http://www.seattle.gov/parks/healthyparks/files/healthy_vending.pdf	A hands-on guide for healthiest – healthier and excluded foods on offer on a vending machines.
Healthier Hospitals Initiative	http://healthierhospitals.org/sites/default/files/IMCE/public_files/Case_Study_Images/Vending.pdf	Case study of how healthier vending machines were introduced to create healthier hospitals initiative which might be useful when exploring how this could work in your venue.
County Health Rankings and Roadmaps	http://www.countyhealthrankings.org/policies/healthy-vending-machine-options	Advice on healthy vending machine options including evidence of effectiveness and implementation examples

/ Appendix 5 – Calculating calories burned

A range of factors contribute to how many calories an individual will burn whilst being active, for instance their gender, height, weight and muscle mass. Approximate calculations can be made however which can then be used on maps or signs around your venues. Some examples of calculators are in the table below. It might be useful to do the calculations for two or three different weights, for instance 60kg, 75kg and 90kg.

Organisation	Guideline web link	Description
World Cancer Research Fund (WCRF)	http://www.wcrf-uk.org/uk/here-help/health-tools/exercise-calorie-calculator .	WCRF has a tool that allows you to input a weight, activity and calorie burn goal and calculates how many minutes of that activity you will have to do. It also makes comparisons between calories consumed and calories burned.
British Heart Foundation (BHF)	https://www.bhf.org.uk/heart-health/preventing-heart-disease/staying-active/exercise-calorie-calculator	BHF has a tool which allows you input age, weight, exercise type, estimated intensity and duration and gives an estimated number of calories burned
Calorie Count	http://www.caloriecount.com/tools/calories-burned	This free online calorie burn calculator accounts for gender, age, physical activity.
BUPA	http://www.bupa.com.au/health-and-wellness/tools-and-apps/tools-and-calculators/burning-calories	Calculate estimated amount of calories burned over time / activity / workout duration. Includes a wide range of activities.
Health Status	http://www.healthstatus.com/calculate/cbc	Calorie burn calculator for all daily activities eg. -driving a car / housework / work-related
Map My Walk	http://www.mapmywalk.com/improve/calorie_calculator/	Workout calorie calculator based on your height /weight / age
Web MD Food and fitness planner	http://www.webmd.com/diet/healthtool-fitness-calorie-counter	This tool provides access to the nutritional information for over 37,000 foods and information about 650 activities.

/ Appendix 6 – Promoting activity at meetings and around venues

A key component of Healthy Venues is promoting the idea of active meetings to planners, as well as promoting activity around venues. This table provides some information which gives you some ideas about how to go about this.

Topic area	Website	Description
Steps promotion	Step Jockey https://www.stepjockey.com/map	Stepjockey was set up in the UK and has developed a wide range of resources around stair climbing. Useful for equipping your venue with stair signs and promotion.
Stretching	Instant Recess http://www.instantrecess.com/	By introducing instant 10 minute activity breaks at work Instant Recess is dedicated to make workplaces healthier. Their evidence-based activity model is designed to improve health and productivity in the workplace. You might consider making this available to users of your venue.
Active transport	Healthy Stadia http://www.healthystadia.eu/resource-library/physical-activity.html	Healthy Stadia provides downloadable guidance to help promote active travel and which may be useful for implementing systems in your venue.
Mapping tools for walking, running, cycling These might be useful when creating routes and maps for delegates. You may also consider getting delegates to register on the websites in order to expand the number of local maps available.	Sustrans (UK) http://www.sustrans.org.uk/	Provides practical information on route mapping for cyclists and may be helpful for you when creating active travel maps.
	Ramblers (UK) http://www.ramblers.org.uk/	Britain's walking charity organisation -choose from 2500 walking routes - join a local (or national) walking group - plan walks for your events
	Mapm yRun / Mapmywalk / M Mapmycycle www.mapmyrun.com	Find apps and routes for your favourite activity be it walking, cycling or running. Gain instant feedback on your physical activity and plan ahead for the session.
	US Mapometer (USA) http://us.mapometer.com/	Mapometer allows you to map routes in an area of your choice and pre-select whether it is walking, running or cycling and whether routes should follow roads or not. Useful for creating maps around your venue.
	Trail Link (USA) http://www.traillink.com/	Interactive website to search for routes, download free app and upload photos from your walk.
	Walkit (UK) http://walkit.com/	Get a route map between any two points, including an approximate journey time, calorie burn and step count. There is an app linked to this site as well.
	WalkJogRun Australia http://www.walkjogrun.net/walking-routes/Australia/	Website created by locals around the world – include walk, kayak, dog, swim and skating routes fit for all seasons.
	EU Cycling organisations http://www.ecf.com/about-us/our-members/	Promotes cycling as a sustainable and healthy means of transportation and recreation and tools which that might be helpful for promoting cycling.

Promoting physical activity and health alliance	http://www.paha.org.uk/Resource/promoting-physical-activity-and-active-living-in-urban-environments-the-role-of-local-governments	Scottish Physical Activity and Health Alliance connects <ul style="list-style-type: none"> - People to information on physical activity - People to networks
Be Active (Australia)	http://www.beactive.wa.gov.au/index.php?id=1116	Offers free resource booklet on physical activity promotion
National Centre for Chronic Disease Prevention and Health Promotion	http://www.cdc.gov/obesity/downloads/tips-for-offering-healthier-options-and-pa-at-workplace.pdf	Practical printable guidance on offering healthier options and physical activity at workplace meetings and events.

/ Appendix 7 – Workplace health guidelines

You may find some of the following healthy workplace guidelines useful to help develop your workplace health policy as part of the Healthy Venues Award.

Topic area	Reference/title/source	description
NHS Choices (UK)	http://www.nhs.uk/Livewell/workplacehealth/Pages/workplacehealthhome.aspx	Hands-on guide on workplace health for all.
Workplace health and wellbeing (UK)	http://www.workplacehealthandwellbeing.co.uk/	Practical guide to workplace health for managers and employees.
NICE (UK)	https://www.nice.org.uk/guidance/ph13 https://www.nice.org.uk/news/article/healthy-workplaces-make-happy-and-effective-employees	Recommendations for employers on supporting healthy workplace, encouraging employees to walk, help employees to walk instead of taking steps etc..., guidance on how to improve environment to promote physical activity
Centers for Disease Control and Prevention (CDC)	http://www.cdc.gov/workplacehealthpromotion/implementation/topics/obesity.htm	Comprehensive guide from the U.S on health related obesity programmes including employee health surveys, employee education and participation programmes, building a culture of health and environmental support for obesity control
C3 Health	http://www.c3health.org/c3activities/workplacehealth/c3-workplace-health-movement/	Membership organisation Workplace Health Movement initiative is a networking organisation set up by healthcare professionals. Free information on past seminars available.
Workplace health Europe	https://osha.europa.eu/en/healthy-workplaces-campaigns	E-guide to manage stress Sign-up to online health campaign Interactive online risk assessment tool, including benchmarking initiatives
Workplace Health Association (Australia)	http://www.workplacehealth.org.au/	Information on best practice guidelines, case-studies and industry snapshot
Environmental and Workplace Health, Canada	http://www.hc-sc.gc.ca/ewh-semt/index-eng.php	Useful read on environmental and workplace health. Links to Healthy Canadians website offering advice on food safety (including recalls), preparation methods and safe storage.
Healthy Working Lives, Scotland	http://www.healthyworkinglives.com/	Practical guide for employers (including legal responsibilities) on workplace health.
Workplace Health Cornwall Healthy Weight (UK)	https://www.cornwallhealthyweight.org.uk/Workplace_Health_Presentation	Easy to read presentation on workplace health including 7 work pledges, introducing healthy workplace Awards and introducing Behealthyatwork.org partnership (with 156 organisations currently signed up)
Healthier Staff Restaurant Scheme	https://www.thurrock.gov.uk/health-responsibility-deal/healthier-staff-restaurants	Pledges to make it easier for staff at workplace to eat better. Includes links to a number of guides, including on health and wellbeing, reporting & chronic conditions
Healthy Eating Surrey	http://www.healthysurrey.org.uk/your-health/workplace-wellbeing-charter/wwc-healthy-eating/	Practical website on healthy eating, physical activity and workplace well-being.

/ Appendix 8 – Planner survey results

The World Obesity Federation sent a survey out to conference planners around the world in order to gather insight on their priorities for, and experiences of, organising health conferences. Below are some of the key findings.

/ Healthy catering

/ 4 in 5 (81%) of the respondents said that they consider the healthiness of the catering that they provide at meetings and conferences.

/ Of those who do not consider healthy catering, two-thirds (66%) said that cost was the major driver for this decision.

/ When choosing event menus, all of the respondents said that they make sure fruit and vegetables are available. Other common ways that the respondents try to make the catering they offer healthier include providing healthy snacks at breaks (71% of respondents), limiting/avoiding deep-fried items (66%), offering sugar-free drink options (66%), limiting/avoiding pastry items (43%) and providing salads as main courses (43%).

/ When asked about the challenges faced when planning a healthy menu, two-thirds (66%) of the respondents said that healthy options not being included in set menus is a challenge. Around half of the respondents said challenges included a lack of healthy options on offer (57%), the price of healthy options (52%).

This shows that there is a market for healthier catering at conference venues, but that cost is a major barrier to implementing this for event planners. Therefore, through the Health Venues Award, Venues need to find and develop ways in which to provide healthier options which are equivalent in price and incorporated across all menus. The responses related to priorities when choosing healthier catering provide some priority areas to assess in relation to the menu options you currently offer and where changes can be made.

/ Promoting activity

/ Just over half of the respondents reported to promote physical activity during their meetings and conferences (54%)

/ Of those who do not promote physical activity, three quarters (77%) said it had never occurred to them to do so.

/ The most common ways that physical activity is promoted according to the respondents is frequent stretching breaks (73%), promoting active travel to and from the venue (53%) and promoting the use of stairs (46%).



The key finding in relation to promoting activity at conferences is that many organisers have not considered this before. Therefore, as part of the Healthy Venues Award, Venues can play an important role in promoting this concept to event planners and encouraging ways for them to incorporate this. Venues can make it as easy as possible for event planners without experience of doing this.

The respondents were also asked about what would be useful to them when planning events and conference venues. The top 5 responses were:

- Healthy menu options
- Information about active travel and local walking routes
- Suggestions on how to improve the healthiness of catering
- Signs promoting the use of stairs
- Healthy options included in set menus

Additional comments received by the respondents in relation to healthy conferences include

- “Price is a big factor. This is a great initiative but the healthy options must be the same price otherwise good intentions are lost.”
- “Help with physical activity offerings would be appreciated - I used a place once that gave all my delegates discounted gym membership. ”
- “It would be great to have conference organizers arrange free access to fitness centres and pools in conference venue or nearby facilities or at least discount rates”



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