Meeting Well
Training Module

**Goal:** Increase the number of American Cancer Society sponsored meetings and events where the nutrition Guidelines are observed.

**Training Objectives:**
At the end of the session participants will have:
1. Increased knowledge of ACS Nutrition Guidelines.
2. Increased ability to apply ACS Nutrition Guidelines.

**Trainer:**
The staff or volunteer selected to administer the training should be familiar with the nutrition and physical activity guidelines, as well as strategies for implementing them. Prior to the session, the trainer should review the *Meeting Well Guidebook*, and the *ACS Guidelines for Nutrition and Cancer Prevention*.

**Suggested number of participants:** 25 or less

**Materials:**
- Meeting Well Guidebooks
- ACS Nutrition Guidelines or Choices for Good Health
- Flip chart and markers
- Living Smart
- Overheads and handouts
- Cooking Smart
- Copies of the worksheets

**Suggested Teaching Strategy:**
Ideally, try to hold this interactive training session during a mealtime -- breakfast, lunch or dinner -- so participants can be served a healthy meal based on the suggestions in the Guidebook. The session should emphasize group discussion and collective problem solving.

**Estimated Time:** 1 hour

**Training Outline:**
- Overview of Training (1 minute)
- Opening exercise (5 minutes)
- Background on Meeting Well (5 minutes)
- Nutrition and Physical Activity Guidelines (15 minutes)*
- Meal Planning Exercise and Discussion (20 minutes)
- Wrap up and Questions (5 minutes)

*If staff or volunteers are knowledgeable about the Nutrition Guidelines, the time spent on this section can be reduced.
Meeting Well Training Session

*Trainer information is in italic.* Information to share with participants is in regular typeface.

<table>
<thead>
<tr>
<th>Meeting Well</th>
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</thead>
<tbody>
<tr>
<td>A Guidebook for Planning Healthy Meetings and Events</td>
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</tbody>
</table>

This is a suggested training session format for the Meeting Well Guidebook. Trainers can adjust the format to fit their time requirements and the experience of the participants. The outcome of the training should be to familiarize the participants with the ACS Nutrition Guidelines and the Meeting Well Guidebook.

Training Objectives

- Increase understanding of Nutrition and Physical Activity Guidelines
- Explain how to apply Guidelines to meetings and events
- Make planning healthy meetings and events easy!

The objectives for this training are:

1) To help staff and volunteers understand the Nutrition and Physical Activity Guidelines;
2) To explain how the Nutrition Guidelines can be applied to meetings and events; and
3) To help make planning healthy meetings and events easier for staff and volunteers
The training session will familiarize participants with the Nutrition and Physical Activity Guidelines and the Meeting Well Guidebook.

The session will conclude with an exercise in using the Guidebook.

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**Training Agenda**

1) Overview of Nutrition and Physical Activity Guidelines
2) Background on Meeting Well
3) Using the Meeting Well Guidebook

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**On Any Given Day in the US...**

- 815 billion calories are consumed
  - 215 billion more than needed
- 47 million hot dogs
- 4 million pounds of bacon
- 60 million pounds of red meat
- 170 million eggs
- 3 million gallons of ice cream
- 10 million pounds of candy
- 16 million gallons of beer and ale
  - Enough to make 26 million people drunk!

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Read the statistics on the slide.

This slide illustrates 3 points
* We like to eat—Everywhere you go you can get food.
* Many of our important social activities revolve around food—especially meetings.
* What we eat has a direct impact on our health yet we still have trouble eating well.

To transition to the next slide and the opening activity, ask participants to name the factors that make it difficult to plan healthy meals at meetings. List their answers on a flip chart.
The trouble with healthy meals...

- Bland and boring
- Chicken, chicken, chicken
- What about dessert?
- It's too much trouble to plan healthy meals

The Solutions...

- Variety
- Balance
- Moderation

Opening Exercise

Ask participants to name factors that make it difficult to plan healthy meals. List the responses on a flip chart.

In general, the responses will fall into three categories:

1) Healthy meals are bland or repetitive.
2) People like the less healthy options – a meeting or event is a special occasion and people want rich foods.
3) Healthy meals are perceived as being too expensive or too difficult to plan.

This slide can be used to summarize these points.

There are simple solutions to address these issues. The key words to remember are:

1) Offer a variety of options. This cuts down on repetition and boredom.
2) Balance less healthy choices with more healthy choices. Following the Guidelines does not mean completely eliminating high-fat foods, but ensuring there are healthy options available for people to choose from.
3) Moderation. Again, you do not have to completely give up the filet mignon or delicious dessert. You can adjust how much is served or how often.

This also applies to physical activity.

1) Provide a variety of activities people can choose from – e.g., aerobics in the morning and yoga in the afternoon.
2) Balance the amount of sitting around people do with opportunities to be active – e.g., chair stretches during breaks.
3) Try to limit the sedentary activities when possible – e.g., instead of an ice breaker where people sit, choose an ice breaker where people walk around.
Why Follow the Guidelines?

- Blue Ribbon Recommendation: “The ACS should adhere to ACS Nutrition Guidelines at all ACS sponsored events where food is served.”
- Our meetings and events are a reflection of what ACS believes in.
- Providing healthy meal choices and physical activity makes meetings more productive.

The *Meeting Well Guidebook* provides solutions to some of the challenges identified.

Its purpose is to provide volunteers, staff, and our partners in the community with a reference that will make planning healthy meals easier.

Staff or volunteers do not have to become experts in nutrition or healthy cooking.

The *Guidebook* provides simple ways to incorporate variety, balance and moderation into meals and activities.

*Ask participants why they think it is important to follow the Guidelines.*

It is important to follow the guidelines because:

* The Blue Ribbon Advisory Group has recommended that we adhere to ACS Nutrition Guidelines at ACS meetings and events.
* Meetings and events, as a public face for ACS, provide an opportunity to put our Guidelines and recommendations into action.
* Eating healthy and being active makes people feel energetic and alert. Having energized participants can improve the overall quality of the meeting.

*Show participants pictures of healthy meals.*

Healthy eating just looks better!
Nutrition & Physical Activity Guidelines

Focus on:
- Variety
- Balance
- Moderation

The ACS Nutrition Guidelines are recommendations about healthy eating and physical activity habits that have been scientifically shown to reduce the risk for cancer.

Keep in mind the Guidelines are not about eliminating your favorite foods. They are about eating a variety of healthful foods, balancing your intake of less healthy foods with more healthy foods, enjoying certain foods in moderation, and being physically active.

There are four Guidelines.

*Ask the participants if they can name the Guidelines.*
People who eat lots of vegetables, fruits and whole grains are at a reduced risk for certain cancers—especially colon cancer.

People should have five or more servings of vegetables each day, and 6 to 11 servings of grains—preferably whole grains. This may sound like a lot, but a serving of grains is only 1 slice of bread, 1 ounce of cereal or 1/2 cup of rice or pasta.

Animal sources are a major contributor of fat in the American diet. Consumption of meat is associated with cancers of the colon and prostate. In addition, fat is a contributes a great deal of calories to the diet. To maintain a healthful weight it is important to control the number of calories eaten by limiting foods high in fat, sugar, and refined carbohydrates, and by controlling portion size.

Suggested activity: Ask participants to brainstorm ways to incorporate this guideline at their meetings.

To eat more plant foods:
∗ Add vegetables and fruits to each meal
∗ Add vegetables and fruits as a snack
∗ Make plant foods the center of the meal instead of the side dish.
∗ Don’t skip breakfast!

To limit the intake of meat:
∗ Choose leaner cuts
∗ Eat smaller portions – a serving of meat is about the size of a pack of cards.
∗ Choose beans, seafood or poultry
∗ Select baked or broiled meats instead of fried
∗ Make meat the side dish

To choose foods that maintain a healthful weight:
∗ Limit sugary processed foods
∗ Replace high-fat foods with vegetables, fruits, grains, and beans
∗ Serve smaller portions
∗ Choose baked and broiled foods
∗ Select nonfat or low fat dairy products

Eat a variety of healthful foods, with an emphasis on plant sources.

➢ Eat five or more servings of a variety of vegetables and fruits each day.
➢ Choose whole grains in preference to processed (refined) grains.
➢ Limit consumption of red meats, especially those high in fat and processed,
➢ Choose foods that maintain a healthful weight.
Adopt a physically active lifestyle.

- Adults: engage in at least moderate activity for 30 minutes or more on 5 or more days per week; 45 minutes or more of moderate to vigorous activity on 5 or more days per week may further enhance reductions in the risk of breast and colon cancer.
- Children and adolescents: engage in at least 60 minutes per day of moderate to vigorous physical activity at least 5 days per week.

Physical activity helps protect against many cancers, including colon and breast. Physical activity is also key to maintaining a healthy weight.

- Moderate activity on most days of the week has important benefits. Longer amounts of activity at higher intensity offer additional benefits for the reduction in risk of breast and colon cancer.
- Moderate activities are those that make you breathe as hard as you would during a brisk walk: examples are gardening, heavy housework, biking, walking, dancing, and swimming.
- Physical activity can be accumulated throughout the day. 10 to 15 minute bouts of activity throughout the day contribute to good health.
- Youth should be active for at least 60 minutes per day.

*Suggested activity: Ask participants to brainstorm ways to incorporate physical activity into meetings and events.*

- Make small group discussions walk-and-talk groups.
- Take active breaks by stretching or going for walks.
- Offer morning and evening activities before and after the meeting.

Maintain a healthful weight throughout life.

- Balance caloric intake with physical activity.
- Lose weight if currently overweight or obese.

Obesity is also a risk factor for certain cancers.

- To avoid obesity it is important to maintain a balance between the calories we eat and the calories we burn.
- Healthy eating and physical activity help maintain this balance.
- Overweight or obese people should consult their doctors about gradually adopting a more active lifestyle and a healthier diet.
Alcohol can increase the risk of certain cancers, especially breast cancer. People who choose to drink should do so in moderation – no more than 2 drinks per day for men, and one drink per day for women.

What about heart disease? Drinking alcohol in moderation is associated with a reduced risk for heart disease. For men over 50 and women over 60, the cardiovascular benefits of moderate drinking usually outweigh the cancer risks. Remember, this is still moderate alcohol consumption.

- Women at an unusually high risk for breast cancer can reasonably avoid alcohol altogether to reduce their cancer risk.
- Reducing alcohol consumption is a good way for women who drink regularly to reduce their risk of breast cancer.
- People who do not drink can reduce their risk for heart disease by eating a healthy diet and being physically active.

*Suggested activity: Ask the group to brainstorm fun alternatives to alcohol. Examples include: Frozen or sparkling non-alcoholic drinks, or punches made from 100% fruit juice and containing slices of whole fruit.*

There are many factors outside of individual choices that influence a person’s ability to eat healthy and be more active.

Groups should work together to help create environments where people have easy access to healthy food choices and physical activity options.

Resources like Meeting Well can help create an environment where participants have more opportunities to eat well and be active.

ACS Recommendation for Community Action

Public, private and community organizations should work to create social and physical environments that support the adoption and maintenance of healthful nutrition and physical activity behaviors.

- Increase access to healthful foods in schools, worksites, and communities.
- Provide safe, enjoyable, and accessible environments for physical activity in schools, and for transportation and recreation in communities.
Meeting Well Overview

- General Tips for Meals and Snacks
- Meetings at the Office and Pot Luck Events
- Stocking a Healthy Vending Machine
- The Menu Maker
- Theme Meals
- Action-Packed Meetings

The information in the Meeting Well Guidebook is based on the ACS Dietary Guidelines and can help you plan meals so people have the option of following the Guidelines. Briefly review the sections in Meeting Well pointing out what each one contains.

* General Tips for Meals and Snacks provides simple suggestions for making meals healthier. It includes a section on some of the special needs of cancer survivors.
* Meetings at the Office provides suggestions for making pot lucks healthier. It can also be used as a guide for shopping when staff bring meals in.
* Stocking a Healthy Vending Machine has hints on some healthy options for vending machines and snack carts.
* The Menu Maker helps create tasty and exciting meals when working with a hotel or caterer.
* Theme Meals make healthy meals and physical activity fun.
* Action-Packed Meetings provides suggestions for incorporating physical activity into meetings and events.

Using the Menu Maker

- Begin with your first meal.
- Select the meal you want.
- Leave the book open to that item
- Repeat for the other meals you will have that day.
- Copy the page.
- Repeat for each day of the meeting.
- Check for repetition.
- Take the photocopies to your planner to give them an idea of the types of meals you

The Menu Maker is designed to make it easier to plan multiple meals when working with a hotel or caterer.

Each page is divided into sections for breakfast, lunch, dinner, and snacks. Behind each page are menu suggestions.

Beginning with your first meal, flip through the options until you find one you like. Do this for each meal and break you will be serving. Then copy the page for that day’s meals.

Repeat for each day of the meeting. Once you have selected your meals, check for repetition of foods or dishes. Make any necessary adjustments.

Take the copies to your caterer or meeting planner. They may not have the exact meals you have selected. But they should offer you options that are close to what you have in mind.
Tips for working with the caterer

- Use the menu maker as a guide for planning
- Use the general tips section to modify menus
- Share the ACS Nutrition Guidelines with the caterer

You are the client. The caterer should accommodate your suggestions or offer acceptable alternatives.

Some staff may have concerns about working with hotel caterers to provide a healthy menu. They should keep these tips in mind.

- Use the menu maker as a guide for planning. The caterer may not be able to provide the exact option you select—but it should give them a sense of what you are looking for.
- If the caterer gives you preplanned menus, use the general tips section of Meeting Well to modify some of the less healthy options. For example, you can request whole grain breads and high-fiber cereal in addition to what they normally offer.
- Show the caterer the ACS nutrition guidelines to give them an idea of the types of meals you are looking for. Remember—you are not looking for bland, boring meals, you are trying to offer a variety of options for people who choose to eat healthy.
- The bottom line is that you are the client. The caterer should be willing to accommodate your suggestions or offer acceptable alternatives. They want your business and should be willing and able to fulfill reasonable requests.

Let’s Try It!

**Meal Planning Exercise**

In this exercise, participants will use the Guidebook to plan meals and activities based on different scenarios. Refer to the worksheets for details about the different scenarios.

- Break up participants into groups of 4 or less. With large groups, there will be more than one group working on each scenario.
- Give each group one meal planning worksheet.
- Participants read the scenario then use the Guidebook to plan meals and activities accordingly.
- Participants should write their selections on the worksheets.
- Give the participants 10 minutes to complete the activity.
- Bring the entire group back together. Ask each group to describe the meals and activities they planned.
- Discuss questions, challenges, and problems.
Helpful Hints for Painless Healthy Meetings

- Offer meals that are colorful, tasty and fun
- Offer activities that are fun and inclusive
- Emphasize the positive!

Summary

- Offer a variety of options
- Provide a balance between less healthy options and more healthy options
- Offer less healthy options in moderation

Use this slide to help address the challenges or problems that came up as people were planning their meals. This slide can also be put up after the participants receive their worksheets but before they begin working on the exercise.

It is important to keep these tips in mind when planning healthy meetings or events:

- Make healthy meals attractive, and fun.
- Offer a variety of activities that appeal to people with different skill levels and interests.
- Emphasize the positive. Focus on what you are gaining rather than giving up.

Summarize the training.

To plan a healthy meeting:

- Offer participants a variety of choices
- Provide balance between healthy options and less healthy options
- Offer less healthy options in moderation.
Meeting Well Training Worksheet

Your committee is planning a 1 ½ day meeting for a volunteer advisory group. This is a strictly business meeting, held in one room, where participants will work through meals. Use this worksheet to fill in the meals you will serve during the meeting.

Day 1

<table>
<thead>
<tr>
<th>Breakfast</th>
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<table>
<thead>
<tr>
<th>AM Break</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Lunch</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>PM Break</th>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Dinner</th>
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<td></td>
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</table>

Day Two

<table>
<thead>
<tr>
<th>Breakfast</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>AM Break</th>
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<td></td>
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</tbody>
</table>

List four ways you can encourage this group to be physically active during the meeting.

1.
2.
3.
4.
Your committee is responsible for planning a two-day conference. This meeting will take place throughout several rooms in a hotel, and will feature lunch and dinner speakers. Use this worksheet to fill in the meals you will serve during the meeting.

### Day One

<table>
<thead>
<tr>
<th>Time</th>
<th>Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
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<tr>
<td>AM Break</td>
<td></td>
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<tr>
<td>Lunch</td>
<td></td>
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<tr>
<td>PM Break</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
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</tbody>
</table>

### Day Two

<table>
<thead>
<tr>
<th>Time</th>
<th>Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>AM Break</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>PM Break</td>
<td></td>
</tr>
</tbody>
</table>

List four ways you can encourage participants to be physically active during the meeting.

1. 
2. 
3. 
4.
Meeting Well Training Worksheet

Your committee is responsible for planning a one day training. This meeting features breakout sessions, a lunch lecture, and a dinner celebration. Use this worksheet to fill in the meals you will serve during the meeting.

<table>
<thead>
<tr>
<th>Day One</th>
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<tbody>
<tr>
<td>Breakfast</td>
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<tr>
<td></td>
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<tr>
<td>AM Break</td>
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<td></td>
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<tr>
<td>Lunch</td>
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<td></td>
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<tr>
<td>PM Break</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Dinner</td>
</tr>
</tbody>
</table>

List four ways you can encourage participants to be physically active during the meeting.

1. 

2. 

3. 

4.
Your committee is responsible for planning a one day event. You are responsible for providing volunteers with breakfast in the morning, refreshments for participants throughout the day, and selecting appetizers for a reception in the evening. Fill in your selections on the worksheet below.

<table>
<thead>
<tr>
<th>Breakfast</th>
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<table>
<thead>
<tr>
<th>AM Refreshments</th>
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<table>
<thead>
<tr>
<th>PM Refreshments</th>
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<table>
<thead>
<tr>
<th>Reception</th>
</tr>
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</table>

List four ways you can encourage participants to be physically active.

1.  
2.  
3.  
4.  
Meeting Well Evaluation Plan

This outline provides a Meeting Well evaluation plan. The purpose of the evaluation is to determine if the Meeting Well Guidebook and training are successful in helping staff and volunteers plan healthy meetings and events, and to suggest areas for improvement in the Guidebook and training.

Meeting Well Goal
Increase the number of American Cancer Society sponsored meetings and events where the nutrition guidelines are used.

Meeting Well Training Objectives
At the end of the session staff/volunteers will have:
1. Increased knowledge of ACS Nutrition Guidelines.

After 60 days, ACS staff/volunteers will have increased the number of meetings at which the nutrition guidelines are used.

Evaluation Strategy
1. Registration survey to measure knowledge and previous experience with the nutrition guidelines.
2. Training evaluation to measure knowledge and intention to use the guidelines in the future.
3. 60 day post-training survey to measure knowledge and whether the guidelines were used successfully.

Expected Outcomes
1. Staff/volunteers will show an increase in knowledge about the nutrition guidelines
2. Staff/volunteers will successfully apply the nutrition guidelines after training.
Meeting Well Training
Registration

Please complete this registration form and return by ___/___ . Thank you.

Name ______________________________________

Department/Division ______________________________________________________

Title ___________________________________________________________________

1) Please estimate the number of meetings or events you plan or coordinate: ______

2) How knowledgeable are you about the ACS Guidelines for Nutrition and Physical Activity? (Check one)
   _____ Very knowledgeable
   _____ Somewhat knowledgeable
   _____ Not knowledgeable at all

3) How confident are you that you can apply the ACS Nutrition Guidelines to meals served during ACS sponsored meetings and events? (Check one)
   _____ Very confident
   _____ Somewhat confident
   _____ Not confident at all

4) How important do you think it is to apply the ACS Nutrition Guidelines during meetings and events? (Check one)
   _____ Very important
   _____ Somewhat important
   _____ Not important at all
Meeting Well Training Evaluation

Thank you for participating in the Meeting Well training. Please take a moment to fill out this survey. Your responses will help us make improvements to the training session.

Name ________________________________

1) Overall, I would rate the training as (circle one):
   Excellent      Good      Fair      Poor

2) The information about the ACS Guidelines was (circle one):
   Very helpful   Somewhat helpful   Not helpful at all

3) The planning exercise was (circle one):
   Very helpful   Somewhat helpful   Not helpful at all

4) How knowledgeable are you about the ACS Guidelines for Nutrition and Physical Activity? (Circle one)
   Very knowledgeable   Somewhat knowledgeable   Not knowledgeable at all

5) How confident are you that you can apply the ACS Guidelines during meetings and events? (Circle one)
   Very confident   Somewhat confident   Not confident at all

6) How important do you think it is to apply the ACS Guidelines during meetings and events? (Circle one)
   Very important   Somewhat Important   Not important at all

7) I intend to use Meeting Well in planning upcoming meetings and events. (Circle one)
   Strongly Agree  Agree  Disagree  Strongly Disagree

9) Please list any additional comments about the training below:

Thank you for your participation!
Meeting Well Evaluation

A few months ago, you participated in a training about using the Meeting Well Guidebook. We would appreciate it if you would take a moment to fill out this survey regarding your experience with Meeting Well so far. This will help us make improvements to the Guidebook.

Name _________________________________

Please estimate the number of times you have used the Meeting Well Guidebook in the last 60 days.

_______

Check here if you have not had an opportunity to use the Meeting Well Guidebook ________

1) How easy was it to use the Meeting Well Guidebook? (circle one)
   Very Easy Somewhat Easy Somewhat difficult Very Difficult

2) In terms of the time it takes to plan a meeting or event, Meeting Well: (circle one)
   Saves time
   Did not take additional time
   Was somewhat time consuming
   Was very time consuming

3) Meeting Well helped me plan healthier meetings and events. (circle one)
   Strongly Agree Agree Disagree Strongly Disagree

4) Using the Meeting Well Guide helped improve the quality of my meetings and events
   Strongly Agree Agree Disagree Strongly Disagree

5) How knowledgeable are you about the ACS Guidelines for Nutrition and Physical Activity?
   (Circle one)
   Very Knowledgeable Somewhat Knowledgeable Not Knowledgeable at all

6) How confident are you that you can apply the ACS Nutrition Guidelines during meetings and events?
   (Circle one)
   Very Confident Somewhat Confident Not confident at all

7) How important do you think it is to apply the ACS Nutrition Guidelines during meetings and events?
   (Circle one)
   Very important Somewhat Important Not important at all

8) Please list the top three things you liked about Meeting Well
   1.
   2.
   3.
9) Please list the top three things you disliked about Meeting Well
1.
2.
3.

10) Did you have any reaction from the meeting participants about the meals or activities? Please list:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

11) Please use the space below for additional comments about the Meeting Well Guidebook:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Thank you for your participation!