

Physical Activity

Choosing a Meeting Location

- Make sure that the meeting location has proper lighting, safe sidewalks, and visible pedestrian signs.

Pre-Meeting Materials Should Include:

- Information about places to walk in the meeting area.
- Maps of nearby attractions and walking trails.
- Information about nearby fitness facilities.
- Details about meeting activities and activity breaks and appropriate attire.

Setting the Agenda

- Include physical activity on the agenda so participants can plan accordingly.
- Choose a motivating individual to lead activity sessions.
- Schedule breaks in the morning and afternoon.
- Provide time in the agenda for attendees to do morning or evening workouts.
- Leave time at lunch for physical activity.

Tips for leading activity breaks

- Make activities fun and safe
- Allow each person to move at his or her own speed
- Make sure there is enough space for the activities
- The activities should not be overly strenuous or cause people to perspire

Exercise During Meetings

- Have a dynamic person facilitate physical activity at the beginning of each break or use a video (like Instant Recess).
- Let people know it is acceptable to stand if they want to during the meeting/conference.

Exercise Outside of Meetings/Sessions

- Encourage people to take the stairs instead of the elevator—point out stair locations at the beginning of meetings and breaks.
- Post signs directing people to stairwells outside of meeting rooms and near the elevators.
- Organize a walking group during breaks/encourage people to go walking.
- Arrange for early morning or evening fitness classes—aerobics, yoga, tai chi.
- Provide time in the agenda for people to get in a morning or evening workout.
- For an overnight conference/meeting, encourage people to walk to dinner/other events.
- Offer dancing during dinners or evening receptions.
- Provide incentives for being active.





Ideas for Activities

- Active applause: urge guests to stand up and clap whenever applause is given
- Walk around the room
- “Walk and talk” sessions—encouraging participants to do walking meetings and networking
- Meeting musical chairs: every 20 minutes everyone should get up and switch chairs with someone
- Simon Says
- Scavenger Hunt to be completed during meeting breaks
- Simple Chair Exercises
 - Chair twist (grab one side of the chair while turning in the opposite direction)
 - Toe raises
 - Knee lifts
 - Arms reaching over head
 - Arm circles
- Stretches
 - Calf stretch
 - Upper body
 - Back
 - Calf raises
 - Neck/head circles
 - Quads
- Deep breathing

Participants with Disabilities

- Give participants the opportunity to inform you of any special physical access needs ahead of the meeting or when registering for the meeting.
- Listen to an individual’s needs and do not prejudice their requirements.
- Adapt activities to the situations—minor modifications such as slowing down the pace can be all that is needed or stretching while seated vs. standing.

