

ACTIVE MEETINGS AND EVENTS

Active meetings and events are a great way to incorporate physical activity into the work day and to provide mini-physical activity breaks during events such as conferences and planning days.

Active meetings

Active meetings:

- are best for small groups (up to six people, depending on location), rather than for large meetings
- are more effective for discussions, brainstorming and reflection on work, rather than for intensive planning or detailed analysis
- can be included in business planning days as a way for small groups to step out and discuss ideas.

Here are some key points to consider when organising and conducting an active meeting.

1. Provide advanced notice of an active meeting to attendees, so that they are prepared with items such as comfortable shoes and weather protection gear.
2. Advise attendees of the agenda before the meeting starts.
3. Choose an appropriate walking route such as quieter roads, rather than areas with noisy traffic and lots of pedestrians.
4. Take a pen and notebook so that information can be written down as required.
5. Walk at an appropriate pace for all attendees to ensure everyone can be heard, or break into smaller groups.
6. After the active meeting, note key discussion points and follow up action items as needed.



Active events

When organising long meetings, planning days or conferences, consider ways to incorporate physical activity into the program, such as:

- ensuring regular stand-up-and-stretch opportunities
- encouraging meeting participants to stand (to the side) for periods of time, avoiding prolonged sitting
- encouraging 'standing ovations' for presenters to allow the audience to stand between presentations
- including activities before, during and after the event that get attendees moving
- scheduling short physical activity sessions at the beginning and end of the day.

Adapted from the Victoria Walks fact sheet How to conduct a walking meeting. For more information, visit www.victoriawalks.org.au