**Active Meeting Guidelines**

**Movement during a meeting**—standing, stretching, or participating in a movement break—increases meeting participation and attention span, which can mean a more productive meeting. Let’s Go! encourages movement in all meetings. Everyone will benefit from increased movement, no matter how brief. To increase movement during your meetings, follow these basic guidelines.

**Guidelines for meeting leaders:**
- At the beginning of every meeting let participants know it’s okay to stand up and move during the meeting or to ask for a movement break.
- Provide one to two movement breaks each hour (self-directed or structured).
- Include breaks on the agenda.
- Always allow for participants to opt out of the activity.
- Movement breaks may be self-directed, led by the meeting facilitator, or video routines may be viewed on a website. Resources for each are in the Let’s Go! Healthy Workplace toolkit and at [www.letsgo.org](http://www.letsgo.org).

**Keep it going!**
- When the energy is waning, ask everyone to stand up, take a deep breath, lift their arms over their head to reach to the ceiling, lower their arms and sit back down.
- If your discussion stalls, take a two-minute stretch break.
- Movement breaks can be as quick as two minutes, so no matter how long your meeting is, you can fit one into the agenda!

**Guidelines for meeting participants:**
- Movement is always optional.
- Feel free to stand up in the back of the room.
- Move only in ways you feel comfortable.
- Assess space and clearance to avoid injury.
- Individuals with acute or chronic conditions, or other concerns about their health, should check with their provider before beginning any new physical activity.