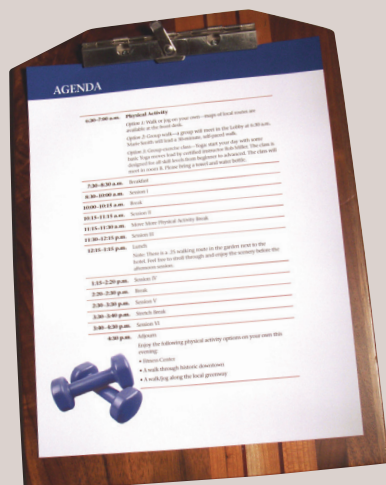




# MOVE MORE NORTH CAROLINA:

*A Guide to Making  
Physical Activity  
a Part of Meetings,  
Conferences and Events*



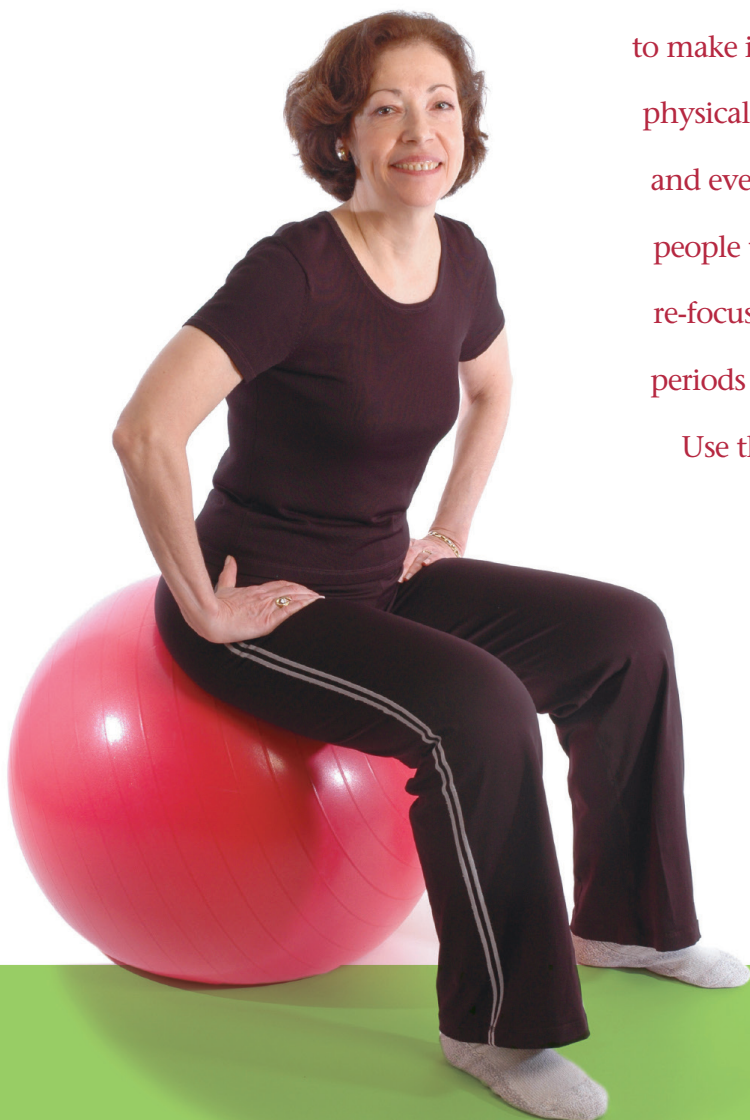
# Move More North Carolina:

*A guide to making **physical activity** a part of meetings, conferences and events*

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Moving more means getting physical activity wherever we spend our time. In general, the more physical activity we do the more benefits we get. Even short amounts—10 minutes or more—offer benefits. A great way to make it easy to move more is to make physical activity a part of meetings, conferences and events. Providing an opportunity for people to get up and move around helps them re-focus and re-energize after sitting for long periods of time.

Use this guide to make physical activity a part of your next event. It does not matter if the event is one hour or three days, everyone will benefit from the chance to move more.





## Planning

Physical activity should be planned like any other part of an event. Consider how and when to offer physical activity, and what resources, if any, you will need. Physical activity should also be included on the agenda and in event materials so that participants can be ready to participate.

### One-hour to One-day Events

When planning an event that will last between one hour and one day, there are several options for making physical activity a part of the event:

- **Include short physical activity breaks throughout the agenda.** Provide a stretch break, play music and let everyone dance or do an “active ice breaker” to get everyone up and moving.
- **Provide time for a walk break before or after lunch.** Choose a location that has access to safe walking routes and have a volunteer lead a walk before or after lunch. Or suggest a route(s) and encourage everyone to walk on their own.

### Multi-day Events

When planning a multi-day event, it is especially important to include opportunities for physical activity. Choose a location that has access to physical activity options. For example, safe places to walk/jog, a fitness/recreation center, or places of interest within safe walking distance, such as restaurants, local attractions or historic sites. If a fitness/recreation center is available, ask if it is accessible to individuals of all abilities.

There are many options for providing physical activity during a multi-day event:

- **Organize a group walk.** Get a volunteer to lead a group walk. Pick a time and place to meet. Let everyone know the projected pace and distance of the walk.
- **Offer a group exercise class.** Work with a local fitness center, which can provide a certified instructor, to provide a class on-site. Indicate what skill level is needed for the class (for example, beginner, intermediate or advanced).
- **Provide a free pass to a local fitness/recreation center.**

- **Allow time in the agenda for physical activity.** Provide time on the agenda in the morning or late afternoon for physical activity. Adjust the schedule by starting a little later for early morning activity or leave time in the afternoon for activity before dinner.
- **Include short physical activity breaks throughout the agenda.** Provide a stretch break, play music and let everyone dance or do an “active ice breaker” to get everyone up and moving.

### Event Materials

Promote physical activity options in the event materials. Include what options are available and what participants should bring. For example, if there will be a walk during the day, suggest bringing a comfortable pair of walking shoes.





# Leading Physical Activity Breaks

A physical activity break is a structured, 10-15 minute activity during the formal agenda. Keep in mind that attendees will have different physical abilities. The purpose of the break is to give everyone the chance to move for a couple of minutes. There are a few things to consider when leading a physical activity break:

- Use inclusive language such as “Stand up or roll back as you’re able” to include those in wheelchairs.
- Include upper body motions that everyone can do, even if they are sitting in a wheelchair.
- Encourage people to move only in ways they feel comfortable.
- Consider what people are wearing; if they are dressed up in suits, skirts or high heeled shoes, motions may need to be modified.

The following section provides ideas for simple physical activity breaks. Try using one of these activities at your next event to see how easy it can be to help people move more.



## Ideas for Physical Activity Breaks

### Mix and Match Motions

The following are ideas for physical activity breaks. Mix and match the following motions or come up with your own.

#### MOTIONS

Balance	Fix	Press	Slip
Bend	Float	Pull	Slither
Blow	Go	Push	Spin
Bounce	Hit	Ride	Swagger
Brush	Hop	Rotate	Swim
Build	Jump	Roll	Swing
Bump	Kick	Run	Tap
Catch	Levitate	Sashay	Throw
Chew	Lift	Serve	Turn
Clap	Paint	Shuffle	Walk
Climb	Pinch	Skate	Wave
Clog	Pirouette	Ski	Wiggle
Cycle	Poke	Skip	Wipe
Dance	Pop	Slide	

### Sports for All

Call out the following sports skills and have everyone “do” the activity:

Shoot a jump shot	Swing a golf club
Serve a tennis ball	Throw a football
	Juggle a soccer ball
	Shoot an arrow
Run through tires	Shoot a hockey puck
Bat a baseball	Swim underwater
Downhill ski	Field a ground ball
Spike a volleyball	Dunk a basketball

(Adapted from *Energizers: Classroom-based Physical Activities*. Developed by the Activity Promotion Laboratory, School of Health and Human Performance, East Carolina University available from [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com))

### ***What Is Your Favorite Activity?***

Start by acting out a physical activity you enjoy: for example, swimming. Act like you are swimming, while saying, "I enjoy swimming." The whole group also acts like they are swimming. Then call on someone, "Mary,

what physical activity do you enjoy?" and Mary replies by saying and acting out her favorite activity. For example, "My favorite activity is canoeing," and she acts as if she is canoeing. The whole group acts as if they are canoeing. Everyone should continue with the current activity until the next activity is called out, then they switch to the new activity. This continues until everyone has had a chance to share an activity. If the group is small, you may want to go around two times. Encourage the group to be creative and have fun!



### ***Name Game***

Ask each person to think of a verb, an action, which starts with the same letter as their first name, for example, "Jumping James." The person does the action and calls out their action-name. Everyone then repeats the action and the action-name. Continue until everyone has a chance to say their name. If there is time or if the group is small, go around again. If someone says "I can't think of anything," say "Keep thinking, we'll come back to you." If they still don't come up with anything, ask the group to help.

(From <http://wilderdom.com/games/descriptions/NamePantomime.html>)

### ***Dance Fever***

Call out a type of dance or dance move and have everyone do the move. Do each move for 1-3 minutes before calling out the next one. Below are some examples:

- The swim
- The hand jive
- The twist
- Staying alive

Ask the group to call out favorite dances while everyone does it. If participants cannot stand, all of the moves can be done seated.

### ***Dance the Night Away***

Lead the group through a popular group dance song. Use a song the group would enjoy.

- Macarena
- Electric Slide
- YMCA
- The Twist
- Achy Breaky Heart
- Twist and Shout
- Boot Scoot Boogie
- Cha Cha Slide



### ***Invisible Beach Volleyball***

Pass out invisible beach balls. Pass (carefully hit) them around the room. Play along. You may want to make a show of bringing the invisible balls into the room. "Hand" them out to get them started. Encourage participants to "hit" the balls in a variety of ways, for example, with one hand, with two hands, spike, get down low, to the side, in front, etc. Encourage everyone to have fun!

**Leader Note:** You can use other imaginary games such as soccer, basketball or tennis.

## **Resources**

Making physical activity a part of meetings, conferences and events is a great way to keep everyone engaged, focused and energized. Use your creativity and imagination to get people up and moving.

Check out more resources to support eating smart and moving more at: [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com).

## **Adopt a policy**

Make a commitment to providing physical activity during meetings, conferences and events. Adopt a policy to show your support of helping people move more. An example of a model policy is provided on the inside back cover of this guide.

# SAMPLE AGENDA

<b>6:30–7:00 a.m.</b>	<b>Physical Activity</b> <i>Option 1:</i> Walk or jog on your own—maps of local routes are available at the front desk. <i>Option 2:</i> Group walk—a group will meet in the Lobby at 6:30 a.m. Marie Smith will lead a 30-minute, self-paced walk. <i>Option 3:</i> Group exercise class—Yoga: start your day with some basic Yoga moves led by certified instructor Rob Miller. The class is designed for all skill levels from beginner to advanced. The class will meet in room B. Please bring a towel and water bottle.
<b>7:30–8:30 a.m.</b>	Breakfast
<b>8:30–10:00 a.m.</b>	Session I
<b>10:00–10:15 a.m.</b>	Break
<b>10:15–11:15 a.m.</b>	Session II
<b>11:15–11:30 a.m.</b>	Move More Physical Activity Break
<b>11:30–12:15 p.m.</b>	Session III
<b>12:15–1:15 p.m.</b>	Lunch  Note: There is a .25-mile walking route in the garden next to the hotel. Feel free to stroll through and enjoy the scenery before the afternoon session.
<b>1:15–2:20 p.m.</b>	Session IV
<b>2:20–2:30 p.m.</b>	Break
<b>2:30–3:30 p.m.</b>	Session V
<b>3:30–3:40 p.m.</b>	Stretch Break
<b>3:40–4:30 p.m.</b>	Session VI
<b>4:30 p.m.</b>	Adjourn  Enjoy the following physical activity options on your own this evening: <ul style="list-style-type: none"><li>• Fitness Center</li><li>• A walk through historic downtown</li><li>• A walk/jog along the local greenway</li></ul>



## Move More North Carolina Sample Physical Activity Breaks Policy

For use in any organization, agency or community group that holds meetings, conferences or other events.

### Whereas:

\_\_\_\_\_ (fill in your organization name here)  
is concerned about the health of its \_\_\_\_\_ (members);

### Whereas:

People are interested in eating smart and moving more;

### Whereas:

Heart disease, cancer and stroke—the top three causes of death in North Carolina—are largely affected by what we eat and how physically active we are;

### Whereas:

Physical activity is associated with many positive health benefits and can prevent or delay the onset of many chronic diseases and short amounts, of 10 minutes or more, can contribute to these benefits;

### Therefore:

Effective \_\_\_\_\_ (today's date), it is the policy of  
\_\_\_\_\_ (fill in your organization's  
name) that all meetings and events (examples of events may include: meetings, conferences, summits, symposiums, etc.) sponsored or supported by this organization will always include opportunities for physical activity by:

- Providing 10-minute physical activity breaks during the scheduled event.
- Providing time before and/or after the event for physical activity and adjusting the schedule when necessary.
- Choosing venues that offer physical activity opportunities for participants.
- Providing encouragement from group leadership for physical activity.

Signature

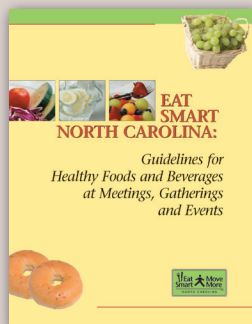
Title

Name of Organization

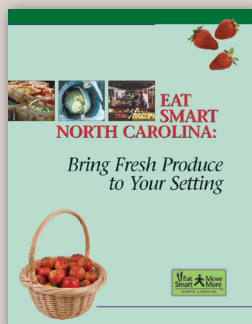
Date



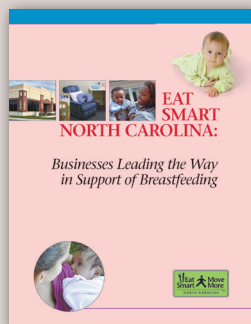
*You may also be interested in these guides from Eat Smart, Move More North Carolina:*



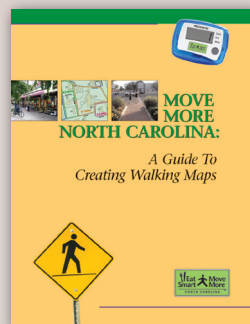
Eat Smart North Carolina: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings and Events



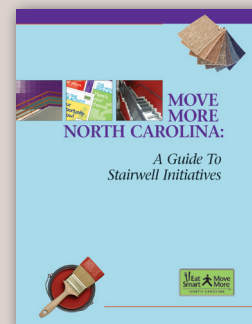
Eat Smart North Carolina: Bring Fresh Produce to Your Setting



Eat Smart North Carolina: Businesses Leading the Way in Support of Breastfeeding



Move More North Carolina: A Guide to Creating Walking Maps



Move More North Carolina: A Guide to Stairwell Initiatives

All of these resources and more are available for download from: [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com)



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Division of Public Health

N.C. Department of Health and Human Services

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