

A common assumption is that meetings must take place sitting down in an office or around a conference table. However, there are other ways to hold a meeting while not forgoing physical health in the process.

Standing Meetings have the same elements as other meetings – an agenda, purpose, and discussion – but attendees typically participate while standing.

Why have Standing Meetings? Standing meetings are a great way to recharge, reconnect, and burn more calories. But be careful! Standing for long periods can lead to discomfort, so it is best to keep these meetings short.

Improve Productivity	Improve Health
<ul style="list-style-type: none">• Standing meetings are 33% shorter than sitting meetings.• The quick nature of a standing meeting leads to decreased tardiness.• Standing meetings encourage collaboration and constructive exchange.	<ul style="list-style-type: none">• Standing meetings help burn calories, increase blood flow, and strengthen lower body muscles.• They also improve posture and increase the sense of alertness.• These meetings can decrease the risk of heart disease, diabetes, and high blood pressure.

Take a stand for health and host a standing meeting

- **Time.** Create a meeting agenda, preferably 15-30 minutes, and distribute it to all participants before the meeting date.
- **Inform.** Prior to the meeting, inform participants you would like to hold a standing meeting. List the reasons why and invite them to provide individual feedback.
- **Equity.** Accommodate the needs of participants. Be adaptable and supportive of all.
- **Preparation.** Get the room ready!
 - Arrive early and push most chairs against the walls so participants can gather in a circular or oval shape. Leave a few chairs available for those who elect to sit.
 - Set up an easel and whiteboard for notetaking.

Conducting the Meeting

- **Purpose.** Remind those at the meeting about the benefits of standing.
- **Accommodate.** Encourage participants to alternate between standing or sitting if they are able and comfortable doing so.

Sources: <https://usandco.com/3-advantages-of-stand-up-meetings/>

<https://blog.bird-office.com/en/2017/08/23/advantages-stand-meeting/>

We hope you find these tips and resources helpful. The USC WorkWell Center is committed to the health and well-being of the USC campus community. Please visit the [USC WorkWell Center website](#). Questions? Reach out to Julie Chobdee, MPH, Assistant Director, Health & Well-being Programs, at Jchobdee@usc.edu.