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.

<table>
<thead>
<tr>
<th>Improve Productivity</th>
<th>Improve Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Standing meetings are 33% shorter than sitting meetings.</td>
<td>• Standing meetings help burn calories, increase blood flow, and strengthen lower body muscles.</td>
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<tr>
<td>• The quick nature of a standing meeting leads to decreased tardiness.</td>
<td>• They also improve posture and increase the sense of alertness.</td>
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<tr>
<td>• Standing meetings encourage collaboration and constructive exchange.</td>
<td>• These meetings can decrease the risk of heart disease, diabetes, and high blood pressure.</td>
</tr>
</tbody>
</table>

**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://usandco.com/3-advantages-of-stand-up-meetings/)