



# Eat Smart Meet Smart

How to Plan and Host Healthy Meetings, Events and Conferences

## More About Accommodating Food Allergies or Dietary Restrictions

Simply ordering all food to be low-fat, low-salt and low-sugar will take care of many of the most common food allergies or dietary restrictions. However, some food allergies and diet restrictions require special attention. For example, people who are allergic to peanuts can become seriously ill if they eat peanuts or peanut butter, while people with celiac disease can become very ill if their food has even trace amounts of the gluten found in wheat, rye, barley, bran and certain kinds of oats.

To make sure you are able to accommodate people with food allergies or dietary restrictions, always include a section in your meeting registration form like this:

<b>DIETARY RESTRICTIONS</b>	
All food at this event will be low-fat, low-salt and low-sugar. We will work with our caterer to accommodate other dietary needs. Please check the appropriate box or boxes if you have a food allergy or special dietary restriction we should know about.	
<input type="checkbox"/> <b>PEANUT ALLERGY</b>	<input type="checkbox"/> <b>OTHER FOOD ALLERGY:</b>
<input type="checkbox"/> <b>GLUTEN-FREE DIET REQUIRED</b>	<input type="checkbox"/> <b>LACTOSE-FREE DIET REQUIRED</b>
<input type="checkbox"/> <b>VEGETARIAN DIET REQUIRED</b>	<input type="checkbox"/> <b>VEGAN DIET REQUIRED</b>
<input type="checkbox"/> <b>OTHER:</b>	

If you find out that one of your participants has a food allergy or celiac disease, do not make any assumptions: talk to the person directly to make sure your instructions to the chef or caterer are clear and correct.

### DEFINITIONS

**PEANUT ALLERGY:** no peanuts in any form.

**GLUTEN-FREE DIET:** no foods with gluten.

**LACTOSE-FREE DIET:** no milk or milk products, including butter, cheese and yogurt.

**VEGETARIAN:** no poultry, meat or meat products. (Some vegetarians eat fish and seafood; some do not. You may want to clarify this with anyone who specifies a vegetarian diet.)

**VEGAN:** no animal products, including meat, poultry, seafood, eggs, honey, milk and other dairy products.