Meeting Rooms

Structure follows function

Ross A. Wirth, Ph.D.

www.enTarga.com

9/3/2008

Objective

- Have some meeting rooms designed for specific purposes based on function
  - Specific to different types of meetings
  - Determine ideal structure to facilitate each type of meeting
- Have some meeting rooms flexible enough to serve multiple functions
  - Video conferencing & web conferencing
  - Large multi-purpose room

Key Requirements

- Spot lights that don't interfere with projections on the screen
- Some conference rooms with permanently installed projectors
  - Will save approximately 20 minutes per meeting often required to reserve, get, unpack, focus, and return a projector
  - Possible use for older projectors that are no longer used for travel
- Some conference rooms with multiple microphones with mute switches
  - A single speakerphone is insufficient for clarity for remote attendees. This requires time to repeat statements or have the phone passed around to each speaker
- Wire rooms with power and network connections near where the PC will be operated
  - Eliminates searching for power strips
  - Reduces safety issue of wires under foot
- More whiteboards (laminate material)
- Web site with information on conference room configuration
  - Aid to selecting a conference room

Meeting room types

- Information presentation
- Web conferencing
- Videoconferencing
- Lectures
- Classroom training
- Computer training
- Creativity & Collaboration
  - Problem identification & solving – Curiosity meetings
    - Issue identification, mind mapping, root cause analysis
  - Alternative generation
    - Brainstorming. etc.
  - Working together as a team
- Dialogue (building understanding & shared vision)
- Informal meeting space

Information presentation

- Purpose: To disseminate information to a group of people with some Q&A.
  - Single point of focus in the room
- Structure:
  - Conference table & chairs
  - Whiteboard on wall adjacent to screen
  - Screen & permanently installed projector
  - Spot lighting above table
    - Florescent lighting that can be switched off
  - Power strip without underfoot wires (safety)
  - Network connection
- Availability: most conference rooms with the exception of an available projector
  - Some of these rooms could be converted to better support other type meetings

04 03 2003 12:17

Web conferencing

- Purpose: multiple sites viewing common material (some in their office)
  - Presenters rotating between sites or as an alternative to video for distance conferences
- Structure:
  - Same as presentation type meeting plus
  - Multiple microphones with mute switch
  - Sound deadening wall material
  - Standard conference table & chairs
  - Whiteboard and/or flip chart

Videoconferencing

- Purpose: multi-site conference with video
  - Similar to presentation room with addition of video & audio equipment
- Structure:
  - Camera, video monitors, etc.
    - Short "how to" instruction manual with help desk number
  - Multiple microphones with mute switch
  - Sound deadening wall material
  - Standard conference table & chairs
  - Whiteboard and/or flip chart

Lectures

- Purpose: large group presentations with limited Q&A
  - More formal atmosphere
- Structure:
  - Traditional classroom style
  - Lunch serving tables + area for tables & chairs

Classroom training

- Purpose: multi-day, small group classes
  - Conducive to group interaction centered around a facilitator

- Structure:
  - U-shape or flexible table arrangement
    - Table & chairs can be arranged in many layouts
  - Whiteboard that doubles as screen & projector
  - Flip chart and blank wall space to hang sheets

Computer training

- Purpose: computer training
- Structure:
  - Networked PCs
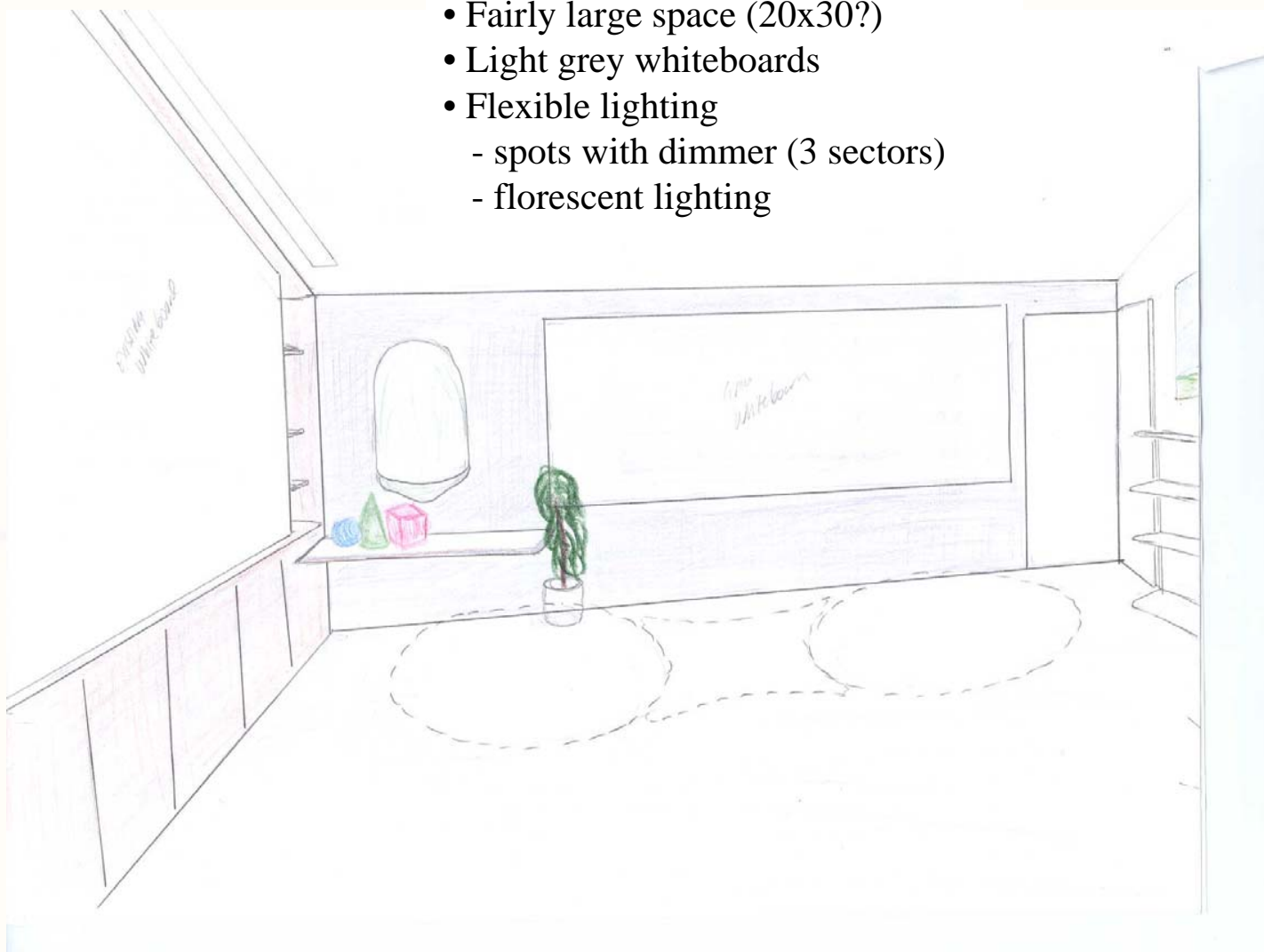 - Instructor PC connected to permanent projector

Creativity & Collaboration

- Purpose: create a working environment that encourages new ways of thinking and interacting
  - Flexible layout to meet changing needs of a collaborative team
  - Seen as a "different" space – frame breaking
- Structure:
  - Network connection with multiplexer
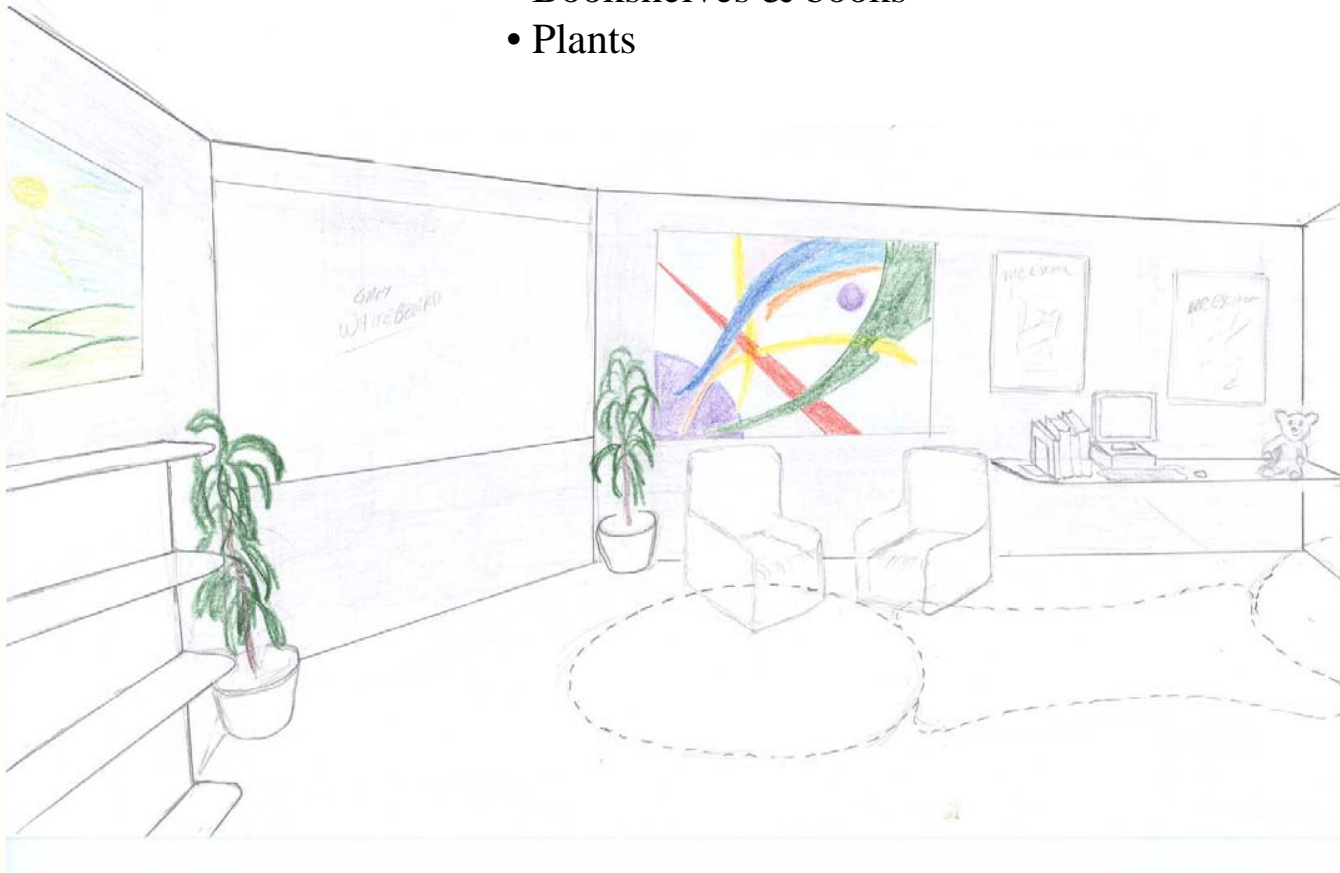 - Mixture of features (see prototype example)

Creativity & Collaboration

- Fairly large space (20x30?)
- Light grey whiteboards
- Flexible lighting
  - spots with dimmer (3 sectors)
  - florescent lighting

Creativity & Collaboration

- Modular tables (4)
- Comfortable chairs on wheels
- Colorful artwork
- Bookshelves & books
- Plants

Dialogue Space

- Purpose: gain understanding & create a shared vision
  - Conversational, relaxing, low-key setting
- Structure:
  - Living room furniture with end tables & lamps
    - Also some comfortable chairs on wheels for flexibility
  - Textured interior walls; windows on exterior side
  - Light dimmer switch
  - Earth tones
  - Flipchart that can be moved around
    - Possibly a ceiling spot on where the flip chart may be

Informal Meeting Space

- Purpose: encourage frequent team interchanges and share information
- Structure:
  - Public space (hallway?)
    - Informal gather place without much structure
  - White boards that can be used to
    - Conduct short impromptu discussions
    - Post persistent information (team status, timeline, notes, knowledge maps, etc.)

Meeting Rooms

Structure follows function

Ross A. Wirth, Ph.D.

www.enTarga.com