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Practical room design tips

Checklist for meeting equity

People go to the office to meet, socialize and collaborate. And yet there will always be one or more remote participants in these meetings. Here are some practical tips to design equitable meeting spaces that truly bring in the remote participant
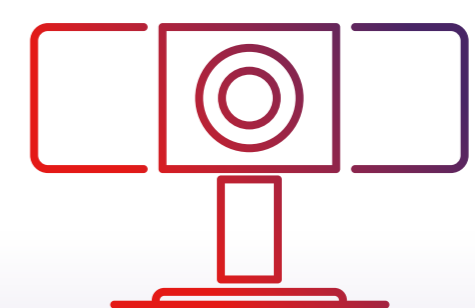
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Is everyone seen?

- ☐ Position the room display for the best camera angles. Place it a bit higher and the camera just below, on eye-level
- ☐ Have multiple screens so you can separate remote participants (gallery views) from content
- ☐ Install AI-powered cameras zooming in on speakers

Is everyone heard?

- ☐ Check the room acoustics
- ☐ Install decent microphones and speakers
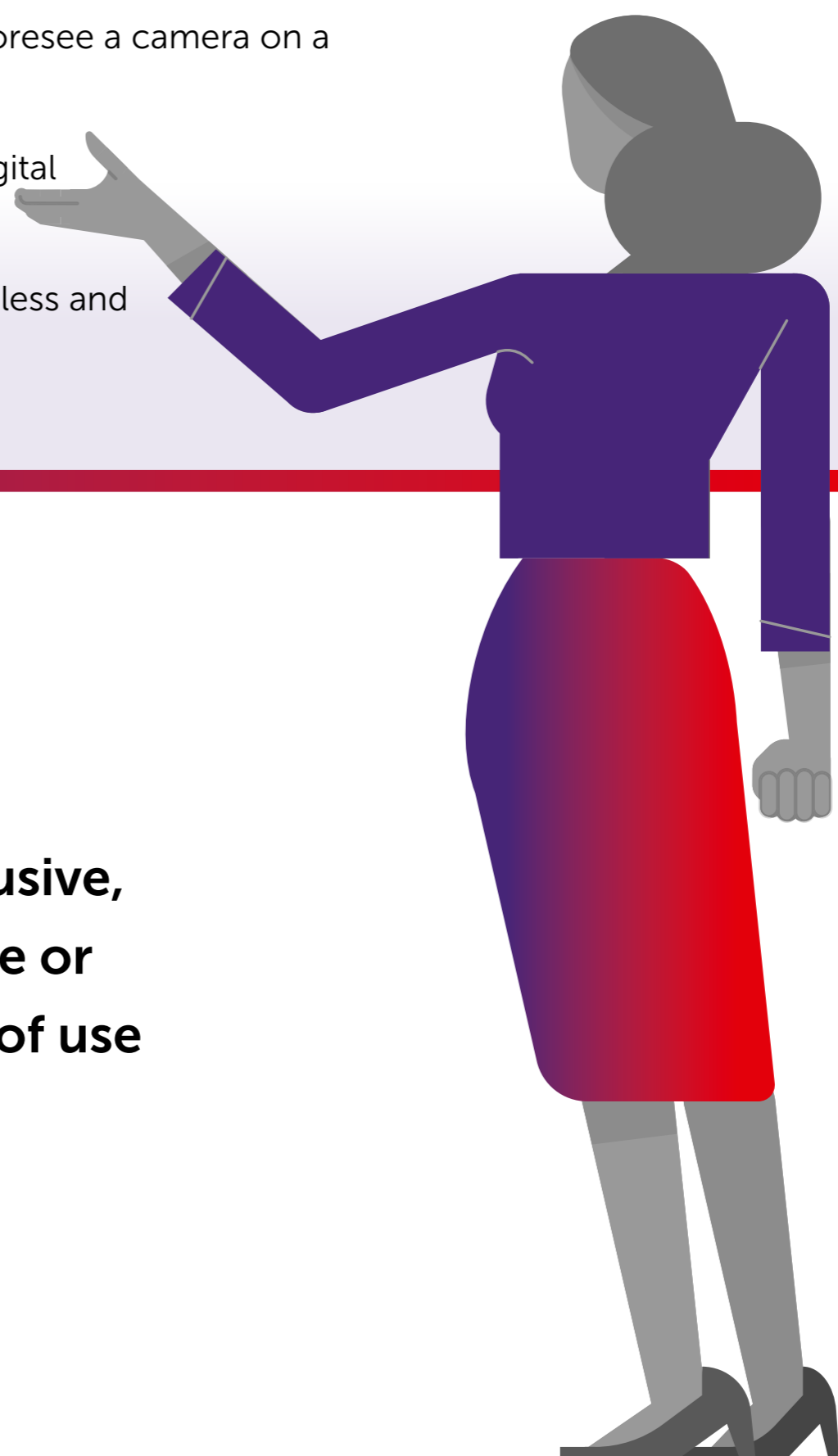- ☐ Benefit from AI features like voice recognition

Always consider the complete room ecosystem

- ☐ Place furniture that suits the room size and optimal viewing of participants
- ☐ Foresee proper lighting, screens
- ☐ Integrate a whiteboard functionality or foresee a camera on a physical whiteboard
- ☐ Integrate a room booking system and digital signage
- ☐ Make the user experience wireless, seamless and automated
- ☐ Make requesting IT assistance easy

Ensure that everyone has equal opportunities to contribute.
Install ClickShare to make hybrid meetings inclusive, seamless one-click experiences, from any device or meeting platform and focus on simplicity, ease of use and an impeccable user experience.

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