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## Shared Spaces

# Conference Room



### FUNCTION

A conference room is designed to facilitate meetings and encourage collaboration, providing a private space for sensitive discussions and decision-making. It supports teamwork, brainstorming, and creative collaboration, free from distractions.

Conference rooms are essential for formal meetings, presentations, and discussions, with sizes ranging from 8 to 25 people, depending on team needs. Equipped with technology such as audio-visual tools and video conferencing, they ensure seamless communication and enhance meeting effectiveness, including those calling in remotely.



### SPATIAL COMPONENTS

- Conference rooms can be reconfigured for different purposes. Movable furniture like tables and chairs, can accommodate various layouts such as classroom, boardroom, U-shape, and hollow square.
- Room layouts must support non-disruptive entry/egress for both formal and informal uses.
- Consider fixed and movable screens along with whiteboards to increase flexibility in the space.
- Technology integration is key, with power outlets and internet access points ensuring devices stay connected. Consider strategies to provide power and data throughout the room and allow for furniture reconfigurations.
- Audio-visual equipment, including screens, projectors, and sound systems, is essential for presentations and video conferencing. Ensure equipment is organized, concealed, and easily accessible when needed.



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### EXPERIENTIAL QUALITY

#### Adaptable environment

- Furniture and equipment are easily configurable to suit the meeting's needs.
- Both physical and digital tools are provided to support meetings, such as video conferencing and whiteboards.

#### Protect confidentiality

- Prioritize audible privacy, allowing confidential conversations without interruptions or eavesdropping.
- Include elements that satisfy visual privacy needs.

#### A welcoming atmosphere

- Meeting chairs and tables that accommodate various seating preferences promote comfort and encourage longer participation.
- Maintaining a comfortable temperature promotes engagement. Consider access to temperature controls.
- Adding visual interest to the space can create a more inviting and uplifting environment.
- If access to exterior windows is not possible, consider wall graphics depicting nature to achieve biophilic benefits and reduce stress and fatigue.

#### Shared resources

- Surfaces like whiteboards allow teams to brainstorm, sketch ideas, take notes during discussions, and visualize concepts together.
- A system for booking the conference rooms is required, either calendar or reservation panels can be provided, based on the program.



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## MATERIALITY

- Use materials that are easy to clean and disinfect.
- Specify red-list free, sustainable materials.
- Feature soundproofing materials to reduce noise. Consider carpets and wall panels.

## Floor

- Use durable flooring, such as resilient flooring or carpet tiles.
- Resilient flooring is preferred in high traffic healthcare settings, and near food and beverage areas.
- Tiled carpeting can help dampen sound and provide comfort underfoot. It can add softness to a space and a feeling of warmth.



## LESSONS LEARNED

## Wall

- Consider accent paint or wallcovering to create visual interest.
- Frosted or laminated glass creates an open feel while maintaining privacy and serves as an availability indicator for rooms.

## Ceiling

- Specify adjustable light fixtures that provide adequate illumination while also allowing for softer ambient lighting to create a welcoming atmosphere.
- Acoustic ceiling tiles may help reduce noise levels, creating a quieter environment with less distractions.

- Natural light improves productivity and wellness. Reduce glare and heat with roller or blackout shades, adhering to building standards, to ensure optimal AV performance.
- Proper placement of cameras, microphones, and speakers ensures all participants, both in-person and remote, can see and hear each other.
- The space is designed to remain functional and adaptable as technology evolves.
- Consider the protrusion of screens and the layout of the space so these elements are unobtrusive to users.
- Include a nearby storage room for unused furniture or equipment.