



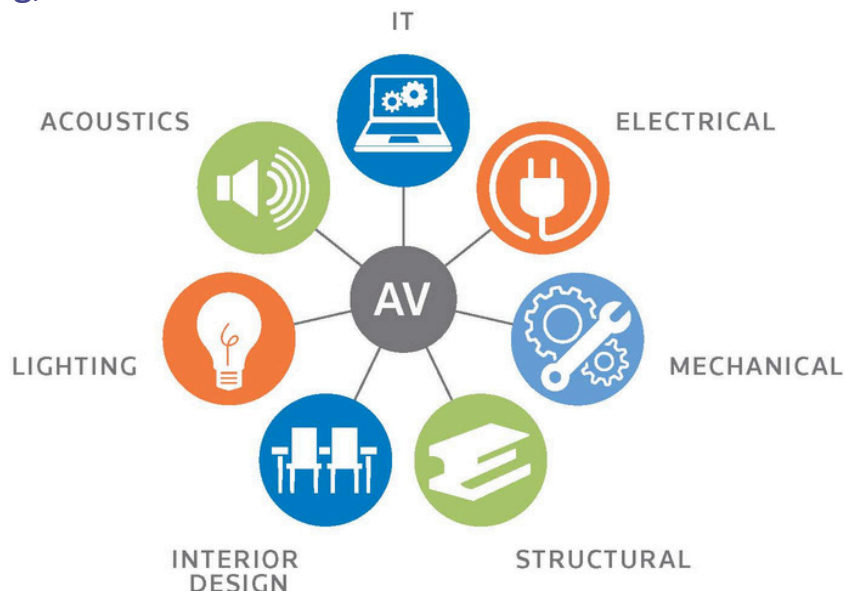
CRITICAL DESIGN ELEMENTS FOR MEETING SPACES

Balancing Form and Function in
Meeting Room Design



With people spending up to 50% of their workday in meetings, creating spaces that foster seamless collaboration is more important than ever. Effective meeting spaces go beyond just technology, they require careful consideration of lighting, acoustics, infrastructure, interior design, and room layout. Each element plays a crucial role in ensuring meetings run smoothly and participants can focus on collaboration rather than troubleshooting.

Designing meeting spaces with both form and function in mind ensures every meeting is efficient, engaging, and hassle-free.





ROOM LAYOUT

When determining room layout and size, it is important to consider both the types of meetings that will take place in the space - such as collaboration sessions, video calls, brainstorming, or presentations - and the type of technology required, including monitors, cameras, and interactive whiteboards. The room's layout should be designed around the expected number of participants and how they will interact with the technology.



RECTANGULAR ROOMS

Rectangular rooms work best for more than four attendees, in order to ensure all participants are within the camera's view



SQUARE ROOMS

Square shaped rooms can present acoustic challenges due to perpendicular walls of equal distance creating resonant frequencies, or standing waves

Creating meeting equity by capturing all participants with a single camera can be more difficult, which may require additional technology investment



NARROW ROOMS

Long, narrow room layouts can negatively affect both acoustics and camera angles. Participants in the back of the room may be hard to see, or sound may carry in a tunnel-like manner, often necessitating additional cameras and audio equipment



LIGHTING

Proper lighting is essential for successful video calls. It helps participants reduce glare from screens, minimizes eye strain, and supports comfortable viewing throughout the room. Solutions need to account for **transient adaptation**, or the strain eyes get from shifting focus between task lighting, displays, and ambient lighting which can contribute to eye fatigue.



AVOID DIRECT LIGHTING

Direct lighting on people, presentation materials, and camera lens will create harsh contrast and shadows

Camera will adjust to focus on brightest area and will affect visibility of people in room



ELIMINATE NATURAL LIGHT

Reduce as much of natural light as possible which can confuse automatic adjustment mechanisms of cameras and create sharp contrasts

Outside windows within camera view should have curtains or shades to block out light



BALANCE LIGHTING

Keep overhead lighting consistent throughout to avoid shadows

Watch whiteboard placement, don't place behind people or where light might reflect and cause glare



INTEGRATE WITH AV

Integrate lighting presets with AV, so that lighting can automatically adjust for video conferencing

FURNITURE

Furniture selection plays a key role in supporting the technology used in today's meeting spaces. Choosing the right table, credenza, and storage areas can help ensure equipment is properly integrated, and participants remain clearly visible during video calls.



AV-READY SOLUTIONS

Choose technology-friendly furniture

Consider involving your AV partner early in the process, they can recommend furniture providers that specialize in AV-ready solutions, such as Steelcase or Salamander



DISCREET CONNECTIONS

Incorporate discreet in-table connections for laptops and other necessary hardware so cables and devices do not impact the visibility of participants during video calls



TECH INTEGRATION

Select furniture that supports seamless technology integration, including proper ventilation, cable pathways, cable management, and table box design

CLEAN CEILING vs. CLEAN TABLE - PICK ONE

While it's ideal to have both a clean ceiling and a clean table in a meeting room, practical technology requirements make both impossible.

- **Clean Table:** Achieving a clutter-free table requires a low-ceiling island with acoustically absorbent materials that can house all necessary equipment. Keep in mind that maintaining a completely clean table may limit functionality and convenience during meetings.
- **High or Unique Ceiling:** Prioritizing a visually striking or high ceiling means the table must integrate all required technology, ensuring the room remains fully functional for meetings.



WALL & WINDOW DESIGN

Walls, windows, and camera placement can all significantly impact the quality of a meeting experience. Thoughtful room layout helps minimize distractions, improve audio clarity, and ensure participants appear clearly on camera.



AVOID DISTRACTIONS

Avoid doorways or windows with frequent movement which may reduce image quality and distract attention



WALL DESIGN

If the room has glass walls, ensure there are at least two perpendicular surfaces with highly absorbent materials to maintain speech intelligibility

Movement outside glass walls can also interfere with camera tracking



CAMERA PLACEMENT

Cameras should not face outdoor-facing windows, direct sunlight can create a silhouette effect for participants seated near the window, making them difficult to see on camera

By considering how room layout, lighting, and furniture affect the meeting experience, organizations can create environments that support more effective and professional interactions. Reach out to Cenero for a free evaluation of your meeting space environment.