

Checklist for Return-Ready Meeting Rooms



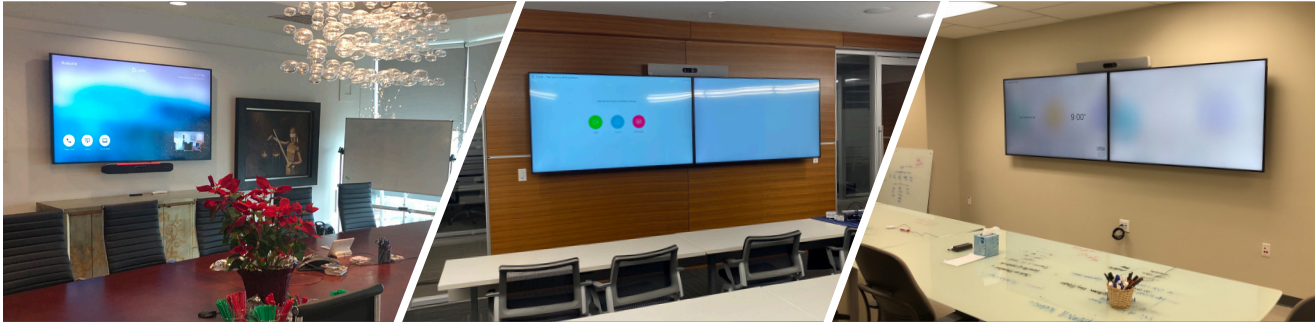
There are so many things to consider as employees start returning to the office – whether full-time or hybrid. And, we know that the ability to effectively manage video conferencing will remain critical to how we all work. This checklist is a tool to help you make sure your office is ready for the new expectations and challenges.

Room Readiness

1. Do you know if any IT updates done since March 2020 impacted the functionality of the video conferencing equipment in your meeting rooms?
2. What is your test plan for ensuring your technology is working well before your employees return?
3. Do you know which meeting rooms currently have video conferencing capabilities and what hardware and software is in those rooms?
4. Do you have the above information documented?
5. Do you have an IT support plan that is designed to keep your video meeting rooms up-and-running as employees start using them again?

Employee Expectations

6. Have you asked your employees which collaboration platforms they have been using while working remotely?
7. Which collaboration platforms will employees expect to be able to use in your meeting rooms when they return to the office?
8. Will employees expect to have the same interface and functionality with these collaboration platforms in your video meeting rooms as they have from their laptops at home?
9. Do you know how the meeting controls in your meeting rooms will differ from the web browser interface that employees have been using?
10. What are your plans for training employees how to use your meeting room technology based on the meeting invite/platform (since the platform licensing from the sending organization will impact the functionality)?



Video Meeting Room Experience

11. What is your current company collaboration platform of choice?
12. Which collaboration platforms are your video conferencing solutions set-up to support currently?
13. Do you need to revisit your chosen platform or hardware because of employee adoption over the past year?
14. Do you understand licensing needed to allow meeting rooms to call various collaboration platforms?
15. Do you know how to adjust/add to your current technology to support more collaboration platforms?

Physical Space Usage

16. Are you going to maintain the current office square footage that you currently have?
17. How will your employees be using the space as the return to the office?
18. Do you need to reconfigure the space for different use cases?
19. What types of spaces do you need more of and less of?
20. What percentage of your meeting rooms have video conferencing currently?
21. Will you need to add video conferencing to more meeting rooms?
22. Will you need to decommission existing rooms due to downsizing or physical reconfiguration of space?

Don't "tech" alone when so much has changed. RoomReady can help you with anything from video room audits and solution designs to virtual test drives in our Tech Lab to decommissioning of technology in obsolete rooms.

Like more information?
Visit RoomReady.com
Email HelpMe@RoomReady.com

 **roomready**[™]
We innovate. You collaborate.