



MEETING ROOMS FOR NEW WAYS OF WORKING

From conference rooms to virtual reality meetings

WHERE WOULD YOU LIKE TO HAVE YOUR NEXT MEETING?

MAYBE ON A BOAT IN THE MEDITERRANEAN, OR SURROUNDED BY ART IN THE LOUVRE? WITH THE AID OF NEW TECHNOLOGY, YOU WILL SOON BE ABLE TO PICK AND CHOOSE. WHETHER YOU LIKE EXOTIC LOCATIONS OR PREFER THE FAMILIAR ENVIRONMENT OF YOUR OWN OFFICE, YOU CAN EXPECT A LOT OF EXCITING CHANGES IN YOUR MEETING ROUTINES.

NEW TECHNOLOGY IS TRANSFORMING MEETINGS AND CONFERENCES



The fast development of technology is not only affecting how we work – it has also changed how we meet. The number of meetings and conferences where we meet face to face – and which we have to travel to by car or plane – is becoming smaller and smaller. Instead, we have started to make more and more use of video meetings.

But virtual reality will soon add a further dimension to our remote meetings. Virtual reality makes it possible for us to experience people and environments as if we were really there. In the long term, it will be possible to hold meetings in whatever environment we want – in a virtual copy of the company's boardroom or production plant, or in an inspiring environment on a paradise island... the only limits are actually those set by our imagination.

Of course, we will continue to have physical meetings when necessary. But the new technology gives

us the opportunity to think sustainably and reduce our environmental impact in the form of travel and CO2 emissions. From a business point of view, remote meetings are also cost-effective, since they save both time and money. If they are to work well, the meeting rooms and conference rooms of the future must be well-equipped, with all the necessary technology in place, preferably integrated into the office furniture, for example meeting tables and conference tables.



TABLES FOR PROJECT WORK AND FLEXIBLE MEETINGS



Working in different teams and projects has become extremely common. This also means that short meetings and discussions are a natural and necessary part of the working process. For these kinds of meetings, you need flexible solutions. It has to be easy to change the workplace from individual desks and bench tables to a meeting table and back again.

You also need meeting rooms, conference rooms and environments suitable for spontaneous meetings. As soon as you feel the need to follow up with a colleague, the office environment should be able to offer a number of different environments where you can talk without disturbing other people. It has to be easy for the environments for spontaneous meetings to be customised for the need you have at the moment. Tables, task chairs, chairs, sofas and other seating furniture have to be flexible, ergonomic and easy to customise.

Meeting rooms for pre-booked meetings should be available in a number of different sizes – small meeting rooms designed for 4-6 people and larger meeting rooms for 6 people or more. For board meetings, workshops and general meetings you will still need a proper conference room with a well-equipped conference table in the middle. Because sessions of this kind can last quite some time, it is important that the meeting room is equipped with ergonomic conference chairs. Good chairs where you can sit properly prevent aches and tiredness, and make it easier to stay attentive and alert throughout the entire meeting.

6 SMART SOLUTIONS FOR FLEXIBLE MEETINGS



1. FLEXIBLE MEETING TABLES

Choose meeting tables, bench tables or desks that can be connected together and make it possible to change the table area as required.

2. DIFFERENT HEIGHTS FOR DIFFERENT STYLES OF MEETING

By offering meeting tables at a number of different heights, you stimulate different ways of meeting in the office. 74 cm is a comfortable height for sedentary work and longer meetings. 90 cm encourages a more active meeting style in which you can alternate between sedentary and standing work, making it easy to cooperate and share different types of material. 105 cm is the ideal standing height for short meetings and updates during the working day.

3. SCREENS GIVE MORE FREEDOM

Desktop screens are an effective way of transforming a work surface into a flexible meeting space. By adding screens, you can quickly and easily tailor the table surface to suit the occasion. Screens can be used both for bench solutions and for desks.

4. FLEXRAIL SYSTEM

By adding a flexrail system with moveable functions for screens, computer monitors and sockets for electricity, USB and networks, you get an even more flexible table.

5. UPDATED MEETING TECHNOLOGY

Because the new communications technology is so important for the new way of meeting, you need to ensure that your meeting room is equipped with updated, smart technology. Today you can choose connection modules with interchangeable functions for networks and USB, for example, which makes it possible to change and update the technology later, as needs change.

6. BOOKING SYSTEM FOR EFFICIENT MEETINGS

A booking system for the boardroom, conference room and larger and smaller meeting rooms is a good investment. When the rooms are bookable, the employees have a simple overview, which both reduces stress and allows more efficient use of the areas.



CODE OF CONDUCT FOR MEETINGS IN THE ACTIVITY-BASED OFFICE

HEY THERE, YOU AREN'T AT HOME IN YOUR LIVING ROOM!



In many ways, today's offices resemble our homes. We can choose what we want to do and where we want to do it. We can also carry out many different activities in one and the same working environment – not so different from how we use our living room at home.

In the flexible office we are encouraged to cooperate and meet frequently. In order for your meetings to be fruitful, without the risk of disturbing one another, you need to have rules. Decide together where and when it is OK to have meetings and discussions. This is especially important in the case of spontaneous meetings.

For example, if you pass your colleague and it occurs to you that you would like to discuss a few things, ask for a short meeting in one of the environments designed for meetings of this kind. Then you can talk as much as you like without anyone

becoming irritated. For planned meetings, invest in a booking system, as this makes the organisation efficient and reduces the risk of misunderstandings.

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