



THE COMPLETE GUIDE TO **COLLABORATIVE** MEETING ROOMS

MOTILDE
TRUE COLLABORATION

EDITOR'S NOTE

Teamwork is now recognized by all as the primary source of business performance. The main challenge is to enable everyone to interact effectively with their peers, both locally and remotely. To achieve this, a corporate culture conducive to exchanges is necessary but not sufficient: connected collaboration tools are indispensable.

Collaborating effectively in a team means being able to exchange and co-produce information, easily and in real time, no matter where my interlocutors are located. Your company needs specialized spaces and tools that are naturally integrated into your working environment.

Competitive pressures intensify the need to make work processes more collaborative. These new tools help to maximize the creativity and efficiency of your teams.

Hubert de Nomazy,
CEO of Motilde

SUMMARY

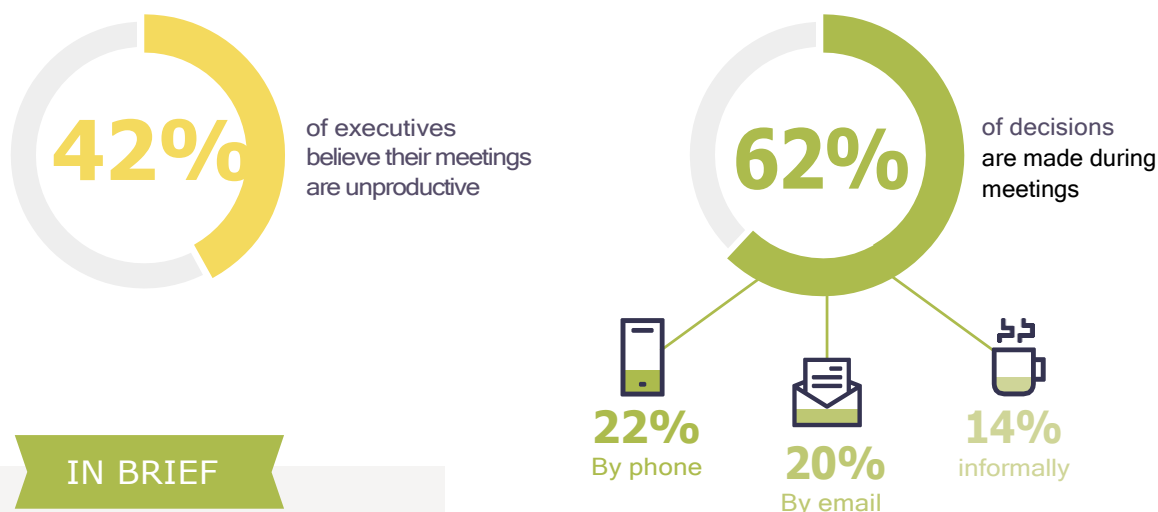
- 1** Meetings are rooted in the practices of European managers
- 2** Classic meeting room VS collaborative meeting room
- 3** 4 key points to check for an effective collaborative meeting room

MEETINGS

ARE ROOTED IN THE PRACTICES OF EUROPEAN EXECUTIVES

(Source : IFOP-Wisembly march 2016)

EXECUTIVES AND MEETINGS: 2 WEEKS PER YEAR WASTED IN UNPRODUCTIVE MEETINGS



IN BRIEF

Meetings remain the privileged moment to make decisions in the company.

According to executives, decisions to move projects forward are mainly made in meeting.

MEETINGS ARE ROOTED IN THE PRACTICES OF EUROPEAN EXECUTIVES

« 1 OUT OF 2
EXECUTIVES
HAS
DIFFICULTIES IN
SPEAKING UP IN
MEETINGS.»

Why this general feeling of inefficiency? The quality and productivity of exchanges seem to be questioned: chatter and digressions do not rhyme with efficiency.

To overcome these difficulties and engage your employees, think of more collaborative and digital formats and means of exchange.

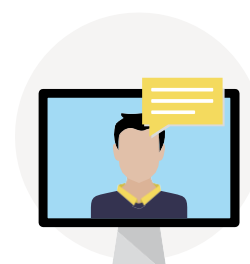
TOP 3 OF THE MEANS AND FORMATS FAVORED BY EXECUTIVES



**STAND UP
MEETINGS**



**COLLABORATIVE
TOOLS**



**VIDEO
CONFERENCING**

IN BRIEF

We are witnessing a real acceleration in the use of video conferencing, with 64% of respondents finding it very productive. This is mainly due to the emergence of new IT tools, globalization and new budget constraints.

MEETING ROOM VS COLLABORATIVE MEETING ROOM

MORE TIME IN MEETINGS THAN IN THE OFFICE!



24 DAYS

Per year on average

Today, an executive spends more time in meetings than alone at his workstation, so the stakes are high for all organizations.

95% of executives think that better organization of meetings (real-time collaboration tools, facilitation methods, writing minutes, etc.) would allow companies to save time and be more efficient. They also think that it would **help save money** (87%), be **more innovative** (75%) and even **make money** (70%).

The good news is that the evolution of technology costs makes it possible for an SME to equip itself with a collaborative room, typically within a budget of between 5 and 20 k€, depending on the features selected.

« A REAL
CHALLENGE FOR THE
PRODUCTIVITY OF
OUR COMPANIES!! »



WHAT IS A COLLABORATIVE ROOM?

The collaborative room is an approach that is much more focused on the production of content by the participants in the room and outside the room.

This approach requires an organization of the space and specialized tools that cannot be improvised. Many professional studies have shown that postural, visual and auditory comfort, as well as the possibility for everyone to interact with the information exchanged, totally transforms the outcome of a meeting, whether it is improvised in an Huddle Room or meticulously prepared in a boardroom.



MEETING ROOM VS **COLLABORATIVE MEETING ROOM**

The table below details the equipment and tools that make the difference between these two collaborative spaces :

COLLABORATIVE MEETING ROOMS	CLASSICAL MEETING ROOMS
EQUIPMENT one interactive display + one passive display + collaborative tools	EQUIPMENT Paperboard + video projector
PARTICIPANTS INTERACT WITH EACH OTHER and with the moderator to collectively develop the content of the information	TOP-DOWN INFORMATION from the facilitator to the participants
PARTICIPANT-CENTERED ROOM LAYOUT and furnishings	ROOM LAYOUT AND FURNITURE of the room centered on the facilitator
ALL PARTICIPANTS CAN IN REAL TIME BROADCAST content from their terminal	LIMITED ACCESS to wired projection
CO-EDITION: The projected content can be modified in real time by all participants from their terminal	CONTENT SHARING is static
"ONE-TO-ONE" POSSIBILITY OR "ONE-TO-MANY" private exchanges are possible between two (several) participants in the meeting without disturbing the group	INFORMATION is necessarily pushed to all participants at the same time
COLLABORATION can be carried out with one or more external sites / participants external (videoconferencing and video collaboration)	CONTENT SHARING is only local (in the room)
INTERACTIVE WHITEBOARD accessible to all participants	NO INTERACTIVE WHITEBOARD
PARTICIPANTS CAN ENRICH THE CONTENT in multi-formats.	THE CONTENT FORMAT is imposed by the presenter: Excel, PowerPoint,...
THE MINUTES OF THE MEETING are broadcasted in real time to all the participants	THE MINUTES OF THE MEETING are distributed afterwards by the facilitator

4 THINGS TO LOOK FOR IN AN EFFECTIVE COLLABORATIVE ROOM

A collaborative room is a room that promotes the exchange and production of shared content by involving all present and remote participants.

Here are the **4 key points** that will make your room a must for team collaboration:

1 **ALL PARTICIPANTS SHOULD BE INVOLVED IN THE MEETING**



2 CHECKLIST

- ✓ A quality and intuitive video conferencing solution
- ✓ A well laid out space to view the remote site and shared content
- ✓ An HD camera in the axis of the screen that displays the remote site (eye contact is essential to understand each other)
- ✓ CD quality sound also broadcasted on the screen + an omnidirectional CD quality microphone
- ✓ Lighting adapted for the visual comfort of the remote site(s)
- ✓ Everyone can take control instantly from their terminal to display a different content or modify / enrich a shared document
- ✓ But also... An Internet connection with a guaranteed speed and in accordance with the configuration of the meeting (number of remote participants, definition of the screens, etc.)

3 THE TECHNOLOGY MUST BE ACCESSIBLE, INTUITIVE AND RELIABLE

Is the **connection** to the **network** & to the shared screen(s) directly accessible by wifi and cable?

Are the participants **autonomous** to implement the collaboration and videoconferencing tools?

Does **secure storage** ensure that accessories remain always present?

Are cables and connectivity **integrated into the space** and furniture?



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FOR A STRESS-FREE START TO THE MEETING

- A control panel (lighting, multimedia) for the room with preconfigured scenarios
- UA room reservation tool that integrates the reservation of the tools needed for the meeting

4 THE FOLLOW-UP AND RECORDING OF THE MEETING SHOULD BE DONE IN REAL TIME



CHECKLIST

- ✓ Can the various exchanges and shared content be recorded in real time?
- ✓ Are the exchanges available at any time on an electronic medium?
- ✓ Can the recordings be played to all participants with a single click at the end of the meeting?

IF NECESSARY, THE COLLABORATIVE ROOM CAN ALSO INTEGRATE :

- an electronic voting tool
- video, audio and data recording of the meeting
- a meeting management software
- a real-time broadcast of the debates accessible from the outside (streaming)

CONCLUSION

All small and medium-sized companies are now convinced that collaboration (within their teams and with their external partners) is a central issue for the competitiveness of their company.

Collaboration means first of all to meet, see each other, hear each other, exchange and then work together. This requires at least a place to collaborate, a sharing tool and - for remote interlocutors - a connection channel (reliable internet connection).

It is necessary to think holistically about the collaboration infrastructure in order to:

- maintain consistency (economic, functional and aesthetic)
- anticipate the many interfaces of furniture/ technology/ layout/ network pipes

This comprehensive approach cannot be improvised and it is useful to get help from a professional specialized in this field.

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