



Getting started with hybrid meeting spaces

Microsoft's best practices for designing immersive hybrid meeting spaces



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best practices |
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The next great shift is hybrid meetings

57%

Of remote employees say they are **likely to consider shifting to a hybrid work model** in the year ahead.

54%

Of leaders say their company is **investing in tech and space to redesign meeting rooms** to make them more hybrid friendly in the coming year.

52%

Of employees are open to **using digital immersive spaces in the metaverse for meetings** or team gatherings in the next year.

3x

Remote jobs on LinkedIn attract 2.6 times more views and nearly **3 times more applicants** compared to on-site roles.

Hybrid meetings are the new normal



Pre-pandemic, people in the office had the advantage.



During the pandemic, the **playing field was leveled**.



How do we **equally support** all meeting participants as some join in the office and others join remotely?

Adapting to a dynamic work environment

Less than 8%¹ of meeting rooms worldwide are video enabled.



02

Microsoft's hybrid vision

Microsoft's hybrid vision

Hear & Be Heard

Ensure that audio is clear and enhances everyone's visual experience.



See & Be Seen

Ensure all meeting participants have a clear, inclusive view of each other.



Immersive & Inclusive

All three experiences combined create immersive and inclusive meetings.

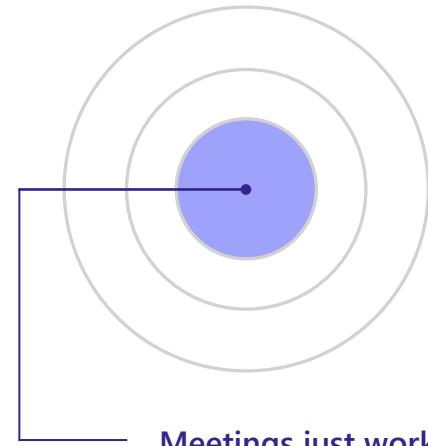


Enable Collaboration

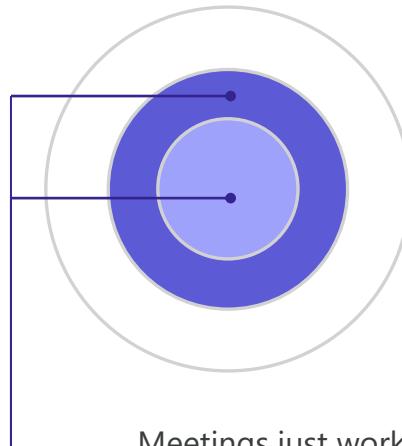
Provide ways to create and share content both during and after the meeting.

Microsoft's hybrid meetings vision

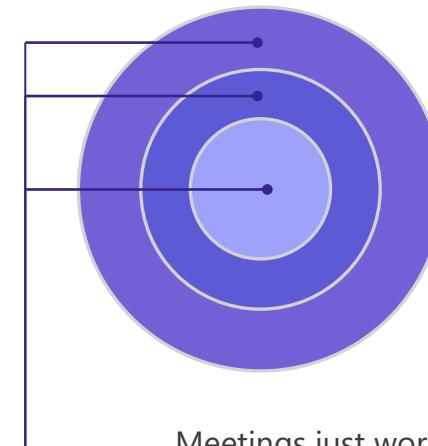
Our vision is guided by principles that maximize three user experiences:



Meetings just work
See and be seen
Inclusion



Meetings just work
See and be seen
Inclusion



Meetings just work
See and be seen
Inclusion



Bring your own
device (BYOD)

Skype Room
System

Microsoft
Teams Rooms

Optimized for
hybrid

03

Understanding meeting scenarios

Meeting purposes

Why do people meet?

Problem-solve together

Includes brainstorms, co-creation, analysis, troubleshooting.

Share information

Report something to a group. Flip side: Learn something.

Get approval

or a decision or feedback on an idea or plan.

Connect emotionally

to generate energy or build and maintain relationships.

Meeting scenarios

What kinds of meetings are there?

One-on-one / Virtual Consult

Review

Working session

Status / Check-in

Read-out

Always on

Large Mtgs / Town Halls

Broadcast / Live Event

Custom

Calls

Training / Webinar / Classroom



Focus Room



Small & Team

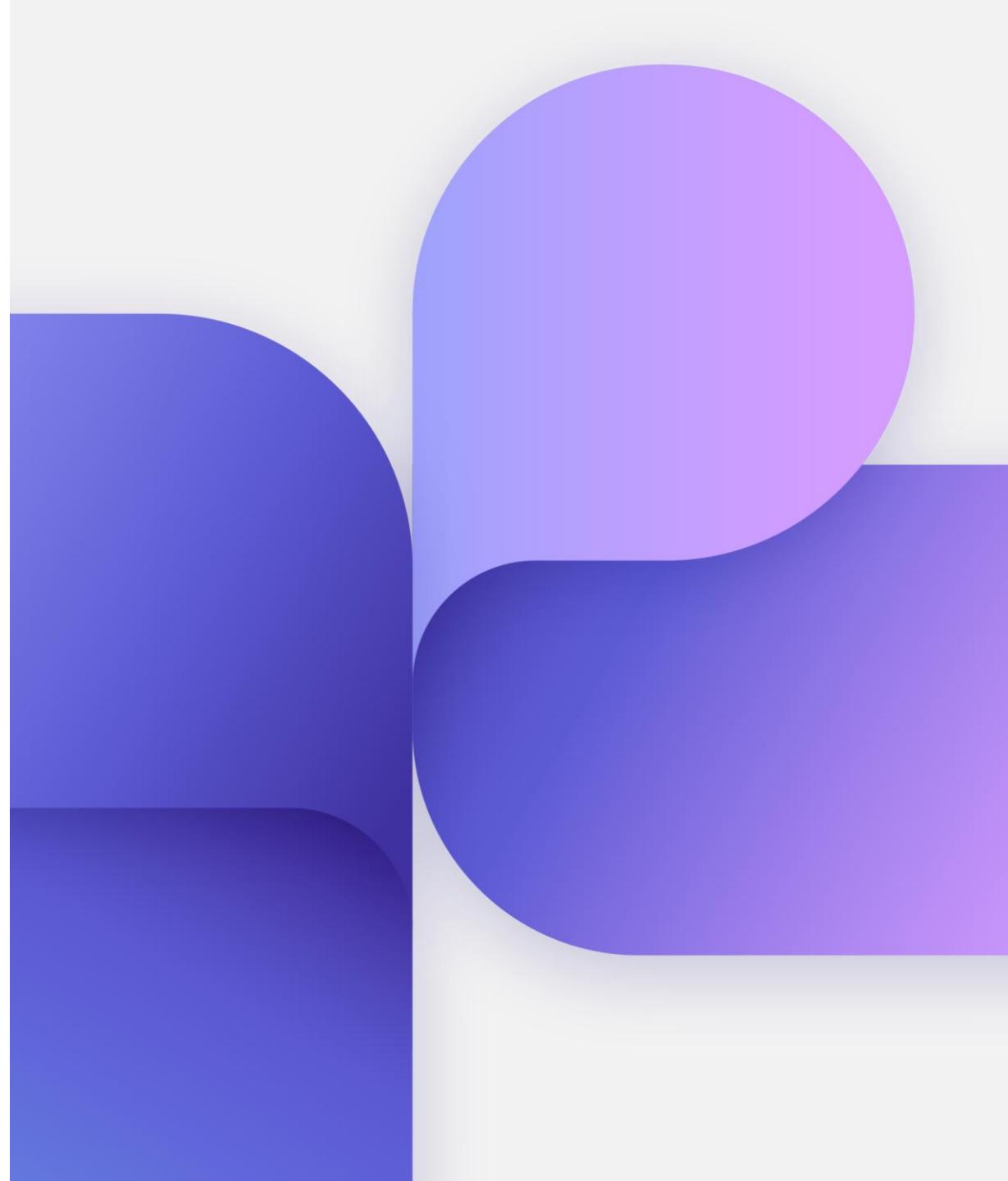


M, L, & XL



Multipurpose

Meetings Scenarios & Space Types



Meeting scenarios

One-on-One



Flex Space



Focus Room

Meeting scenarios
Status/Check In



Flex Space



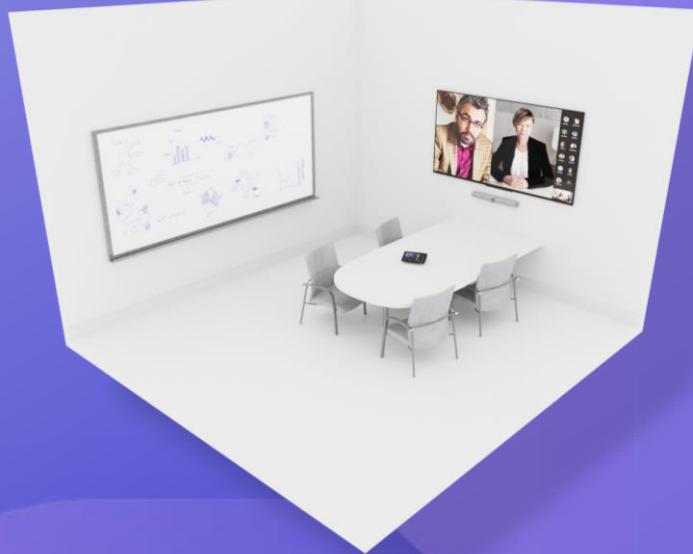
Focus Room



Small Room

Meeting scenarios

Brainstorming Session



Focus
Room



Small
Room

Meeting scenarios

Read Out



Small Room



Medium Room



Large Room

Meeting scenarios
Multipurpose



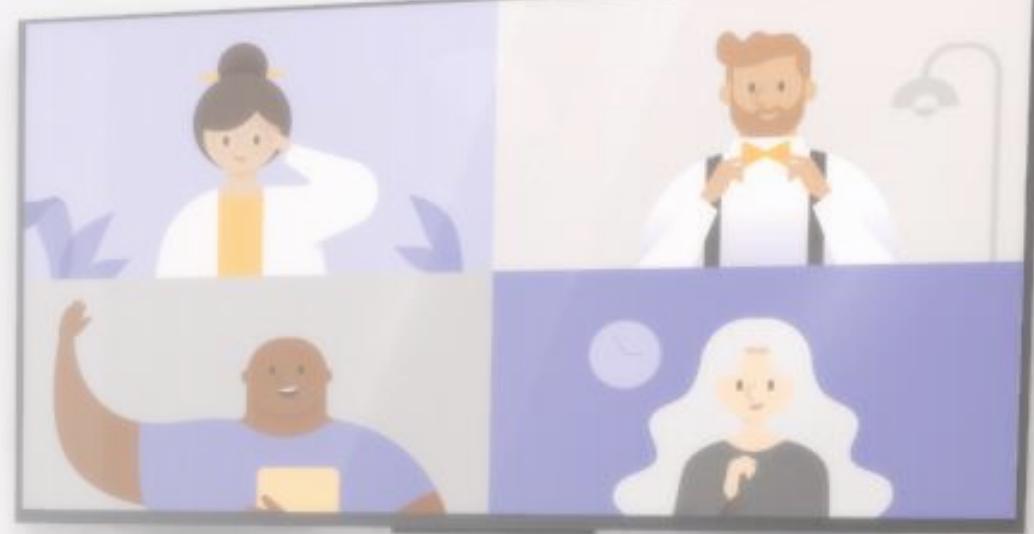
Large Room

04

The power of a
native platform

Connect people across the hybrid workplace

Turn any room into an easy-to-use and inclusive meeting space where everyone can fully participate from anywhere.



What is a Teams Room?

Microsoft Teams Rooms is a modern meeting space solution that brings together the digital workspace of Teams with dedicated first- or third-party audio and video devices, certified by Microsoft.



Conference room



Focus room



Flex space

Microsoft Teams Rooms

Inclusive

Foster inclusive and interactive meetings for everyone, regardless of where they are.



Easy to use for all

Deliver consistent Teams experiences designed to make collaboration easy and hassle-free.



Flexible

Turn any shared space into a Teams room with a wide selection of devices to fit every need.



Secured & managed

Keep devices secured, reliable and up to date with rich management capabilities and powerful analytics.



Boost productivity and build stronger connections for end users



Quick Meeting

Startup times help keep meetings efficient

- High quality audio and video
- One-Touch Join
- Proximity join
- Wireless content sharing
- Familiar Teams UI
- Direct Guest Join (join Zoom and WebEx meetings)
- Voice-based controls



High participant engagement maintains members' attention

- Meeting does not rely on a PC so your device is not locked in
- Collaborative whiteboarding
- Intelligent content capture
- Raise hand
- Reactions and emojis



Build strong team culture with inclusivity for all

- Full visibility across people and content, even with multi-display
- Split gallery highlights those on video
- Inclusive video layouts (Front row)
- Auto live caption



Retain a personal presence across the digital and physical meeting

- Intelligent speakers (attributed transcription)
- Intelligent cameras (support multi-stream cameras and voice recognition tech)
- Companion devices

Save time and money while protecting your data and optimizing your spaces



Devices, software, and cloud secured by design

Hardware Security: Certified Microsoft hardware ensures security, quality and performance out of the box. Credential Guard policies applied to protect against credential theft.

Software security: Secure Teams Rooms app with lockdown policies to limit sign-in vulnerabilities. Automatic updates keep room systems in a default secure state.

Cloud/network security: Windows Configuration Designer can be used to create Windows 10 provisioning packages.



Save time and money on management and support

- Manage all your Teams settings in one location, including your Teams devices
- Automated updates, problem detection, and alerts at scale.
- Call quality analytics help identify problems and root causes of issues with active room health monitoring
- Remotely apply settings to devices
- Stay ahead of disruptions and reduce downtime with alerts on room issues
- Alerts categorize issues as Critical, Non urgent, or Offline.
- Flexibly manage the alerts according to prioritized devices
- Granular controls give you remote device configuration access



Optimize spaces with rich analytics

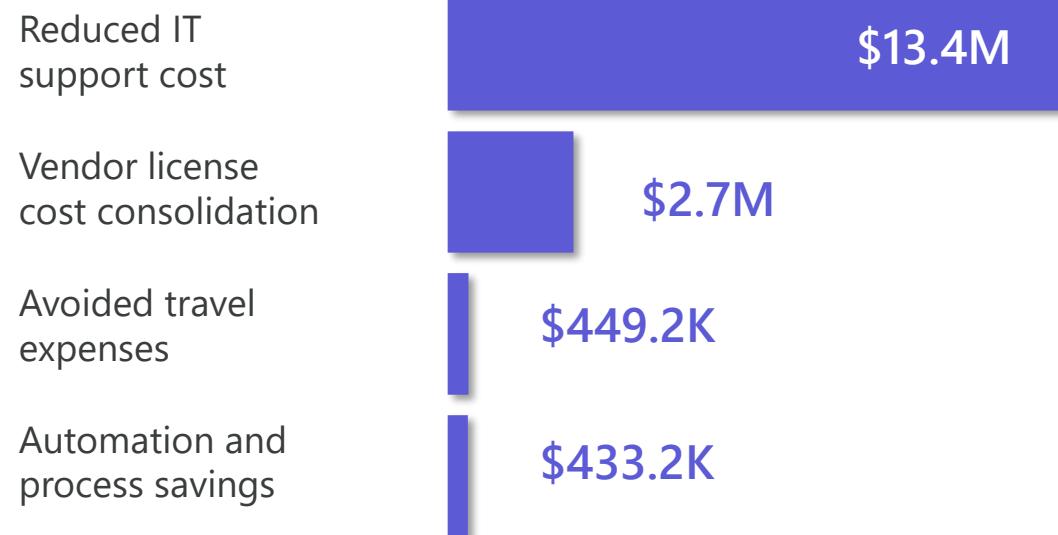
- Scale rooms to any size
- Get the data that real estate, facilities, and IT teams need for spatial planning
- See how a person joined, call quality, handle inventory, and monitor device activity
- Procure additional devices directly from the admin portal

The Total Economic Impact™ of Microsoft Teams Devices

Through seven customer interviews and data aggregation, Forrester concluded that Microsoft Teams devices have the following three-year financial impact.

Summary of benefits

Three-year risk adjusted



Financial Summary

ROI 273%

Benefits PV \$17M

NPV \$12.4M

The immersive
hybrid meeting
experience is here!



Immersive spaces optimized for hybrid experiences

Optimized for hybrid rooms is a set of configuration requirements combining Teams Rooms software, intelligent hardware capabilities, room and furniture layouts that deliver an immersive experience optimized for hybrid meetings.

Key Configurations

- Front row is set as the default gallery setting
- In-room participants are positioned towards the front display for natural, face-to-face conversations with remote participants
- Front of room displays, or projection are in-line with the outside edges of the meeting room table (21:9 aspect ratio recommended)
- AI cameras that can support a close-up view of individuals faces in the meeting room are mounted at eye level

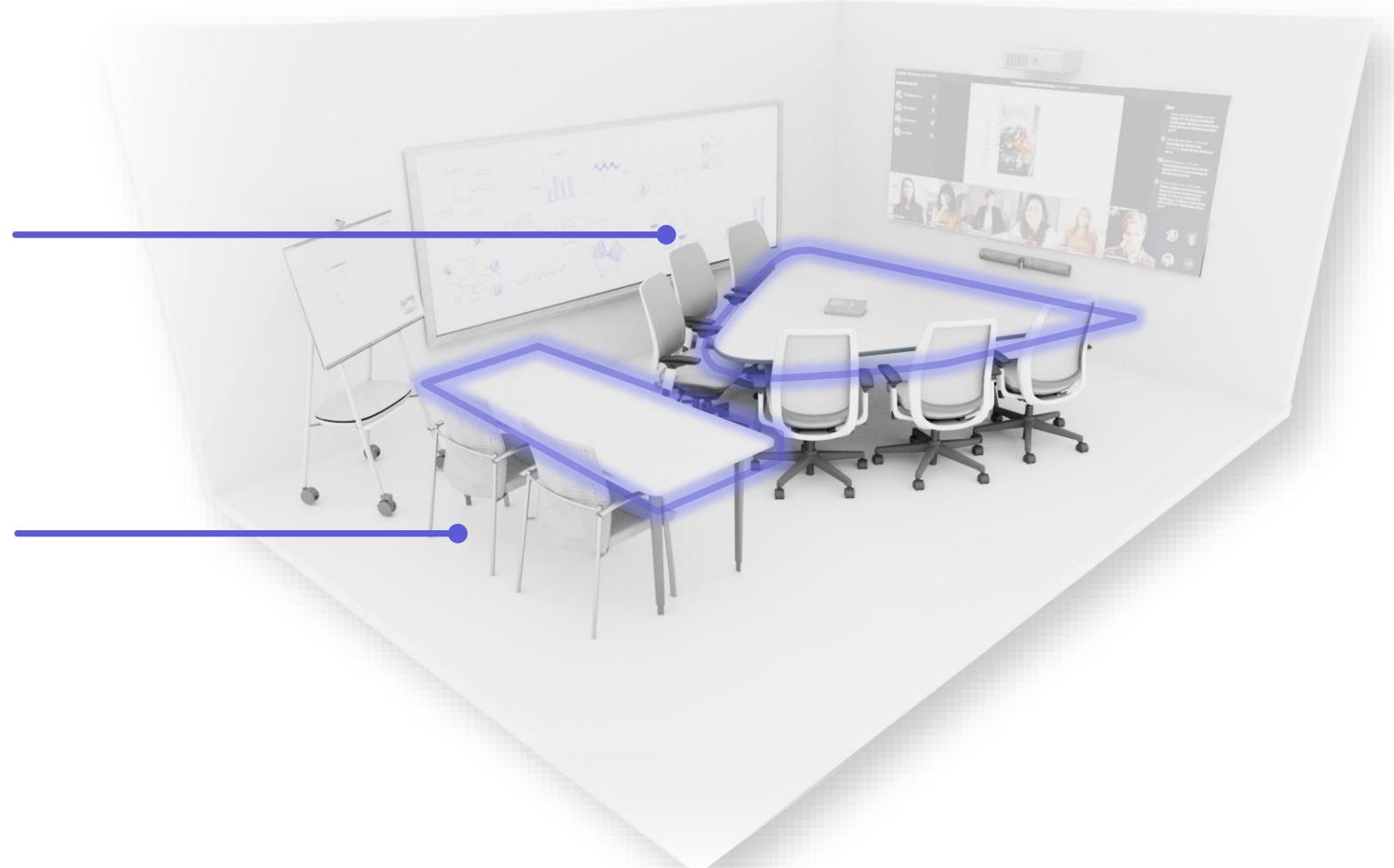


Optimized for hybrid

Furniture experiences

Uniquely shaped tables provide remote participants to be seen face-to-face on a horizontal plane, allowing people in the room to look left to right just like they would if people were sitting across from them in the room.

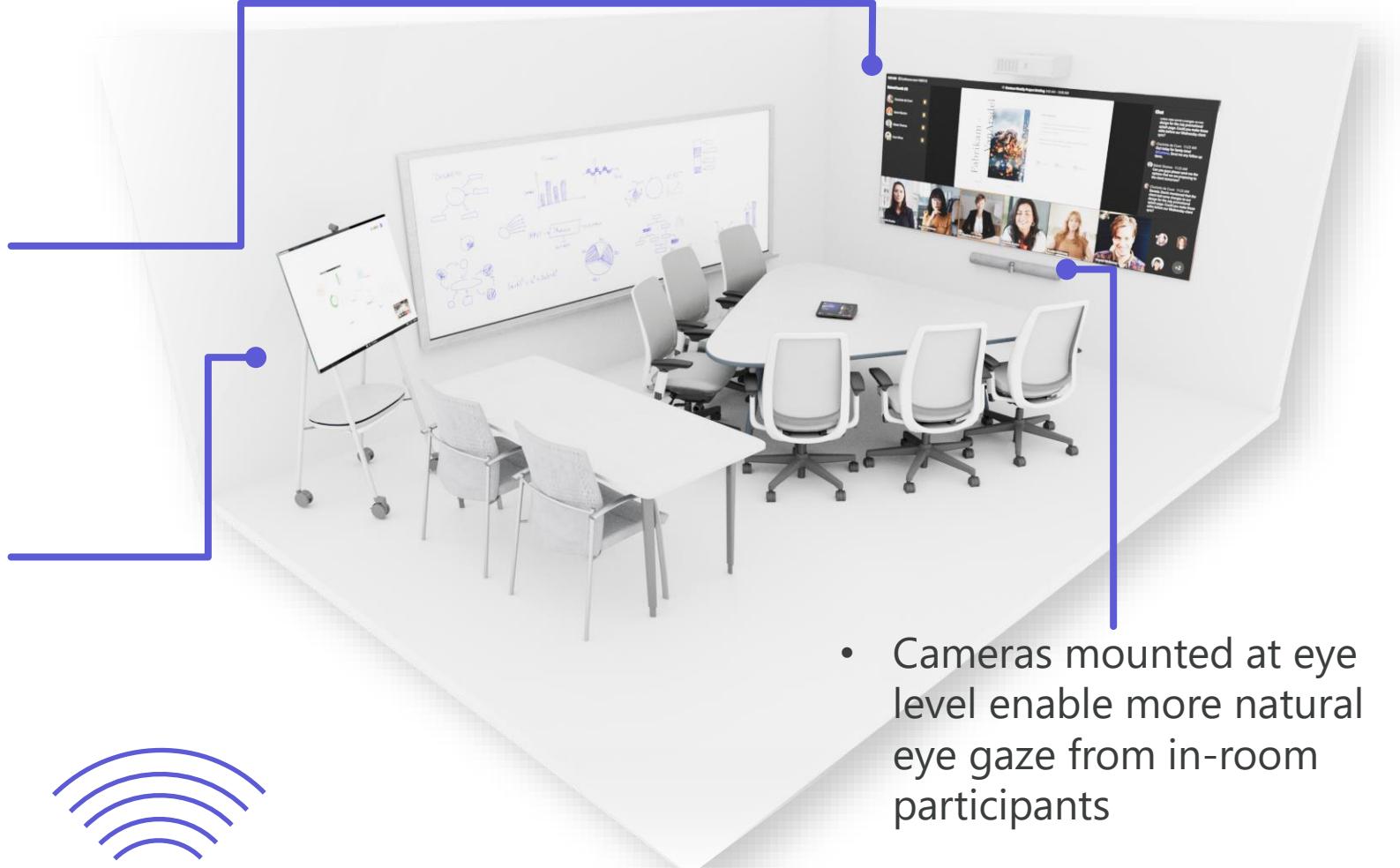
Offset seating opens the room for collaboration and co-creation.



Optimized for hybrid

Hardware experiences

- Intelligent cameras that support close-up views of individuals in the room
- Wider front of room displays, or projection allows for a better front row experience
- Surface Hubs to encourage co-creation and collaboration for both in-room and remote participants
- Spatial audio helps remote attendees be heard more naturally

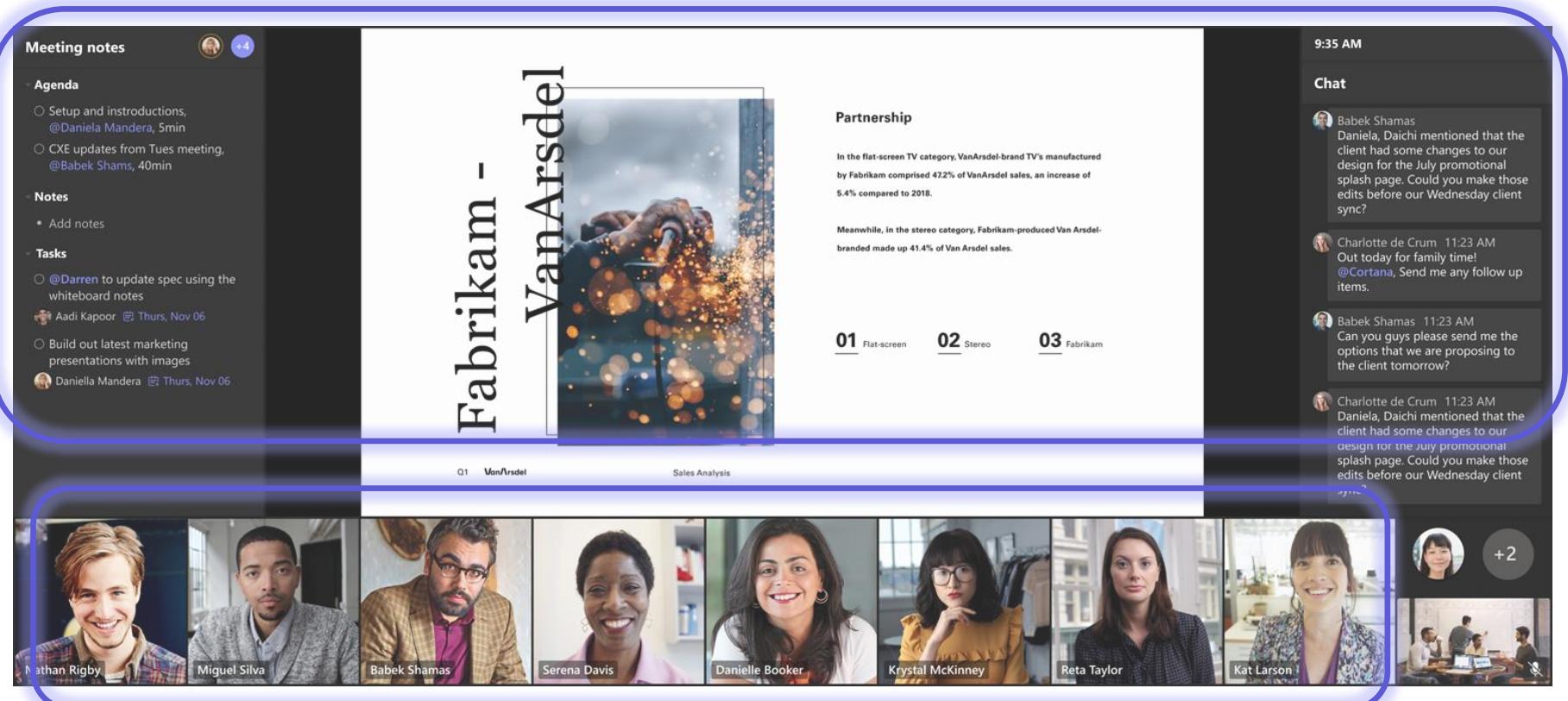


- Cameras mounted at eye level enable more natural eye gaze from in-room participants

Optimized for hybrid

Software experiences

Chat and meeting content can be seen by all



Remote attendees appear life size and at eye level

Spatial audio helps remote attendees be heard more naturally

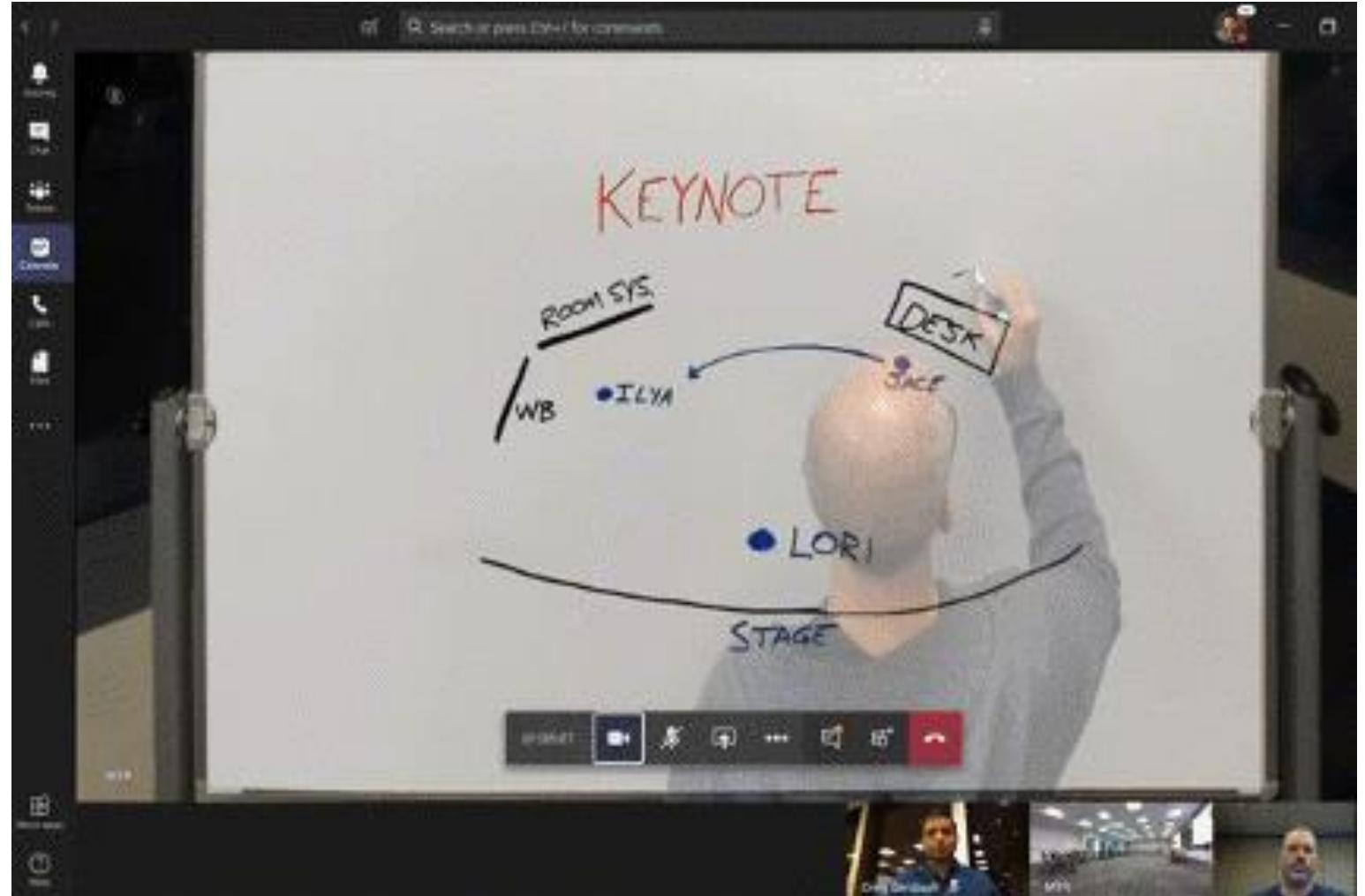


[Link to video demo](#)

Optimized for hybrid Co-creation experiences



Remote attendees can see in-the-room whiteboards. In high-end rooms, Surface Hub lets remote attendees actively participate in collaboration.



Microsoft Teams Rooms devices

Devices to meet the needs of any size or type of room

Modular



Integrated



All-in-One



Individual connected devices

- Maximum flexibility to scale up or down to meet any room with individual A/V peripherals such as mics, speakers and cameras.
- Manage the meeting without leaving your seat with a center of room touch panel.

Combined audio and video functions with separate displays

- Brings the speakers, mics, camera and computer together into a single device.
- Can be deployed within minutes, reducing installation time and simplifying device management.
- Designed for smaller spaces like focus rooms or small meeting spaces

Complete audio, video, and display in a single unit

- Surface Hub 2S is a Windows 10 device that brings together a camera, mics, speakers and a 4k touch screen.
- Wall-mounted or paired with a Steelcase Mobile Stand and APC Charge Mobile battery for mobile, uninterrupted and unplugged team collaboration.
- Available in two screen sizes: 50" and 85"

Microsoft Teams Rooms devices for shared spaces

Android



Yealink



logitech

Windows



logitech



Lenovo



Yealink



New!



EPOS

Jabra

neat.

[Click here for Teams Rooms Device Showcase](#)

05

Strategic rollout framework

Given evolving capabilities, how might you invest strategically?

Step 1:
Gather data

Step 2:
Identify needs

Step 3:
Experiment

Gather data to understand meeting patterns and identify needs. Look for quick wins via experimentation.



Prioritize investments by hierarchy of needs while you pilot and validate hybrid capabilities.



Experiment & accelerate investments over time as you demonstrate success in addressing employee concerns.

Address urgent, critical room needs first



Rooms with **obsolete AV** devices need
urgent, critical needs addressed

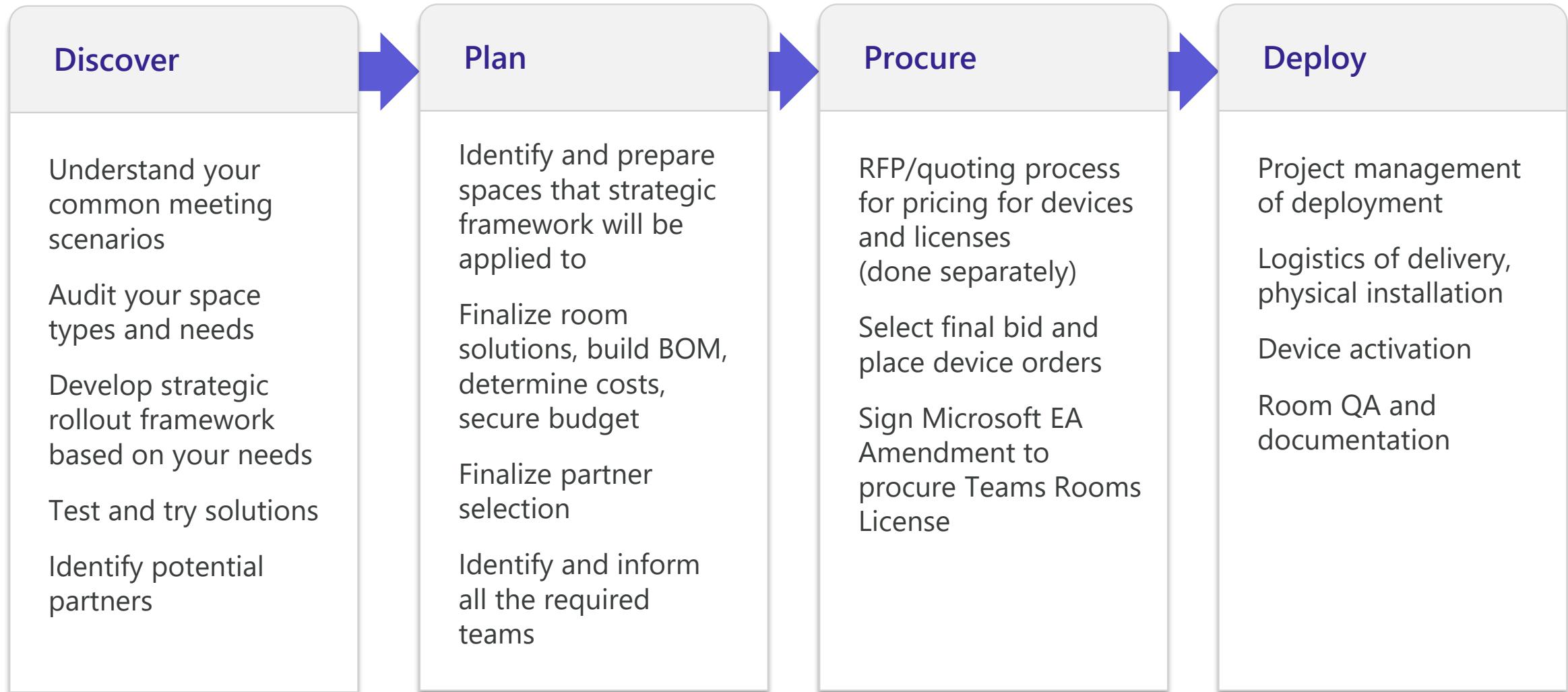


Meeting spaces that are **not**
Teams-enabled must be modernized



Legacy AV Standards, **not suited for**
a good hybrid experience, must be
updated.

Strategic Rollout Activities



06

Microsoft's Teams Rooms best practices

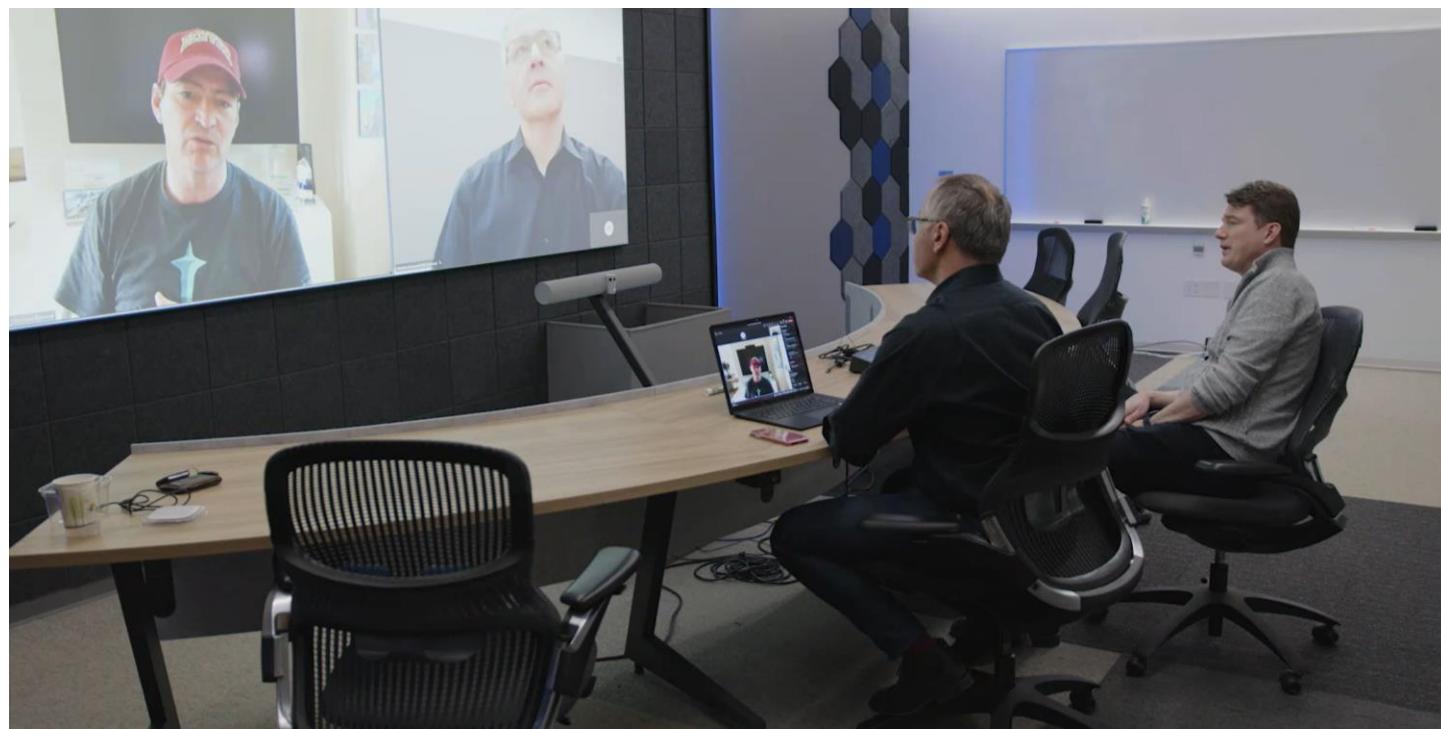
What we have learned

We've spent the last two years equipping thousands of our physical meeting spaces with great success.



Meet the Microsoft Digital Team

The Microsoft Digital Team is dedicated to modernizing and maintaining the beloved employee experience for all our conference rooms and workplaces worldwide.



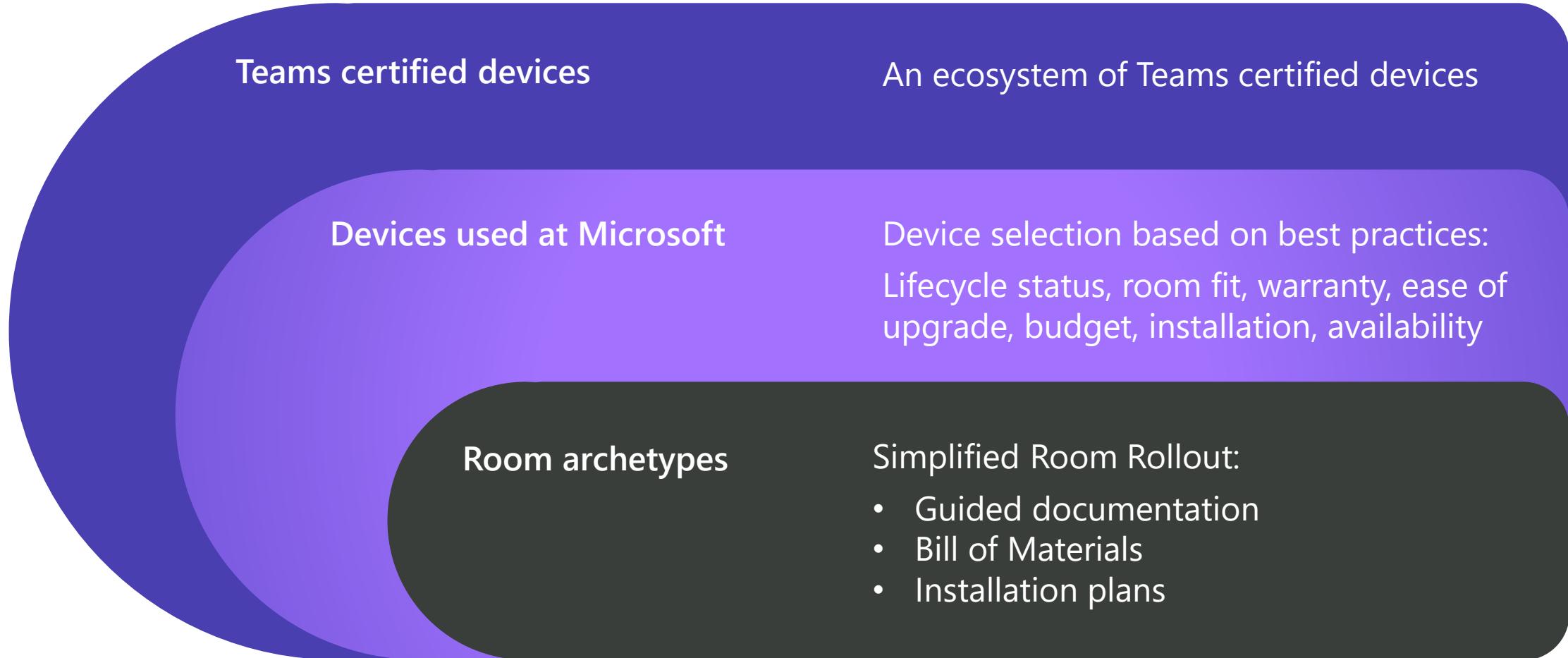
The archetypes and device examples presented in this deck are based on Microsoft's business requirements and are shared for informational purposes only.

Using the full list of Microsoft Certified Teams Room devices, we encourage you to consult with a Microsoft partner to establish your business needs and identify the right solutions for your organization.

This information is provided without a warranty of any kind, express or implied, is provided only as guidance and does not guarantee your results.



Teams Room Selection Approach



Device selection

Best practices | Page 1

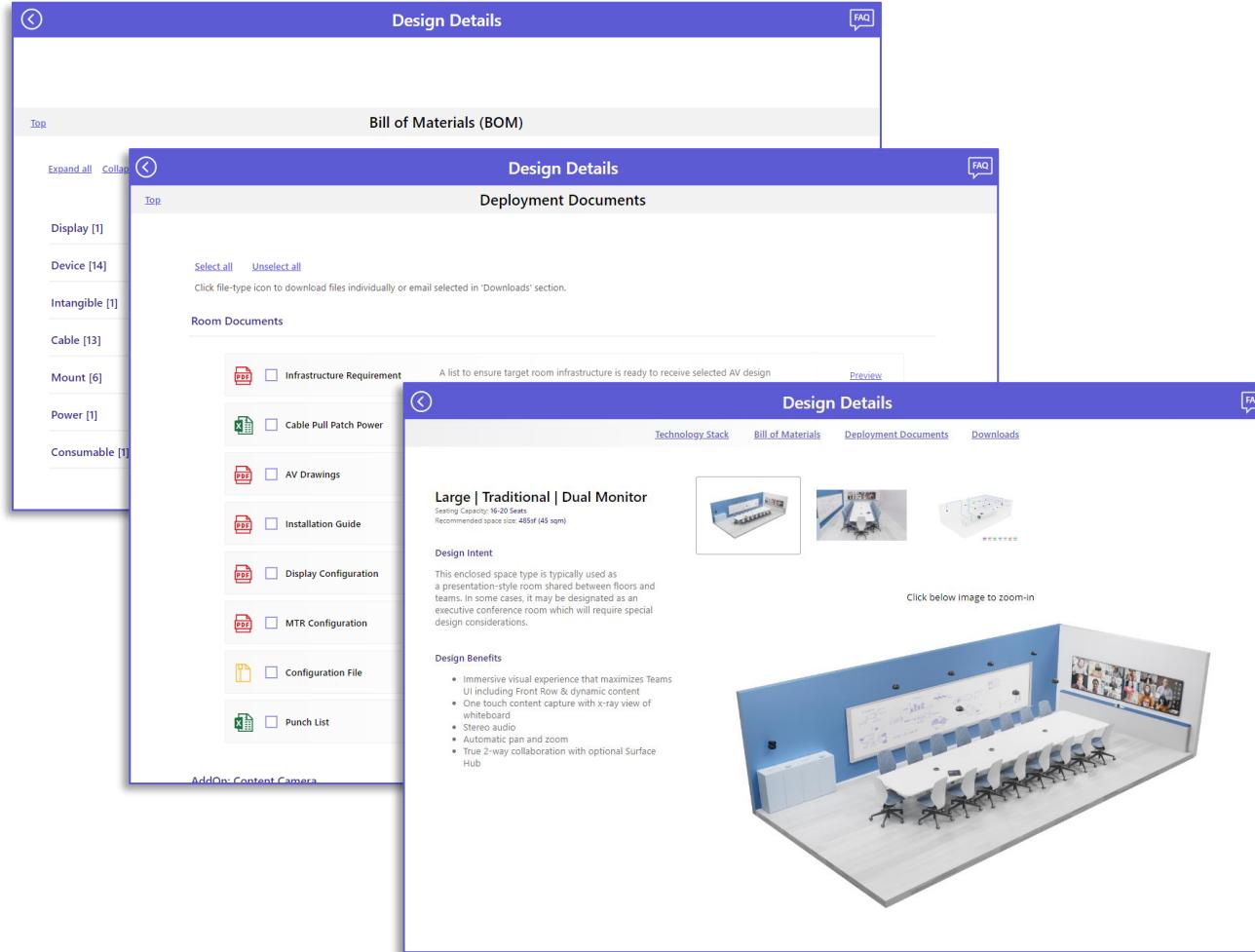
	Lifecycle Status	Room Fit	Warranty	Ease of Upgrade
Description	A long-term device roadmap and product lifecycle aligned with Teams roadmap.	Published device specs align to the size and function of a given room.	Device serviceability is well maintained and supported by manufacturer.	The ease of upgrade for the device over time to manage long-term investment and rollouts.
Example	Confirm manufacturer is not planning to 'end of life' the device within a year.	An audio device can support up to 25 feet and fits the room's size.		Displays are easy to upgrade or swap out, whereas intelligent A/V devices are more volatile and harder to swap out.

Device selection

Best practices | Page 2

	Budget	Installation	Availability	End User Feedback
Description	Plan your AV budget to address near and long-term upgrades.	Identify both likely and unanticipated installation costs.	Talk with Partners to know the availability of devices and avoid backlogs.	Setup end user feedback channels to keep track of what's working and what's not for your rooms.
Example	Rooms with little to no audio support is an easy and inexpensive win to the upgrade rollout.	Power requirements for the remove may evolve (i.e., power over ethernet).	Supply pressures for silicon and other raw materials are constraining many manufacturers.	Some rooms don't follow standards for acoustics and will reveal strange sounds or echoing.

Now available



Room Archetypes Documentation

All documentation includes:

- Bill of Materials
- Device Specifications & Configuration
- Install Instructions & Architectural Plans

Room Archetype: Medium

Traditional, Projection or Display

Design Intent

A space for large team meetings, workshops, and presentations that is balanced between remote and in-person experience.

Furniture

8-14 chairs

54" x 168" conference table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✓ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✗ Camera-optimized seating
- 2-way digital whiteboarding



AV Technology Stack



Epson 4K LED projector & 138" 21:9 screen



Optional: Dual 85" or single 98" 4K LED



Logi Rally Kit



Logi Tap



Lenovo ThinkSmart Core



Logi Scribe
(Add-On)



Crestron CHD
(Add-On)



85" or 50" Surface Hub 2S
(Add-On for in room collaboration)

WIP illustration, approximate scale

Room Archetype: Medium

Projection – hybrid optimized

Design Intent

A space for large hybrid team meetings and presentations with many remote attendees and content sharing.

Furniture

7-8 chairs

Curved conference table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✗ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✓ Camera-optimized seating
- 2-way digital whiteboarding



355sf (33 m²), 7-8 seating
14'-0" W x 25'-4" L (4.3m x 7.7m)

AV Technology Stack



Epson 4K LED projector & 138" 21:9 screen



Heckler Stand



Jabra Panacast 50



Logi Tap



Lenovo ThinkSmart Core



Logi Scribe



Crestron CHD

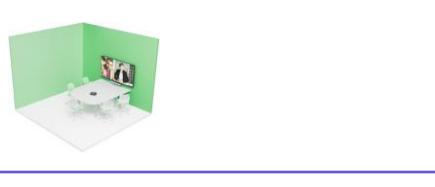


85" or 50" Surface Hub 2S
(Add-On for in room collaboration)



WIP illustration, approximate scale

Room Archetypes used at Microsoft

Size (seats)	Traditional	Optimized	Flexible Space
Focus (4-5)	<p>Meeting rooms balanced for both in-person and remote.</p> <p><i>Android devices anticipated in Q1FY23.</i></p> 	<p>New room designs, optimized for hybrid meetings</p> 	
Small (6-8)			
Med (8-14)			
L (14-24)		<p>L/XL Optimized for hybrid Exec Standard in development. Fall 2022 est.</p>	
XL (24-32)			<p><i>Android devices anticipated in Fall 2022.</i></p>

07

Get hybrid-ready with Teams Rooms

Make hybrid-ready rooms a reality with help from our trusted partners

- Our trusted partner network works closely with us to share learnings on best practices
- Partner experts work directly with customers to assist across all phases of your journey
- Partners solutions extend and can wrap around Teams Rooms to provide even more services
- Partner delegation can be scoped to specific geographies, regions, buildings, or rooms

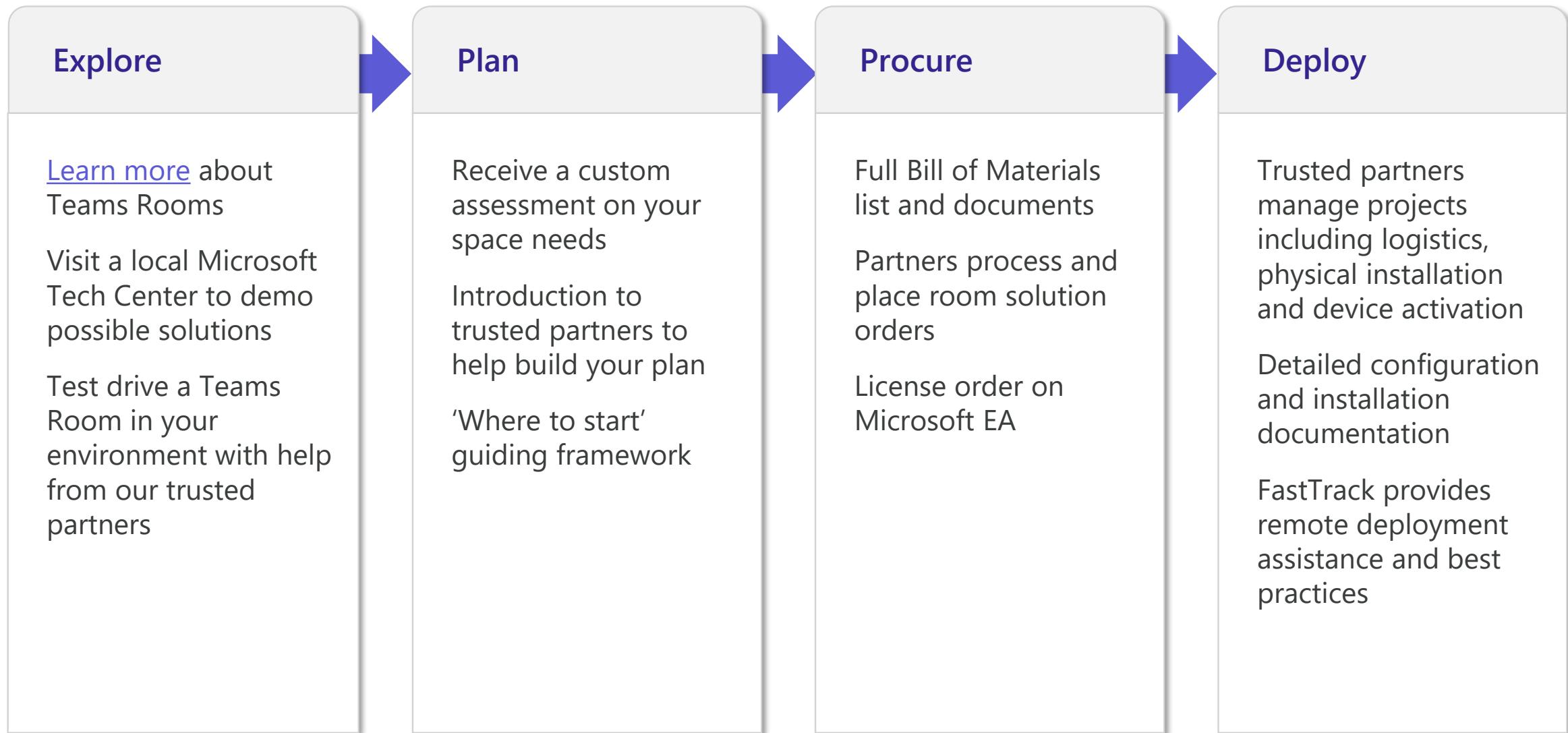
Partner solutions

- Consulting, design and planning assistance
- Implementation services
- Change management
- Identity and access management
- In-room device remediation and break-fix
- End user support
- Concierge services
- Cross platform solutions and support

Microsoft solutions

- Teams Rooms License
- Teams Rooms Managed Services

How we can help



Get hybrid-work ready with Microsoft Teams

It's important to choose the right technology for Hybrid work. We're here to help.



Multiple options for acquiring new Teams Meeting Room and Phone devices through Microsoft and our trusted partners.

[Finance devices via Device as a Service >](#)

[View our portfolio of native Teams devices >](#)

[Find a hardware partner >](#)

The screenshot shows the Microsoft Device Trade-In for Microsoft Teams website. The top features a banner with a video conference image and the text "Get hybrid-work-ready with Microsoft Teams devices". Below this, there are sections for "Receive Cash Back", "Eligible Devices", "Global Coverage", and "Recycle Old Devices". A "How to get started" section includes steps for "Submit device details", "Receive quote", and "Ship devices & Get paid". A "Get started" button is at the bottom.

We make it easy to convert existing devices into cash, via our [Device Trade-In program](#).

Customers can also take advantage of Cloud Video Interop (CVI), an interim solution that allows you to connect to Teams Meetings as you transition to Teams devices over the short term. [Learn more.](#)

The screenshot shows the Microsoft Teams Room Design Details interface. It includes sections for "Bill of Materials (BOM)", "Deployment Documents", and "Design Details". Under "Design Details", there are tabs for "Technology Stack", "Bill of Materials", "Deployment Documents", and "Downloads". A 3D rendering of a meeting room setup is shown on the right, along with various configuration files and documentation links.

Learn how to plan, deploy and manage your Teams Rooms through a variety of installation and deployment assistance programs. [Learn more >](#)

Demo: Hybrid Meetings



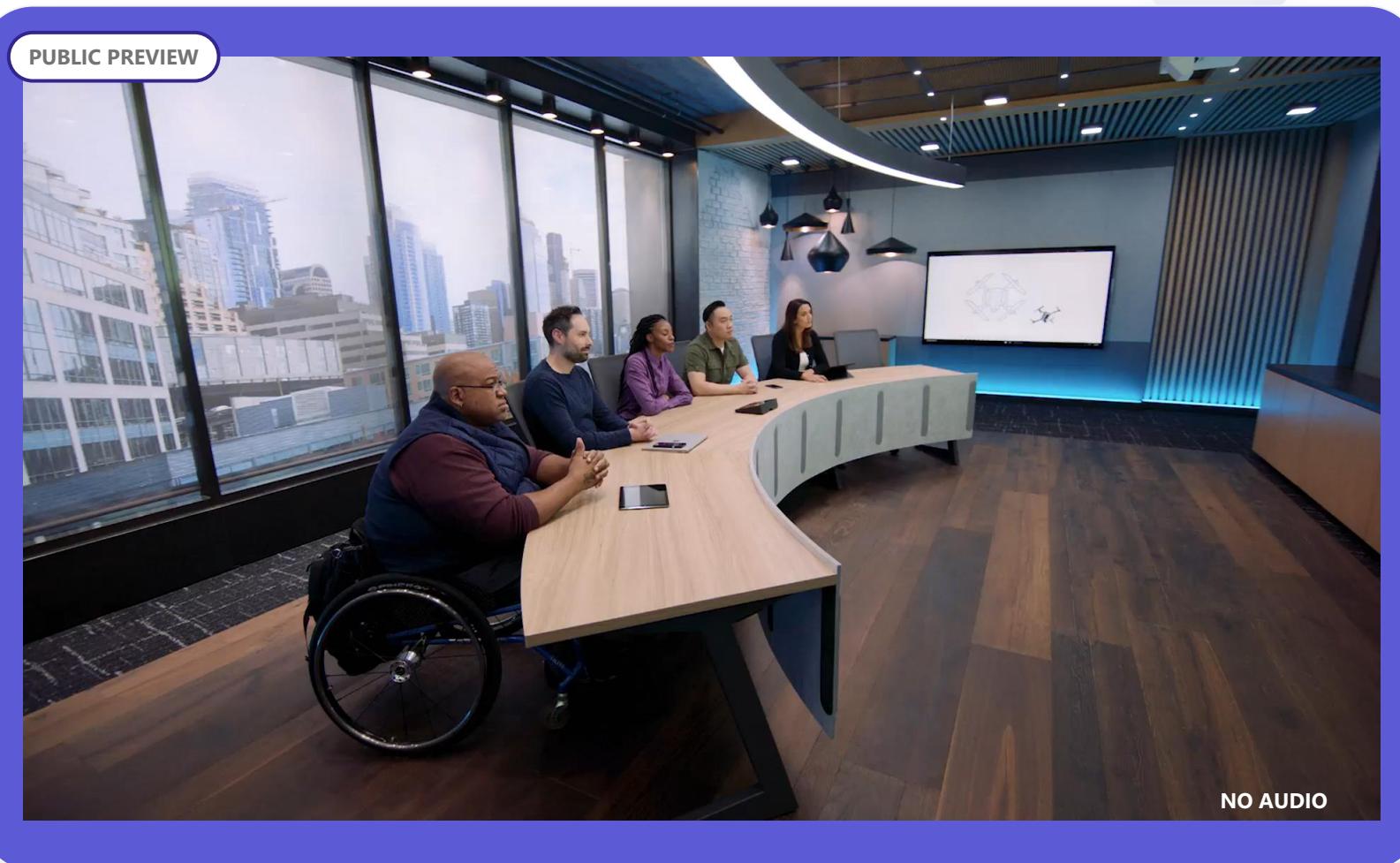
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Appendix

Optimized for hybrid Front Row Demo

A new screen layout moves the video gallery to the bottom so in-room and remote attendees can see eye-to-eye, virtually

- Accessed from "View" menu in Teams Room
- Does not require additional devices; experience optimize for ultra-wide screens
- Improved sense of intuitive human connection



Room Archetypes

Detailed Listings

FOCUS

117sf (10.8 m²), 4-5 seating
10'-9" W x 10'-9" L (3.2m x 3.2m)

Traditional, Display

Design Intent

For ad-hoc, one-on-one meetings, short-term focused work, or small team discussions. Low-cost, MTR-A AV solution.

Furniture

4-5 chairs
42" wide bullet table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✗ Dual display option
- ✗ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✗ Camera-optimized seating
- ✗ 2-way digital whiteboarding



AV Technology Stack



Android MTR TBD

Single 65" 4K LED display

FOCUS

117sf (10.8 m²), 4-5 seating
10'-9" W x 10'-9" L (3.2m x 3.2m)

Display – hybrid optimized

Design Intent

For ad-hoc, one-on-one meetings, short-term focused work, or small team discussions.

Furniture

4-5 chairs

42" or 60" wide bullet table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✗ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✗ Camera-optimized seating
- ✗ 2-way digital whiteboarding



AV Technology Stack



Single 75" or 65" 4K LED display



Jabra Panacast 50



Logi Tap



Lenovo ThinkSmart Core



Logi Scribe
(Add-On)



Crestron CHD
(Add-On)

WIP illustration, approximate scale

Small

256-257sf (23.8-23.9 m²), 6-8 seating
Rectangular: 13' -6" W x 19' -0" L (4.1m x 5.8m), Square: 16' -0" W x 16' -0" L (4.9m x 4.9m) Traditional, Projection or Display

Design Intent

A space for small team conversations, working/planning sessions, and collaborative problem-solving activities.

Furniture

6-8 chairs
48" x 96" table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✗ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✗ Camera-optimized seating
- 2-way digital whiteboarding



AV Technology Stack



LG 4K LED projector & 100" 21:9 screen



Optional: Single 85" or 75" 4K LED display



Jabra Panacast 50



Logi Tap



Lenovo ThinkSmart Core



Logi Scribe
(Add-On)



Crestron CHD
(Add-On)



50" Surface Hub 2S
(Add-On for in room collaboration)

WIP illustration, approximate scale

Small

257sf (23.9 m²), 6-8 seating
13'-6" W x 19'-0" L (4.1m x 5.8m)

Projection or Display – hybrid optimized

Design Intent

A scalable, flexible space for small team conversations, hybrid working/planning sessions, and collaborative problem-solving activities.

Furniture

6 chairs & gumdrop table + 2 stools & café table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✗ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✓ Adaptable seating
- ✓ Camera-optimized seating
- 2-way digital whiteboarding



AV Technology Stack



LG 4K LED projector & 100" 21:9 screen



Optional: Single 85" or 75" 4K LED display



Jabra Panacast 50



Logi Tap



Lenovo ThinkSmart Core



50" Surface Hub 2S



Logi Scribe
(Add-On)



Crestron CHD
(Add-On)

WIP illustration, approximate scale

Medium

355sf (33 m²), 8-14 seating
14'-0" W x 25'-4" L (4.3m x 7.7m)

Traditional, Projection or Display

Design Intent

A space for large team meetings, workshops, and presentations that is balanced between remote and in-person experience.

Furniture

8-14 chairs
54" x 168" conference table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✓ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✗ Camera-optimized seating
- 2-way digital whiteboarding



AV Technology Stack



Epson 4K LED projector & 138" 21:9 screen



Optional: Dual 85" or single 98" 4K LED



Logi Rally Kit



Logi Tap



Lenovo ThinkSmart Core



Logi Scribe
(Add-On)



Crestron CHD
(Add-On)



85" or 50" Surface Hub 2S
(Add-On for in room collaboration)



WIP illustration, approximate scale

Medium

355sf (33 m²), 7-8 seating
14'-0" W x 25'-4" L (4.3m x 7.7m)

Projection – hybrid optimized

Design Intent

A space for large hybrid team meetings and presentations with many remote attendees and content sharing.

Furniture

7-8 chairs

Curved conference table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✗ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
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AV Technology Stack



Epson 4K LED projector & 138" 21:9 screen



Heckler Stand



Jabra Panacast 50



Logi Tap



Lenovo ThinkSmart Core



Logi Scribe
(Add-On)



Crestron CHD
(Add-On)



85" or 50" Surface Hub 2S
(Add-On for in room collaboration)



WIP illustration, approximate scale

Large

485sf (45 m²), 16-20 seating
18'-5" W x 32'-4" L (5.6m x 9.9m)

Traditional, Projection or Display

Design Intent

A space for larger team meetings, workshops, and presentations that is balanced between remote and in-person experience. May be designated as an executive conference room.

Furniture

16-20 chairs

60" x 252" conference table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✓ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✗ Camera-optimized seating
- 2-way digital whiteboarding
- ✓ Multi-camera system



AV Technology Stack



Epson 4K LED projector & 138" 21:9 screen Optional: Dual 85" or single 98" 4K LED



Poly E70 (FoR)*
Aver PTZ (secondary)



Biamp Desono Kit



Logi Tap



Lenovo
ThinkSmart Core
(Add-On)



Crestron CHD
(Add-On)



85" Surface Hub 2S
(Add-On for in room collaboration)

*E70 provisional. Subject to field validation.

WIP illustration, approximate scale

Large Expanded

597sf (55 m²), 16-24 seating
18'-5" W x 32'-4" L (5.6m x 9.9m)

Traditional, Projection or Display

Design Intent

A flexible space for larger workshops and presentations that is balanced between remote and in-person experience. Typically shared between floor and teams. May be designated as an executive conference room.

Furniture

16 chairs + banquette seating for up to 8
60" x 252" conference table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✓ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✗ Camera-optimized seating
- 2-way digital whiteboarding
- ✓ Multi-camera system



AV Technology Stack



Epson 4K LED projector & 138" 21:9 screen



Optional: Dual 85" or single 98" 4K LED



Poly E70 (FoR)*
Aver PTZ (secondary)



Biamp Desono Kit



Logi Tap



Lenovo ThinkSmart Core
(Add-On)



Logi Scribe
(Add-On)



Crestron CHD
(Add-On)



85" Surface Hub 2S
(Add-On for in room collaboration)

*E70 provisional. Subject to field validation.

WIP illustration, approximate scale

Extra Large

745sf (69.2 m²), 24-32 seating
23'-6" W x 31'-8" L (7.2m x 9.7m)

Traditional, Projection or Display

Design Intent

A configurable space for largest formal presentations that is balanced between remote and in-person experience. Typically shared between floor and teams. May be designated as an executive boardroom.

Furniture

20 chairs + banquette seating for up to 12
10-14 x 30" x 60" configurable tables

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✓ Dual display option
- ✓ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✓ Adaptable seating
- ✗ Camera-optimized seating
- 2-way digital whiteboarding
- ✓ Multi-camera system



AV Technology Stack



Epson 4K LED projector & 138" 21:9 screen



Optional: Dual 85" 4K LED



Poly E70 (FoR)*
Aver PTZ (secondary)



Biamp Desono Kit



Logi Tap



Lenovo
ThinkSmart Core



Logi Scribe
(Add-On)



Crestron CHD
(Add-On)



85" Surface Hub 2S
(Add-On for in room collaboration)

*E70 provisional. Subject to field validation.

WIP illustration, approximate scale

Collaboration Space

117sf (10.8 m²) - 355sf (33 m²), seating varies
For open or partially enclosed spaces

Flexible

Design Intent

- Flexible, scalable, and rapidly reconfigurable to a variety of activities.
- Varies in size, proportion, and capacity.
- Agile when used in open areas, can be used in smaller enclosed rooms to create dedicated collaboration spaces.

Furniture

Varies

Hybrid Experience Benefits

- Wide display to maximize Front Row
- AI-driven optical pan/zoom
- Active speaker tracking
- Immersive audio
- Adaptable seating
- 2-way digital whiteboarding



Comparable to Focus/Small Room size. Layout & decor shown for reference only.



Comparable to Small/Med Room size. Layout & decor shown for reference only.

AV Technology Stack



85" or 50" Surface Hub 2S (wall mount or cart)

Android Device TBD

Focus

117sf (10.8 m²), 4-5 seating
10'-9" W x 10'-9" L (3.2m x 3.2m)

Traditional, Display

Design Intent

For ad-hoc, one-on-one meetings, short-term focused work, or small team discussions. Low-cost, MTR-A AV solution.

Furniture

4-5 chairs
42" wide bullet table

Hybrid Experience Benefits

- ✓ Wide display to maximize Front Row
- ✗ Dual display option
- ✗ One-touch whiteboard capture w/x-ray view
- ✓ AI-driven optical pan/zoom
- ✓ Active speaker tracking
- ✓ Immersive audio
- ✗ Adaptable seating
- ✗ Camera-optimized seating
- ✗ 2-way digital whiteboarding



AV Technology Stack



Single 65" 4K LED display

Android MTR TBD