How can you organize safe face-to-face meetings?

As we prepare to re-enter the workplace post-pandemic, we will have to get used to some new habits in face-to-face meetings in order to meet secure. With this set of tips & tricks for room design and set-up you can organize your in-person meetings with respect to social distancing.

1.
Only organize meetings that are strictly necessary.

Meeting 1
Meeting 2
Meeting 3

2.
Use meeting rooms at 50% of the original capacity.So, meet in spaces large enough for the number of in-room attendees.

50%

3.
Keep meetings as short as possible.
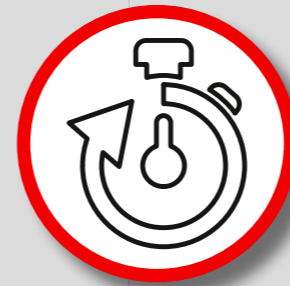
4.
Make sure to wash your hands before the meeting or use the hand sanitizers in the meeting area.
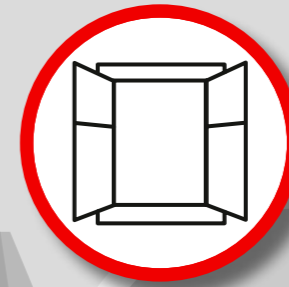
5.
Leave doors and windows open where possible for better circulation of air.

6.
Use tilted seating, so don't sit in front of a co-worker.

6 feet
1,5 m

Meeting ID 123-456-7890

Mute   Stop video   Share content

7.
Place seats further apart or leave one chair open. Stick to the necessary 1,5 m or 6 feet in between meeting participants.

8.
Enable meeting rooms and huddle spaces for virtual calls to connect both on-site and remote workers. Make sure several UC solutions can be used in your meeting rooms.

9.
Use apps and software solutions wherever possible to connect to AV equipment. Share your content to the meeting room screen with the ClickShare Apps for simple, easy collaboration.
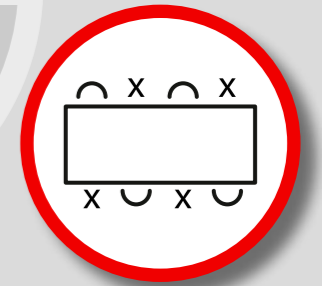
10.
Don't organize food or drinks for your meetings.

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