

Practical tips for room design

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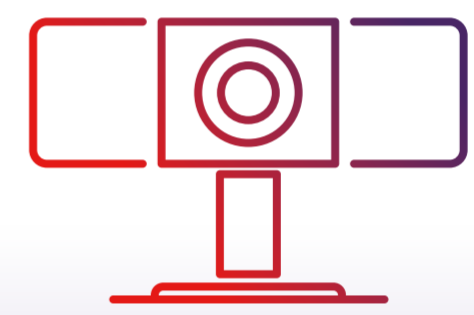
Checklist for meeting equity

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Is everyone seen?

- Position the room display for the **best camera angles**. Place it a bit higher and the camera just below, on eye-level
- Have **at least two displays** so you can separate remote participants (gallery views) from content
- Install **AI-powered cameras** zooming in on in-room participants when speaking



Is everyone heard?

- Check the room **acoustics**
- Install decent **microphones and speakers**
- Benefit from **AI features** like voice recognition



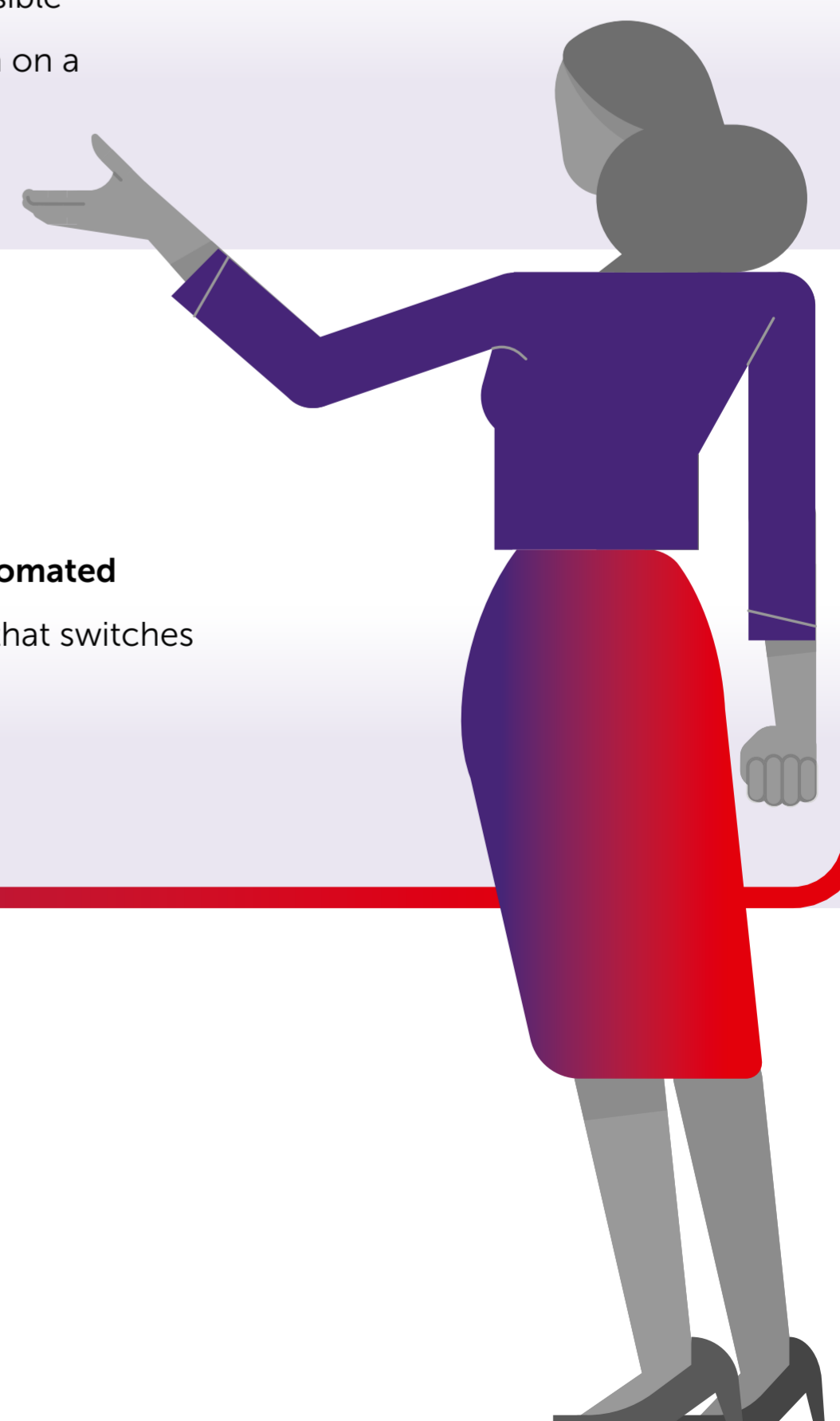
Always consider the complete room ecosystem

- Place **furniture that suits the room size and optimal viewing** of participants
- Foresee **proper lighting**, screens.
- Install **dual screen** for people and content wherever possible
- Integrate a **whiteboard** functionality or foresee a camera on a physical whiteboard
- Integrate a **room booking system and digital signage**



Put the user experience first

- Implement solutions that are **wireless, seamless and automated**
- Create a **flexible setup** for your existing meeting rooms that switches effortlessly from UC mode to BYOM modes
- Make **requesting IT assistance easy**



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