



HYBRID MEETING ROOM CHECKLIST

As you outfit your meeting rooms with technology to accommodate hybrid collaboration, use this simple checklist:

BASIC COLLABORATION CAPABILITIES

- shared display
- camera
- speakers / microphone
- video conferencing software

ENHANCED VISUAL COLLABORATION CAPABILITIES

- shared digital workspace
- whiteboard application
- content sharing
- in-room AND remote access

What is a hybrid meeting room?

A hybrid meeting room is any space that supports both in-room and remote meeting participants. This is accomplished by providing tools that enable remote participants to co-create and actively contribute alongside their in-room counterparts.

