ROUND TABLE DISCUSSION

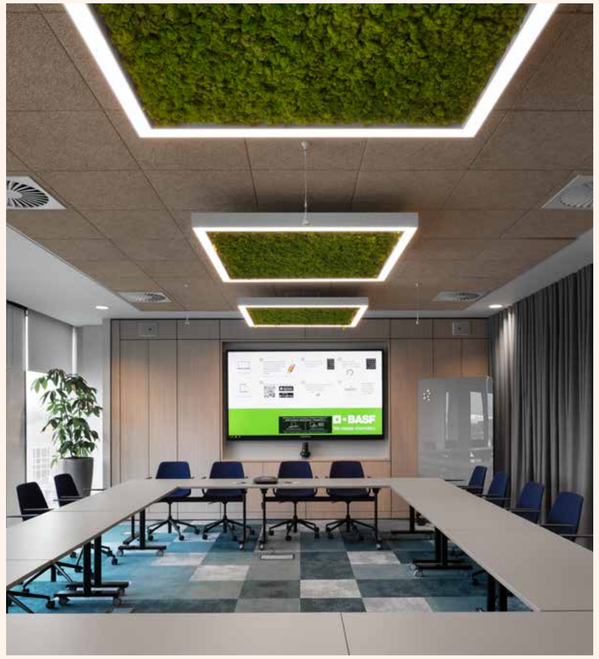
5plus

THE ‘PERFECT’ MEETING ROOM

Hello and Welcome

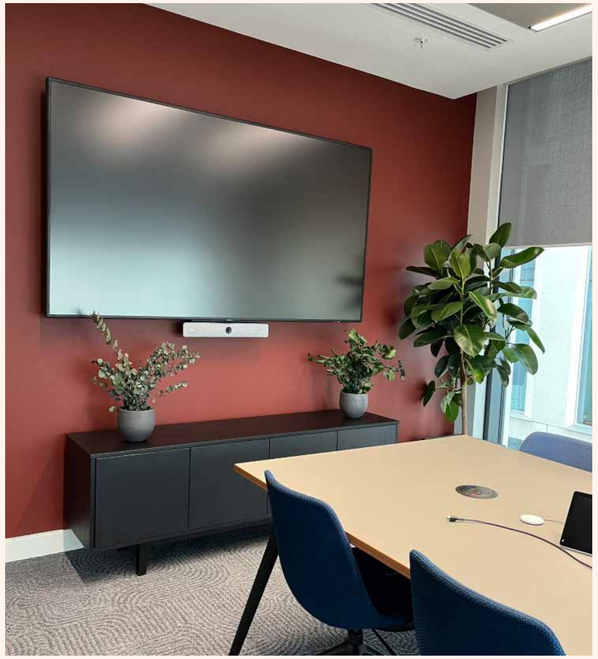
Hello and Welcome to our first Round Table discussion....

What is the ‘perfect’ meeting room?

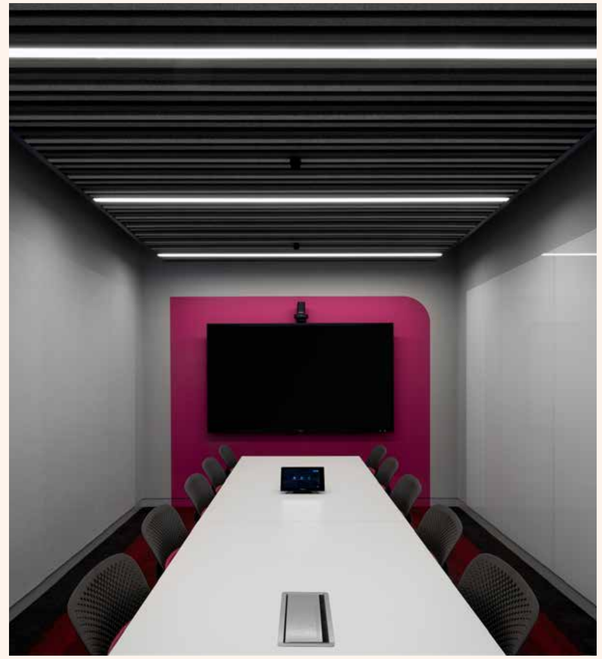


BASF

TFL Borough High Street



Vanguard - Project Janus Level 06



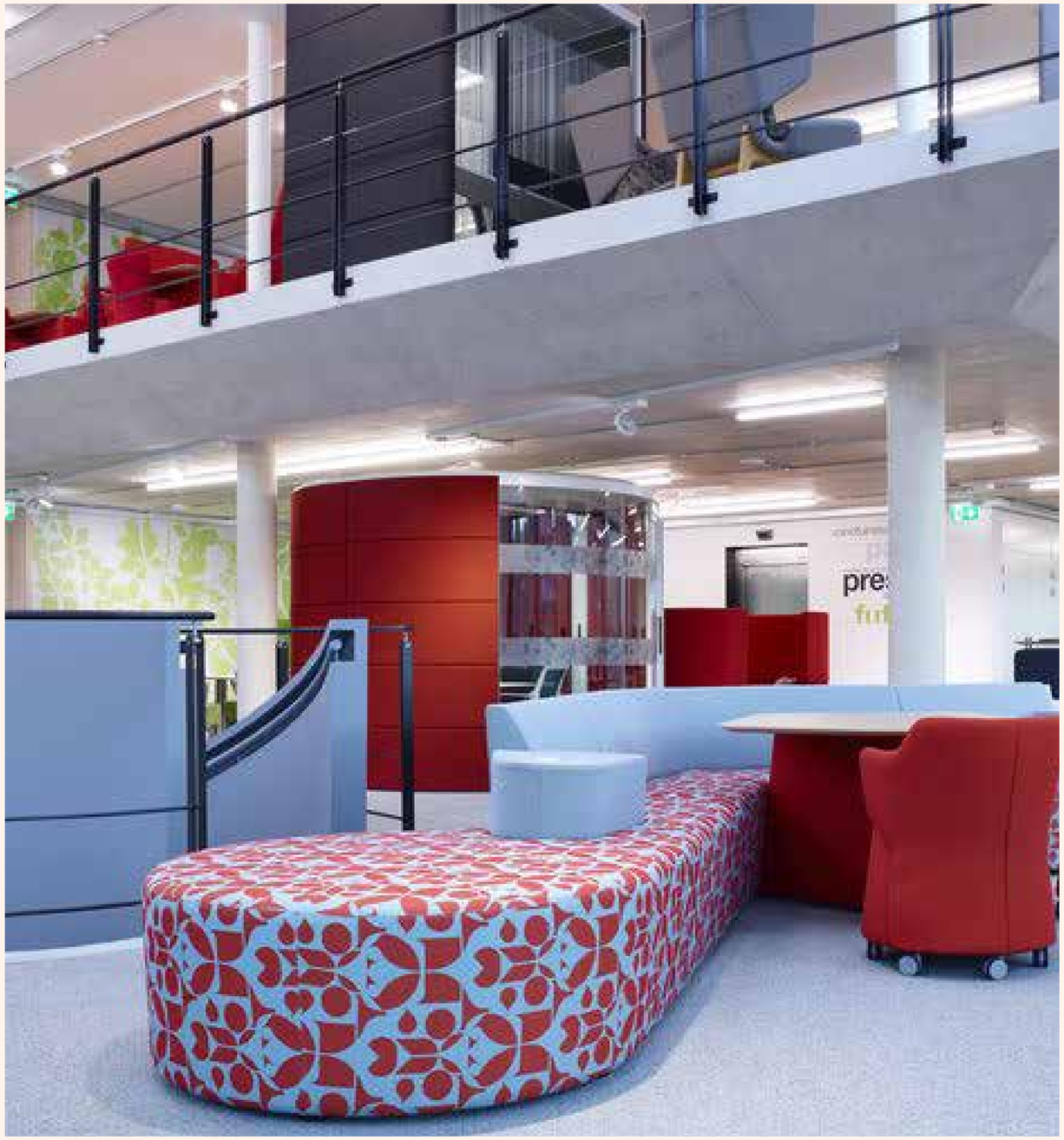
British Council HQ Stratford International Quarter

Orangebox - Smartworking

And a big thank you to our hosts Orangebox - Smartworking Space for letting us use their meeting room and showroom today.

With us today is...

Elly Jackson-Corbett
Kyle Darlington



orangebox

Agenda

- 8-8.15am Arrival and Coffee
- 8.15-8.30am Welcome & Introductions
- 8.30-8.45 5plus to present
- 8.45-9.30 PechaKucha Presentations
  - HCG
  - HoareLea
  - Meinhardt
  - Fagerhult
  - Orangebox
  - Blacktip Consultancy
  - Overbury
- 9.30-10.00 Discussions

Southway Homes

Introductions

5plus

5plus

overbury

orangebox

HOARE LEA

HCG

FAGERHULT

MEINHARDT

BLACKTiP

Why are we here today?
What is the ‘perfect’ meeting room?

Why are we here today?
What is the ‘perfect’ meeting room?

- Clients Brief / No. rooms / Sizes
- Budget
- Existing room or New
- Acoustics
- Mechanical
- Electrical Power and Data requirements
- Lighting
- Furniture Offer
- AV requirements
- Security and Confidentiality
- Accessibility
- Finishes and Colour Scheme
- Graphics and Branding
- Traditional Room or Pods
- Contractor
- BREEAM
- Neurodiversity
- Biophillea
- Building Regulations
- Occupancy
- ...

What have we missed?

Key Issues for Discussion

Function
As designers we need to ensure the room is designed suitably to meet its required needs (size, acoustics, heating and cooling, furniture and AV etc).

Co-ordination
Ensuring all items are coordinated in the correct way and at the right time of the project.

Design
As designers we need to ensure the above point are captured without compromising the clients brief, visions, branding and budget.

Onward Homes Watson Building

Key Questions for Discussion

- What does ‘perfect’ look like?
- What defines the ‘meeting room’ box?
- What goes in the ‘meeting room’ box?

BASF

What defines the ‘meeting room’ box?

Clients Brief

Small Meeting Room (3-4 people)

Required

Capacity:
3 to 4 people.

Duration of use:
Up to 4 hours.

Activities Supported:
Group Collaboration.
Video conference.
Tele conference.

Zones:

- Focus
- Collaboration
- Vitality
- Operational

Reconfigurable:
No

Power:
2 Power per 4 positions at table top plus 1 No. double socket on wall for utility.

Data:
WiFi/ Single cable within integrated power/data module.

Phone:
Conference enabled phone.

Work-setting furniture:
Meeting table
Sled base or swivel chairs no arms.

Components:
Wall mounted presentation TV screen (it should not face windows and be visible from outside the room)
Blinds for windows (external).
Mobile whiteboards/flip-charts.

Space Standards:
Space surrounding table - Min 1m
1000mm diameter min table.
Acoustic rating 45Rw between rooms, 35Rw to corridor.

Considerations:
Do not:
1. Provide a lock.

Safety manifestation to glazing:

Two rows of manifestation a min. 50mm wide to all glazing. The first row set between 850mm to 1000mm above finished floor level and the second set between 1400mm and 1600mm above finish floor level.

If alternative colour block film application is used, ensure colour block covers minimums of 1000mm and1400mm above finished floor level.
Refer to British Building Regulations-Part K, for guidance.

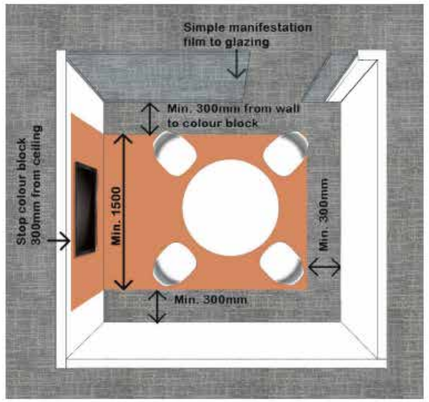
The Colour Block | Meeting and Phone rooms

Application of colour general notes:

- Limit colour blocks to three colours per floor.
- Internally lit rooms should avoid reds
- Add colour block to wall even if floor is to remain neutral colour i.e. refurbishment projects.
- Where possible paint side wall furthest away from door.
- Skirting painted to match wall colour.

Application of colour block to small meeting rooms

- Colour paint up to 300mm from ceiling and minimum 1500mm wide forming a square or landscape block of colour.
- Colour block to extend onto the floor in matching carpet tiles set out a minimum of 1500 wide but at 300mm from the wall
- All other wall painted white matt paint from neutral range.
- Artwork or LCD screen to be mounted within colour block. Mobile flip charts to be provided.

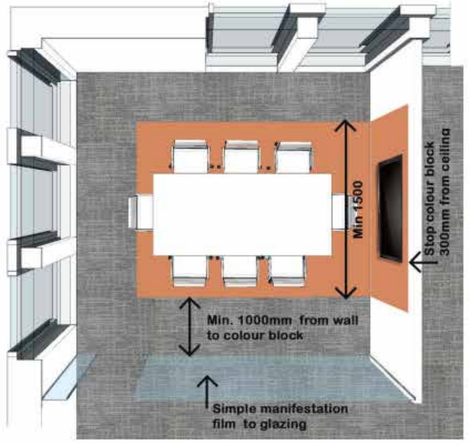


Application of colour block to phone rooms

- Colour paint to wall behind desk in phone rooms.
- Colour to extend beyond desk and form horizontal band. Extending as matching translucent film to glazing, if required.

Application of colour block to large meeting rooms

- Colour paint up to 300mm from ceiling and minimum 1500mm wide across wall.
- Artwork or LCD screen to be mounted within colour block. Mobile flip charts to be provided.
- Colour block to extend onto the floor in matching carpet tiles set out a minimum of 1500 wide but stopping at least 1000mm from walls.
- All other wall painted white matt paint from neutral range.
- Neutral colour to door and frames from neutral range.
- Rooms with no suitable wall longer than 3500mm treat as small meeting room.



What defines the ‘meeting room’ box?

Revitalising Existing Meeting Rooms

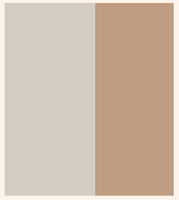
The presented case study aims to revitalize an existing set of meeting rooms that are currently poorly-lit, tired and poor acoustically performing. The client brief proposes minimal intervention to existing partitions and glazing and to retain the existing ceiling lighting and grid. The AV/Media is to be retained and remounted.

Our response updates the existing design with a modern colour palette, additional lighting and improved acoustics. The palette remains predominantly neutral with bursts of colour and interest in the acoustic wall panelling and feature paint banding. New furniture completes the design.

Material & Details Key:

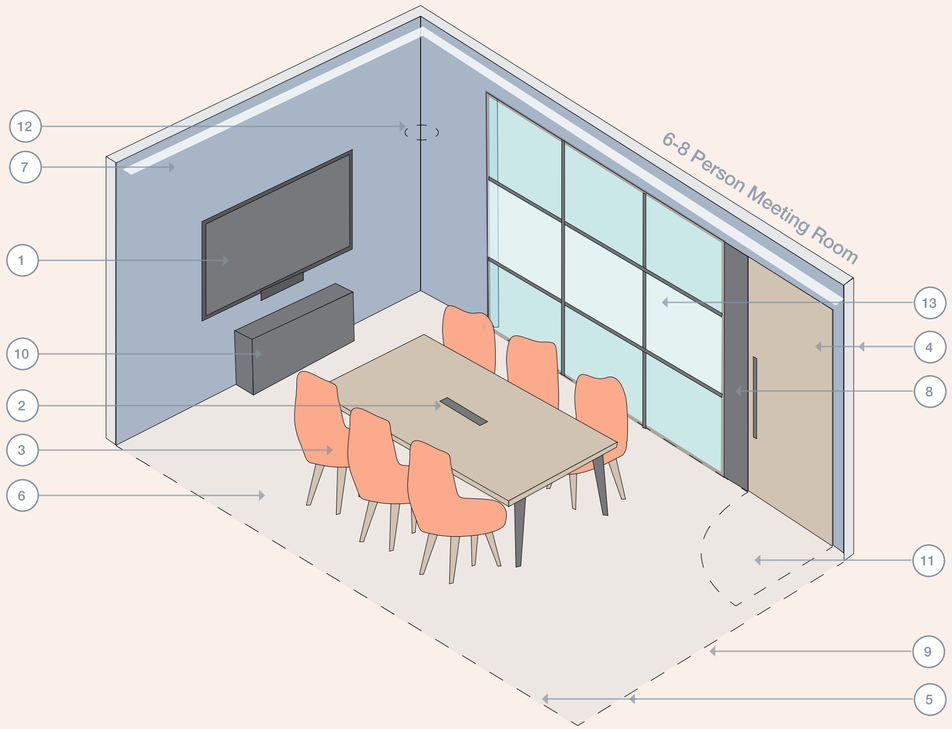
1. Grid ceiling Wood Wool Infill
2. Acoustic Wall Panel
3. Neutral Paint Band (Wall)
4. Accent Furniture Colour
5. Feature Paint Band (Wall)
6. Base Furniture Colour
7. New Carpet Tile
8. Feature wall lights
9. Picture shelf
10. Flipchart/whiteboard

Material & Paint Key:



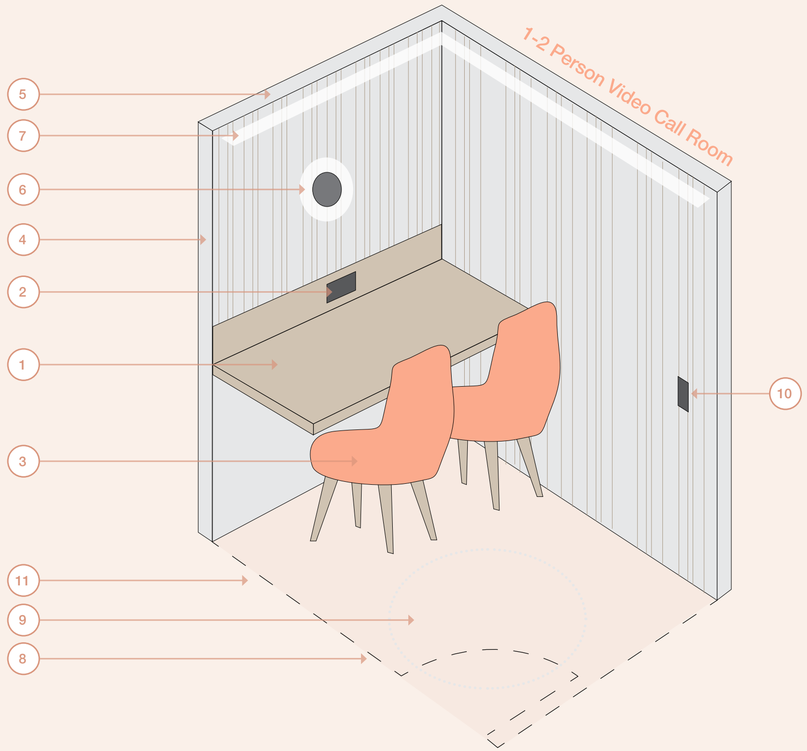
What goes in the ‘meeting room’ box?

Design Considerations



4-6 Person Meeting Room

1. Position TV and camera to wall - circa. 1200-1600mm from FFL to centre depending on seating distance of TV and size of room. Conceal all power and data requirements behind TV. Allow for pattressing localised to TV wall.
2. Power & data within table for laptop connection.
3. Semi-ergonomic chairs (with arms/casters depending on client preference). Ensure chair types fit comfortably alongside table base/legs and provide enough space to comfortably get in and out of.
4. Consider acoustics within wall build up, doors and seals.
5. Acoustic wall panels to minimum x2 adjacent walls opposite TV.
6. Additional acoustic softening within ceiling and carpet flooring.
7. Adequate overhead lighting and avoid glare on TV.
8. Consider booking system to external wall or tech panel.
9. Consider whiteboards and/or pinboards, either fixed or moveable for larger format meetings.
10. Consider credenza or side unit for meeting room storage and surface for refreshments.
11. Consider accessibility. Ensure turning circle allowance at door and adequate circulation around table.
12. Consider ceiling mounted microphones and speakers positioned above table.
13. Consider privacy manifestation to glazed partitions and curtains, blinds and/or black out blinds to any external windows.



1-2 Person Video Call Room

1. Position screen/desk side on to glazing/door/vision panel to avoid glare and provide privacy.
2. Power & data for laptop connection. Either wall mounted with a fixed desk or desk mounted with a sit/stand desk.
3. Semi-ergonomic touch down chair (s)
4. Acoustic wall panels to minimum x2 adjacent walls however in a small space all walls could be considered.
5. Consider acoustics within wall build up, doors and seals.
6. Adequate wall or task lighting - indirect, soft & diffused wall lighting facing person. Avoid overhead spot lights.
7. Consider concealed ambiance lighting to avoid glare and shadowing.
8. Consider booking system to external wall or tech panel.
9. Consider accessibility & wheelchair access to these room types.
10. Consider ventilation, comfort controls and dimmable lighting.
11. Consider privacy manifestation to any glazed partitioning or windows.

What goes in the ‘meeting room’ box?

Designing for Neurodiversity

HYPERSENSITIVITY

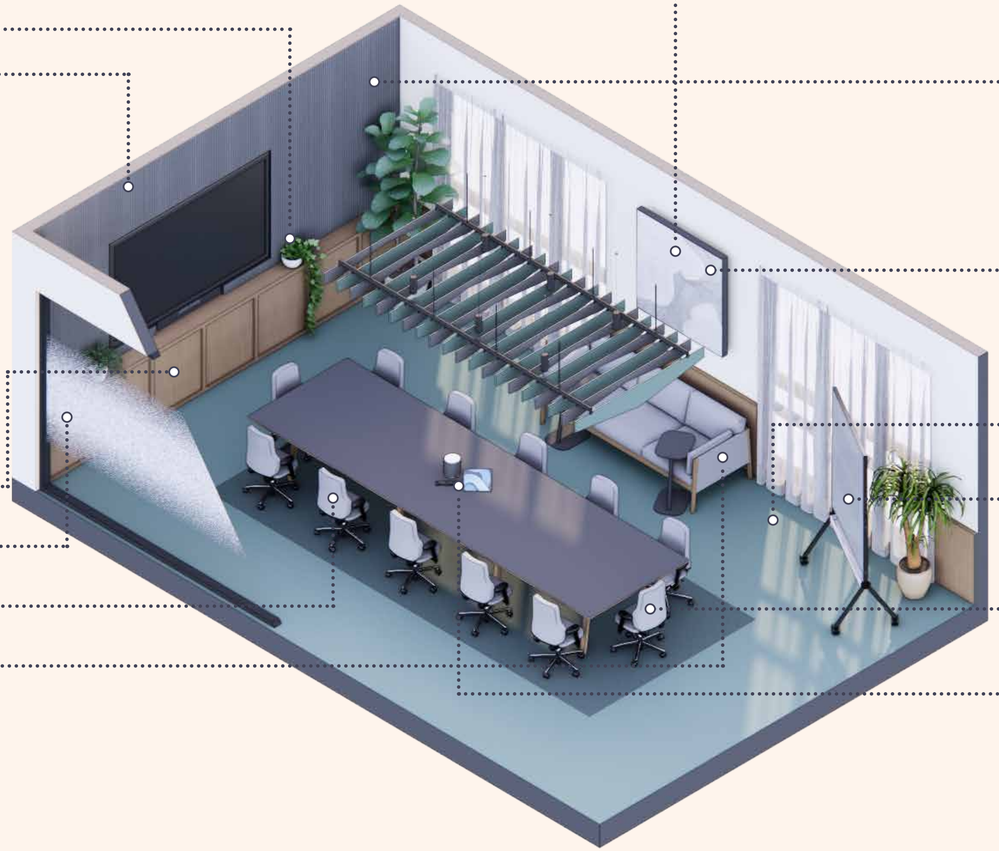
Hyper-sensitive is where the brain processes more sensory information. So, a person may feel certain senses strongly which can overwhelm the person and lead to stressful experiences

HYPERSENSITIVITY

Hypo-sensitivity is where the brain processes little sensory information. So, a person may feel certain senses faintly as they are receiving little sensory information to process

HYPERSENSITIVE SPACE ATTRIBUTES

- Inoffensive and unintrusive artwork that aligns with rest of office
- Acoustic wall and ceiling treatments to limit excess noise
- Acoustic wall and ceiling treatments to limit excess noise
- Limited shelving to avoid a build-up of clutter
- Internal glass to be frosted or screened to limit distractions
- Enough room to cater for personal space while sat at the table
- Seating available away from main table



HYPERSENSITIVE SPACE ATTRIBUTES

- Tactile elements and texture
- Features to retain visual interest
- Space to move, stand, or pace
- Encouragement to physically engage with the discussion by writing, drawing, or doodling
- Furniture that can be adjusted to personal preference
- Simple to use AV equipment controlled from a central device

OTHER CONSIDERATIONS

Natural calming colour scheme with limited colours and patterns with pops of colour and artwork for visual relief

Ability to moderate background noise with sound-masking / white noise

Prioritise natural light over heavy artificial light with window treatment option

Flooring with minimal distracting patterns and shapes, clearly defining specific areas in a calming colour. Include an acoustic underlay to avoid sound and vibration transfer

Seamless online booking system to allow for maximum transparency

Isolated lighting circuit with warmth and dim controls

Ensure there are enough screens for everyone to easily see, and enough microphones and speakers for everyone to comfortably hear/be heard

What goes in the ‘meeting room’ box?

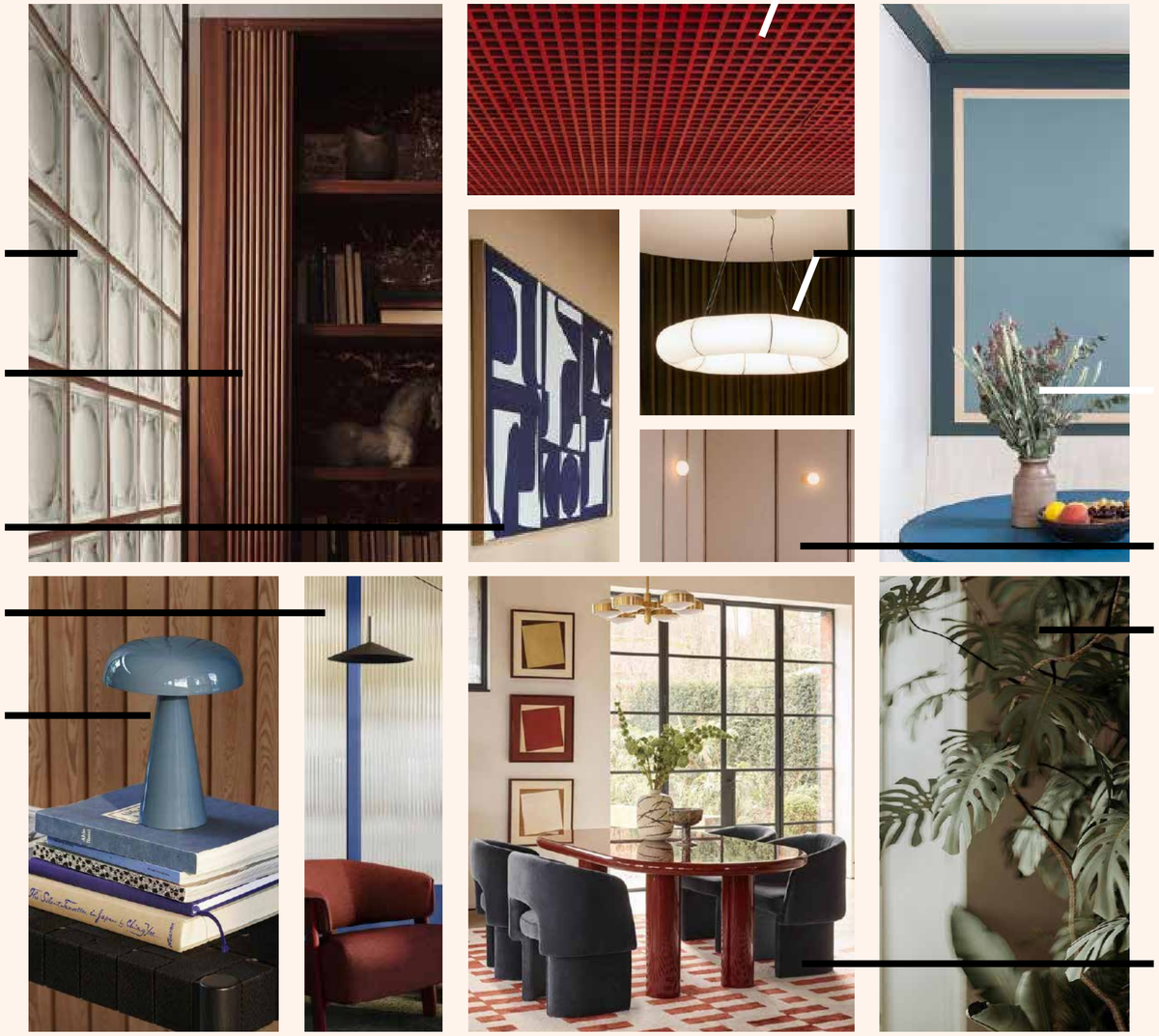
Dressing Items

Post-covid, working from home during the working day became a much more accepted norm in the work environment. If employers want their employees to come into the office more frequently, they now need to entice them in.

A successful way to persuade employees back into the workplace can be by adapting the environment by blurring the lines between work and leisure, or to summarise more concisely, through ‘Hotelification’ of the office.

By drawing inspiration from hotels and embracing hospitality principles, employers can create environments that prioritise employee comfort, collaboration, and well-being.

The images on this page present a look and feel of what elements I would consider as essential to incorporate when ‘hotelifying’ a meeting room. To allow for a visual identity, I have presumed the concept I have been asked to incorporate is Mid-Century design features.



Ceiling grid painted in feature colour

Decorative features personal to the concept design

Feature pendant light hanging above meeting room table

Integrated joinery unit with integrated shelving and screen

Decorative centerpieces
- Ornaments
- Vases

Feature artwork

Acoustic wall panels and wall mounted lighting

Frosted glazing

Living plants

Decorative table lamps

Comfortable, mid-rise, upholstered lounge type seating

OVER TO YOU

The Perfect Meeting Experience

The User's Perspective

Perfect “*meeting room*” box

Does it exist?

“Any colour the customer wants, as long as it’s black.”

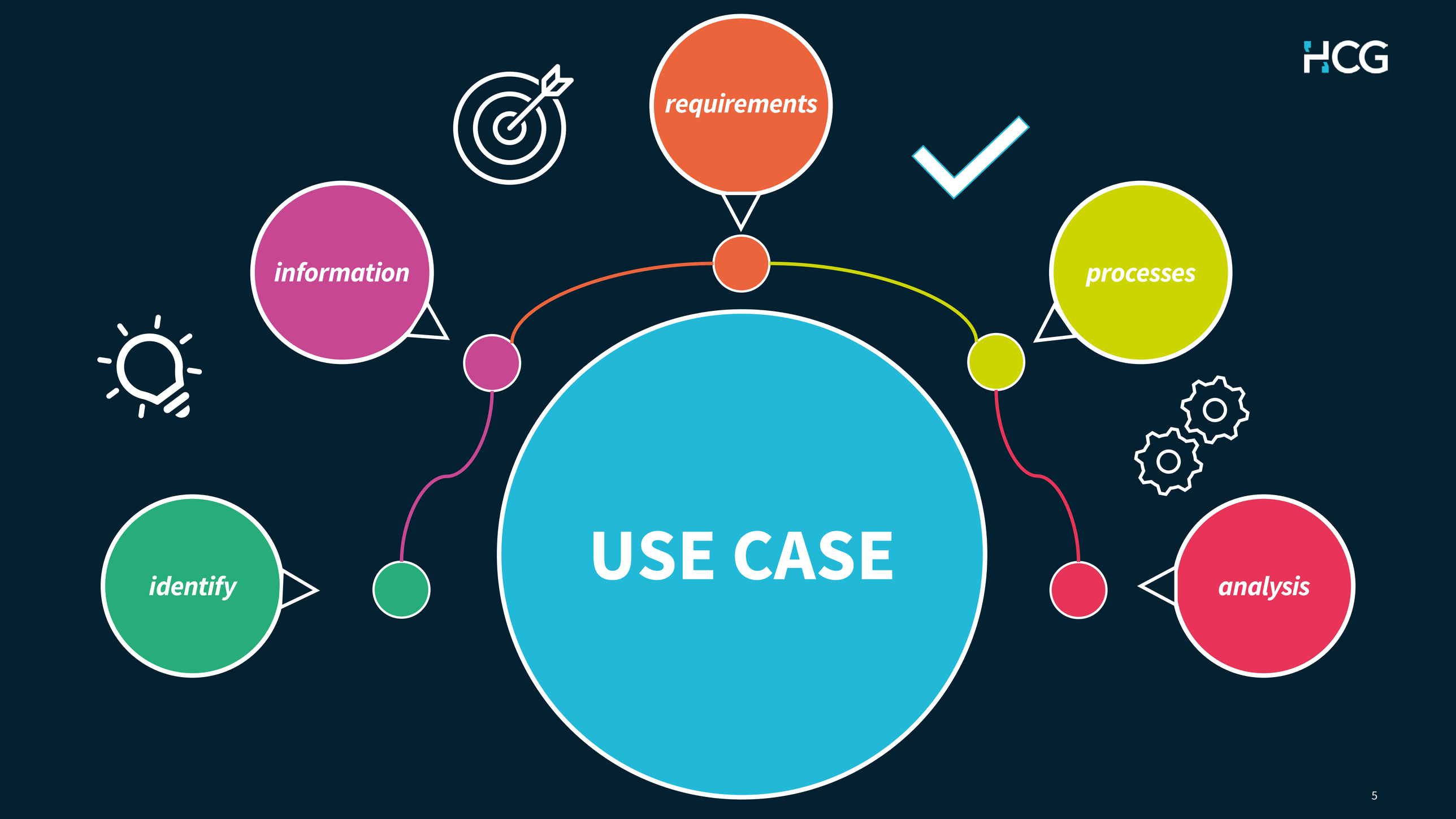
Henry Ford

C-HR

ZS-05-GV

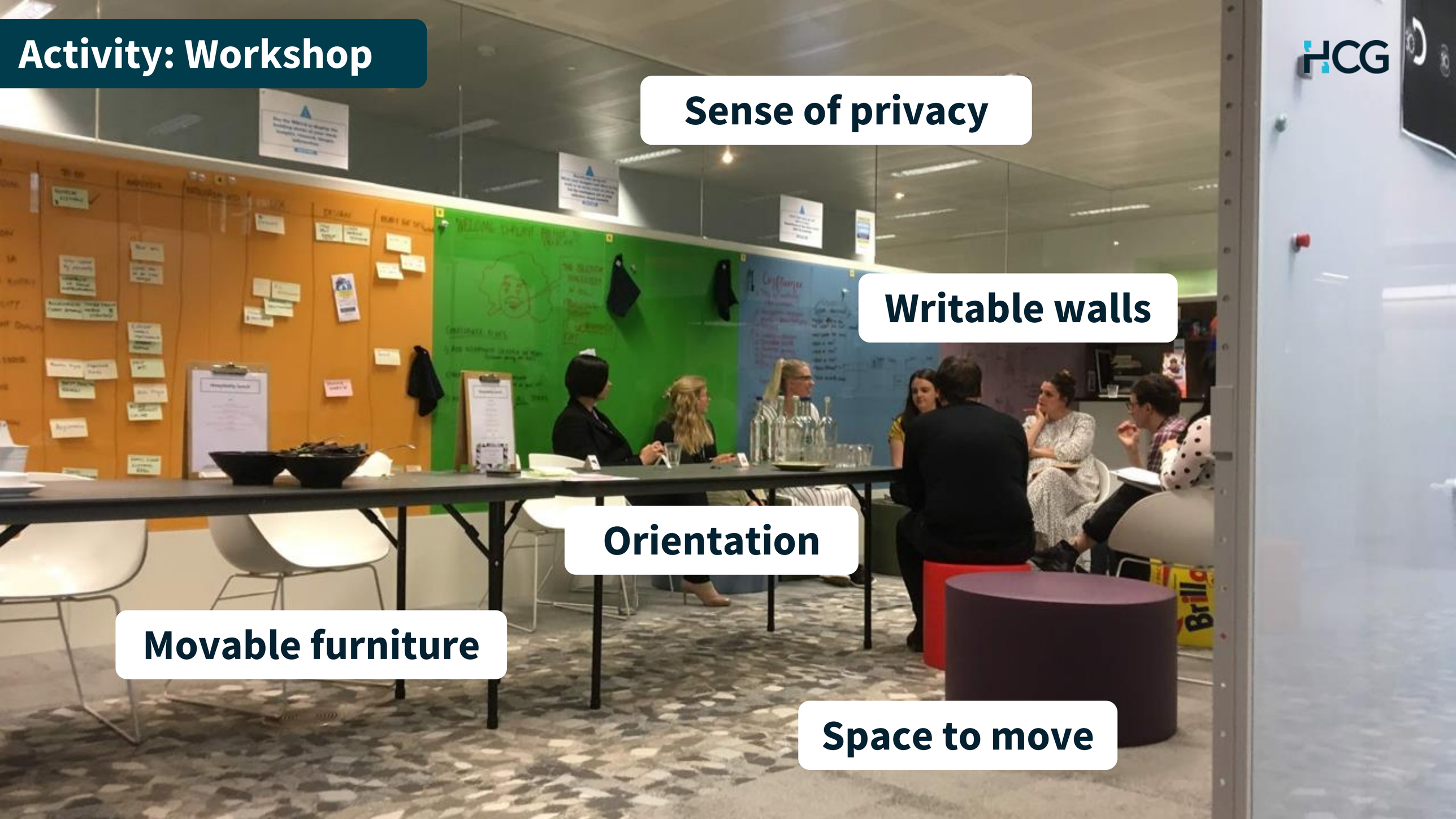
DEFENDER

RANGE ROVER

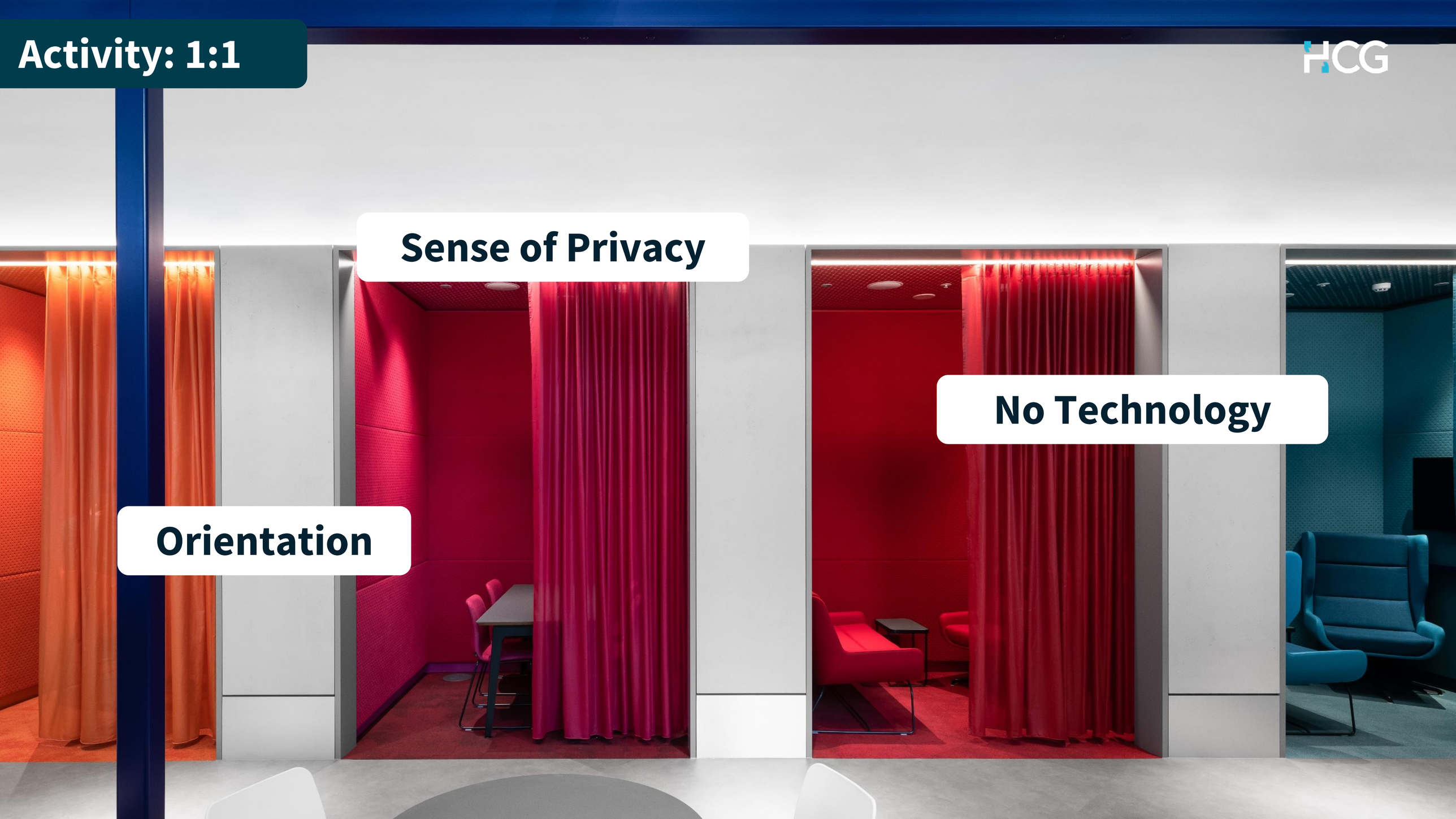

requirements
information
processes
identify
analysis
USE CASE

Activity: Meeting

Activity: Workshop



Activity: 1:1



Format

Face to Face

Hybrid

Virtual

Other Considerations: Internal/ External

Other Considerations: Duration

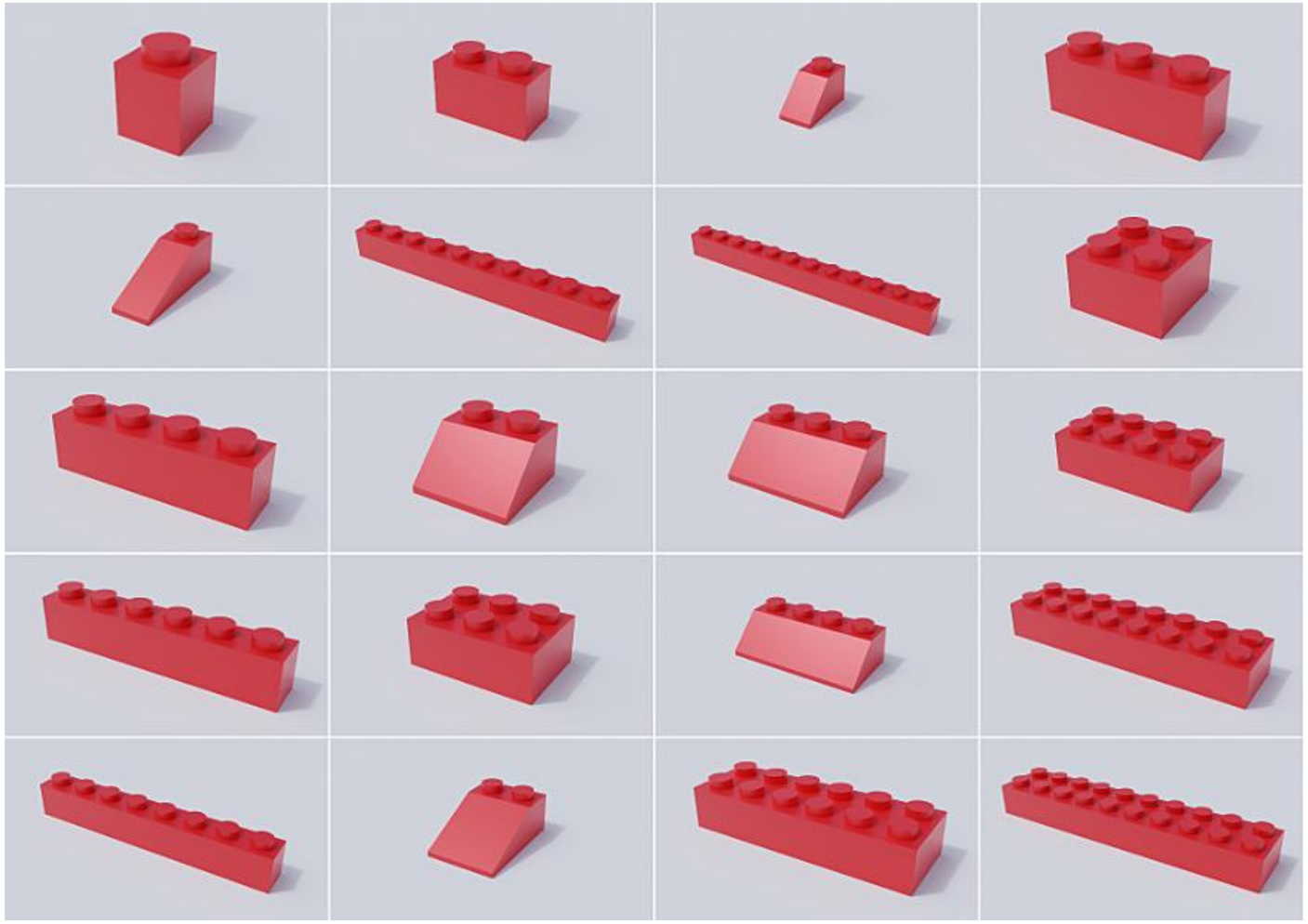
Other Considerations: Inclusivity

Softer Colours

Natural light

Sensory Stimulation

Summary



Thank you

Mindspace,
9 Appold Street,
London, EC2A 2AP

+44 (0) 207 770 6750
henigancg.com

HOARE LEA

Designing the perfect meeting room

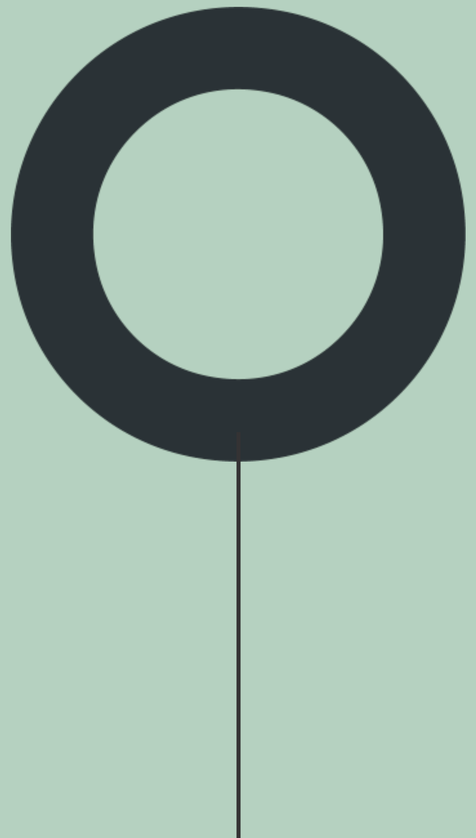
Acoustics

HOARE LEA & WORKPLACE

A CONVERSATION WITH
FIVEPLUS ARCHITECTS

HOARE LEA

An award winning consultancy with a creative team of engineers, designers and technical specialists.



HOARE LEA

Irrespective of the scale or complexity of a project, we bring buildings to life and ensure they perform in operation as well as they look.

Sound affects our
health, wellbeing & productivity.

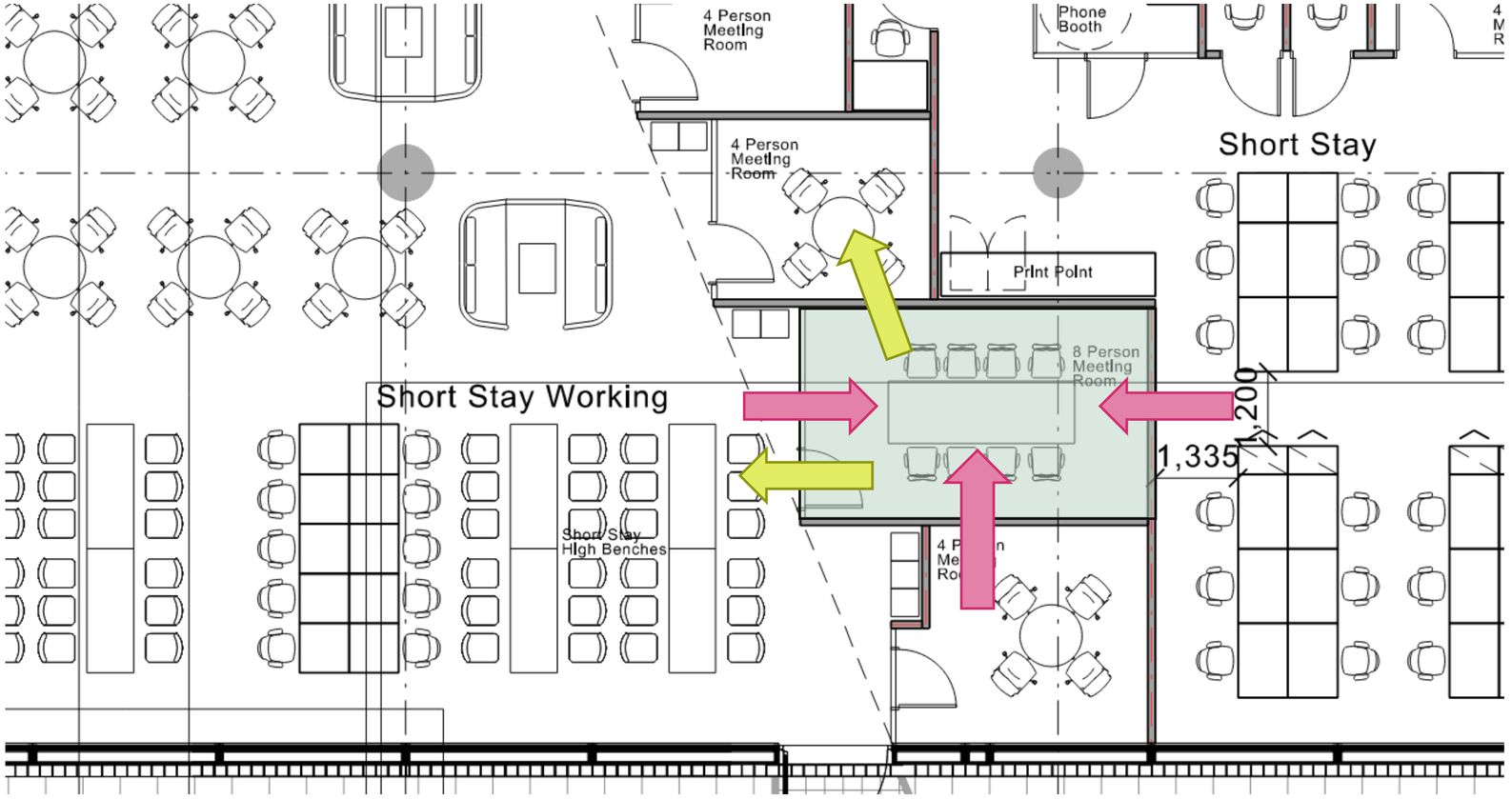
HOARE LEA

Acoustics: What is important?

SOUND FROM OTHER SPACES ENTERING THE ROOM

ACOUSTIC PRIVACY BETWEEN SPACES

SOUND QUALITY WITHIN THE ROOM



HOARE LEA

Acoustics: What is important?

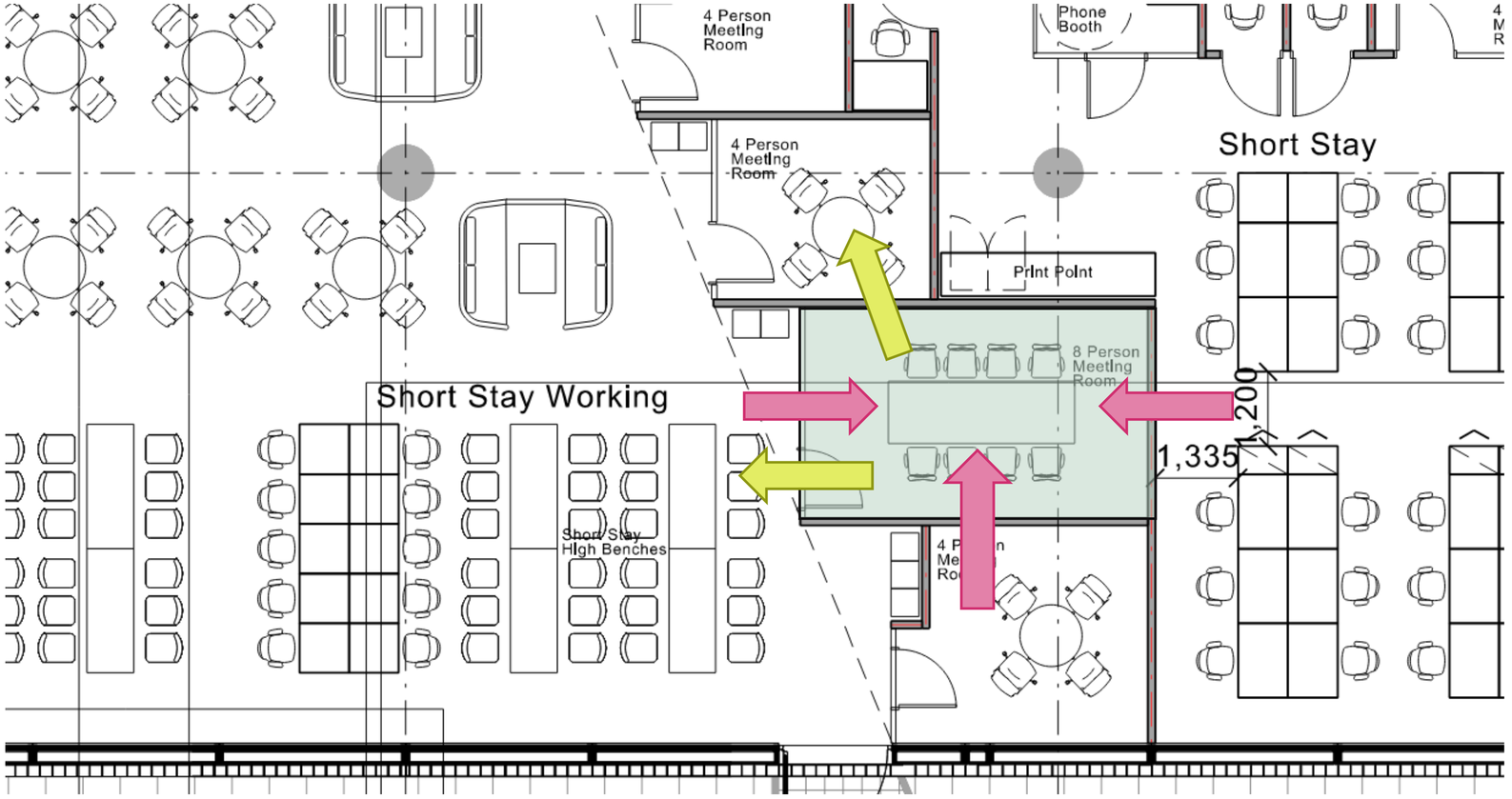
SOUND FROM OTHER SPACES ENTERING THE ROOM

ACOUSTIC PRIVACY BETWEEN SPACES

Acoustic specifications of walls, doors (and floors?)
Background sound levels

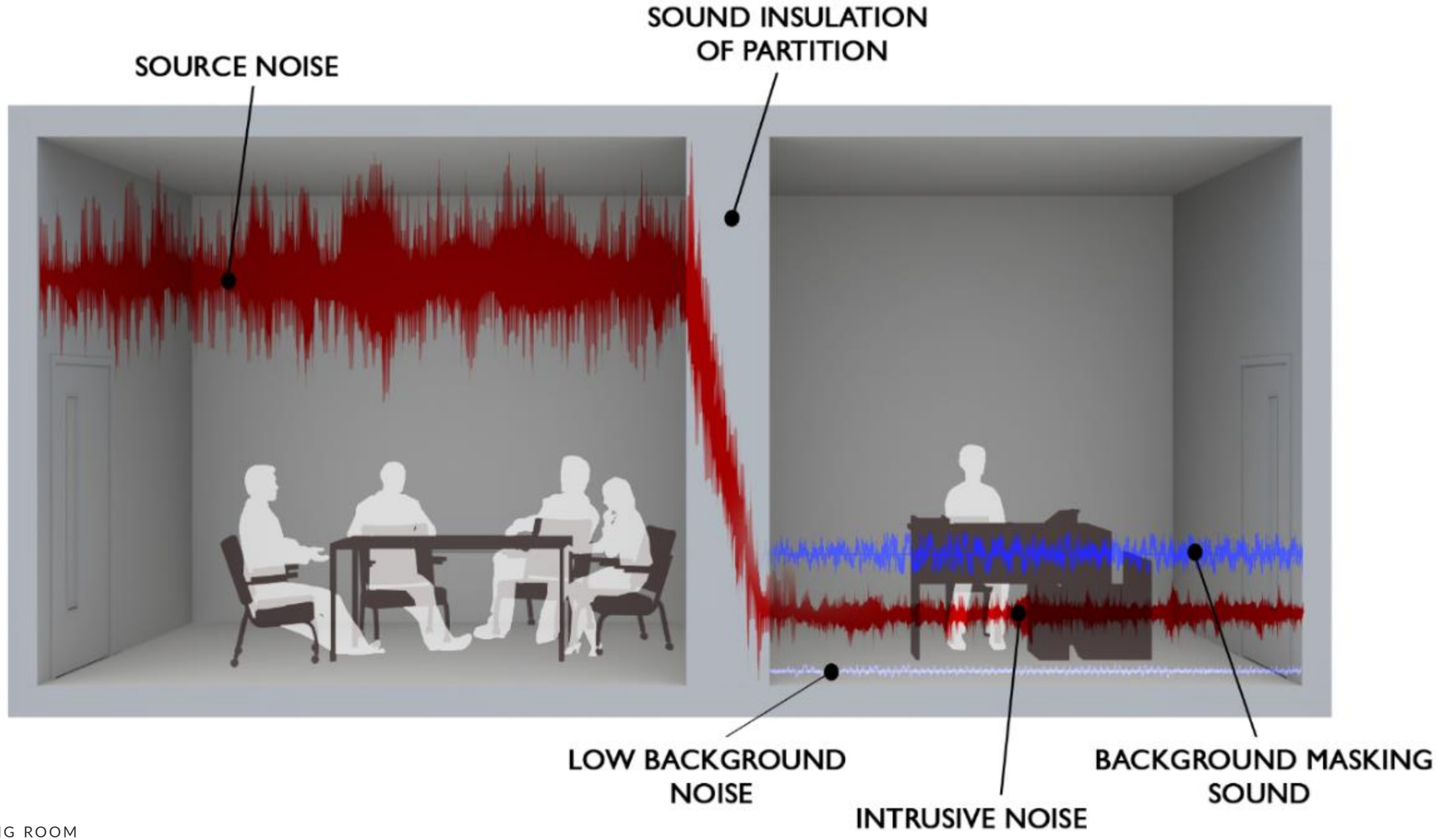
SOUND QUALITY WITHIN THE ROOM

Acoustic finishes
Background sound levels



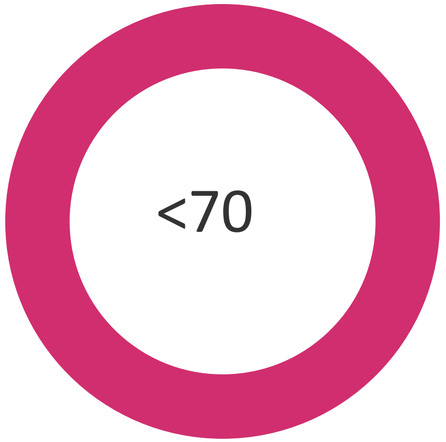
HOARE LEA

Designing for acoustic privacy

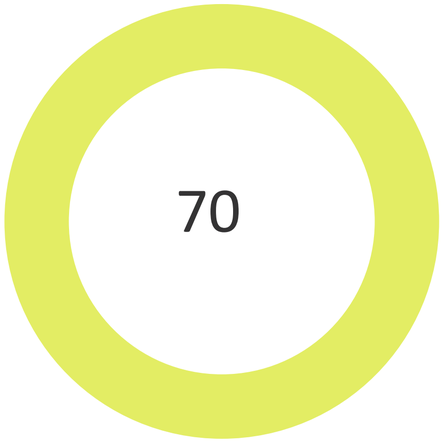


HOARE LEA

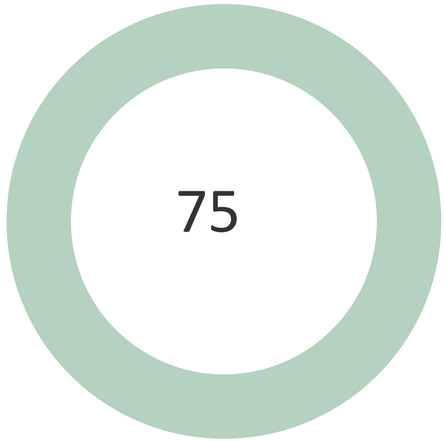
Designing for acoustic privacy



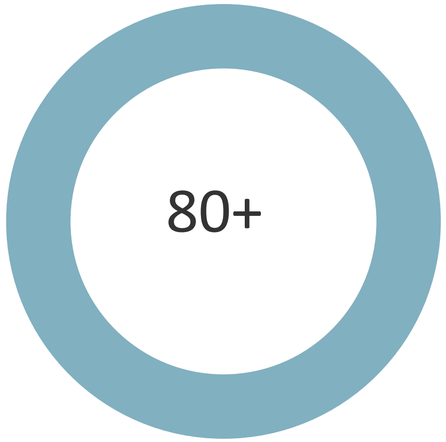
Not private



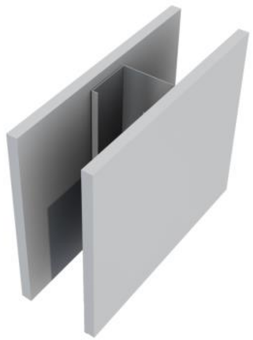
Moderately private

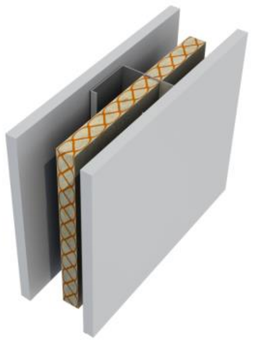


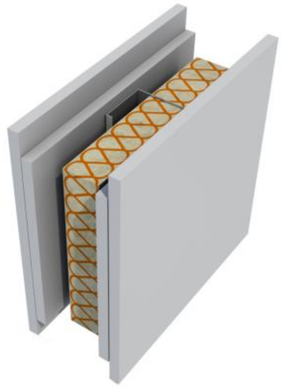
Normally private

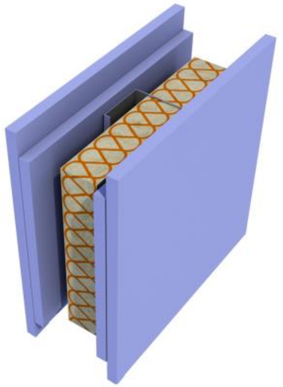


Confidential

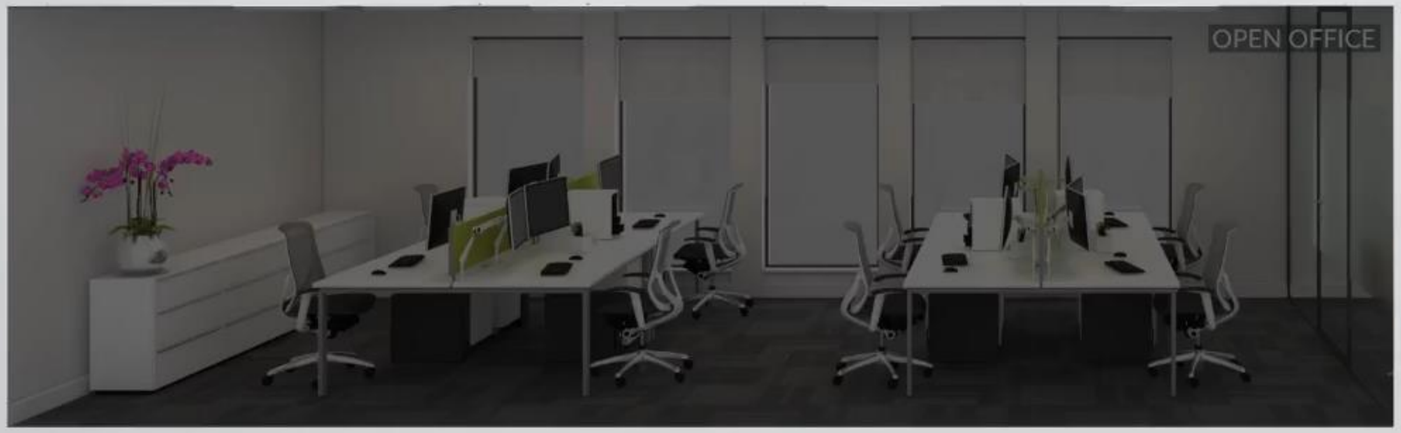








HOARE LEA



PARTITION SOUND REDUCTION (Dw) | Source | 35dB | 40dB | 45dB

BACKGROUND SOUND LEVEL | Backg Chatter | NR 30 | NR 35 | NR 40

PRIVACY FACTOR | 0

Sound quality in the room

Key consideration is limiting ‘Reverberation’ or ‘echo’ in the room

Providing acoustic finishes

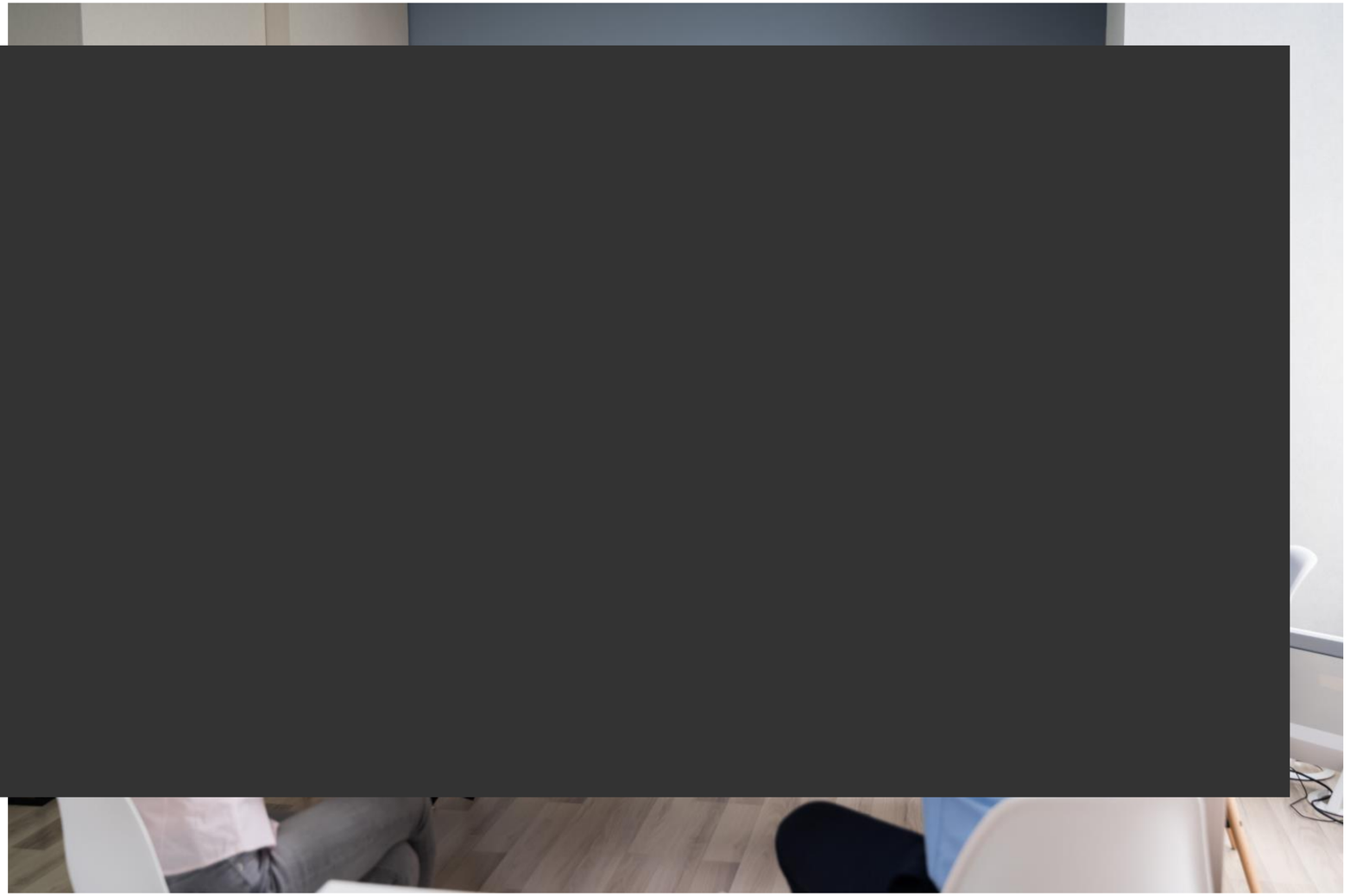
People in the room

Create comfortable environments – reduce meeting fatigue – improve productivity

People dialling in

Increase in hybrid meetings post-Covid

Poor acoustic design makes it difficult to listen in remotely



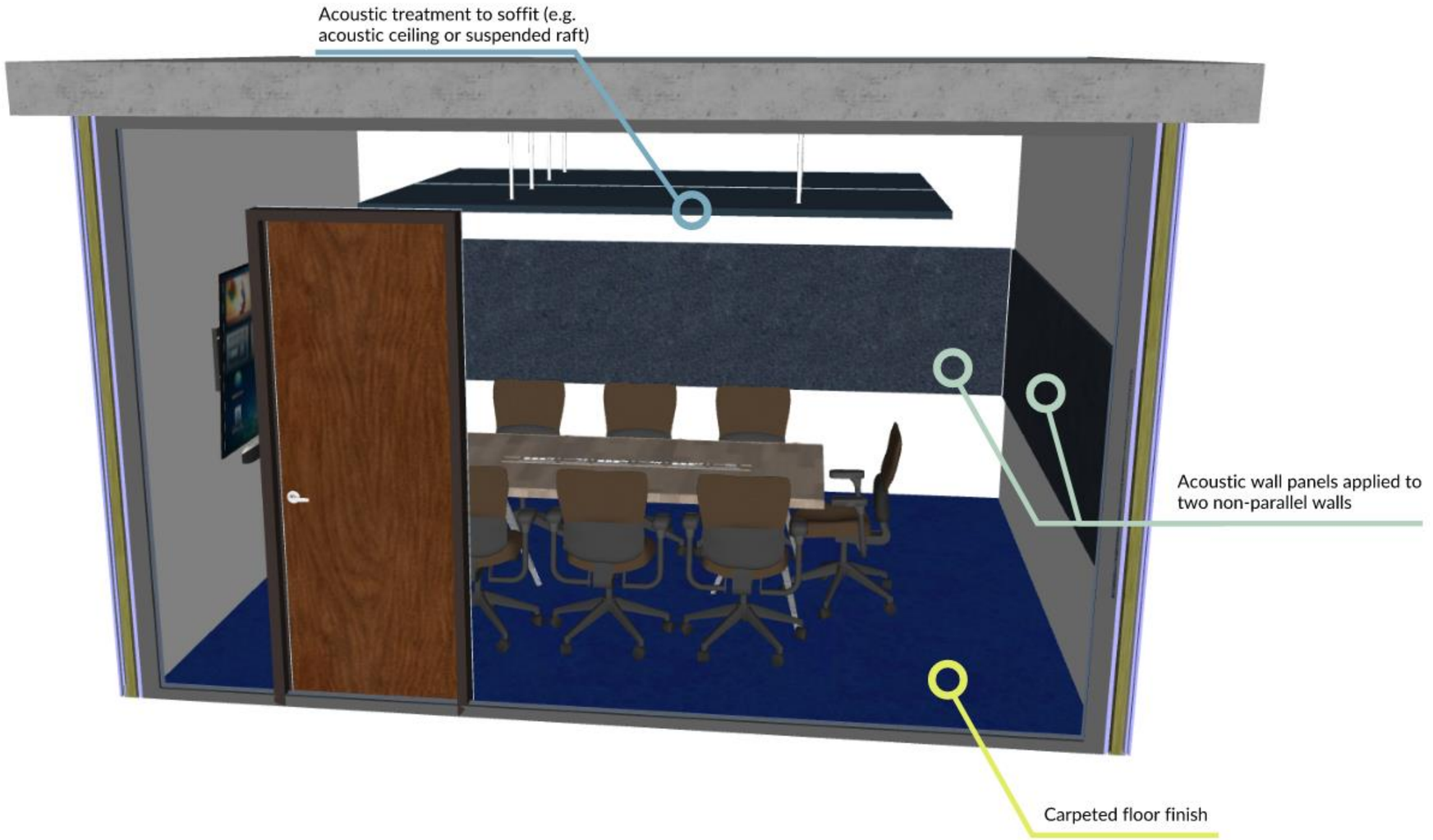
HOARE LEA

Designing for good sound quality

Carpeted floors

Acoustic treatment to soffit (ceiling tile, raft, baffle)

Allow for acoustic wall panels in rooms where hybrid/video conference calls are likely



HOARE LEA

Example products - ceilings

Acoustic rafts

IMAGE SOURCE: SOUNDHUSH.COM

Acoustic baffles

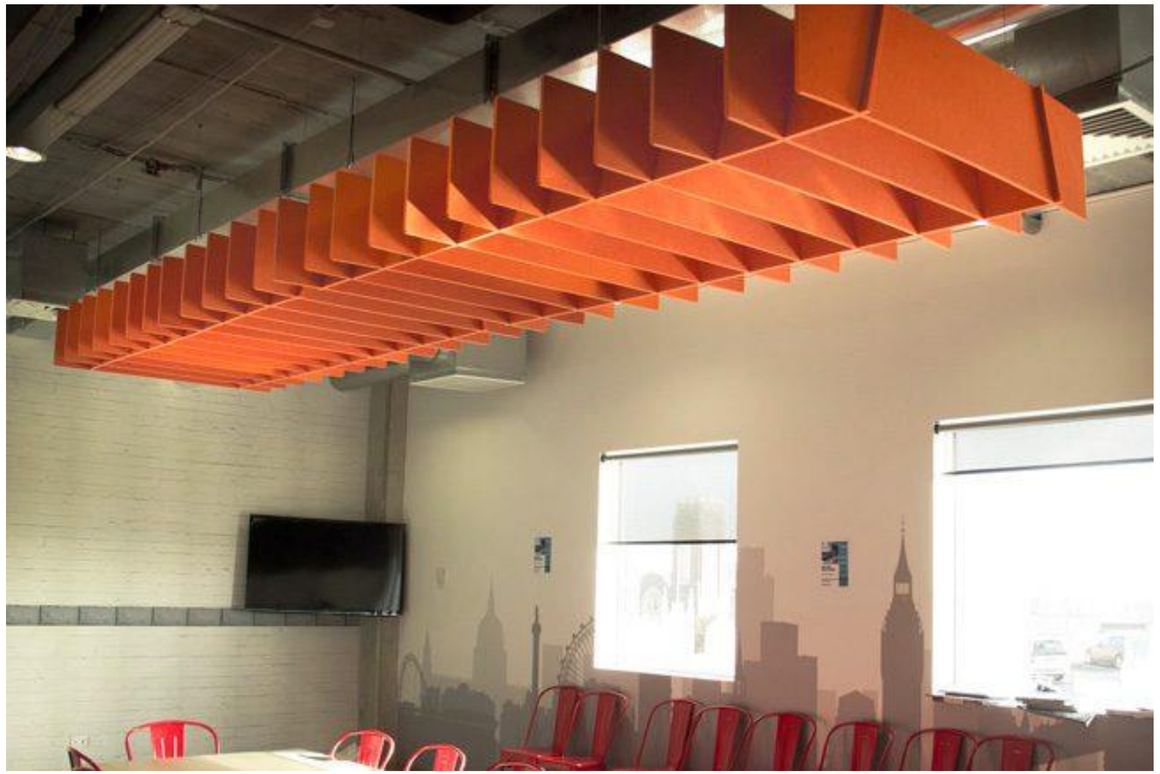


IMAGE SOURCE: RESONICS.COM

HOARE LEA

Example products - walls

Acoustic wall panels

IMAGE SOURCE: RESONICS.COM

‘Invisible’ acoustics – printed fabrics

IMAGE SOURCE: RESONICS.COM

HOARE LEA

Example products – treating glass

Transparent absorbers

IMAGE SOURCE: BARRISOL.COM

Acoustic blinds

IMAGE SOURCE: TEXAA.COM

HOARE LEA

AiHear

Aihear

Experience how different acoustic designs will sound through our accessible and portable Tetra Tech app, AiHear™

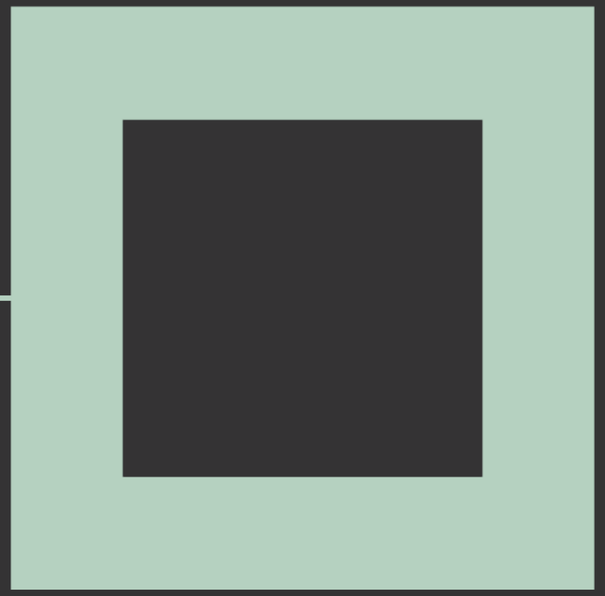
ANC ACOUSTICS & NOISE CONSULTANTS ACOUSTIC AWARDS 2023

WINNER of Innovation Awards 2023

AiHear

DESIGNING THE PERFECT MEETING ROOM

HOARE LEA



Thank you.
hoarelea.com

© Copyright Hoare Lea Group 2024. All rights reserved.

Hoare Lea is the proprietor or licensee ('rightsholder') of all intellectual property rights in relation to this work or works including but not limited to copyright, trade and brand names, trade marks and get-up. If no permission is given by Hoare Lea to the use of any of them, such use will constitute an infringement of the rightsholder's rights.

No part of this work or works may be translated, reprinted or reproduced or utilised in any material form either in whole or in part or by any electronic, mechanical or other means, now known or invented in the future, including photocopying and recording, or in any information storage and retrieval system, without prior permission in writing from Hoare Lea.

The Perfect Meeting Room

Roundtable Discussion

11th July 2024

What Does ‘Perfect’ Look Like?

- Subtle MEP services which do not detract from the aesthetic of the space
- Lighting which highlights interior design elements and is flexible for different uses of the space
- Power and AV which doesn’t clutter the meeting room tables

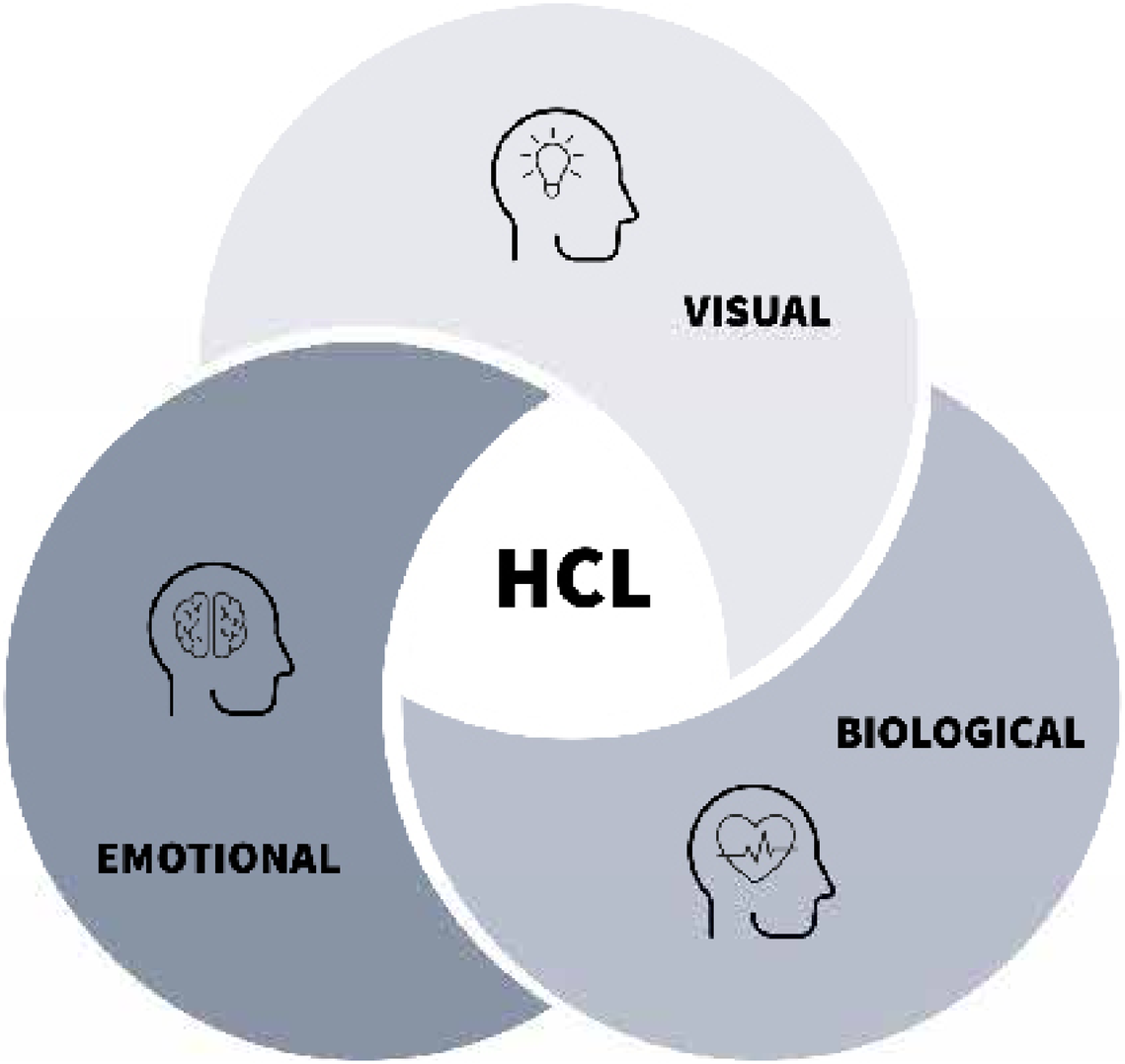
What Defines the ‘Meeting Room’ Box?

- Enclosed private space for discussions
- Independently controllable MEP services, modifiable to suit the desired environment including:
  - Heating and Cooling
  - Lighting Levels
  - Lighting Scenes

What Goes in the ‘Meeting Room’ Box?

- Ventilation
  - CO2 monitoring
- Heating and Cooling
  - Temperature Sensors
- Lighting
  - Scene Setting
- Small Power (in floor and on the wall)
- Fire Alarms
- Sprinklers
- AV/IT

FAGERHULT



HCL

Key factors

- Vision
- Performance
- Concentration
- Alertness
- Mood
- General Health
- Well-being

Visual

HCL elements

- Ability to perform tasks
- Visual comfort
- Uniformity
- Emergency

Emotional

HCL elements

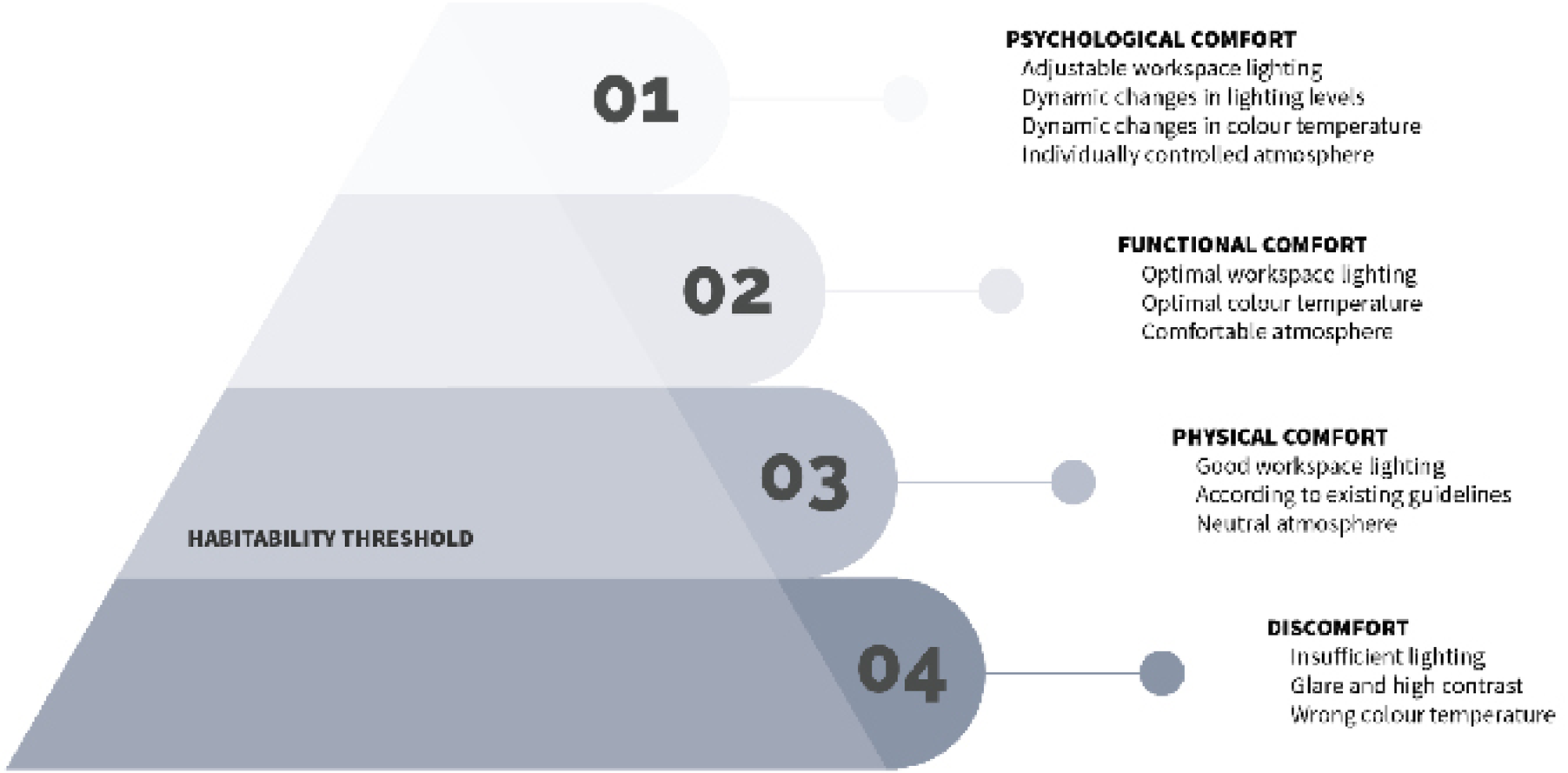
- Correlated Colour Temperature
- Lit ambience
- Dynamic light
- Visual interest
- Personal control

Biological

HCL elements

- Circadian rhythm of natural light
- Melatonin and cortisol levels
- CCT + Intensity variation
- Melanopic Lux
  - 250
  - 30mins

Occupant satisfaction and well-being



FAGERHULT

Why are we here today?
What is the ‘perfect’ meeting room?

London Studio
The Leather Market
Weston Street
London SE1 3ER
020 7253 7644

Manchester Studio
4TH Floor, The Hive
47 Lever Street
Manchester M1 1FN
0161 228 0211

5plusarchitects.com

THANK YOU