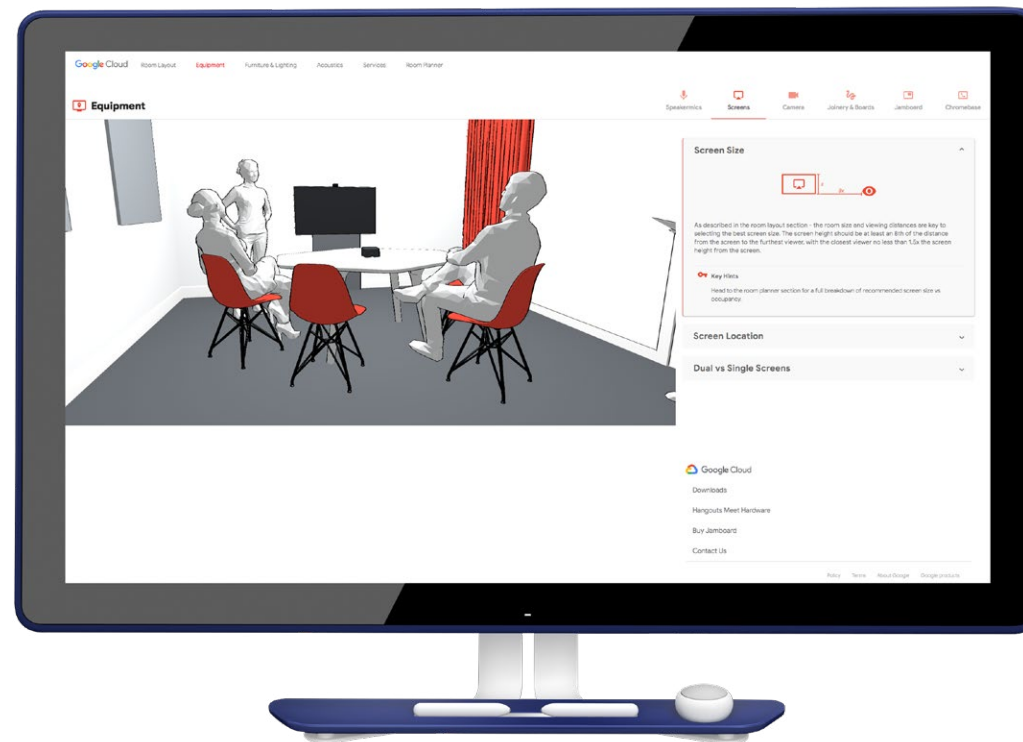


Go Online

Head online on desktop or mobile devices to check out the full version of the Room Design Guide.



g.co/cloud/roomdesignguide



Contents

Introduction

The room is key to a good meeting setup, this is the toolkit for getting the room fit for purpose.



Page 5

Room Layout:

Following a few simple guidelines can make a huge difference for remote and local participants.



Page 13

Equipment Locations:

We've tuned and tweaked the hardware. Now position it correctly to unlock the best performance.



Page 20

Furniture & Lighting:

Make your meeting room look and feel inviting with simple decorative and lighting tips. Appropriate lighting helps both local and remote participants have a great experience.



Resources

To complete the toolkit, we've also created some extra resources as well as some key hints to help you along the way.

Key Hints



Look out for 'Key hints' for some extra tips and information.

Favourites



Look out for the 'Star icon'; these are the items that we've found to be the most fundamental. Where your options are limited, these are the ones to aim for.

Room planner & Downloads



Remember to head online to check out the full room planner tool, as well as access to CAD and PDF downloads to help you with your meeting room projects. We've included some snippets here to get you started.

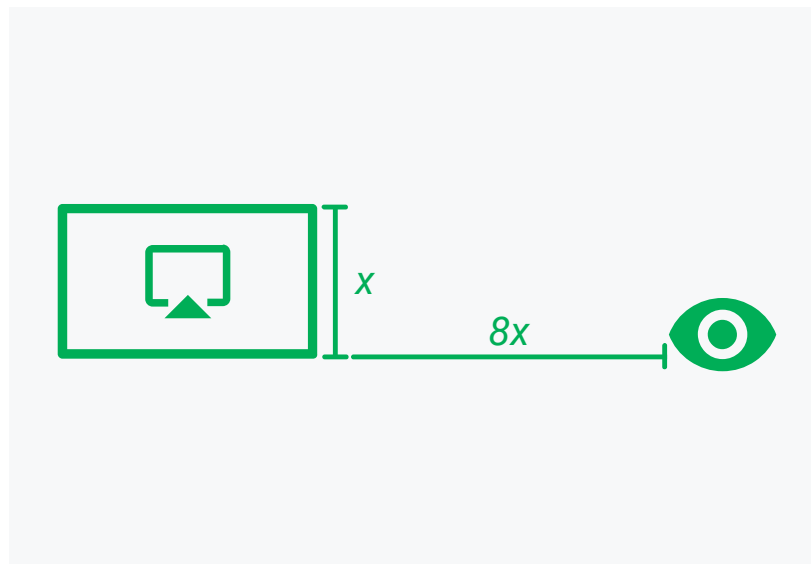
Get in touch



Have any questions? Follow the contact us links on the website and let us know how we can help.

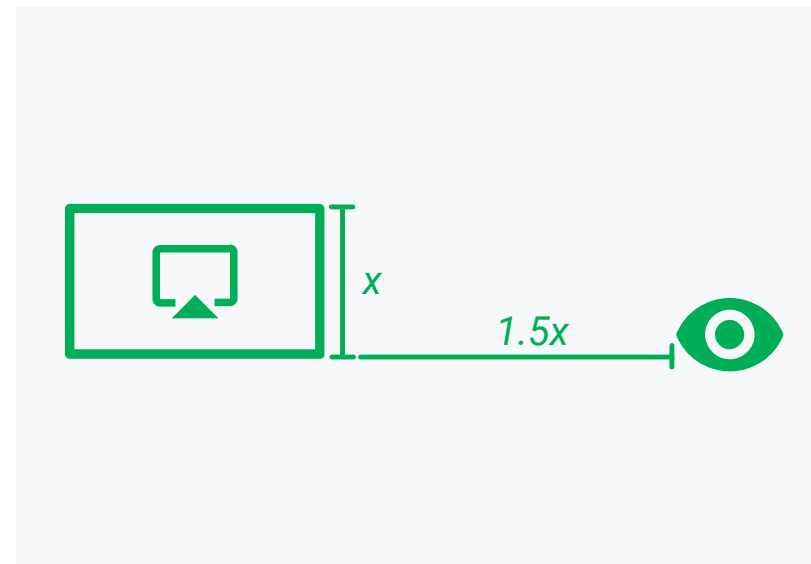
Good Viewing Area

Furthest Viewer



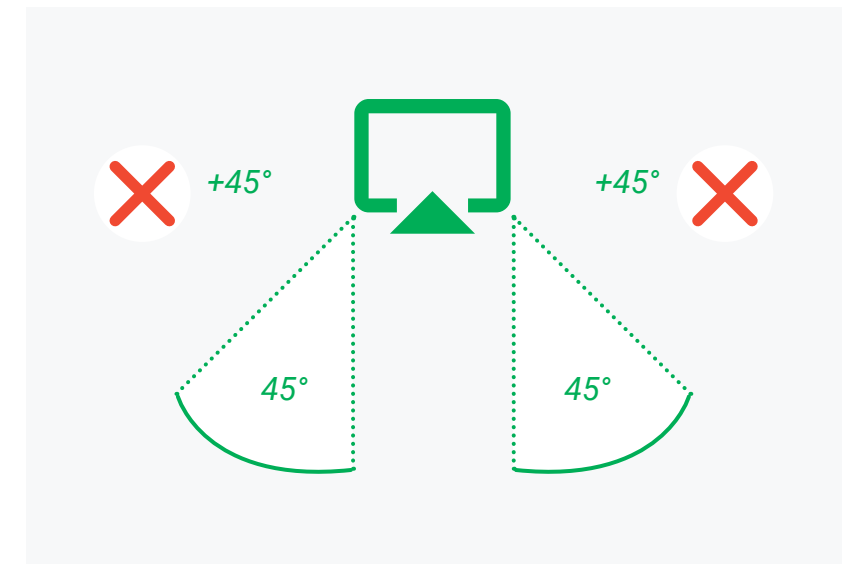
To ensure comfortable viewing of images and content, the distance from the furthest viewer to the screen should be no more than 8x the screen height.

Closest Viewer



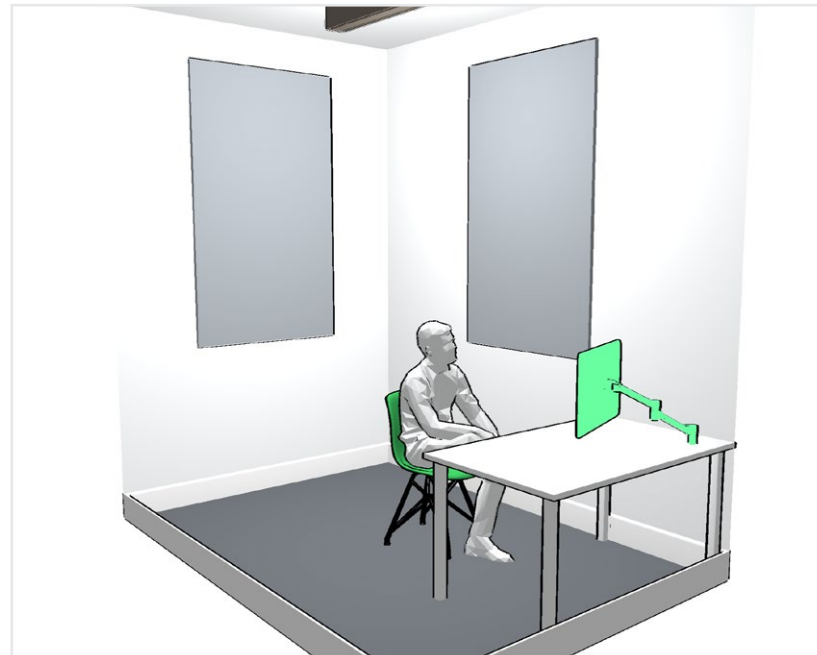
For comfort, the closest viewer should be no closer than 1.5x the screen height.

Viewer Angle



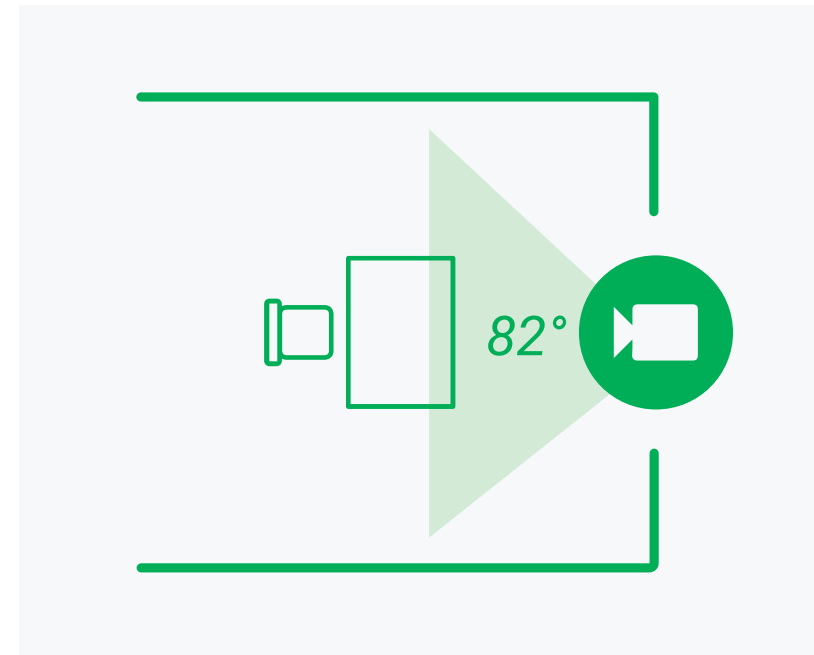
Phonebooth

Chromebase



The chromebase is ideal for small 1–2 person micro-huddle rooms, or as a personal device on a desk or home office.

Chromebase Cam



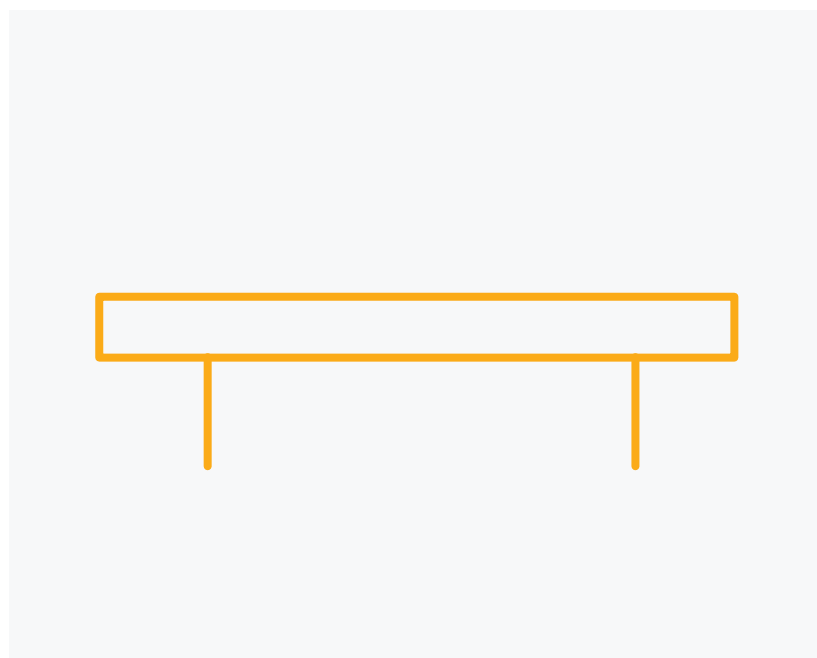
Place participants within a 82 degree horizontal field of view.

Key Hint: Don't forget to consider space for accessibility, as described in the space planning section.



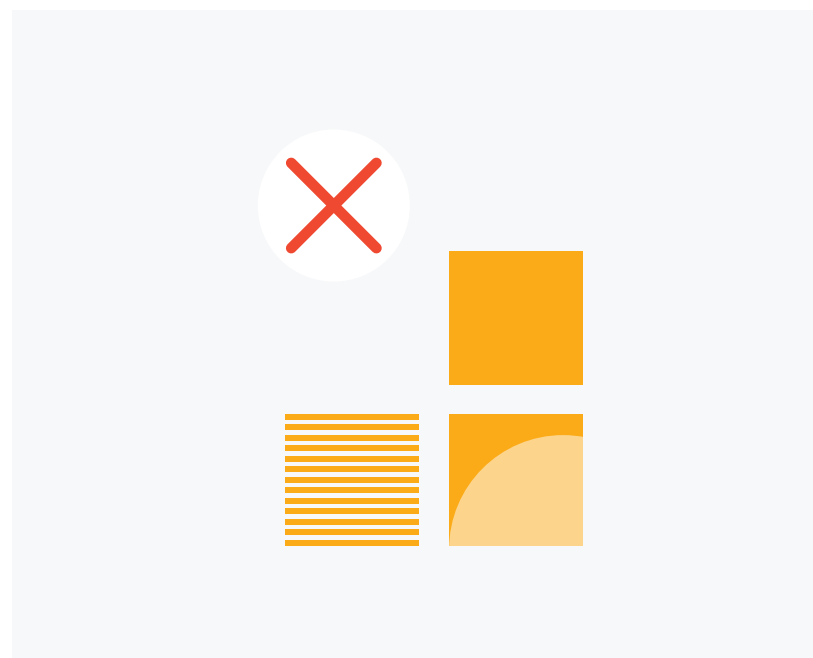
Finishes

★ Light Surfaces



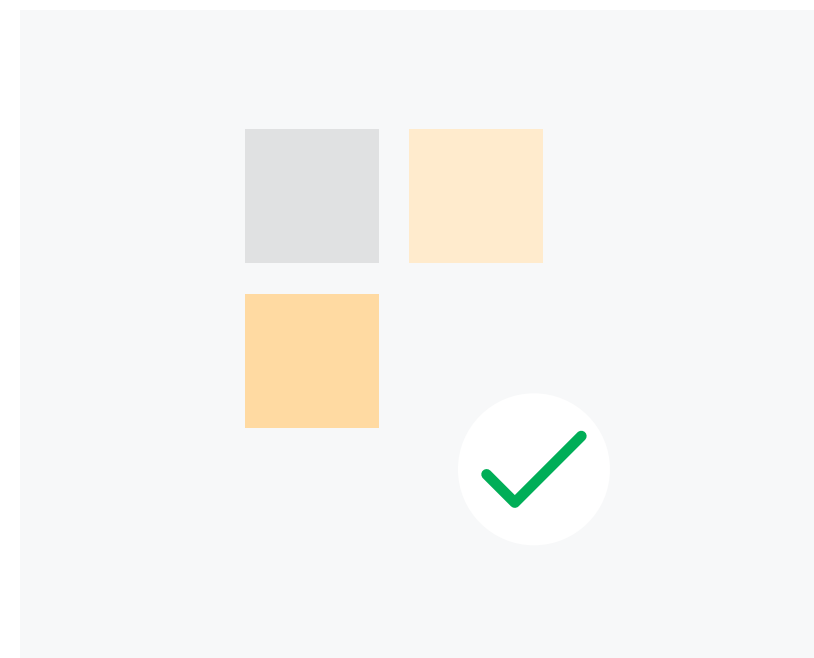
Tables with light-coloured surfaces help illuminate participant faces and boost the face to background light ratio. Ideally table surface should be ~50% reflective.

Room Graphics



Avoid very bright surfaces or intricate patterns, especially any striped patterns falling in the camera shot. It can distract remote participants.

Wall Colour



Neutral and light, subtle colours are the most effective for camera, but avoid white washed walls where possible, as it can reduce colour appearance on camera.

