



The Small Business Guide

To Equipping Meeting Rooms for Hybrid Work

How to find the right video solutions for every sized space

Introduction

When the modern world runs on hybrid work, the challenge for every business is how to enable virtual meetings that offer an inclusive, collaborative, and productive experience.

Employees prefer flexible work arrangements and offering them can make it easier to recruit and retain staff. Clients and partners may prefer virtual meetings, gaining the benefit of face-to-face communication without spending time and money traveling to your office.

Successful virtual meetings start in the conference room. But older video conferencing equipment you may already have can't always meet today's needs. It's critical that everyone can be clearly seen and heard, engage with others, and fully participate in the discussion. You may also want easy-to-use solutions that don't require many IT resources.

Finding the right solutions for your business and budget can be daunting, but this guide will help you navigate these challenges. It walks through common meeting room characteristics, best practices for equipping each area, and everything you need to create video conferencing spaces that support modern work.



The Anatomy of the Modern Office

What makes up an office? Typically, it's composed of three kinds of spaces.

- **Individual workspaces.** Whether the office is open plan or has a closed layout, much of it is devoted to individual workspaces where employees can get their job done.
- **Private meeting spaces.** These spaces, which can be a variety of sizes, are set aside for meetings and private conversations away from the bustle of the work areas.
- **Public gathering spaces.** From coffee stations to game areas and lunchrooms, these casual spaces offer employees a place to run into colleagues, talk, and build relationships.

While each place is important to your business, in this guide, our focus is on your meeting spaces where most collaboration occurs today. Let's take a closer look at four sizes of meeting rooms and what it takes to enable success in each of them.



Focus Room

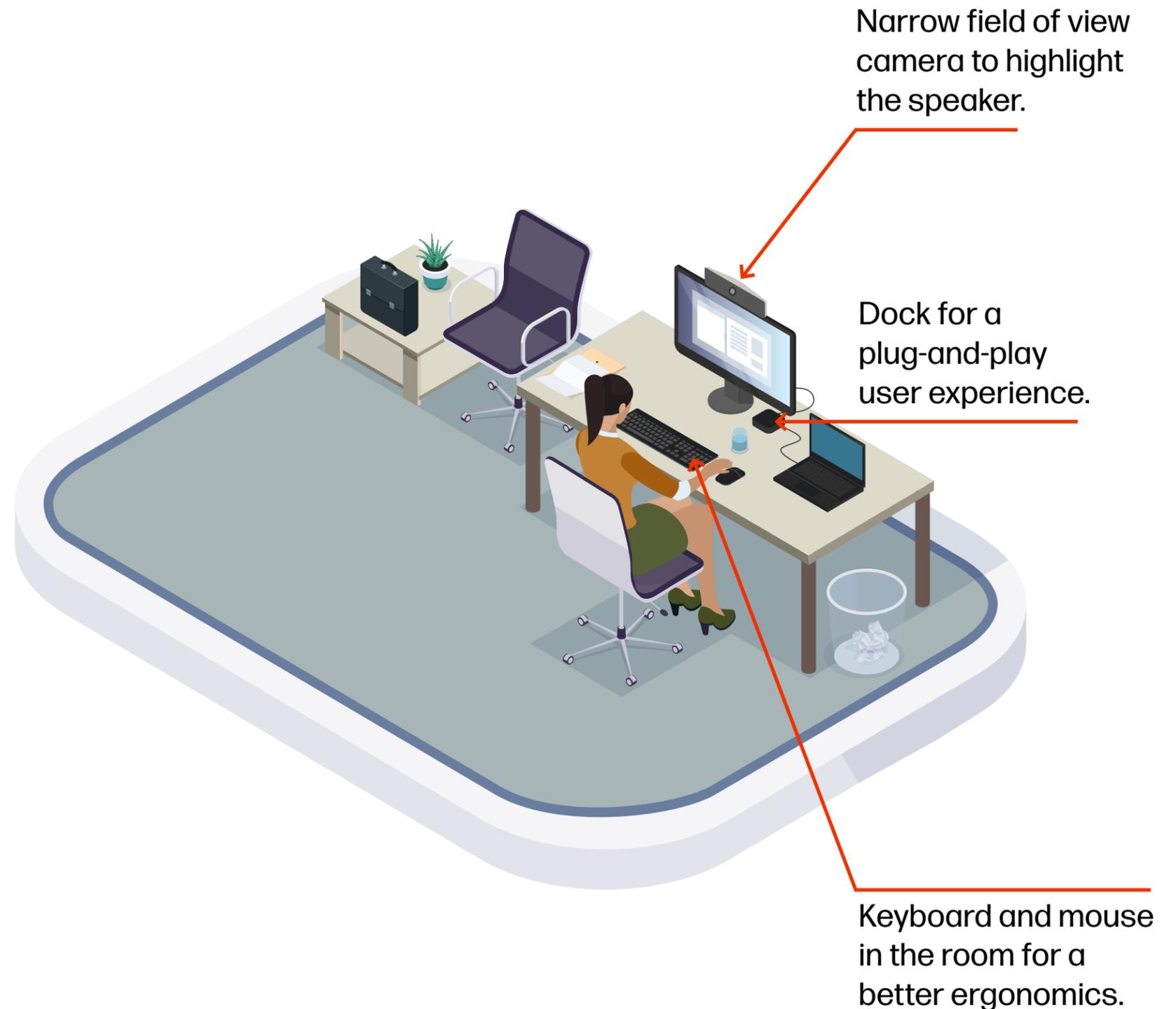
Room size: 10' X 10' / 3.05m x 3.05m

Features:

- For individual calls, focused work, 1-on-1s, and quick syncs.
- Typically has a small table for one or can accommodate two people sitting side-by-side.

Recommendation:

- A camera with a narrower field of view can properly size the people in the frame and capture them with high video quality and no distortion. This enables a more human experience.
- Think beyond the video conferencing solution to other elements that will make the room more productive, such as keyboards, mice, and displays.
- The video conferencing device needs to have the appropriate feature set, power, and price for the space.



Focus Room What you need



Video Conferencing:



Poly Studio P15

All-in-one video bar connected by USB. 4K resolution for sharp images and powerful integrated speaker.

- Includes: Power cord, USB, monitor clamp.
- You'll also need: 1 HDMI cable (or other applicable cable) to connect your PC to the screen.

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Complete the room with:



HP E32k G5 4k USB-C Monitor

- 31.5" diagonal 4k monitor. A single USB-C® cable connects your display while charging your laptop.

[SHOP](#)



HP 655 Wireless Keyboard and Mouse Combo

- Ergonomically designed keyboard with adjustable legs and contoured keycaps for comfortable, accurate typing; plus a mouse with a contoured design that delivers comfort for both right and left-hand users.

[SHOP](#)



HP USB-C Dock G5 for business

- Connect a USB-C®-enabled laptop to this space-saving dock for a one-cord connection to your displays, camera, and accessories.

[SHOP](#)



Huddle / Small Meeting Room

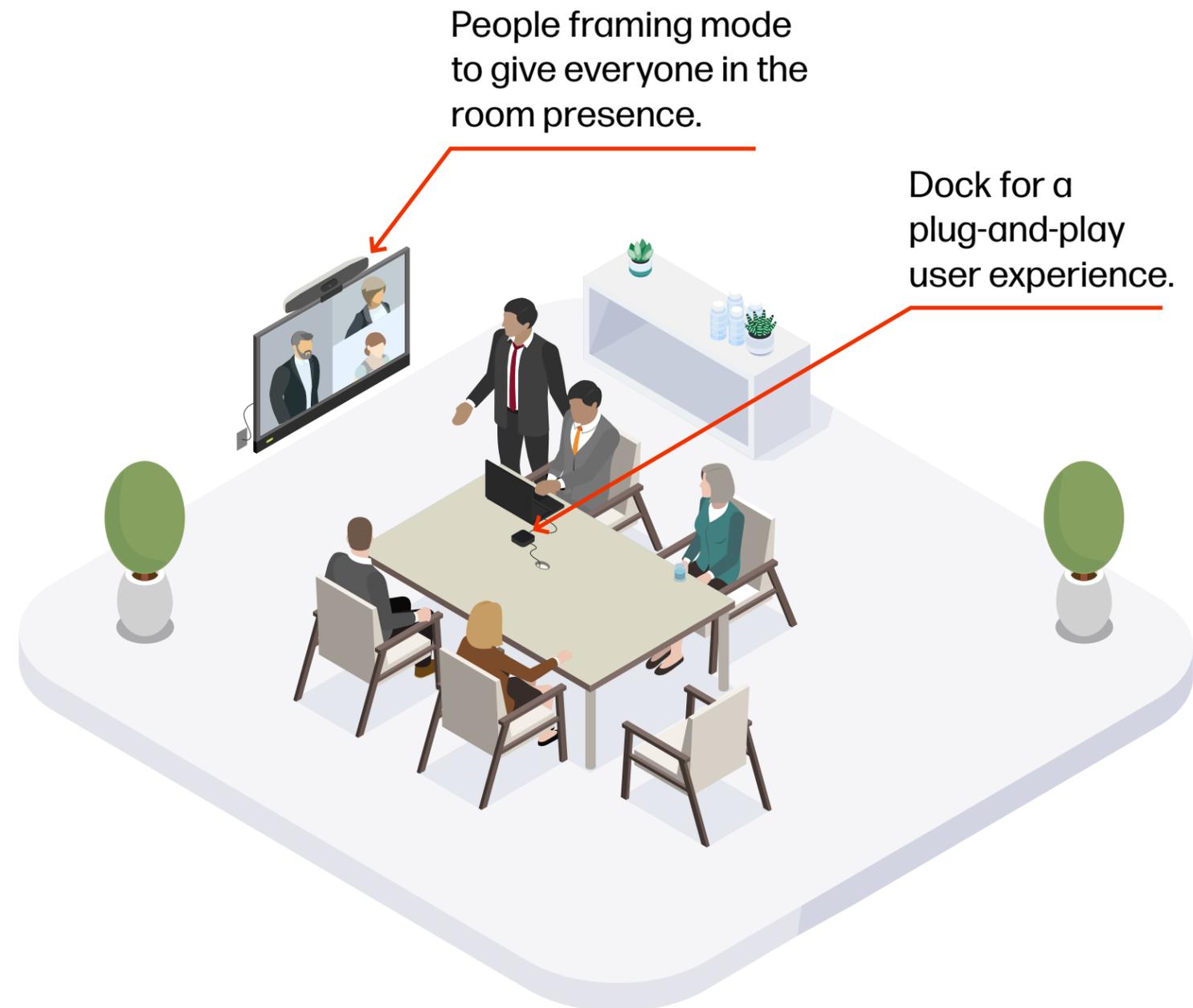
Room size: 10' X 15' / 3.05m x 4.57m

Features:

- For team meetings, retros, or client calls.
- This room has a small table with people sitting on both sides, often facing each other, which is farther away from the camera than in a focus room.

Recommendation:

- A camera with a wider field of view is needed to capture everyone.
- With more people in the room, it's more important to ensure each person can be clearly seen. Accomplish this with group framing and people framing modes.
- Keep remote participants engaged with speaker framing and tracking features.



Huddle / Small Meeting Room

What you need



Video Conferencing:



Poly Studio R30

All-in-one video bar connected by USB. Powerful speaker makes the most of small spaces and Poly DirectorAI technology automatically frames the room or tracks the person speaking.

- Includes: Power cord, USB, monitor clamp.
- You'll also need: 1 HDMI cable (or other applicable cable) to connect your PC to the screen.

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Complete the room with:



HP USB-C Dock G5 for Business

- Connect a USB-C®-enabled laptop to this space-saving dock for a one-cord connection to your displays, camera, and accessories.

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Bluetooth® Video Remote Control

- Access and manage your audio and video settings with an intuitive remote control.



HP E32K G5 4k USB-C Monitor

- 31.5" diagonal 4k monitor. A single USB-C® cable connects your display while charging your laptop.

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Medium / Mid-Size Meeting Room

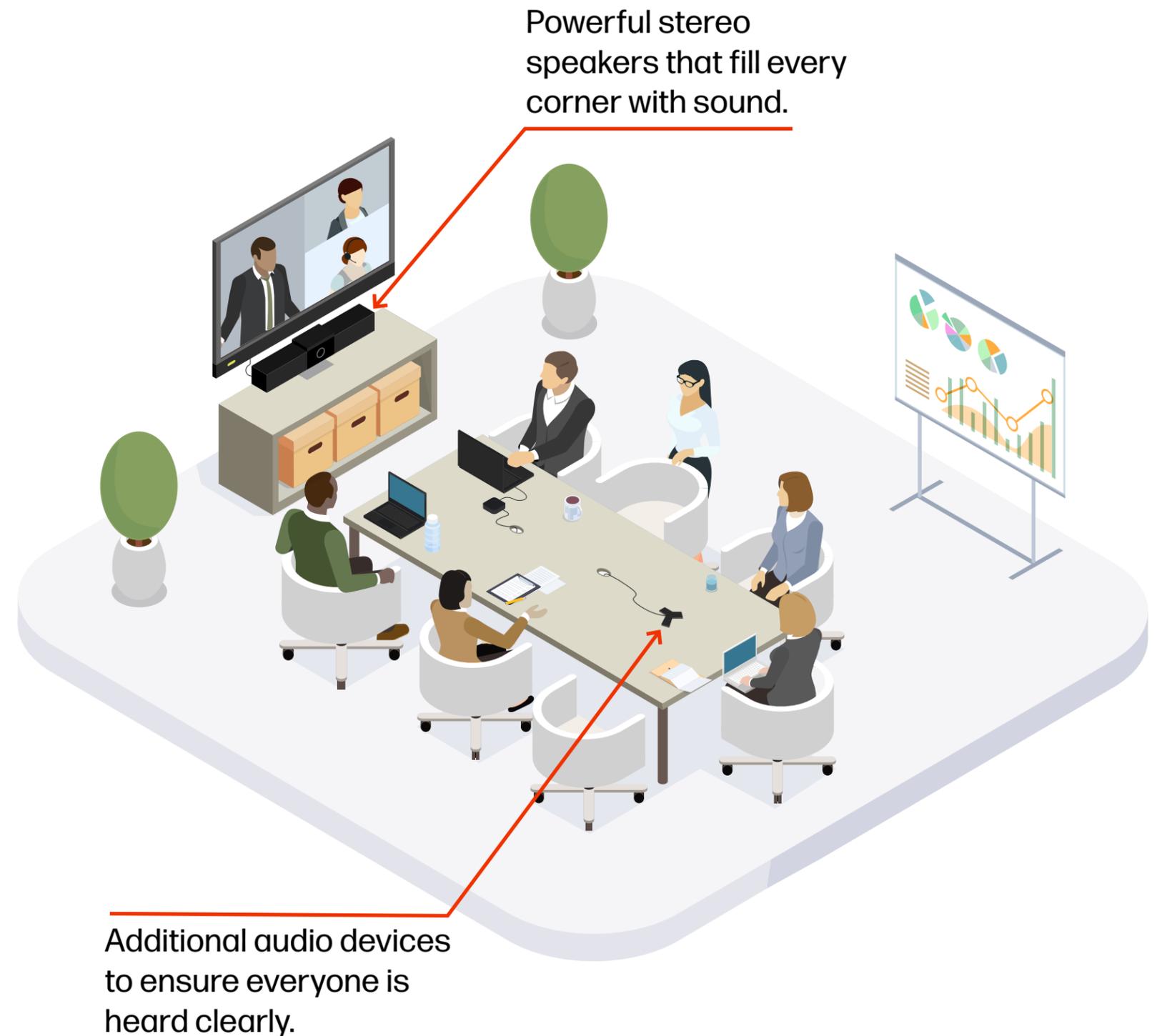
Room size: 15' x 20' / 4.57m x 6.10m

Features:

- For team meetings, retros, or client calls.
- This room typically has a longer table with people sitting on both sides, spaced farther away from the camera than in smaller rooms.

Recommendation:

- Remote participants need to be able to see and hear, even when speakers are at the back of the room. Extension microphones and more powerful stereo speakers can help with this.
- The camera should be flexible enough to track the action even when a speaker moves about the room or demonstrates on a white board.



Medium Meeting Room

What you need



Video Conferencing:

Poly Studio

All-in-one video bar with powerful stereo speakers for room-filling audio. Group and speaker framing are built right in, giving everyone in the meeting the spotlight.

- Includes: Power cord, USB, and Bluetooth® remote control.
- You'll also need: 1 HDMI cable.

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Complete the room with:

HP Thunderbolt 120W G4 Dock

- Plug in your laptop and go with a single USB-C dock that works seamlessly with most notebooks and operating systems.*

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Expansion Mic

- Improve the quality and coverage of your audio by adding an external microphone to your conference room table.

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Wall-Mounted Display

- See and connect with remote colleagues or collaborate on a shared screen by adding a display of your choice.

*Backward compatible with USB-C® alt mode, ports will work at USB-C® alt mode speeds which are dependent on host specifications.

Large Meeting Room

Room size: 15' x 28' / 4.57m x 8.53m

Features:

- For all-employee meetings, trainings, or high impact client calls.
- In this large space, people at the back of the room are far from the camera.

Recommendation

- This space requires high-quality video that can capture people up to 25 feet away from the camera, and clearly present participants in the back of the room.
- The video conferencing solution also needs to provide clear audio pickup up to 25 feet away. In acoustically challenging environments, expansion microphones can enhance audio quality.
- With the larger space, consider choosing solutions with more processing power to accommodate complex deployment options, like dual displays.



Large Meeting Room

What you need



Our recommendation: Ask an expert

Large rooms require a more substantial investment to properly equip than your other rooms, based on their size and how you plan to use them. For this reason, we recommend working with a product expert to meet the unique requirements of your larger spaces.

An expert can help you:



Save time

Quickly pinpoint a solution that meets your needs today with the flexibility to adapt as your business grows.



Save money

A specialist can identify opportunities such as discounts, grants, and trade-in programs to get you the most bang for your buck.

TALK TO A HYBRID PLANNING EXPERT

Additional considerations to customize your rooms

These guidelines are a great place to start, but you know your business best. There may be additional devices and technology features that will create the best experience for your teams, based on how you meet, collaborate, and use technology.

- **Conveniently schedule and run meetings**
A touch control meeting scheduler makes it easier for people to schedule meetings in rooms equipped with integrated codec devices.
- **Extend audio pickup**
Extension or add-on microphones let people in the farthest corners of the room be clearly heard.
- **Eliminate in-room noise**
NoiseBlockAI technology automatically filters out background noises like side conversations, typing, or pen-tapping that make it difficult for remote participants to hear.
- **Keep exterior noise out of the room**
Acoustic Fence technology keeps noise from open or loud office environments from intruding into in the discussion.
- **Choose solutions certified for your video platform**
Certified solutions for your video platform – Microsoft Teams, Google Meet, or Zoom – make it easier to use conferencing solutions and to take full advantage of platform features.



We're here to help

Whether your journey to equip video conferencing rooms is just beginning or you're looking for insights and tips to improve your deployment, Poly is here to help.

Our solutions are built on 60+ years of experience creating high-quality audio and video and incorporate insights from both being a hybrid organization ourselves and from working with businesses of all sizes. And we're part of HP, providing you access to a broad range of innovative end-to-end solutions.

Put our expertise to work for you by diving into our resource library on flexible work and technology or having a conversation with one of our hybrid planning experts about the challenges in your particular office.

[LEARN MORE](#)

[TALK TO A HYBRID PLANNING EXPERT](#) (it's free)

