



Five must-haves for any great huddle room



Huddle rooms, or small-space meeting rooms, are meant for collaboration and designed for getting work done.

Businesses of all sizes and industries, coworking spaces and universities have started to build out these agile little rooms as a way for small teams to work together. They're typically inexpensive to outfit and require little physical space, and many would argue that they are the most productive rooms in the building.

Whether your office is just starting to build or upgrade these rooms, or you're looking for a way to use that weird-shaped closet that no one seems to know what it was ever intended for, you'll want to include these five must-haves in your design.

I don't see anyone in there now, but it looks like the conference room is reserved through June 2020.

My office isn't big enough for the four of us to meet...

And I've never tried it, but I'm pretty sure my key card doesn't allow me access to the plush leather chairs of the executive boardroom.

Let's grab a huddle room.



Check out the [Lifesize Pinterest board](#) for more huddle room inspiration.

Furniture

Follow your corporate culture when deciding on the styles for your huddle rooms — styles, plural, because many companies are opting for a unique look for each space.

The limited square footage of a huddle room allows you to make bold choices without having to completely renovate the entire office. The typical room will have seating for four to five with durable work surfaces. If room design and interior decorating aren't your forte, source help from an agency or consult your favorite search engine for ideas. Here are some keywords to get you started: modern office, great huddle room and creative office.

Display

Okay, your room is decked out with stained concrete flooring, a reclaimed barn door, exposed pipes, airplane-grade aluminum tabletops and Herman Miller® chairs; now what?

It's time to bring in the technology that turns your stylish sitting room into a built-for-doing huddle room. Whether you're brainstorming concepts for the latest marketing video or analyzing data in a sales report, the availability of a display to screen share is critical for this space. Teams shouldn't have to rely on gathering around a laptop to view a presentation or video conference with another group. The prices of displays have dropped dramatically in the past few years, so go as big as your budget allows — but remember that it's still a small space, so the 42"-50" range is probably sufficient. When deciding on a mounting height, we recommend staying close to eye level, especially when equipping rooms to connect with one another through video.

Whiteboard

Be it traditional white enamel, interactive smart or just a pane of glass, make sure you don't overlook the ability to write out ideas and concepts in the huddle room.

Whiteboards can act as a parking lot for ideas you're not ready to act on, help you visualize your priorities and provide an easy method to modify ideas when you realize that there were a few bad ones in that "no idea is a bad idea" brainstorm. At the end of your meeting, simply snap a few pictures of your work so you don't have to write it down again.



Huddle Room Must-Haves

Ambience

ACOUSTICS

With many offices transitioning to a more open floor plan concept, it's more important than ever to have designated collaboration spaces free from noise and distractions. Sound insulation prevents noise leakage in and out of the room, and a professional-grade microphone setup can significantly increase the quality of a meeting with native ambient noise reduction and full room coverage.

LIGHTING

Natural lighting has been connected to better health and increased employee engagement. It is a wonderful addition to many meeting spaces, but care should be taken to provide lighting control in meeting rooms with windows. Rooms in direct sunlight at the wrong time of day can look washed out on video, and a light source directly behind a subject can create a harsh silhouette.

Video Collaboration







Video allows team members to have a seat at the meeting from wherever they are. So if your team includes teleworkers, people located at another campus or folks who travel regularly, a video conferencing solution is a smart investment to maintain your group connection.

When equipping your huddle room with video conferencing, be sure to look for a solution that provides the same robust features found in the "big executive boardroom," like one-click calling, corporate directory with presence and guest user invites. After all, just because you're meeting in the smaller room, your experience shouldn't be any different.

About Lifesize

For more than a decade, Lifesize has been at the forefront of video collaboration. We combine a cloud-based conferencing experience with award-winning, easy-to-use conference room cameras and HD phones that let you connect to anyone, anywhere.

Download a **free, full-featured trial** of the Lifesize app for video conferencing inside and outside of the huddle room. Lifesize is streamlined, intuitive and built to work all of the different ways people communicate.

-  **Video Collaboration**
-  **Screen Sharing**
-  **Recording**
-  **Chat**
-  **Web Conferencing**
-  **Audio Calls**



The Lifesize® Icon 450™ is ideally suited for the huddle room. Its compact form takes up minimal space and the smart-framing sensor automatically adjusts to capture everyone in the room for a high performance, high quality dedicated video communication experience. And with only four cables to connect for Ethernet, power, display and Lifesize Phone HD, it's quick and easy to deploy out of the box.

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