



# 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.

