

# MEETING ROOMS

## Your Audio Visual Space Planning Guide

### Multipurpose Spaces

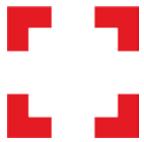
- *Learn Lab*
- *Multipurpose Room*
- *Café Commons*
- *Tech Café*
- *Work Café*

### Huddle Spaces

- *Huddle Room – 3 Person*
- *Huddle Room – 6 Person*
- *Team Studio*

### Team Spaces

- *Small Conference Room*
- *Multimedia Suite*
- *Briefing Room*



## MEETING ROOMS

**Today, we understand how essential collaboration is to foster innovation, engagement and productivity in the workplace.**

Unfortunately, many organizations, from start-ups to Fortune 500 companies, have collaboration spaces – or meeting rooms – that are seriously outdated. Yet, according to a [Wainhouse Research and Polycom Survey](#), employees report a 94% increase in efficiency and productivity and an 87% increase in expedited decision making once their collaboration spaces are up to par. Not to mention reduced travel costs! So, the bottom line? Upgrading your collaboration spaces effects all constituents within the workplace and can have an enormous impact when designed thoughtfully using the latest technology.

Collaboration is central to knowledge work and collaborative settings provide the supporting structure to generate new ideas and creative solutions. As we work in distributed teams more often, we need places (both virtually and physically) that allow us to see our teammates comfortably, hear each other clearly and share information easily in order to build the “shared mind” that is necessary for innovation.

At Red Thread, we've developed the ‘Meeting Room Planning Guide’ not only to share best practices and guidelines for developing collaboration spaces, but also to help you understand the different types of meeting rooms possible within a corporate setting as well as to provide budgetary guidelines and timeframes that will help you plan your spaces.

There's a lot to consider when designing collaboration spaces – lighting, acoustics, sightlines, privacy, and ease of sharing to name a few. This guide is meant to help you take the first step. Once you are ready to proceed, our technology and workplace consultants are poised to partner with you to tailor a solution that fits your specific needs, budget, space configuration and timeline.

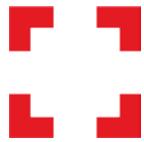
### Introduction



▲ Often outdated technology is a struggle to use, delaying meetings and causing frustration. Meeting rooms are often geared towards presentations rather than democratic sharing of information.

▼ Today's meeting rooms allow for wireless connectivity that makes it easy to share screens and video conference with remote teams seamlessly.





## MEETING ROOMS

**There's a lot to consider when planning collaboration spaces. Here are a few key questions to ask:**

### SITE PREPARATION

What kind of infrastructure do you have to work with?  
Will the room(s) require cabling upgrades or renovation?

### SIZE

What footprint does each type of meeting space require and how can you maximize your real estate? Can you offer a variety of meeting spaces, small enclaves to larger meeting rooms, within the floorplan.

### TYPES OF COLLABORATION

Do you have the right technology to support different types of collaboration such as generative (brainstorming), evaluative (reviewing/sharing) and informative (coordinating/planning)?

### FURNITURE HEIGHT

Should the furniture be sitting or standing height? Or would select spaces work well as a lounge application?

### ACCESSIBILITY

Will the technology be wireless or do you want participants to plug in. How can you make it easy to use?

### SECURITY

Is security important? Should participants access the technology through HDMI or VGA connections to enhance security?

## Considerations

### ACOUSTICS

What kind of sound mitigation is necessary and what kind of microphones and speakers are needed to ensure all participants are heard?

### LIGHTING

How can you create a comfortable environment while also making participants look great in a video call?

### SIGHT LINES

Can the camera be positioned to ensure that everyone is visible and will the camera be able to track active participants?

### PRIVACY

Does the room require acoustical or visual privacy?

### FAR END EXPERIENCE

Is the far end of a remote meeting equipped with the same level of tools to maintain a high level of user experience?

### SCHEDULING

How will the room be managed? Will it be bookable or available on a first come first serve basis?

### UTILIZATION

Would it be helpful to monitor utilization of the meeting room spaces?

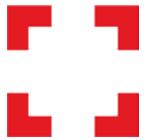
### SERVICE

How can you keep the technology optimized and functioning properly?



## MULTIPURPOSE SPACES

- *Learn Lab*
- *Multipurpose Room*
- *Café Commons*
- *Work Café*
- *Tech Café*



# LEARNLAB

**Footprint:**

30' x 28' | 840 SF

**Seats:**

24

## Budget Range:

Technology: \$65,000 - \$85,000

Furniture: \$45,000 - \$50,000

\* **Please note:** All pricing is conceptual and is based upon the wide range of product choices available. In addition, each space has unique considerations; acoustics, buildup, labor costs, infrastructure etc... For a tailored quote, please contact our AV consultant [Jason Farrell](#).



## Concept

The LearnLab is a collaborative learning environment based on four key principles;

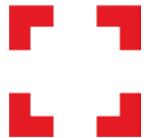
- Triangulation display
- Vertical surfaces
- Seamless transitions
- Square room design

In the workplace, the LearnLab concept can be utilized for training rooms, large teaming situations and as an innovation center.

Four mobile 42" displays support up to 6 laptop connections each for democratic content sharing during group work. Each participant connects and selects their laptop for display using "show me" cables which have a blue light to indicate which source is active. Cables are accessible at the recessed cable management system in the table.

Using the 10" touch panel, the facilitator can select their computer, a Blu-ray player, a document camera or the active source from any of the four displays to share onto the wall-mounted 70-75"" flat screen display. Conversely, the facilitator can push her/his content to all displays.

The program audio associated with the main display source is distributed through the ceiling speakers.



## LEARNLAB



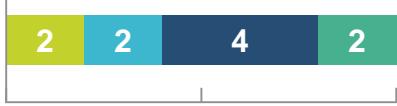
▲ Plan View



- ▼ Each «show me» cable has a blue LED light to indicate which source is active.



### TIMELINE



■ Design ■ Procurement ■ Production ■ Installation

10

## Specs

### TECHNOLOGY PRODUCTS

#### Display:

- (1) 70-75" Flat Screen Display
- (4) 42" Flat Screen Displays

#### Input Sources:

- Laptops (*Owner Furnished Equipment*)
- Document Camera

#### Control Systems:

- 10" Touch Screen Control
- Show Me Cable Selection
- Control System

#### Sound Systems:

- Ceiling Speakers

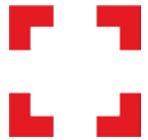
### FURNITURE PRODUCTS

#### Seating:

- Task Seating

#### Tables | Desks:

- Training Tables



## MULTIPURPOSE ROOM

**Footprint:**

30' x 30' | 900 sq. ft.

**Seats:**

32-60

**Budget Range:**

Technology: \$120,000 - \$150,000

Furniture: \$35,000 - \$45,000

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## Concept

This space provides ultimate flexibility for company wide meetings, presentations, seminars and training.

Multiple furniture and technology applications allow for a wide array of uses and configurations. Layouts include formal presentation, conference discussion and team collaboration.

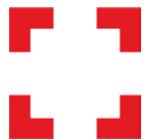
An assistive listening system provides audio support for the hearing-impaired.

### Formal

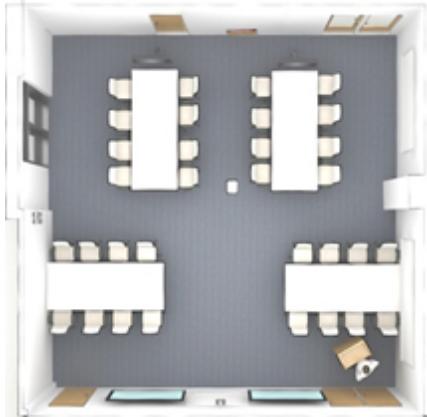
For company-wide meetings, formal presentations or training, the layout provides optimal sightlines using dual 70" flat screens for near end and far end viewing of content. Technology includes microphones for speech reinforcement, pan/tilt/zoom camera(s), integrated codec and digital sound processing.

### Interactive

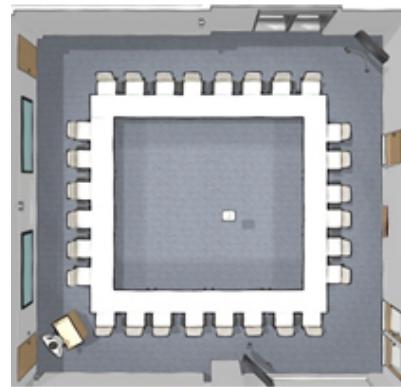
Mobile tables and chairs can be reconfigured from presentation to group work. Four groups have access to the 70" dual displays and the two 60" flat screens on stands.



# MULTIPURPOSE ROOM



▲ Team Collaboration



▲ Conference Discussion



▲ Formal Presentation



▲ Training

## TIMELINE



■ Design ■ Procurement ■ Production ■ Installation

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## Specs

### TECHNOLOGY PRODUCTS

#### Display:

(2) 70-75" Flat Screens  
(2) 60-65" Flat Screens on stands

#### Input Sources:

Laptops (*Owner Furnished Equipment*)

#### Video Processing:

Matrix Router

#### Video Conferencing:

Pan/Tilt/Zoom Tracking Camera  
Codec and 12X Camera

#### Sound Systems:

DSP Sound Processing  
Table Microphones  
Ceiling Speakers  
Assisted Listening

#### Control Systems:

10" Touch Panel Control

#### Other:

Lectern

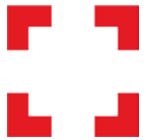
### FURNITURE PRODUCTS

#### Seating:

Task Seating

#### Tables | Desks:

Flip-top Mobile Table



# CAFÉ COMMONS

**Footprint:**

60' x 109' | 6,540 SF

**Seats:**

300+

**Budget Range:**

Technology: \$170,000 - \$220,000

Furniture: \$125,000 - \$175,000

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## Concept

The Café Commons is designed for organizations that need a large scale multi-purpose application for a large employee group. Dining, socializing, meetings and presentations are accommodated with a variety of settings like café tables, booths and group tables with various seating postures.

Lectern for large meetings and presentations



Booths with connect and share monitors

Movable seating, ganging tables and rolling white boards for collaboration and group work.

Semi private collaborative area with space divider, lounge seating and power/data access.

55" display at columns, front and back

180" Projection Screen

55" display at columns, front and back

90" display

Bistro seating and standing height Charge Bar at window walls. Comfortable place for singles to "be alone in a group"



# CAFÉ COMMONS



▲ Plan View



▲ Far wall: Seating Booths with auto/on 23" displays for laptop/table connection



▲ View of projection screen and video wall.

## Concept

In this expansive group setting, the nine 55" display video wall (3 x3) is the centralized hub for visual content, supported by two sets of dual 55" displays on both sides of each column, as well as a single 90" display.

During large formal presentations, the projector and 180" diagonal motorized screen will provide additional visual reference in the center of the space.

Distributed content will include 3 CATV tuners, a digital signage source and a laptop computer. A wall-mounted touch panel or iPad can select any source to be viewed on one or more displays.

There are five seating booths, each with a dedicated 23" display to connect a personal device to share content.

CATV audio will be heard at low volume through the display's built in speakers. Voice reinforcement and computer audio are distributed through recessed ceiling speakers. An assistive listening system provides audio support for the hearing-impaired.



# CAFÉ COMMONS



◀ *Informal collaboration; lounge to stool height postures*



◀ *Group Work is facilitated by large tables and rolling whiteboards*

## Specs

### TECHNOLOGY PRODUCTS

#### Display:

- (9) 55" Flat Screen Video Wall
- (1) 90" Flat Screen Display
- (4) 55" Flat Screen Displays
- LCD Projection System and Projection Screen

#### Input Sources:

- Laptops (*Owner Furnished Equipment*)
- iPad and Tuners (*Owner Furnished Equipment*)

#### Video Processing:

Matrix Router

#### Video System:

Pan/Tilt/Zoom Tracking Camera

#### Sound Systems:

- DSP Sound Processing
- Wireless Microphones and Ceiling Speakers
- Assisted Listening

#### Control Systems:

- Wall Mount 10" Touch Control
- Control System

#### Other:

Lectern

### FURNITURE PRODUCTS

#### Seating:

- |                  |                |
|------------------|----------------|
| Guest Seating    | Stools         |
| Benches          | Lounge Seating |
| High Top Seating |                |

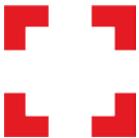
### TIMELINE



■ Design ■ Procurement ■ Production ■ Installation

#### Tables | Desks:

- High Bench Table
- Café Tables
- Mobile Tables



# TECH CAFÉ

**Footprint:**

56' x 50' | 2,800 SF

**Seats:**

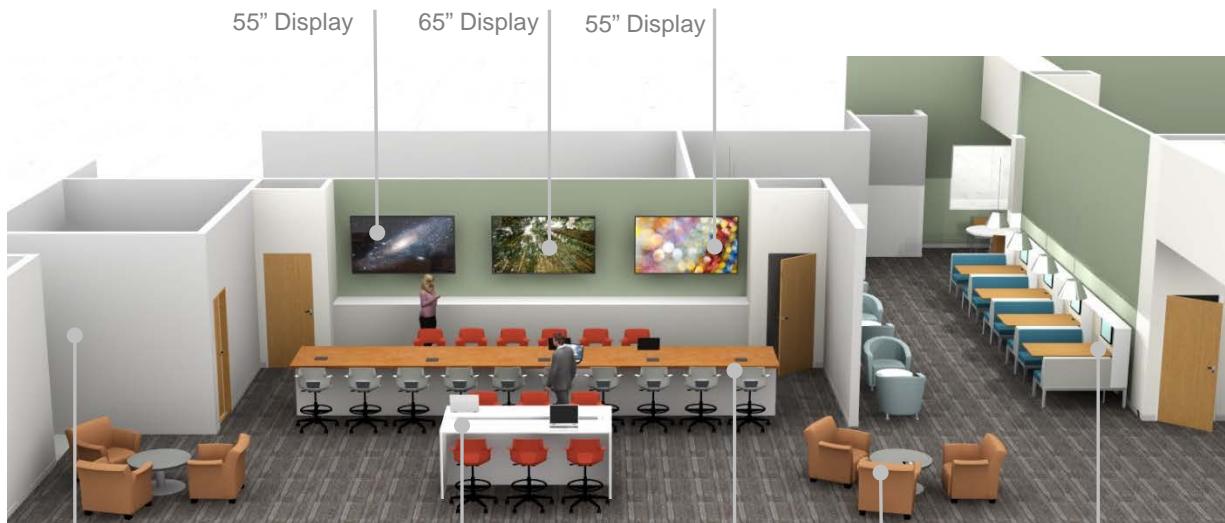
100+

**Budget Range:**

Technology: \$40,000 - \$50,000

Furniture: \$55,000 - \$75,000

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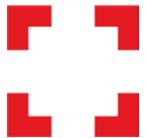
Adjacent support space  
for storage.Charge Bar for  
standing height  
collaborationSmall group  
booth loungeTech Bar supports technology  
questions and device repairsSemi-private lounge areas for  
collaboration or “being alone  
in a group”

## Concept

The Tech Café allows employees to use technology in a comfortable setting while having a “genious bar” for troubleshooting with an IT specialist.

Casual settings include stool height tech bar, standing height group table, booths and lounge seating. Audio visual system will consist of a 65" display flanked by two 55" displays.

The center display will run off a dedicated computer for general messaging and music will be distributed through ceiling speakers. Laptops can connect to the 55" displays to view diagnostics and troubleshooting during their consulting or training session. In the four booths, laptops or tablets will connect easily to 23" flat screen displays



# TECH CAFÉ



▲ Plan View



▲ Lounge Area and Tech Bar



◀ View of Lounge Area

## TIMELINE



■ Design ■ Procurement ■ Production ■ Installation

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## Specs

### TECHNOLOGY PRODUCTS

#### Display:

- (1) 65" Flat Screen Display
- (2) 55" Flat Screen Displays
- (4) 23" Flat Screen Displays

#### Input Sources:

Laptops (*Owner Furnished Equipment*)

#### Video Processing:

Matrix Router

#### Sound Systems:

Ceiling Speakers

#### Control Systems:

Wall Mount 7" Touch Control

Control System

#### Other:

Cable Cubbies

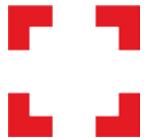
### FURNITURE PRODUCTS

#### Seating:

- Lounge Seating
- Bench Seating
- High Top Task Seating
- Stools

#### Tables | Desks:

- High Top Large Table
- Café Tables
- Mobile Tables



## WORK CAFÉ

### Footprint:

40' x 40' | 160 SF

### Seats:

54

### Budget Range:

Technology: \$50,000 - \$55,000

Furniture: \$170,000 - \$186,000

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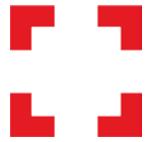


## Concept

The Work Café is a mid-size multipurpose space designed to be an engaging destination for employees to socialize, dine, work independently or in groups. The space can also be easily reconfigured for larger events or company wide meetings.

Throughout the day, digital signage communicates company or industry news, interesting information or entertaining content on the 90'' Surface Hub. Music can be used to add a relaxing vibe to the space. The content is pre-scheduled but with the agility to select other sources for display using the wall mount/wireless control system. The system also controls volume, lighting and shades.

During events or large meetings, the presenter can use the stylus to select content, applications and annotate at the interactive display or bring in a remote participant using the integrated Skype for Business desktop videoconferencing.



# WORK CAFÉ



◀ Plan view of variety of seating postures

Hospitality kitchen for serving snacks and beverages ▼



## TIMELINE



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■ Design ■ Procurement ■ Production ■ Installation

## Specs

### TECHNOLOGY PRODUCTS

#### Display:

90" Microsoft Surface Hub

#### Input Sources:

Laptops (*Owner Furnished Equipment*)

iPad and Tuners (*Owner Furnished Equipment*)

#### Video Processing:

Matrix Router

Digital Signage System

#### Sound Systems:

Ceiling Speakers

#### Control Systems:

Wall Mount 10" Touch Control

Lighting and Shade Controller

Wireless Presentation Connectivity

Control System

### FURNITURE PRODUCTS

#### Seating:

Lounge Bench

Lounge Seating

High Top Seating

#### Tables | Desks:

High Bench Table

Café Tables



## HUDDLE SPACES

- *3 Person Huddle*
- *6 Person Huddle*
- *Team Studio*



## HUDDLE ROOM – 3 PERSON

**Footprint:**

12' x 12' | 144 SF

**Seats:**

3

**Budget Range:**

Technology: \$2,700 - \$3,200

Furniture: \$5,800 - \$6,400

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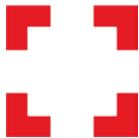
## Concept

Small huddle rooms are key to supporting the day to day collaboration between individuals. This enclave is enclosed for privacy and has dual collaboration and video conferencing capabilities.

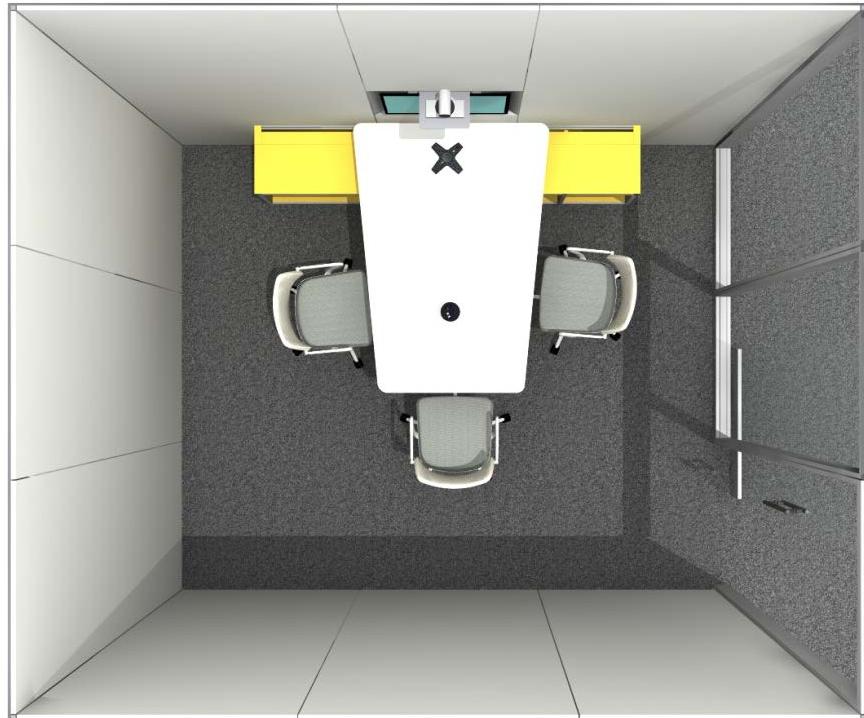
The 32" monitor is wall mounted with a USB camera. Specialized lighting for optimal facial illumination is installed in the ceiling. A speakerphone and camera connect to the primary laptop via a USB connection. The remote laptop will utilize a cloud based desktop videoconferencing platform.

When designing small huddle spaces here are several key guidelines;

- Enclaves should be sized at least 20-25 sq. ft. per person.
- 1 Huddle space per 10 employees in the open plan office (or) 1 Huddle space per 20 employees in a private office environment is considered optimal.
- Display height should be 48" from the floor.
- Display size should be between 4 and 8 times the length from the furthest seat at the table.



## HUDDLE ROOM – 2 PERSON



▲ Plan View



◀ Power & data cable management in the worksurface

### TIMELINE



■ Design

■ Procurement

■ Installation

3

## Specs

### TECHNOLOGY PRODUCTS

#### Display:

32" Flat Screen Display

#### Input Sources:

Laptops (*Owner Furnished Equipment*)  
Laptop / Internet based video conferencing

#### Video Conferencing:

USB Camera  
Video Lighting

#### Sound Systems:

Tabletop USB Speakerphone

#### Other:

Cable Management

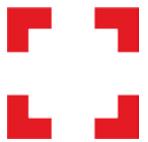
### FURNITURE PRODUCTS

#### Seating:

Task Seating

#### Tables | Desks:

Videoconference Table



## HUDDLE ROOM – 6 PERSON

**Footprint:**

12' x 15' | 180 SF

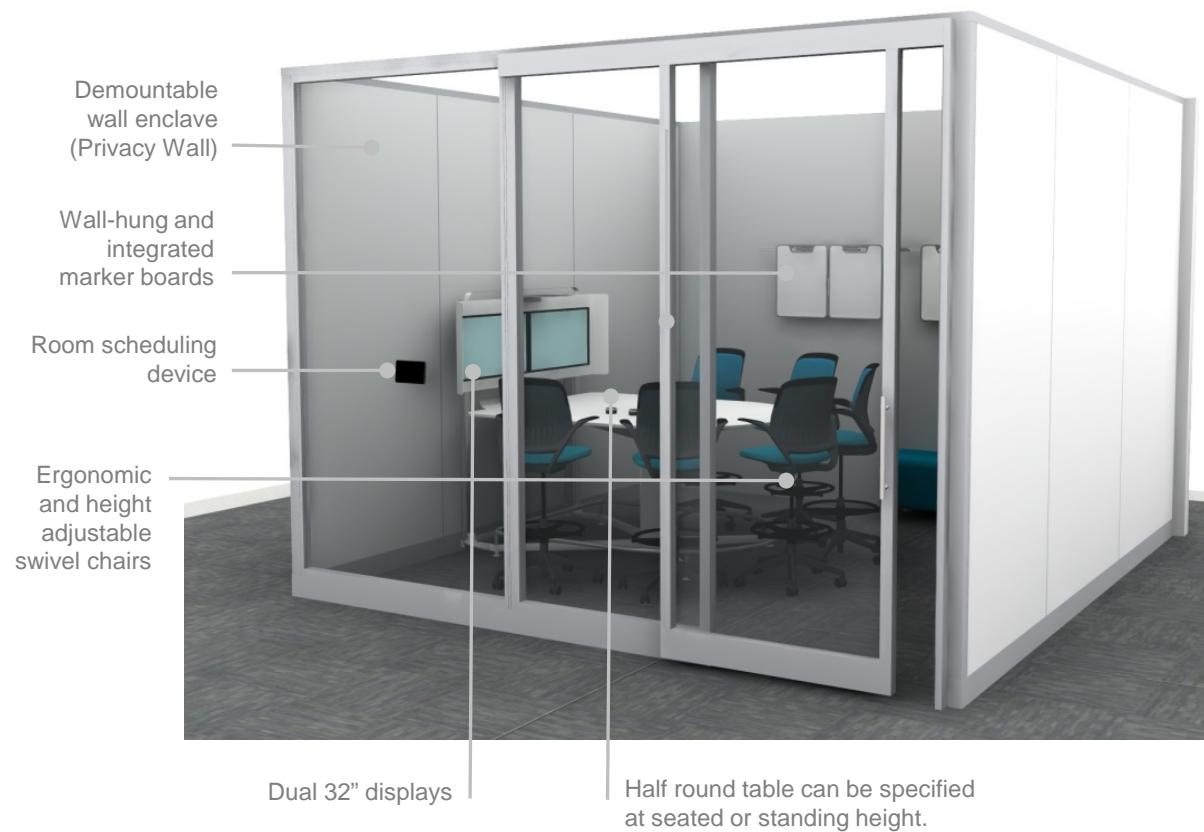
**Seats:**

6-8

**Budget Range:**

Technology:	\$7,000 - \$9,000
Lighting Acoustics	\$3,000 - \$4,000
Furniture:	\$15,000 - \$25,000
Demountable Wall	\$15,000 - \$20,000

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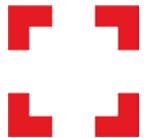
## Concept

An enclosed huddle room is optimal for team meetings and brainstorming. This highly versatile space can accommodate technology-based collaboration, video conferencing and analog work using the marker boards. The demountable wall system creates a self-contained space with visual and acoustical privacy, perfect within an open office environment.

The dual 32" flat screens support presentations and video conferencing. System includes a camera, audioconferencing phone and multiple-input switcher. Lighting will be optimized for video conferencing to enhance far end viewing of local room participants.

Six task chairs on casters reside around a D shaped table for ideal sight lines and democratic sharing of content. The demountable wall is easily reconfigurable, providing flexibility for the future.

A room scheduling system allows for space reservations.



## HUDDLE ROOM – 6 PERSON



▲ Plan View

### TIMELINE



11

■ Design ■ Procurement ■ Production ■ Installation

## Specs

### TECHNOLOGY PRODUCTS

#### Display:

(2) 32" Flat Screen Displays

#### Input Sources:

Laptops (*Owner Furnished Equipment*)

#### Video Conferencing:

USB Cloud Based Desktop Video

USB Audio Conferencing Phone

Video Lighting

#### Control System:

Room Scheduling System

### FURNITURE PRODUCTS

#### Seating:

Task Seating

Bench

#### Table:

D shaped Table

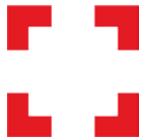
#### Whiteboards:

Personal Mobile Boards

### ARCHITECTURAL PRODUCTS

#### Demountable Wall:

Flexible Wall System



## TEAM STUDIO

**Footprint:**

18.5' x 24' | 444 SF

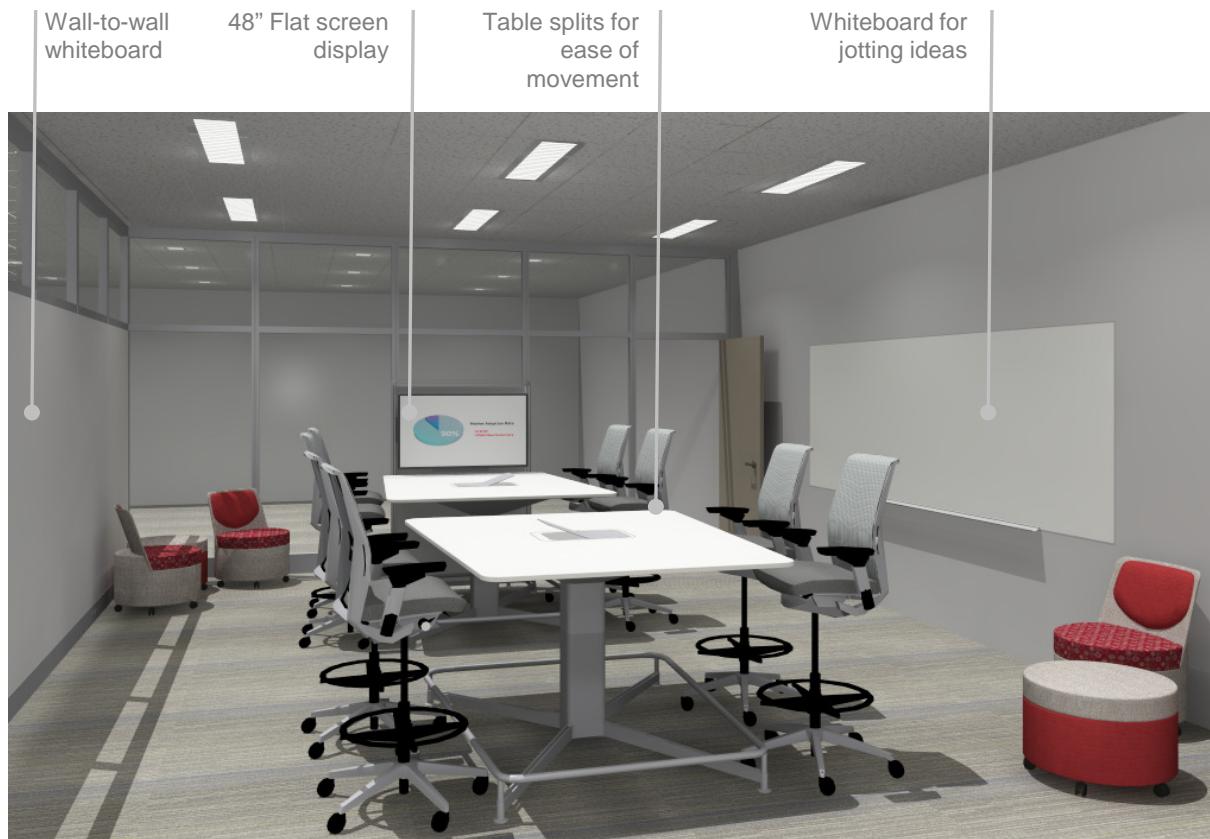
**Seats:**

8-12

**Budget Range:**

Technology: \$30,000 - \$35,000  
Furniture: \$25,000 - \$35,000

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## Concept

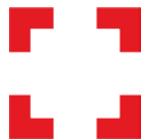
The Team Studio is designed for generative collaboration, ideal when teams are working together for extended periods of time, not only reviewing and sharing content, but brainstorming and generating ideas.

The wall mounted dual 65" displays at one end are ideal for video conferencing while sharing content. Flanked by a 48" integrated flat screen, the space provides multiple destinations to share content and the wall-to-wall whiteboard gives participants a way to engage, interact and edit/augment ideas on the fly. The split table is designed to allow people to easily transition from the table to the whiteboard areas.

The stool height seating also supports standing, perching and moving from various locations within the space and there is HD videoconferencing integrated for remote team collaboration as well.

Cable management is delivered into the furniture through the base which prevents any unsightly wires along the floor and minimizes trip hazards.

The room scheduling system allows scheduling of the studio in advance or on the fly.



## TEAM STUDIO



### TIMELINE



■ Design ■ Procurement ■ Production ■ Installation

9

## Specs

### TECHNOLOGY PRODUCTS

#### Display:

(2) 65" Flat Screen Displays  
(1) 48"" Flat Screen Display

#### Input Sources:

Laptops (*Owner Furnished Equipment*)

#### Video Processing:

Matrix Switcher

#### Video Conferencing:

Codec and 12x Camera

#### Control System:

Room Scheduling System

### FURNITURE PRODUCTS

#### Seating:

High Top Task Seating,  
Lounge Seating

#### Whiteboards:

Large Boards

### ARCHITECTURAL PRODUCTS

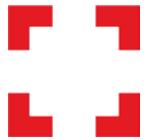
#### Demountable Wall:

Privacy Wall



## TEAM SPACES

- *Small Meeting*
- *Multimedia Suite*
- *Briefing Room*



## SMALL MEETING ROOM

**Footprint:**

14' x 19' | 266 SF

**Seats:**

6-8

**Budget Range:**

## Technology:

Audio Conf Phone	\$14,000 - \$18,000
Integrated Audio Conf	\$22,000 - \$28,000
Integrated Audio and Video Conferencing	\$45,000 - \$55,000
Furniture:	\$17,000 - \$23,000

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*\*Not Shown: wireless touch panel, ceiling speakers, cardioid boundary flush mount microphones and optional videoconferencing*

## Concept

The small meeting room is intended for more formal presentations and audio conferencing. Laptops connect at the table to share content on a 65" flat screen mounted on the wall system. A table top audio conferencing system with built in speaker/ microphone is utilized for remote dialing.

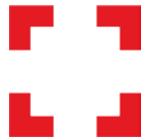
The conferencing table has a recessed cable management system and access for power/data within the table leg. Computer audio and far end audio will be distributed through ceiling speakers. System power, source selection, audio dialing and volume control are all controlled by a 8" wireless touch panel. The seating, table and wall system create a high quality, technology optimized, space.

**Option:****Integrated Audio and Video Conferencing :**

Six Cardioid Boundary microphones can be installed flush to the table surface for audio conferencing.

**Option:****Integrated Audio and Video Conferencing :**

Cardioid boundary microphones can be integrated into the table and technology system. A Cisco camera/codec would reside under the flat screen in the wall system. The touch panel design accommodates videoconferencing dialing, camera control and source selection.



## SMALL MEETING ROOM



▲ Plan View

### TIMELINE



|-----|-----|-----|-----|

■ Design ■ Procurement ■ Production ■ Installation

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## Specs

### TECHNOLOGY PRODUCTS

#### Display:

65" Flat Screen

#### Input Sources:

Laptops (*Owner Furnished Equipment*)

#### Sound Systems:

Flush Mount Cardioid Boundary Microphone  
DSP Sound Processing  
Ceiling Speakers

#### Control Systems:

Wireless 8" Touch Panel  
Control System

#### *Optional*

Video Conferencing:  
Codec and 12x Camera

### FURNITURE PRODUCTS

#### Seating:

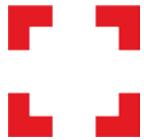
Ergonomic Task Seating

#### Tables | Desks:

Conference table

#### Other:

Wall System



## MULTIMEDIA SUITE

**Footprint:**  
14' x 22' | 308 SF

**Seats:**  
12+

### Budget Range:

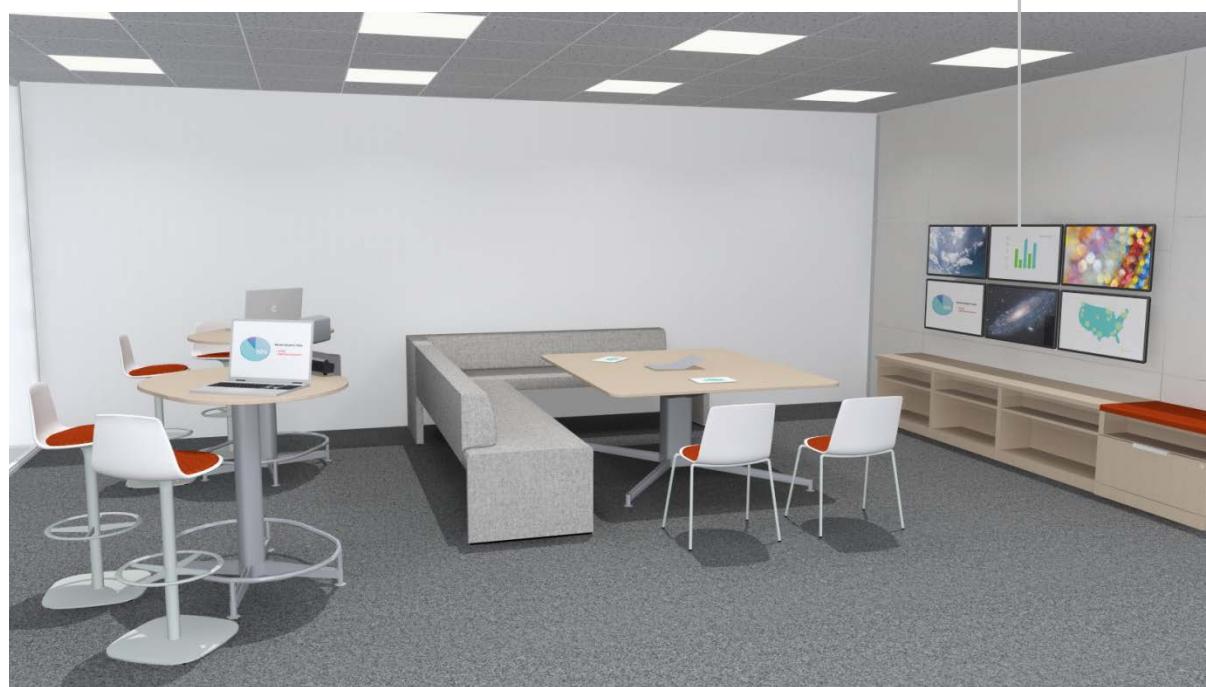
Technology:

(6) 55" Video Wall \$75,000 - \$90,000

(1) 90" Flat Screen \$60,000 - \$75,000

Furniture: \$31,000 - \$35,000

\* *Please note:* All pricing is conceptual and is based upon the wide range of product choices available. In addition, each space has unique considerations; acoustics, buildout, labor costs, infrastructure etc...  
For a tailored quote, please contact our AV consultant [Jason Farrell](#).

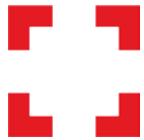


## Concept

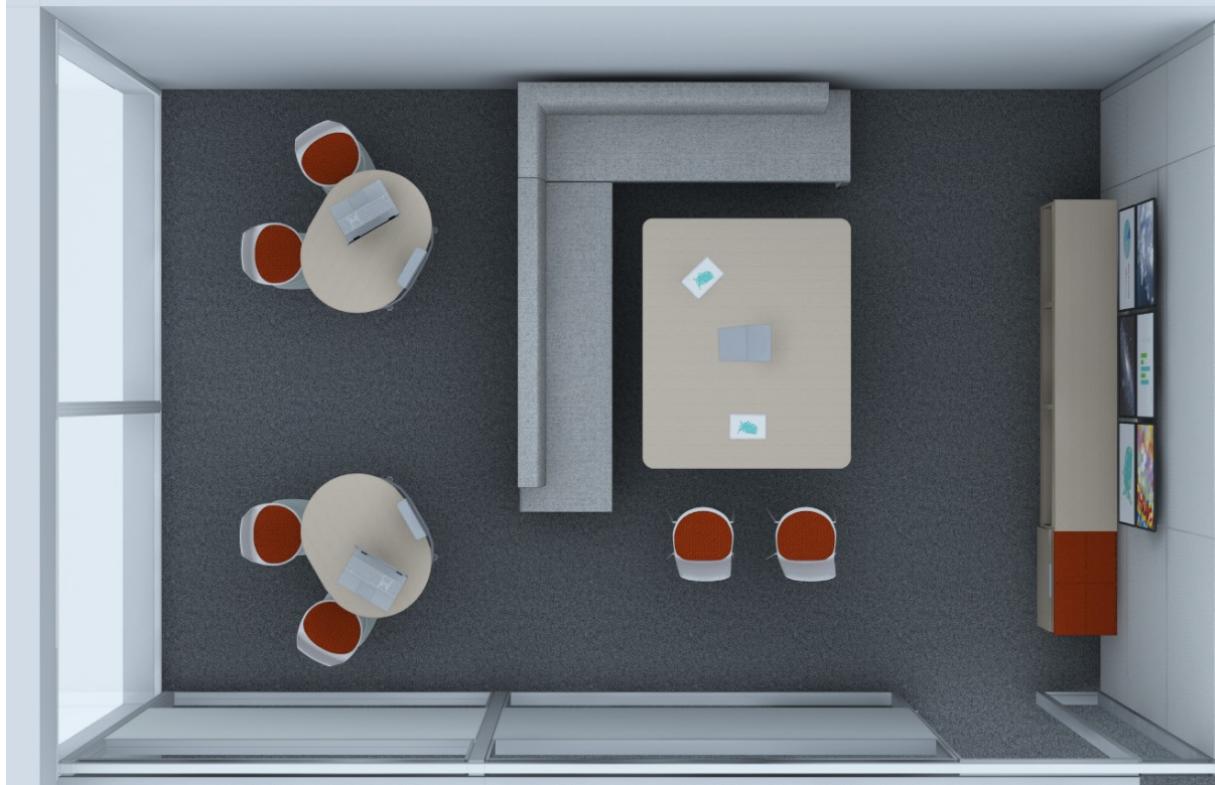
Todays teams, especially marketing and communication teams, need a space to view content feeds, such as social media, simultaneously on a multi-media wall for immersive and in the moment decision making.

This media engagement suite monitors live social media traffic. Teams will view various social media sites as well as news feeds and CATV. Alternately, this room could be specified with one 90" flat screen for use as a more informal presentation room.

A USB cloud based internet video conferencing solution allows remote teams to view content and engage in real time. The environment has a casual and comfortable feel, with a soft lounge bench and high top tables and stools.



## MULTIMEDIA SUITE



▲ Plan View

### TIMELINE



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■ Design ■ Procurement ■ Production ■ Installation

## Specs

### TECHNOLOGY PRODUCTS

#### Display:

(6) 55" Flat Screens or (1) 90" Flat Screen

#### Input Sources:

Laptops (*Owner Furnished Equipment*)

iPad and Tuners (*Owner Furnished Equipment*)

#### Video Processing:

Digital Media Switcher

#### Control Systems:

Wireless Presentation

Control System

#### Sound Systems:

Ceiling Speakers

#### Video Conferencing:

USB Cloud Based Desktop Video

USB Audio Conferencing Phone

### FURNITURE PRODUCTS

#### Seating:

Lounge Benches

Swivel Seating

High Top Stools

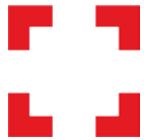
#### Tables | Desks:

Conference Tables

High Top Tables

#### Other:

Low Storage



## BRIEFING ROOM

**Footprint:**  
20' x 30' | 600 SF

**Seats:**  
25-30

### Budget Range:

Technology: \$125,000 - \$135,000  
Furniture: \$70,000 - \$76,000

\* **Please note:** All pricing is conceptual and is based upon the wide range of product choices available. In addition, each space has unique considerations; acoustics, buildout, labor costs, infrastructure etc...  
For a tailored quote, please contact our AV consultant [Jason Farrell](#).



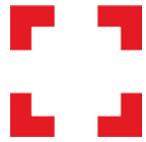
## Concept

The briefing room is the modern boardroom.

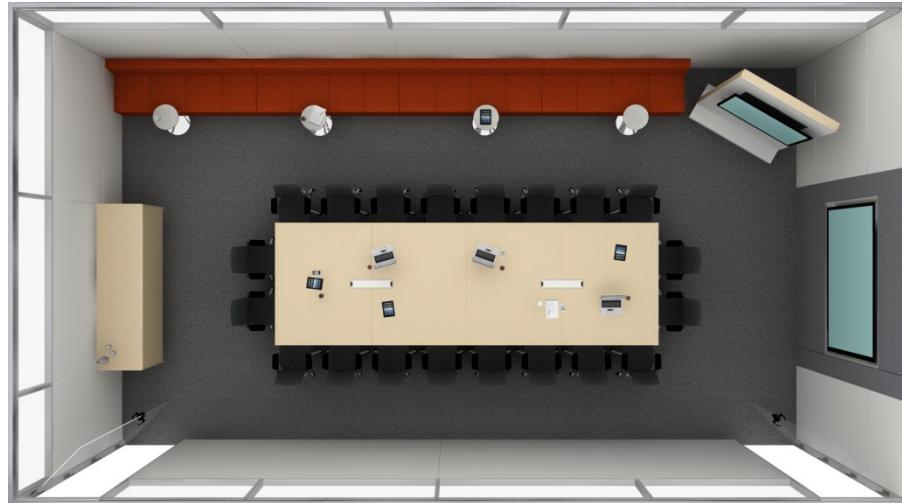
The 55" Microsoft Surface Hub mounted on a mobile kiosk is the focal point of interactive presentations and discussions. A presenter can seamlessly present content, annotate at the display, stream internet content and invite remote participation using integrated Skype for Business videoconferencing. In addition, all content shown on the Microsoft Surface Hub can simultaneously be shown on the 90" flat screen for far end viewing. Input sources include laptop computers, CATV and Blu Ray.

Cable management cubbies are integrated into the conference room table. Table top boundary microphones, integrated at the conference room table, and ceiling microphones located over the benches provide optimal speech reinforcement for the far end during audio calls.

A 10" unified touch control system provides system control as well as lighting and shade control.



# CLIENT BREIFING CENTER



## TIMELINE



1 2 3 4 5 6 7 8

■ Design ■ Procurement ■ Production ■ Installation

9

## Specs

### TECHNOLOGY PRODUCTS

#### Display:

55" Microsoft Surface Hub

90" Flat Screen

#### Input Sources:

Laptops (*Owner Furnished Equipment*)

CATV Tuners (*Owner Furnished Equipment*)

Blu Ray

#### Video Processing:

Digital Media Switcher

#### Control Systems:

Wall Mount / Wireless Controller

Control System

#### Sound Systems:

Ceiling Speakers

Audio Conferencing

Ceiling and Table Microphones

### FURNITURE PRODUCTS

#### Seating:

Executive, Ergonomic Seating

Lounge Bench

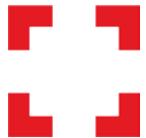
#### Tables | Desks:

Conference Table

Laptop Tables

#### Other:

Credenza



## ABOUT RED THREAD

Red Thread partners with corporate, healthcare and educational organizations to create innovative environments that inspire people to excel wherever and however they work. Through the integration of furniture, architectural systems and audio visual technology, we create holistic spaces that address today's key workplace issues while flexibly accommodating for the future.

### OUR LOCATIONS

#### BOSTON, MA

Corporate Office, Sales, Showroom  
101 Seaport Boulevard, Suite 600  
Boston, MA 02210  
617-439-4900  
617-439-4131 fax

#### TORRINGTON, CT

Sales Office  
40 Main Street  
Torrington, CT 06790  
860-489-0257

#### MARLBOROUGH, MA

Sales, Showroom  
293 Boston Post Road West  
Marlborough, MA 01752  
508-449-6550  
508-449-6570 fax

#### SPRINGFIELD, MA

Sales Office  
1350 Main Street  
Springfield, MA 01103  
413-736-1802  
413-736-6145 fax

#### EAST HARTFORD, CT

Sales, Showroom  
300 East River Drive  
East Hartford, CT 06108  
860-528-9981  
860-528-1843 fax

#### MILFORD, CT

Sales Office  
488 Wheelers Farms Road  
Milford, CT 06461  
203-874-7754  
203-876-7915 fax

#### MANCHESTER, NH

Sales, Showroom  
Center of New Hampshire Office Tower  
650 Elm Street, Suite 103  
Manchester, NH 03101-1160  
603-668-6831  
603-668-6851 fax

#### BURLINGTON, VT

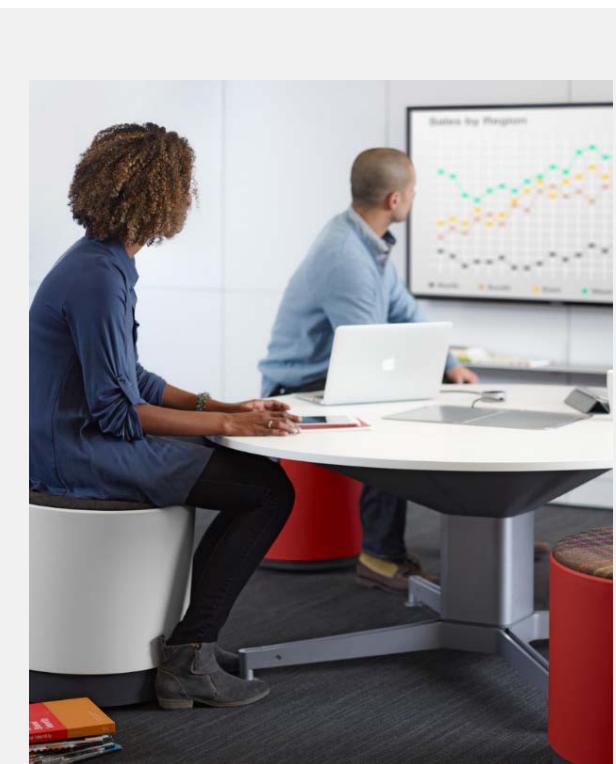
Sales, Showroom  
180 Battery Street, Suite 210  
Burlington, VT 05401  
800-635-4874  
802-862-0729 fax

#### STAMFORD, CT

Sales, Showroom  
700 Canal Street, Third Floor  
Stamford, CT 06902  
203-487-1850  
203-487-1854 fax

#### PORTRLAND, ME

Sales, Showroom  
One City Center (1 Free Street for GPS)  
Portland, ME 04101  
207-774-4900  
207-774-8155 fax



We'd love to partner with you!

*For more information, please contact:*

**Lori Zamanski**

RED THREAD

617.443.6630

[lzamanski@red-thread.com](mailto:lzamanski@red-thread.com)