

## SMALL CONFERENCE ROOM

### SPACE DESCRIPTION

Small Conference Rooms are enclosed meeting rooms with seating for up to (6) people. These spaces are designed for gatherings of both internal teams and external partners. They are intended to promote private conversation yet have visible transparency to the open office. These spaces shall accommodate virtual meetings and allow employees to connect their devices for screen sharing.

These spaces have the potential to become a focal point in open office design. Consideration of placement should be given to promote visual interest.

### TECHNOLOGY

Conference TV, web cam, sound bar, microphone, docking station and/or wireless technology.

Floor outlet for power and data.

Provide power on each wall.

### ACCESSORIES AND EQUIPMENT

Whiteboard with marker tray.