

# Connect with next- generation meeting spaces

Unlock team potential and create an outstanding employee experience, where the space they're in, at any time, prioritizes their performance, wellbeing and ability to connect.







# Introduction



# The importance of teamwork

With the arrival of agile practices and the demand for cross-functional skills, teamwork is an essential tool for any successful organization. Each member is unique, and brings their own individual perspective, skill and expertise to enable the team to reach its objectives.

**45 minutes** per week are saved by firstline workers collaborating with colleagues.





# Team purpose

When teams collaborate, the purpose and intended outcomes driving them forward should be clearly articulated. If goals are set from the start, each teammate will have a sense of autonomy to make their own decisions and be confident that the team is aligned. This helps the group remain focused and happy, while ensuring its success.

**63% of C-Suite** believe that the driving force behind workplace transformation is 'bettering employee collaboration' (Futurum-Technology insights for business leaders).





# Awareness and inclusion

To promote inclusion, all the voices within a team must be heard, regardless of culture, location, environment or language differences. Awareness of individual identities is key, and by nurturing the differing dynamics within a group you can construct a team focused on achieving the same goals. Innovation is the result of diverse perspectives — people thinking differently, not differing opinions.

**87% of leaders believe a culture that encourages creativity is a top 5 investment.**







# Frictionless experience



**In the world today, every company's most coveted asset is its people. So, honing in on workplace experience, and making the space they use enjoyable and productive, is a top priority for most organizations.**

Employees can be overwhelmed with multiple and constantly changing workplace technologies that can negatively impact employee engagement and productivity. With the right approach to engagement and collaboration, the adoption of next-gen meeting spaces can reduce the technology burden on workers and unlock a frictionless employee experience.

**84% of people believe new technology will help them be more creative.**



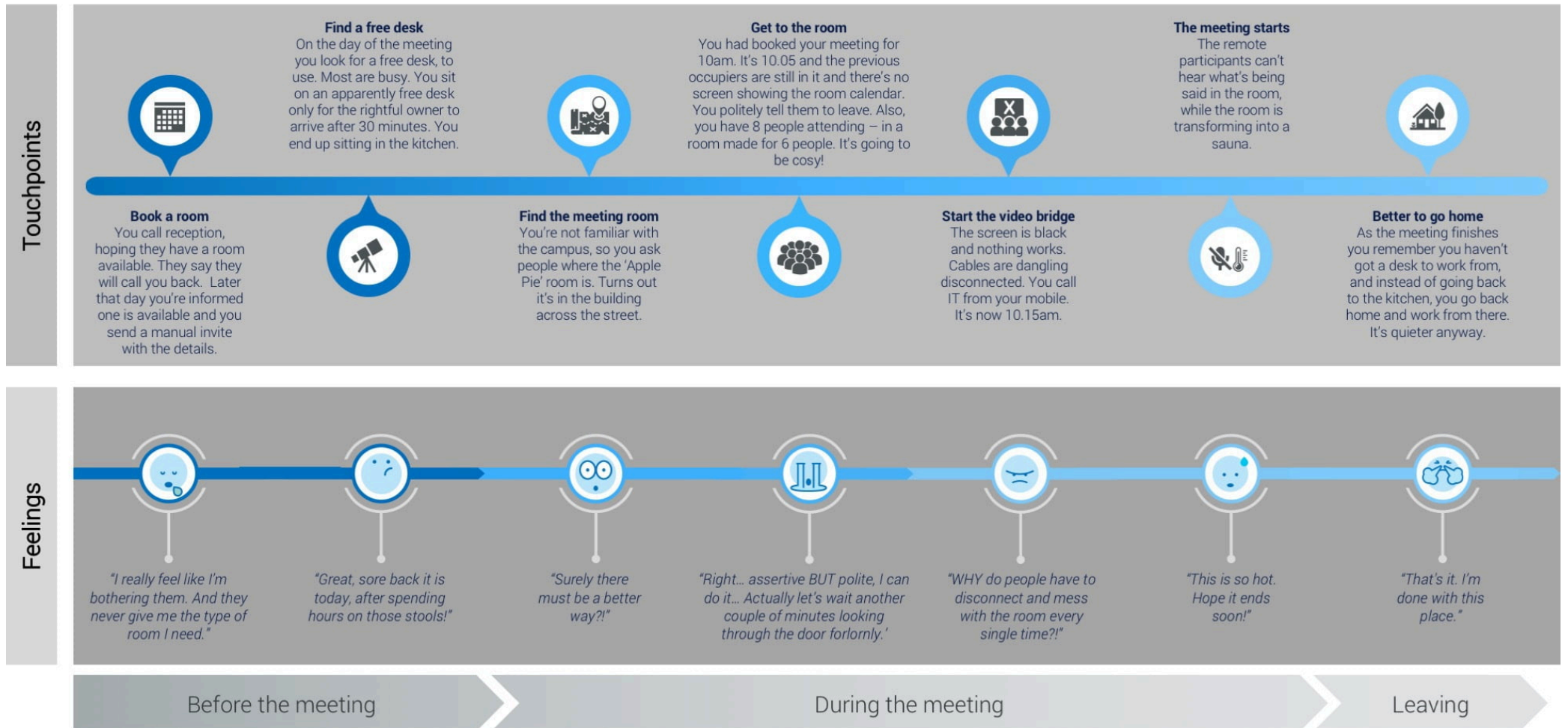


# Reimagine employee journeys



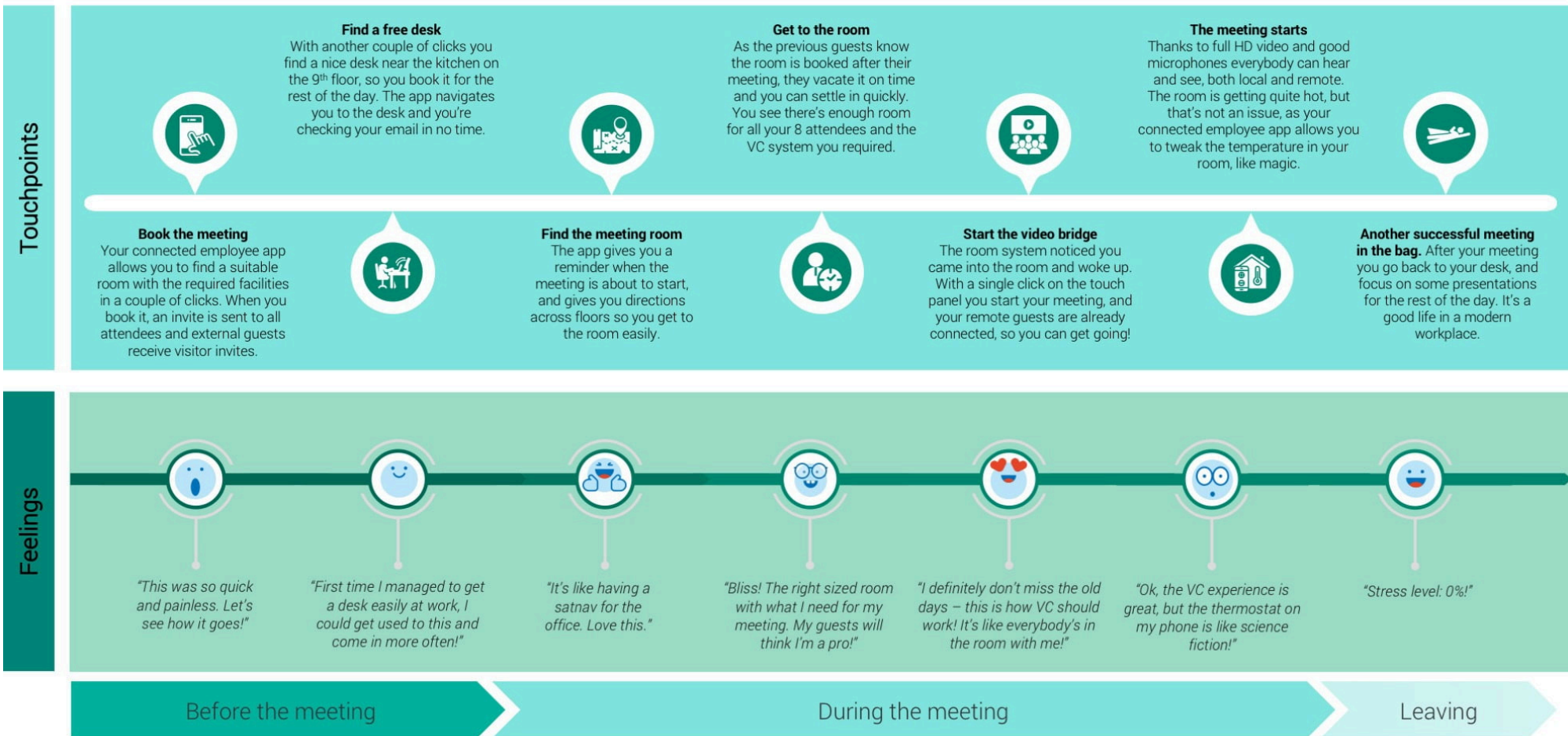


# Traditional employee experience



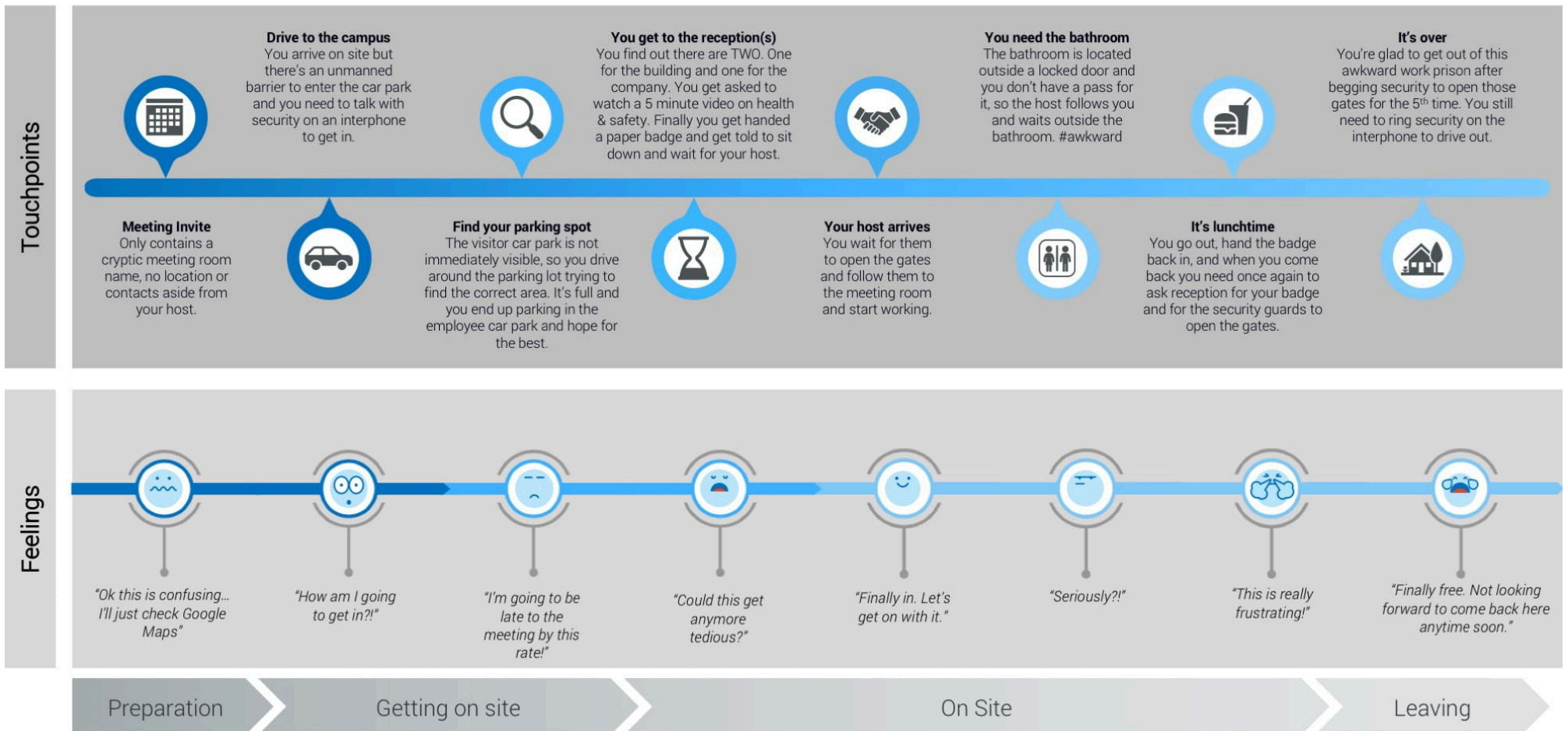


# Modern employee experience



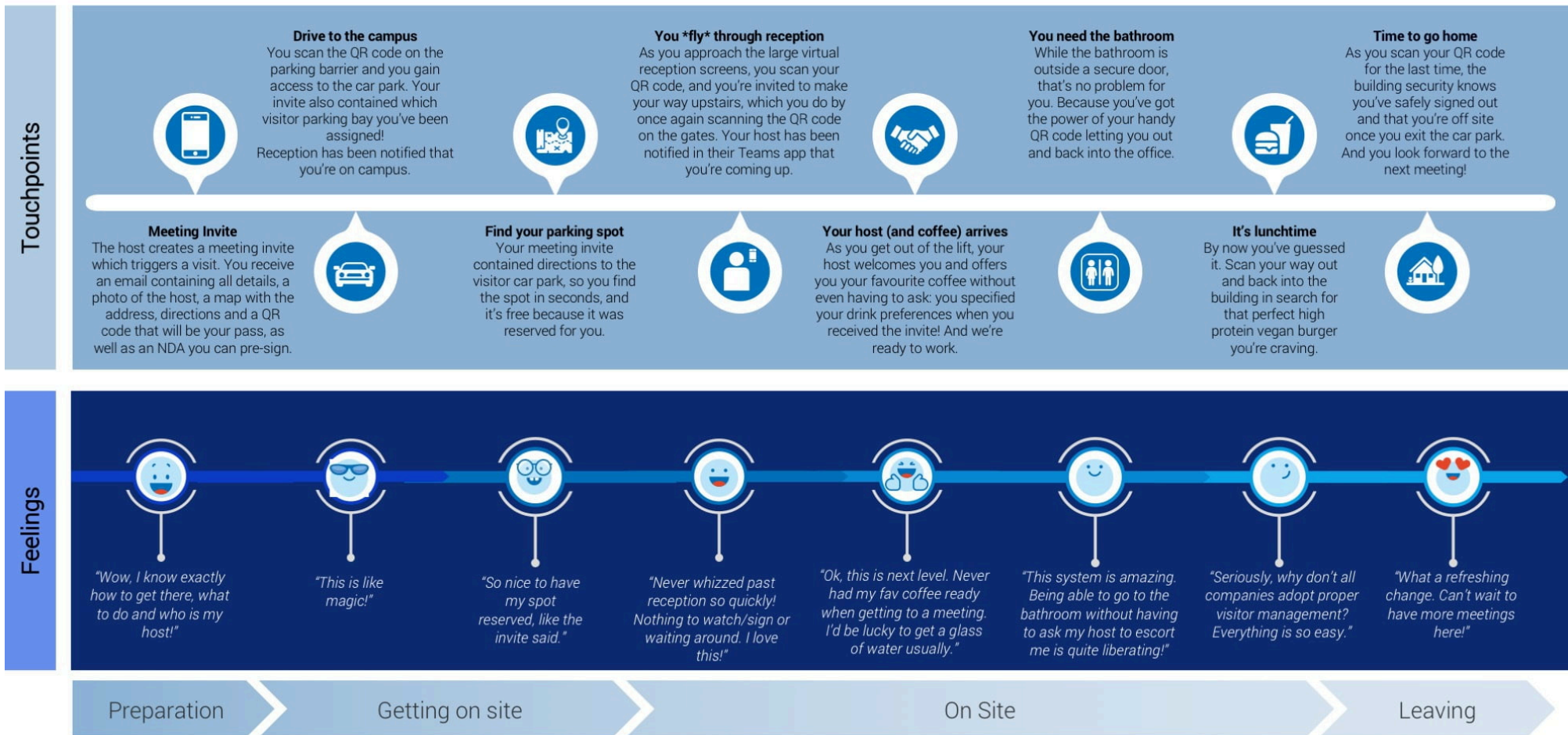


# Traditional visitor experience





# Modern visitor experience







**Meeting space**





**Make any  
space  
work for you**

More than ever, enterprises need to build flexible and resilient work environments that enable employees to remain effectively engaged when responding to changing conditions — whether it be budget, travel, coalitions and teamwork across boundaries, or world events.

**150 trips** – average number of overnight trips replaced with online meetings by year 3.

Culture has traditionally been one of the biggest hurdles to the widespread adoption of intelligent workplace solutions. When the world switched from live to virtual interactions and events in 2020, a collective light bulb went off about the real potential of collaboration technology for the work environment and the different spaces that employees use to meet.

**8–10 users** are frustrated with their current meeting space technology.

Now is the time to think big and broad about how your employees meet and the spaces that they use to do it. Create a bold technology vision that enhances collaboration and fosters connection — improving access to people and resources while minimizing interruptions and wasted time.

**88% of survey respondents** feel 'having all of our solutions in one place saves time.'





# Meeting space capabilities

**To achieve the next-gen meeting space experience, we offer three package tiers across five space profiles made up of the following capabilities:**

## Meeting space scheduling

Unplanned meetings have become the norm. Now, imagine that you have a complete overview of all the spaces in your environment. In-depth information on every available space at a glance, in the palm of your hand.

## Personal AV devices

A range of individual devices including headsets, speakerphones, webcams and personal video devices targeted at information workers, digital nomads and executives.

## Video interoperability

Provide accessibility to multiple platforms from a single device, creating an improved employee experience.

## Visitor management

Make the everyday working lives of reception teams easier with the most intuitive and intelligent visitor management system. Control every aspect of the visitor management process with one simple solution.

## Modern AV room systems

Transform meeting spaces ranging from small huddle areas to large conference rooms with a rich, collaborative experience that's simple to use, deploy and manage.

## Wireless presentation

Make it easy for employees or visitors to present over your network, independent of physical connectivity or device.



### Office analytics

Keep track of all the meeting spaces in your smart office with real-time occupancy data and heatmaps. You can monitor usage statistics of all spaces and generate reports that help maximize efficiency and cut cost.

### Space control

Easily control the different environmental elements of your meeting space through control panels or mobile devices. Provide an integrated employee experience when using room capabilities.

**Network infrastructure and services** To complement the meeting space and to provide the best employee experience it's key to have the right connectivity in place and provide additional value through services such as indoor location services and guest Wi-Fi.

### Meeting space services

As a global system integrator, we offer a full range of services from Advisory, Site Survey, Design and Deployment to support and manage services.

**'The financial return that can be achieved by investing in people through high performance real estate: the data represents a 3% increase in productivity, 5% increase in retention, and 30% reduction in absenteeism across all sectors!'**

*Stok - The financial case for high performance buildings.*





**Meeting space  
profiles**



# Go beyond space design

Activity-based working (ABW) and technology have untethered work from a desk, freeing people to choose the best place to complete their tasks.

Investment in space prioritizes human performance while being focused on supporting user functionality, concentration, well-being and connection. Brand is integral, connecting users to the organization's mission and purpose through visual and practical elements. Services and spaces should be a flexible and safe amenities, providing employees and teams the support needed to make the most of their time at work.

**'Organizations that support a choose-your-own work style and culture will boost employee retention rates by more than 10 percent'. (Gartner)**





# Meeting space profiles



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## Focus

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## Huddle/Collaboration

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## Medium/Large

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## Executive/Custom

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## Home/Personal

**Type:** Sit, stand, studio

**Type:** Sit, stand, studio

**Type:** Sit

**Type:** Sit

**Type:** Personal

**Size:** 1 to 2 people

**Size:** 3 to 6 people

**Size:** 7 to 18 people

**Size:** 19+ people

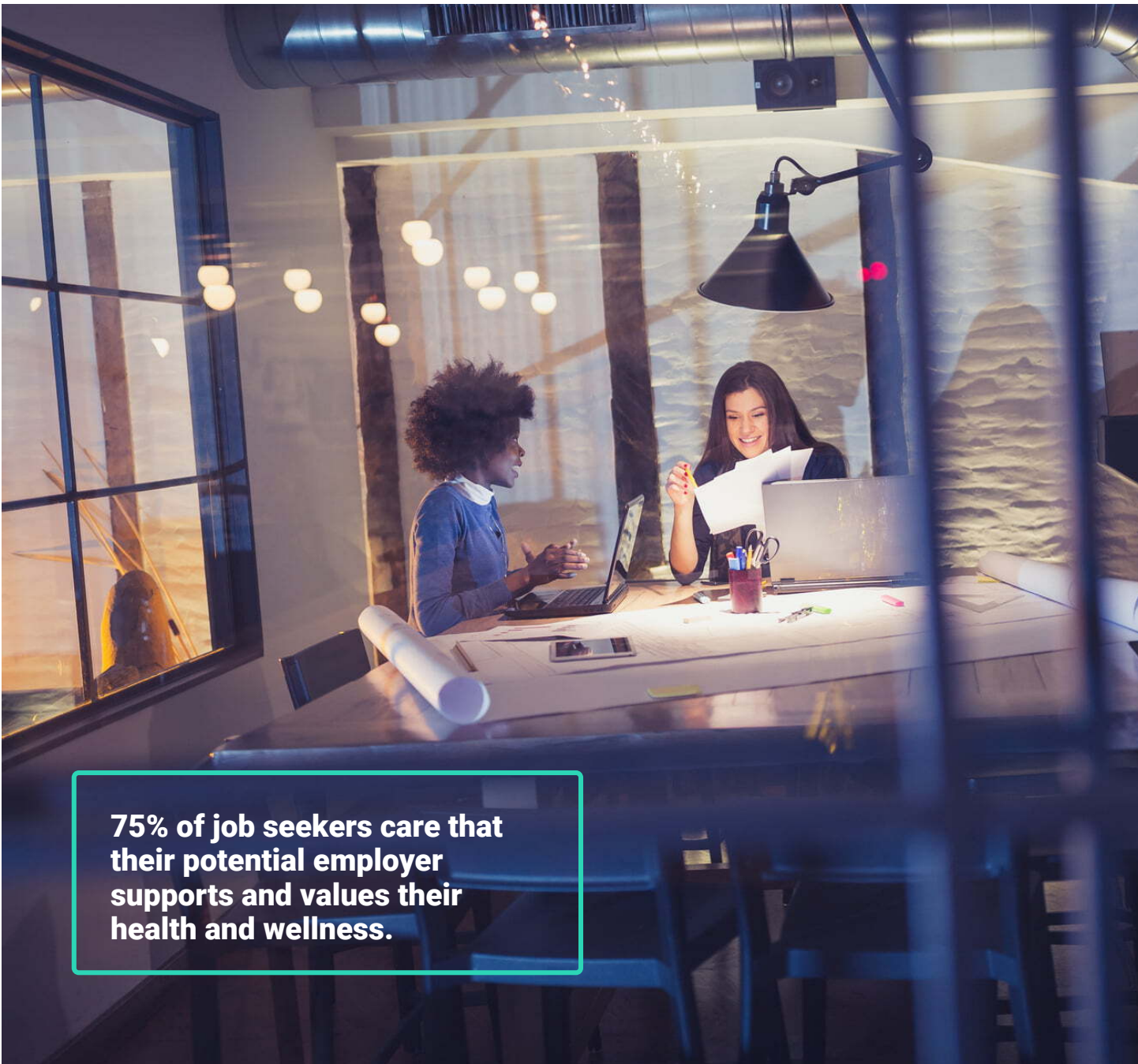
**Size:** Personal



**Next-gen meeting  
space packages**

1 2 3 4





**75% of job seekers care that their potential employer supports and values their health and wellness.**

**A simplified next-gen meeting space, with packages that meet customer needs and are easy to buy.**

## Essential

### Frictionless meeting spaces

- **Effortless connectivity** — Join meetings from multiple vendors in one click.
- **Increased efficiency** — Find and book meeting rooms easily, from Outlook or right on the spot.
- **Seamless management** — Pro-active monitoring across applications to reduce operational complexity and costs.

### Essential contains:

- Meeting room device
- Enterprise display
- Room scheduling screen
- Professional Services
- Managed Services (Optional)



**High Performance Buildings  
are estimated to enhance  
productivity by 9%.**

## Insightful

**Gather insights, save money  
and improve the experience.**

- **Ease of use** – Intuitive booking for rooms and spaces via mobile, tablet and desktop devices.
- **Cost reductions** – AI-enabled insights to improve space utilization by up to 30%.
- **Increase flexibility** with access to time-limited ad-hoc meeting areas.
- **Easily find your way** to your required location.

### **Essential +**

- Room/desk booking
- Connected employee experience
- Occupancy sensors and space analytics





**57% of job seekers are more likely to stay with the company longer if their employer supports and values their health and wellness.**

# Intelligent

## Improve employee well-being and retain talent.

- **Employee at the center** – In-room lighting and heating control from your fingertips.
- **Ease of management** – Escalate room or device issues in real-time to support groups.
- **Improve employee experience** – Monitor and improve indoor air quality.
- **Promote well-being** – Inform employees of their environment and well-being.

### Insightful +

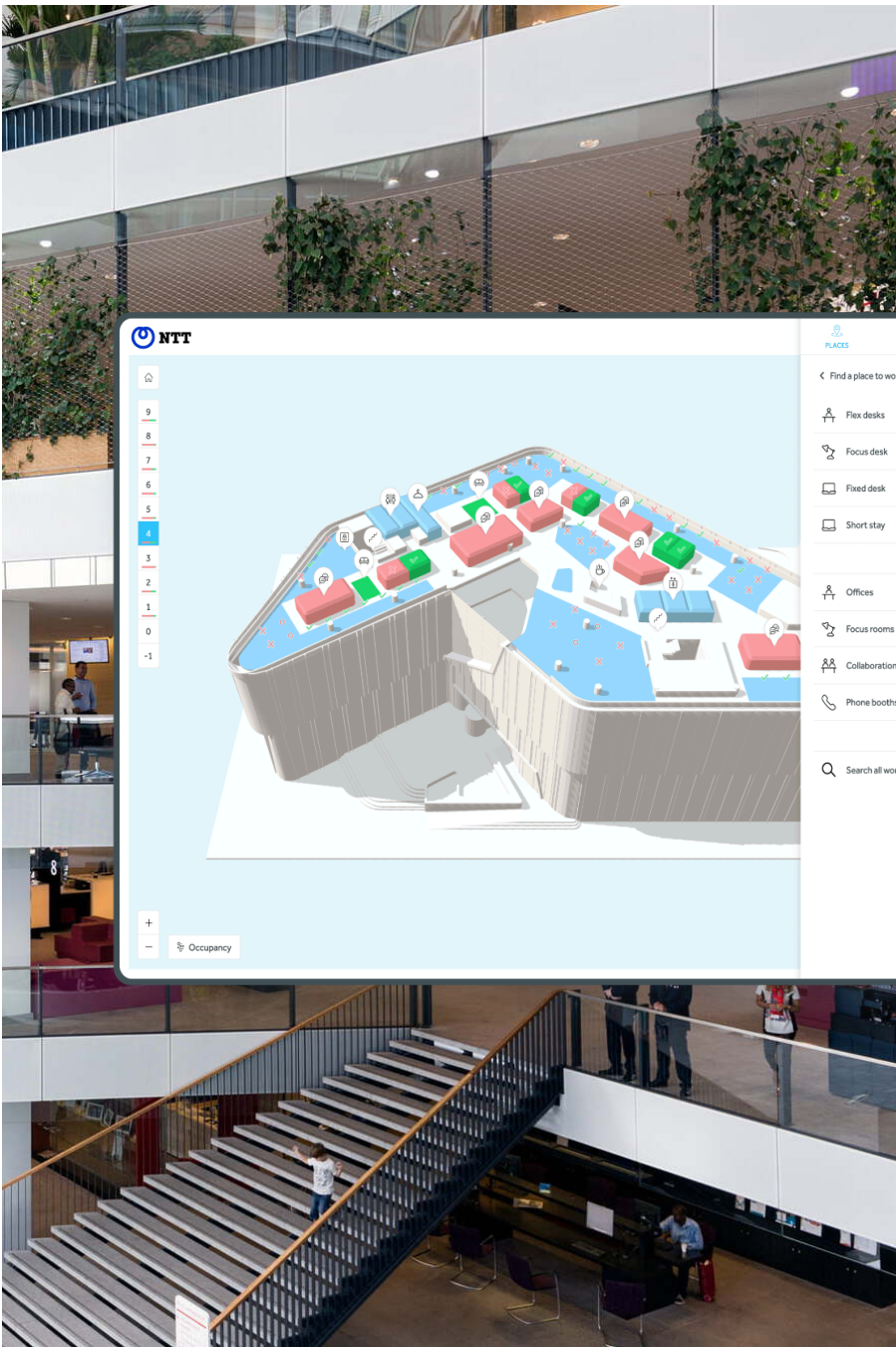
- Environmental/air quality monitors
- Environmental analytics
- Smart meeting room control (temperature, light, etc.)





# Employee and visitor experience



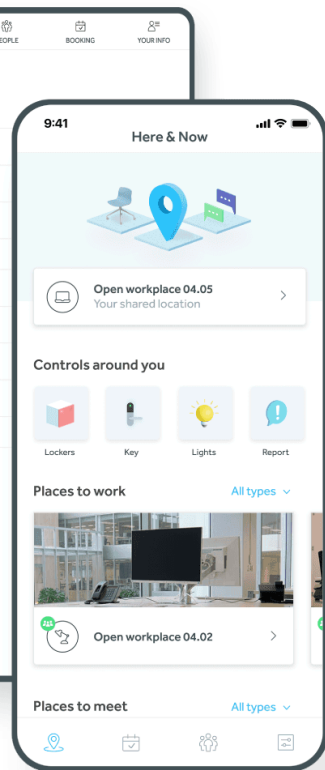


# Employee experience

While deploying great spaces for people to work and meet is a great first step, the actions required to gain access to spaces can often cause frustration amongst employees.

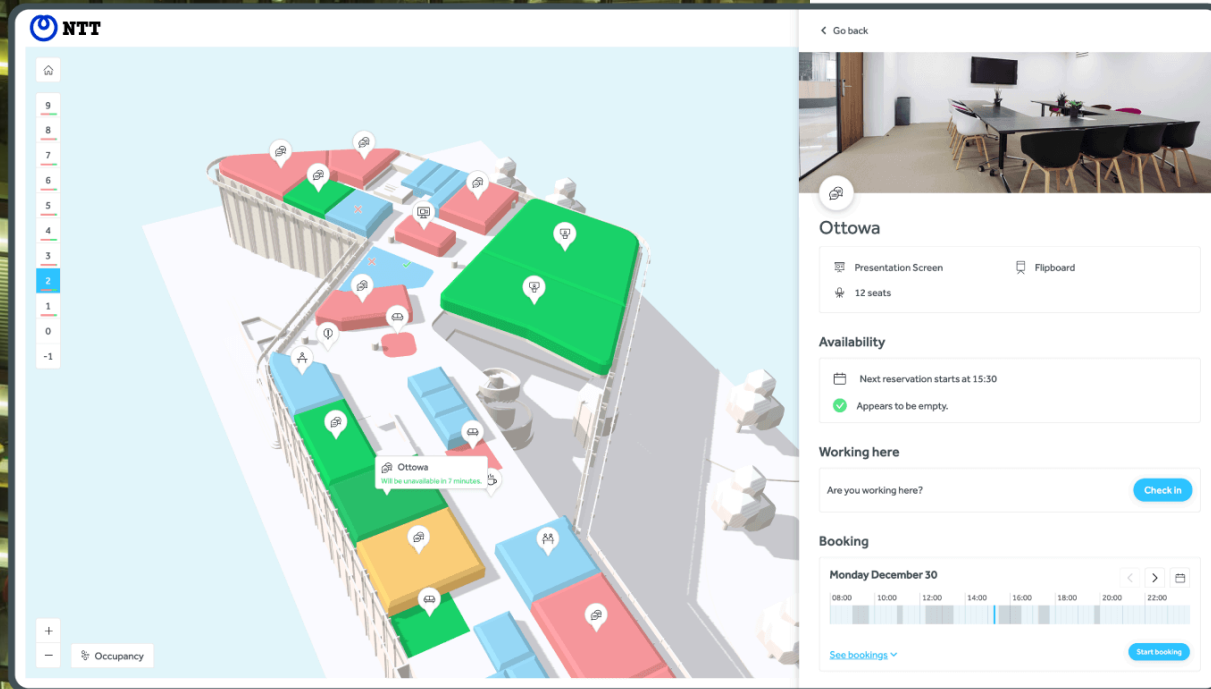
These are the typical issues that employees are faced with on a daily basis in an office:

- finding a meeting room that meets your requirements
- getting to the meeting room and finding it busy
- booking a hot desk for the day
- having visitors arriving at the wrong reception
- booking a locker for your belongings
- ...and the list goes on.





# Smart office assistant



The interactive 3D model of your building provides an overview of everything that is happening in the office. This smart office assistant enables you to easily find facilities, available desks, meeting spaces, colleagues and lockers

The web interface is available on any device such as laptops, PC, tablets, smartphones and kiosk/signage screens.

## The smart office assistant provides the following capabilities:

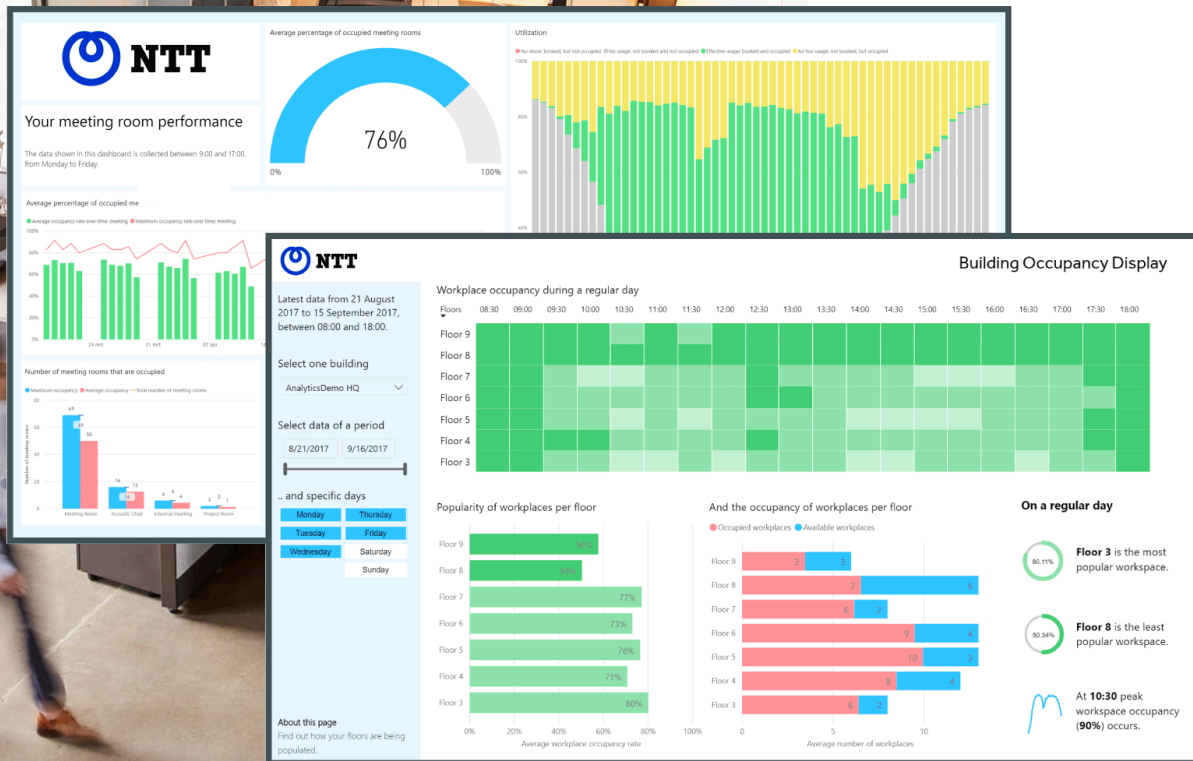
- location-based desk and room finder
- suggestion-based room and desk booking
- peer / colleague finder
- meeting space environment control
- smart locker control
- digital lock
- problem reporting to facilities

# Office analytics

The analytics dashboards provide an overview of all office analytics. Here you can deep-dive and discover how employees really use the space.

## A sneak-peek of the available insights:

- occupancy per floor
- most popular workspaces
- average percentage of occupied workspaces over time
- most popular meeting rooms, including busiest days per week
- average percentage of occupied meeting rooms over time
- COVID-19 readiness report





# Return employees safely to the office

## Smart office assistant:

To support the safe return to the office, the smart office assistant can provide employees with:

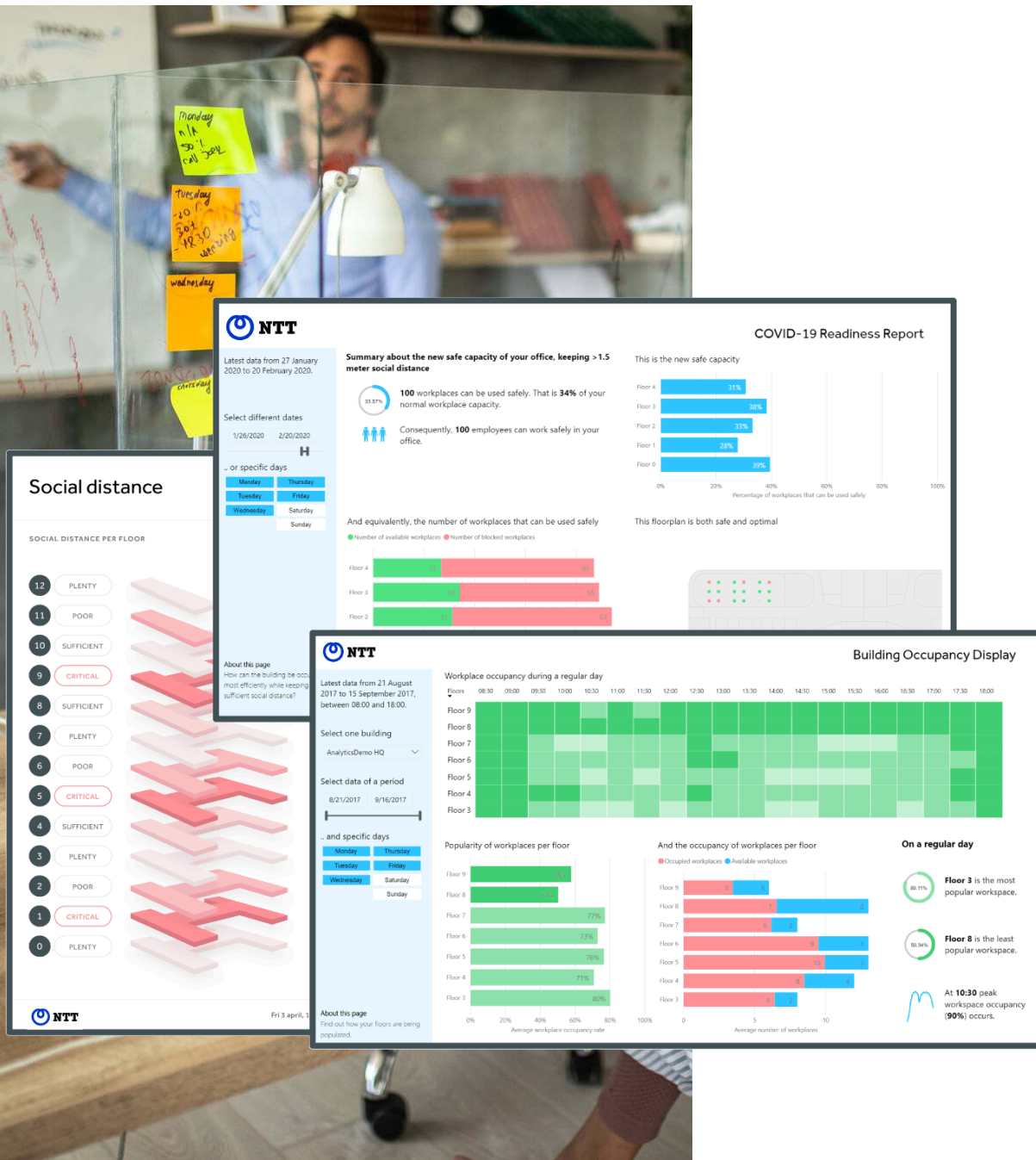
- office check in
- workspace and room reservation
- capacity planning
- monitor social distancing
- space utilization
- visitor management

## Calculate office capacity:

Use the upgraded algorithm in the COVID-19 Readiness Report to automatically calculate the maximum capacity of your space.

## Monitor social distancing:

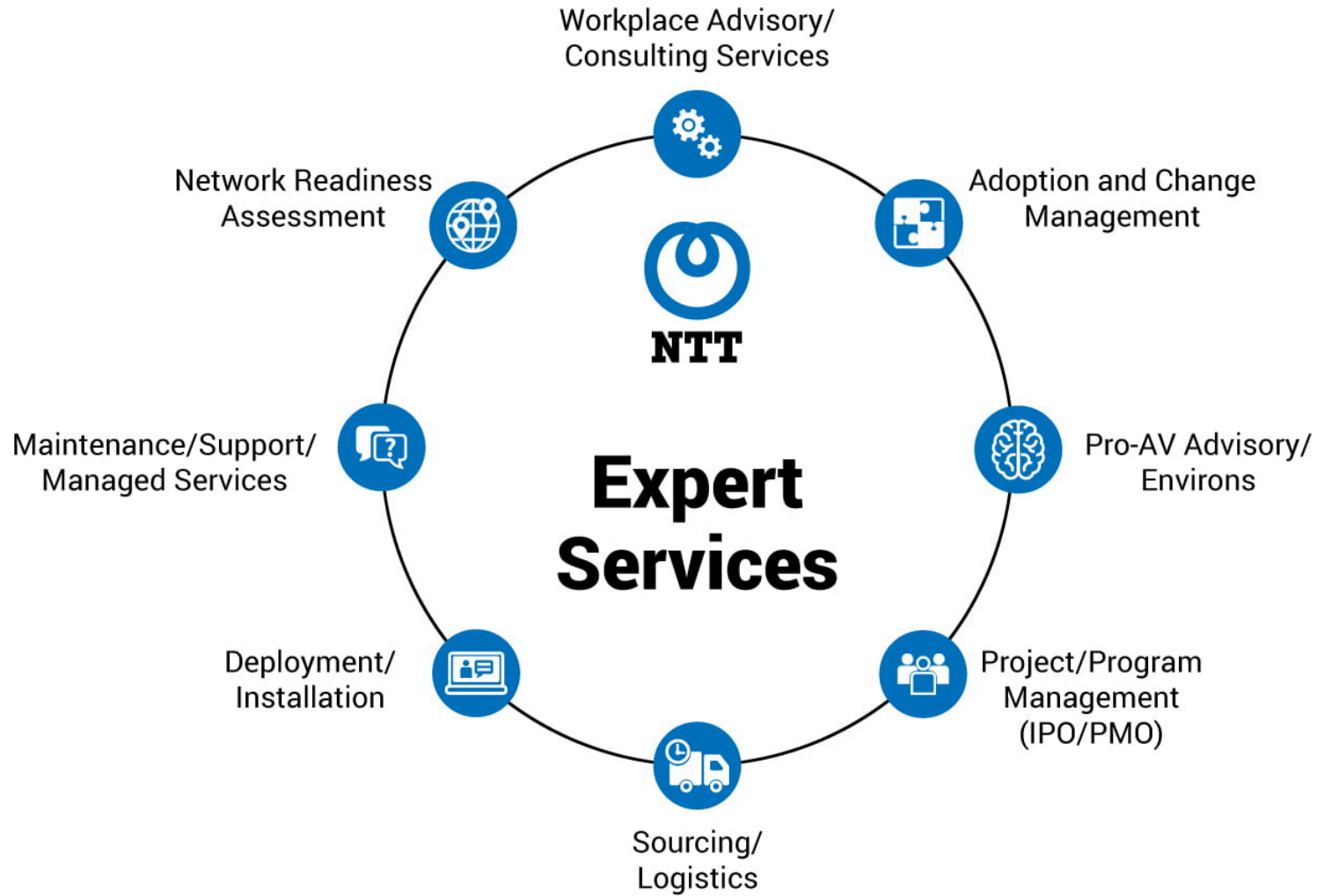
Use the COVID-19 social distance report to monitor how social distance is being respected and which places are getting too crowded.



A photograph of two women in a modern office setting, shaking hands and smiling. The woman on the left has blonde hair and is wearing a white lace-trimmed top and dark pants. The woman on the right has dark curly hair and is wearing a yellow top and grey pants. They are standing in front of a glass conference table with chairs. In the background, there is a whiteboard with colorful sticky notes and a window with blinds.

**Deploy with  
confidence**





# Credentials



Microsoft named **NTT Ltd. the Intelligent Communications Partner of the year 2019.**



NTT Ltd. ranked highest in **Gartner's 2020 Critical Capabilities for Network Services**, global use cases. We were also named a Leader in the 2020 Gartner Magic Quadrant for Network Services, Global.



**Top-tier global cloud communications provider:** Support over 3.8 million users; host more than 30 million meetings; 20,000 bespoke digital event meetings; 10 billion minutes of cloud voice.



**Experts in Cisco Collaboration** with 20 million devices deployed and 600,000 supported and managed devices across the globe.



**Global vendor partnerships and service capabilities** with Cisco, Microsoft, Crestron, Logitech, Poly and Mapiq.



Microsoft named **NTT Ltd. the 2018 Modern Workplace Transformation partner of the year.**



We've deployed over **2 million seats** and we **manage more than 1 million seats** of Microsoft Teams/Skype for Business globally. We have direct access to Microsoft engineering.



We enable your employees to work securely, from wherever and however they desire, **through our secure-by-design approach.**



Certified **Cisco Webex** service provider.



**We manage video endpoints** globally for our clients.



Thank you for reading

# Next-gen meeting spaces