



# 3 ways smart technology is changing meeting room efficiency

an e-guide for facilities managers

**Whether we love them or hate them, meetings are an essential part of our everyday work-life.**

**But a lot of time and resources are wasted even before a meeting has actually started.**



There are many ways we can structure meetings themselves to be more efficient – minimising the number of attendees, setting out clear objectives and agendas and including AV to keep people focused and interested.

It's often difficult to find a meeting room with the right capacity that's available when you need it and even if you've used a meeting room booking system, chances are you'll turn up to the meeting room to find someone else is already using it.

Here we take a look at three key ways smart technology can help you increase meeting room efficiency- from finding and booking rooms to optimising space and reducing energy costs.



## Increasing productivity

A recent study found that, on average, people spent 30 minutes searching for a meeting room and waiting for other attendees to arrive\*. You may use a meeting room booking system but that doesn't guarantee rooms won't be double booked.

Unless there's clear signage outside the room showing occupancy and availability times, people will still commandeer rooms 'on the fly' for ad-hoc meetings.

This means others are forced to look around for alternative spaces for their meetings - wasting more time. You could use paper signage outside meeting rooms, but if you have lots of rooms and schedule changes, they're not efficient or helpful if the signs are not updated in time.

**Smart e-paper digital signage** outside meeting rooms enables you to display customisable meeting room details including room name, company logo, current and next meetings booked, meeting durations, daily meeting room calendar and next availability.

You can manually update meeting room bookings directly into an online portal or have the screens integrated into your existing meeting room booking system.

All changes are updated and displayed immediately on the screens of your choice. This real-time updating leads to significant reductions in double booking and the time it takes for people to find the correct room.

So, meetings have a better chance of starting on time, leading to greater productivity as less time is wasted on locating rooms and waiting for attendees to arrive.





## Optimising space

Corporate real estate executives estimate that there are around **33 million square metres of underutilised office space in England and Wales\*\***. With increasing running costs and pressure to reduce energy usage, facilities managers need to find better ways to optimise building layouts and room utilisation.

Understanding how spaces are used within a building gives you the ability to make accurate decisions on how to **plan** and **manage space capacity** for an expanding workforce, maximise space occupancy, reduce resources and lower operational costs.

Traditionally, you would commission manual surveys to monitor space usage, but these are expensive, time-consuming, labour intensive and prone to error.

\*\*Wasted Space: The colossal cost of under-used office real estate' Abintra, 2018

**Smart motion sensors and profile recognition cameras** are a more accurate way to monitor space occupancy. They give you the ability to see occupancy and space availability in real-time and also give you the ability to trend that data over time to help inform your long-term space planning strategy.

Profile recognition cameras do not identify actual individuals. The cameras only recognise the profile of a human being - they cannot pick up specific facial or other features that could reveal a person's actual identity. They just provide a 'count', so privacy and security are robustly maintained in line with data protection.

Images are processed, along with data for artificial intelligence (AI) and machine learning and transmitted to a management dashboard so you can get instant access to your occupancy data. Here you can track, monitor and compare utilisation to make better choices on how to improve capacity planning, reduce costs and meet the changing demands of your organisation.





## Saving energy

Replacing paper signage with digital signage sounds like an expensive ‘nice to have’. But in reality, e-paper digital signs are more cost effective in the long run: no expensive paper or print costs and no time wasted for someone to physically walk around to change the signs.

Unlike other digital signage options, **e-paper digital signage** is **battery operated** so **does not use mains power**. This not only saves on running costs, but also means you can **easily position the signs absolutely anywhere** in your building without having to go to the expense of installing or re-routing mains power or having unsightly trailing wires.

While the screen remains static it **requires no power whatsoever**. Only when the screen is being updated does it require battery power and network connectivity, making them incredibly **power efficient** and **very low cost to run**.

The screens can be connected via WiFi, mobile networks and LPWAN (LoRa).

**LPWAN** is a cost-effective wireless telecommunication wide area network designed to allow long range communications at a low bit rate among connected devices, so it's perfect for transferring meeting room data across to e-paper signs especially in buildings where WiFi coverage is difficult.

It's also ideal for sending occupancy data to the management dashboard, negating the need again for mains power or expensive SIM cards.





Do you want to find out how our  
smart technologies can help you  
improve your meeting room  
efficiency?



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