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RoomReady Return-to-Work Checklist

Are Your Meeting Spaces Return Ready?

As we begin to transition away from total remote work and back into offices, company meeting culture and logistics will need to change for employee health and safety to remain a priority.

Meetings, whether face to face or virtually around the globe, will always have their place in business, but there will be a shift in how they will be conducted – at least in the foreseeable future.

Below is a quick checklist of items to keep in mind as employees resume in-office meetings.

1 Do you have the proper meeting equipment to support a combination of remote workers and office workers?

2 Do you have a plan for purchasing equipment and supporting use for remote workers?

3 Do you have a plan for rearranging in-office meeting room spaces to account for social distancing?

4 Have you explored low-touch or no-touch technologies in your meeting rooms?

5 Are your support teams prepared to address meeting room challenges around meeting room technologies and av equipment?

6 Are your support teams skilled in understanding issues that may arise from virtual meeting platforms?

7 Do you have a plan for tracking meeting room usage and occupancy to ensure distancing guidelines are followed?

8 Have you thought about changes to company culture regarding meetings? (e.g. What requires a meeting, who should be involved, how often should you have reoccurring meetings)

To learn more about meeting room technologies or to get in touch with a meeting room expert, visit us at

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