



ARE YOU VIRTUAL MEETING READY? CHECKLIST

As we analyse the return to the office and review how we work moving forward, there are some certain aspects you should consider.

Scan here for more information and to hear **Connor** discuss **returning to the office.**



ARE YOU VIRTUAL MEETING READY?

- Wireless – have you got sufficient coverage? Have you tested that the wireless solution currently in place can handle multiple video calls at once?
- Connectivity – can your broadband handle an increase for video? It's recommended that you have 5-10Mbps per employee, do you meet this?
- Space Planning – How can you make your space work for you? Can your existing office plan support the need for quiet zones/call areas?
- Meeting Room Technology – How can your staff make the most of your investment? Can you ensure customers don't feel distracted by poor quality Teams/Zoom calls on your side? Can you adequately capture more than 1 person in a video should there be a need?
- Capacity – how many will be returning and using these spaces? How many of these will be making Teams calls with what frequency?
- Evaluation and Survey – have you discussed with staff what they want? Will your new space and capacity work to the needs of staff and, most importantly, make them want to come back?
- Budget – Is this considered already in the business? If not, how much is it worth to the business to ensure staff can complete work in the office equally, if not more, efficiently/comfortably than at home?
- Hardware – are all staff able to move freely across the office? Will keeping desktops in your office space prove a hindrance to staff looking to make the most of quiet zones/call areas?
- Acoustics – how will your current noise volumes impact people trying to make teams calls around you? How can you maintain the atmosphere of a busy office whilst also working to suit those on video calls?



GET IN TOUCH

Call Connor on **07394 564373**

or email **connor.slasberg@acs365.co.uk**