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Brown Meeting Spaces: Standards

Gillian Bell - 2019-08-23 - 0 Comments - in Media Services

Brown's Media Services Team provides design guidance, vendor selection and management services to departments interested in upgrading or installing AV technology in their buildings. Consider the following standards for meeting spaces and conference rooms. Contact media_services@brown.edu for a consultation.

Team/Huddle Rooms

Small space for meetings, group work

Capacity: 3-4 people

Configuration: small table off one wall

Technology & Room features:

- Wall mounted speaker phone.
- Appropriately-sized flat panel monitor for table configuration
- Whiteboard -or- writeable walls
- Flat panel display, controlled with remote.
- Consider USB camera/mic mounted on monitor for web conferencing
- HDMI cable for direct connection to monitor

Small Conference Rooms

Conference space for meetings, group work, collaborations.

Capacity: 10-12 people

Configuration: seminar style with table in middle and chairs surrounding.

Technology & Room features:

- White boards -or- writeable walls
- Appropriately-sized professional-grade LED flat panel monitor (65"?)
- Wall-mounted Crestron LCD touch panel -or- button panel controller

- Occupancy sensor
- Cable cubby in table
- HDMI input plate at table; no installed wireless projection. (AirMedia as **optional** wireless projection option.)
- Sound system (outboard speakers installed in the ceiling -or- Crestron sound bar mounted beneath flat panel which contains microphones, webcam & speakers).
- Conference phone for voice conferencing
- Zoom-Ready - installed display & sound system enable effective video conference (requires laptop)
- Install requires minimum (2) data taps dedicated to room control/operation.
- AirMedia wireless presentation system requires a dedicated hard-wired Ethernet connection

Medium Conference Rooms

Conference space for meetings, group work, collaborations.

Capacity: 15 - 20 people

Configuration: seminar style with table in middle and chairs surrounding.

Technology & Room features:

- Dependent on budget, user needs, unique room configurations, etc., size of room and seating positions require consideration of projector/screen versus flat panel monitor.
- Occupancy sensor
- Cable cubby in table.
- Consideration for voice amplification for in-room as well as web conferencing (Zoom)
- White boards or writeable walls
- Consider need for web conferencing (Zoom Room vs. Zoom Ready*) - Zoom Room requires network connection for dedicated Mac Mini
- Consider wireless projection (AirMedia) - requires dedicated network connection
- Depending on room size, installed room speakers may be required for audio playback.
- Equipment rack can either be free-standing or contained within room podium/credenza.
- Install requires minimum 2 data taps dedicated to room control/operation.
- Recommend accessible audio (XLR) and video (HDMI) record outs for Media Production Group recording/streaming functionality.

Large Conference Rooms

Conference space for large meetings, group work, collaborations.

Capacity: 20+ people

Configuration: seminar style with table in middle and chairs surrounding.

Technology & Room features:

- Size of room and seating positions require consideration of projector/screen versus flat panel monitors; may also require multiple displays depending on sight lines.
- Occupancy sensor
- White boards -or- writeable walls
- Wall mounted LCD touch panel Crestron controller
- Cable cubby in table; may require 2 HDMI inputs depending on the size of the table
- Consider wireless projection (AirMedia) - requires dedicated network connection
- Consider need for web conferencing (Zoom Room vs. Zoom Ready*) - Zoom Room requires network connection for dedicated Mac Mini
- Microphones (ceiling array and/or lavs + handhelds) for voice amplification for in-room as well as web conferencing (Zoom)
- Installed room speakers required for audio playback.
- Equipment rack can either be free-standing or contained within room podium/credenza.
- Install requires minimum 2 data taps dedicated to room control/operation.
- Highly recommend accessible audio (XLR) and video (HDMI) record out for Media Production Group recording/streaming functionality.

***Zoom-Room vs. Zoom-Ready**

- Zoom-Room requires no laptop. Zoom Rooms are outfitted with Mac Mini computers dedicated to Zoom operation (requires dedicated network connection). Software for Zoom is embedded in Crestron LCD control panel. Requires installed webcam, microphones & speakers. Recommended when the space is only used by the resident department.
- Zoom-Ready requires a laptop be brought to space. Webcam, microphone & speakers installed. Laptop is connected via HDMI & USB. Recommended where the space is used by various constituencies.