

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.





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).

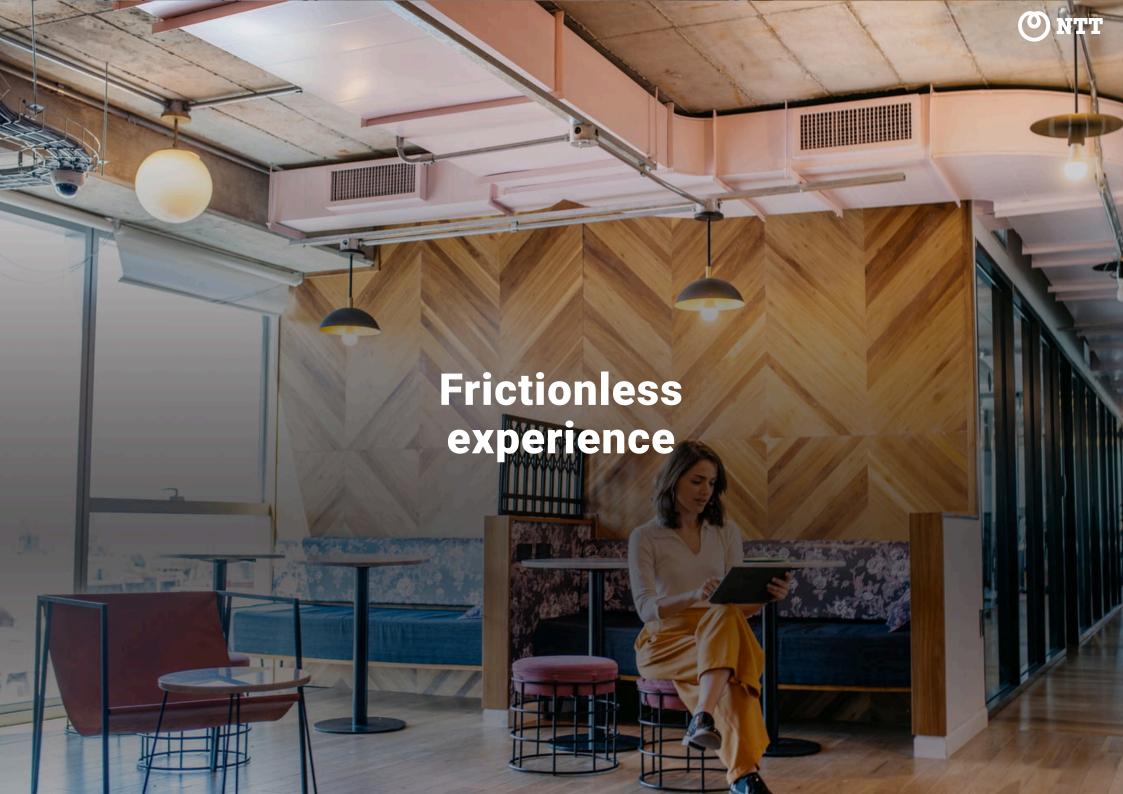


Awareness and inclusion

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.





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



Scheduling

Reserve an ad-hoc space or schedule for a future time



Locate

Assistance to locate a space or your colleague



Wellness

Healthy and motivated employees



Availability

Find available spaces prior to or when required



Visitors

Improve your brand with a seamless guest experience



Collaborate

Drive ease of use to enable collaboration



Insight

Understand space utilization and maximize investment

Traditional employee experience

Touchpoints

Find a free desk

On the day of the meeting you look for a free desk, to use. Most are busy. You sit on an apparently free desk only for the rightful owner to arrive after 30 minutes. You end up sitting in the kitchen.



Get to the room

You had booked your meeting for 10am. It's 10.05 and the previous occupiers are still in it and there's no screen showing the room calendar. You politely tell them to leave. Also, you have 8 people attending — in a room made for 6 people. It's going to be cosy!



The meeting starts

The remote participants can't hear what's being said in the room, while the room is transforming into a sauna.



Book a room

You call reception, hoping they have a room available. They say they will call you back. Later that day you're informed one is available and you send a manual invite with the details.



Find the meeting room

You're not familiar with the campus, so you ask people where the 'Apple Pie' room is. Turns out it's in the building across the street.



Start the video bridge

The screen is black and nothing works. Cables are dangling disconnected. You call IT from your mobile. It's now 10.15am.



Better to go home

As the meeting finishes you remember you haven't got a desk to work from, and instead of going back to the kitchen, you go back home and work from there. It's quieter anyway.





"I really feel like I'm bothering them. And they never give me the type of room I need."



"Great, sore back it is today, after spending hours on those stools!"



"Surely there must be a better way?!"



"Right... assertive BUT polite, I can do it... Actually let's wait another couple of minutes looking through the door forlornly."



"WHY do people have to disconnect and mess with the room every single time?!"



"This is so hot. Hope it ends soon!"



"That's it. I'm done with this place."

Before the meeting

During the meeting

Leaving

Modern employee experience

Touchpoints

Find a free desk

With another couple of clicks you find a nice desk near the kitchen on the 9th floor, so you book it for the rest of the day. The app navigates you to the desk and you're checking your email in no time.



Get to the room

As the previous guests know the room is booked after their meeting, they vacate it on time and you can settle in quickly. You see there's enough room for all your 8 attendees and the VC system you required.



The meeting starts

Thanks to full HD video and good microphones everybody can hear and see, both local and remote. The room is getting quite hot, but that's not an issue, as your connected employee app allows you to tweak the temperature in your room, like magic.



Book the meeting

Your connected employee app allows you to find a suitable room with the required facilities in a couple of clicks. When you book it, an invite is sent to all attendees and external guests receive visitor invites.



Find the meeting room

The app gives you a reminder when the meeting is about to start, and gives you directions across floors so you get to the room easily.



Start the video bridge

The room system noticed you came into the room and woke up. With a single click on the touch panel you start your meeting, and your remote guests are already connected, so you can get going!



Another successful meeting in the bag. After your meeting

you go back to your desk, and focus on some presentations for the rest of the day. It's a good life in a modern workplace.



Traditional visitor experience

Touchpoints

Drive to the campus

You arrive on site but there's an unmanned barrier to enter the car park and you need to talk with security on an interphone to get in.



You get to the reception(s)

You find out there are TWO. One for the building and one for the company. You get asked to watch a 5 minute video on health & safety. Finally you get handed a paper badge and get told to sit down and wait for your host.



You need the bathroom

The bathroom is located outside a locked door and you don't have a pass for it, so the host follows you and waits outside the bathroom. #awkward



It's over

You're glad to get out of this awkward work prison after begging security to open those gates for the 5th time. You still need to ring security on the interphone to drive out.

Meeting Invite

Only contains a cryptic meeting room name, no location or contacts aside from your host.



Find your parking spot

The visitor car park is not immediately visible, so you drive around the parking lot trying to find the correct area. It's full and you end up parking in the employee car park and hope for the best.



Your host arrives

You wait for them to open the gates and follow them to the meeting room and start working.



It's lunchtime

You go out, hand the badge back in, and when you come back you need once again to ask reception for your badge and for the security guards to open the gates.



Feelings



"Ok this is confusing...
I'll just check Google
Maps"



"How am I going to get in?!"



"I'm going to be late to the meeting by this



"Could this get anymore tedious?"



"Finally in. Let's get on with it."



"Seriously?!"



"This is really frustrating!"



"Finally free. Not looking forward to come back here anytime soon."

Preparation

Getting on site

On Site

Leaving

Drive to the campus

You scan the QR code on the parking barrier and you gain access to the car park. Your invite also contained which visitor parking bay you've been assigned!

Reception has been notified that

you're on campus.



You *fly* through reception

As you approach the large virtual reception screens, you scan your QR code, and you're invited to make your way upstairs, which you do by once again scanning the QR code on the gates. Your host has been notified in their Teams app that you're coming up.



You need the bathroom

While the bathroom is outside a secure door, that's no problem for you. Because you've got the power of your handy QR code letting you out and back into the office.



Time to go home

As you scan your QR code for the last time, the building security knows you've safely signed out and that you're off site once you exit the car park. And you look forward to the next meeting!

Meeting Invite

The host creates a meeting invite which triggers a visit. You receive an email containing all details, a photo of the host, a map with the address, directions and a QR code that will be your pass, as well as an NDA you can pre-sign.



Find your parking spot

Your meeting invite contained directions to the visitor car park, so you find the spot in seconds, and it's free because it was reserved for you.



Your host (and coffee) arrives

As you get out of the lift, your host welcomes you and offers you your favourite coffee without even having to ask: you specified your drink preferences when you received the invite! And we're ready to work.



It's lunchtime

By now you've guessed it. Scan your way out and back into the building in search for that perfect high protein vegan burger you're craving.



Feelings



"Wow, I know exactly how to get there, what to do and who is my host!"



"This is like magic!"



"So nice to have my spot reserved, like the invite said."



"Never whizzed past reception so quickly! Nothing to watch/sign or waiting around. I love this!"



"Ok, this is next level. Never had my fav coffee ready when getting to a meeting. I'd be lucky to get a glass of water usually."



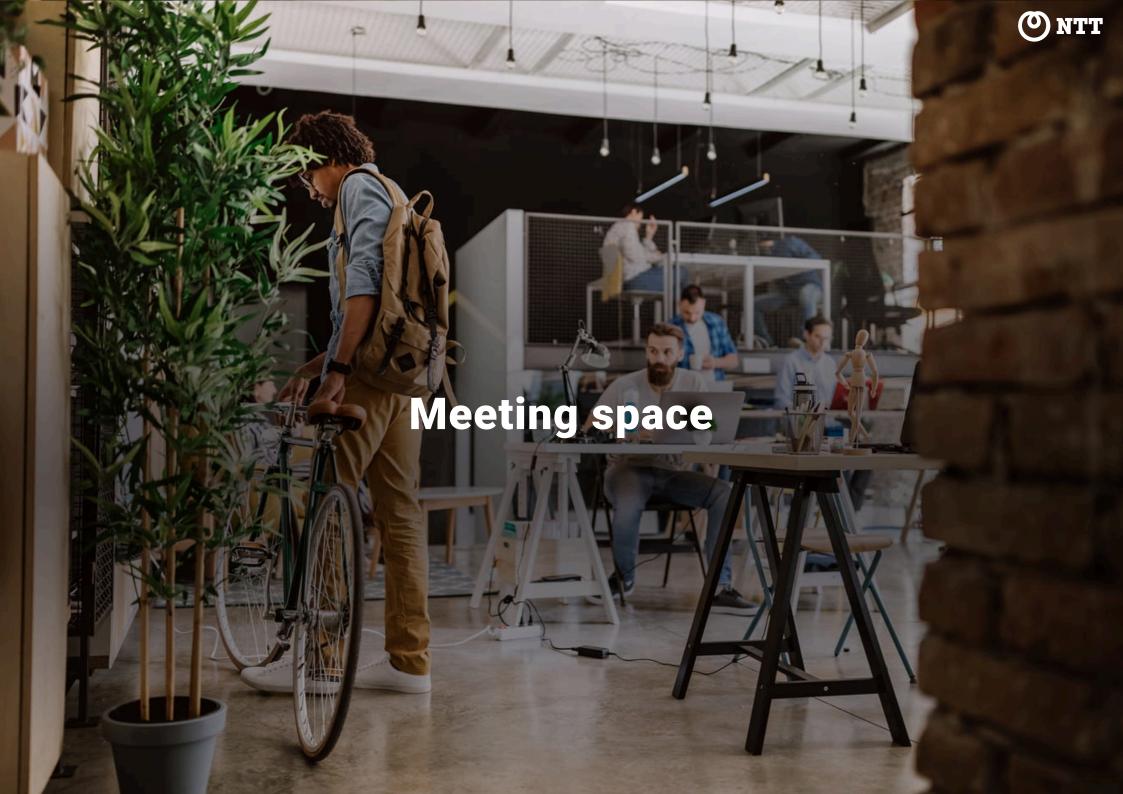
"This system is amazing. Being able to go to the bathroom without having to ask my host to escort me is quite liberating!"



"Seriously, why don't all companies adopt proper visitor management? Everything is so easy."



"What a refreshing change. Can't wait to have more meetings here!"





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

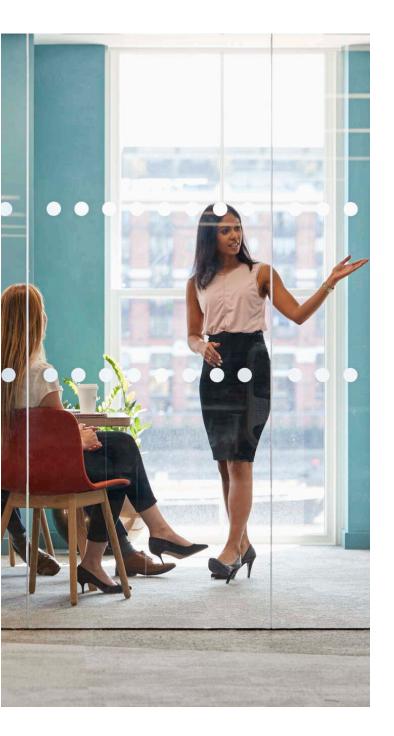
Make the everyday working lives of reception teams easier with the most intuitive and intelligent visitor management system. Control every aspect of the visitor management process with one simple solution.

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.



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











Focus

Type: Sit, stand, studio

Size: 1 to 2 people

Huddle/Collaboration

Type: Sit, stand, studio

Size: 3 to 6 people

Medium/Large

Type: Sit

Size: 7 to 18 people

Executive/Custom

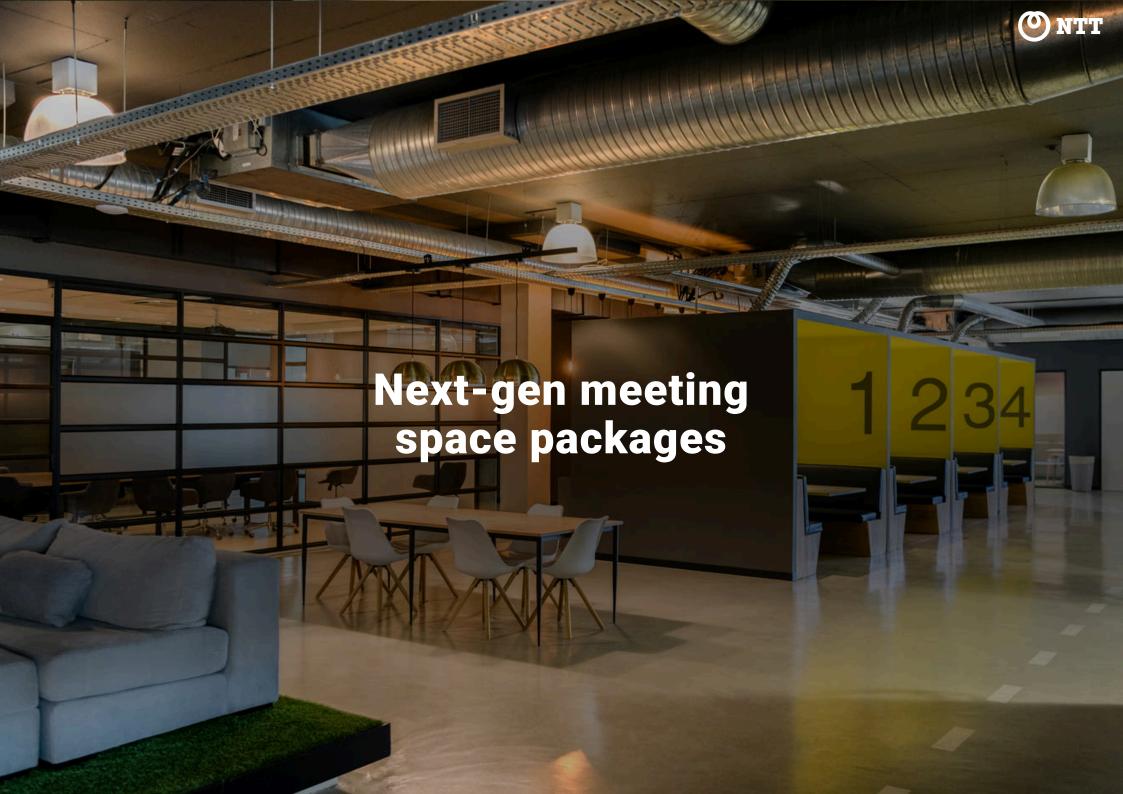
Type: Sit

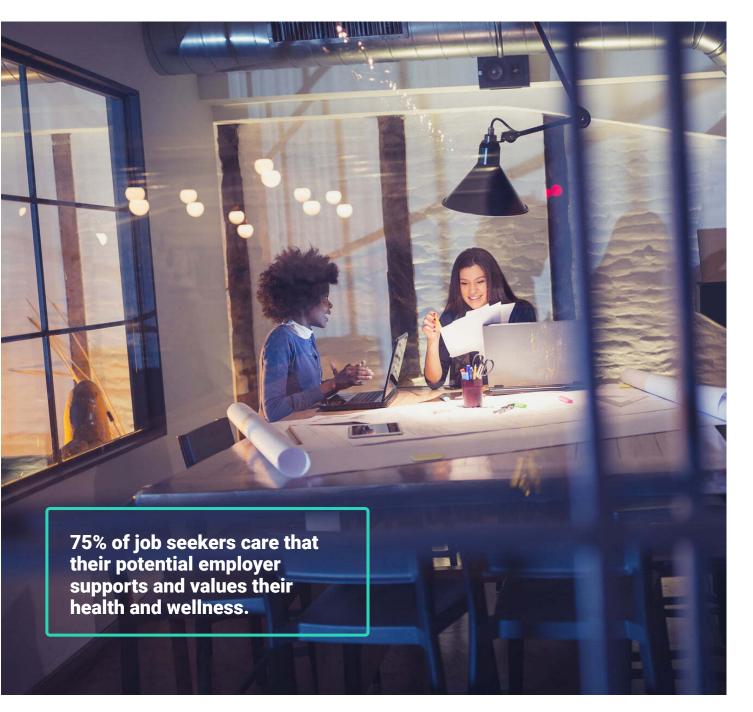
Size: 19+ people

Home/Personal

Type: Personal

Size: Personal





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

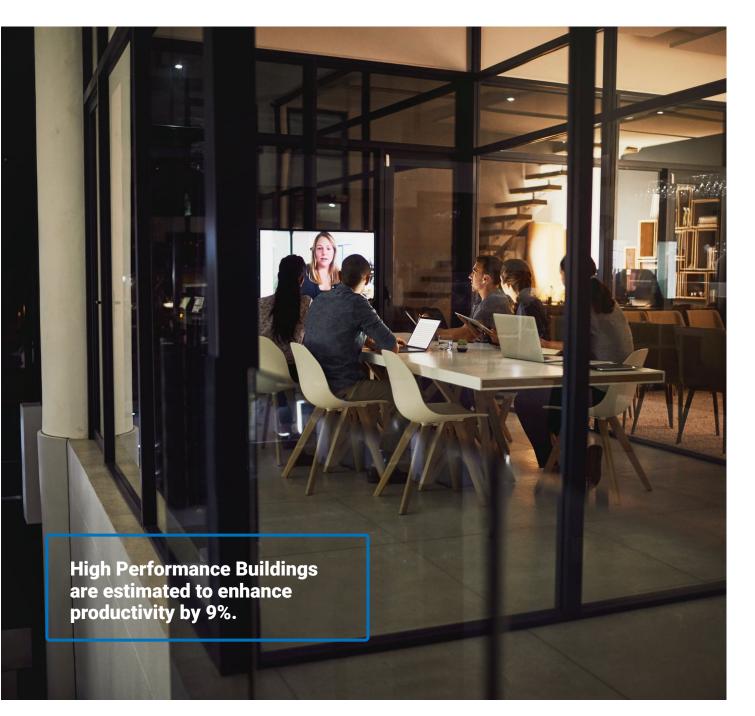
Essential

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)



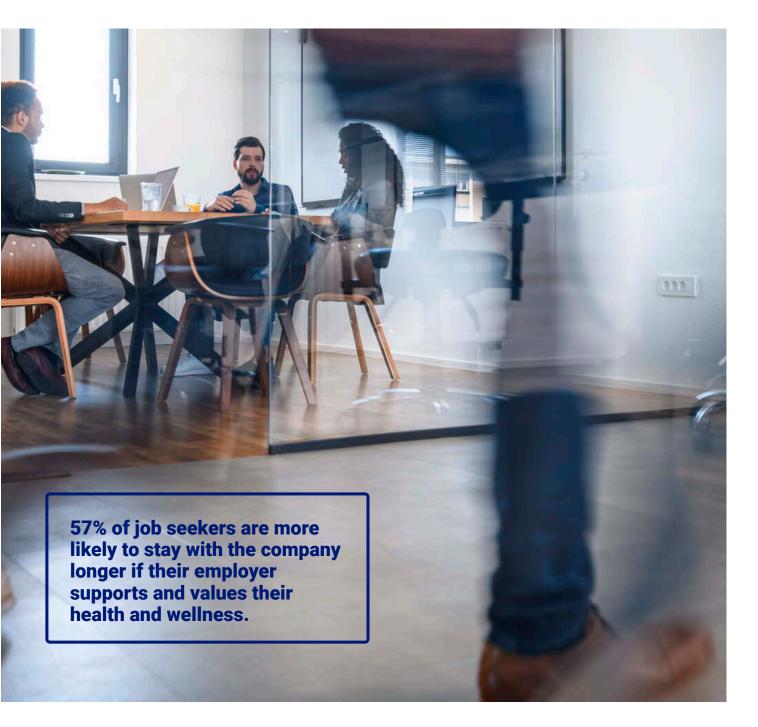
Insightful

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** Al-enabled insights to improve space utilization by up to 30%.
- **Increase flexibility** with access to timelimited ad-hoc meeting areas.
- Easily find your way to your required location.

Essential +

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



Intelligent

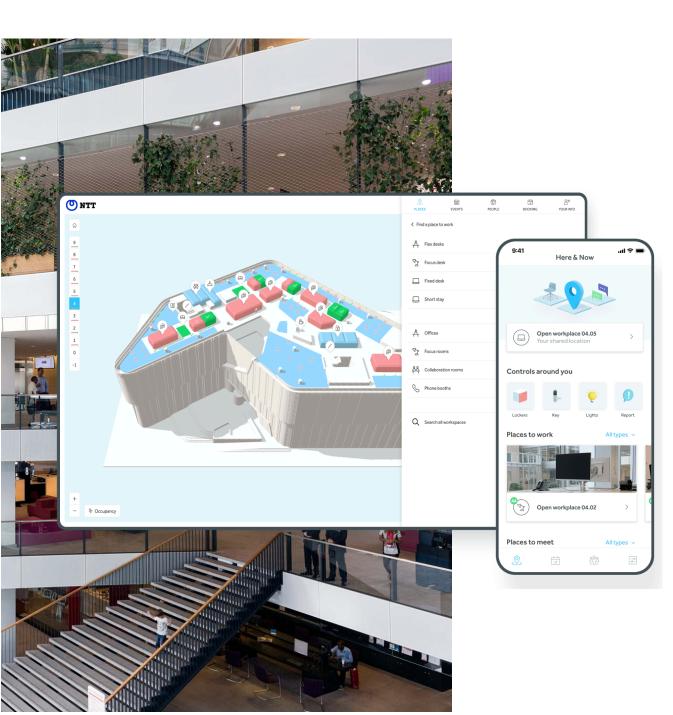
Improve employee well-being and retain talent.

- 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.)



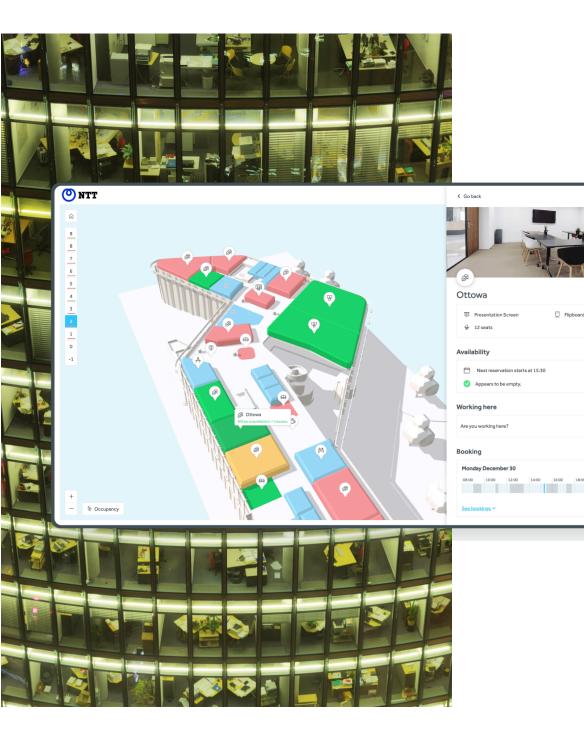


Employee experience

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.



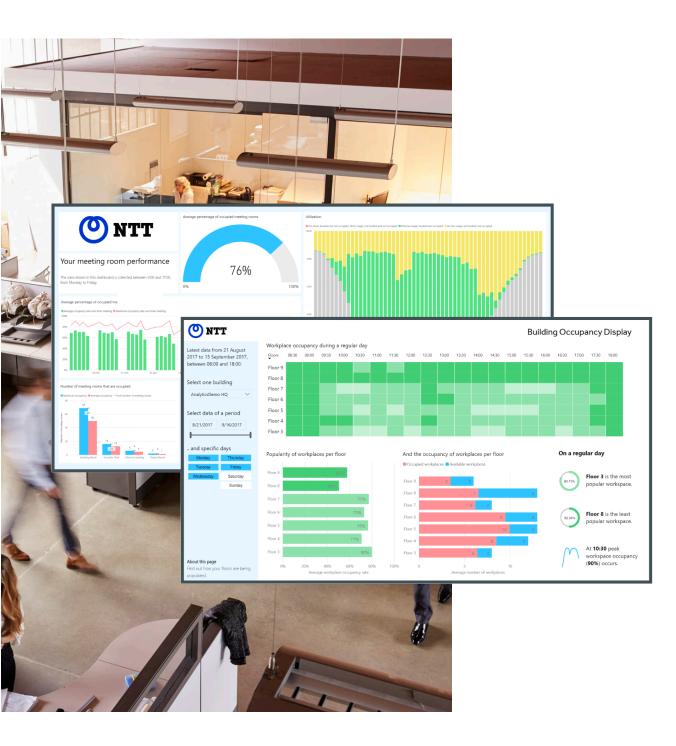
Smart office assistant

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

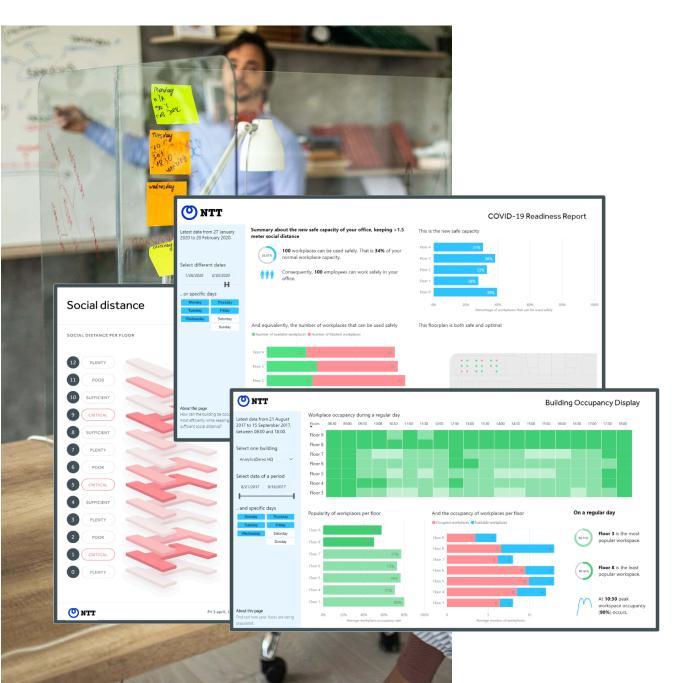


Office analytics

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.





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.



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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.

We've deployed over 2 million seats and we

manage more that 1 million seats of Microsoft

Teams/Skype for Business globally. We have

direct access to Microsoft engineering.



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 Mapig.



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



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.



