

# MEETING ROOM (2 PEOPLE)

## Visual Portfolio

### Function and Concept:

Place for individuals to retreat to in order to focus, pursue solitary activities such as writing or in-depth analysis, or make conference, speaker or confidential phone calls. It can also be used for one-on-one meetings.

### Typical Floor Area:

42 sf / space

### Technology and Furnishing:

Work surface, ergonomic task chair(s), voice/data/power outlets located above the work surface to support connectivity for 2 people.

### Adjacency and Access:

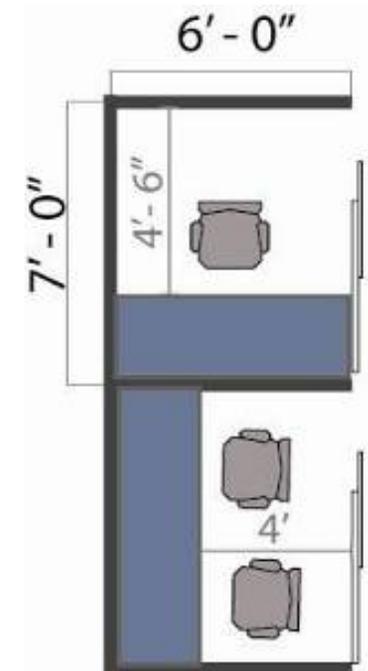
Evenly distribute across the open work area for easy access. Used on an ad hoc basis- no permanent residents. In-use signage or protocol indicates occupant(s) should not be disturbed.

### General:

Partitioned walls should have high acoustic insulation for privacy. For small meeting rooms (focus booths) to work effectively, employees need to be provided with laptops or spaces need to be equipped with networked computers.

### Design Suggestion:

Consider locating multiple small meeting rooms together to help ad hoc location of a vacancy. Placing these rooms close to suite entries or other conference rooms encourages short term use by visitors, as well.



# MEETING ROOM (2 PEOPLE)

## Visual Portfolio



*GSA, Washington DC*