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1. Room Types:

Sheridan deploys several standard meeting room designs to accommodate various use cases and meeting sizes:

- Breakout rooms - 4-6 students.
- Small Meeting Room: Max. 6 people.
- Medium Meeting Room: Max. 8 people.
- Large Meeting Room: Max. 12 people.
- X-Large Meeting Room: 14+ people.

2. Design Considerations:

- TVs should be sized and located where all participants can view small text such as spreadsheets.
- There should be adequate space to accommodate individuals with disabilities.
- Windows facing the outdoors shall be outfitted with retractable, 100% blackout blinds.
- Effective video conferencing, web collaboration and teleconferencing require a room without echo. Surfaces such as large windows, hard floors, concrete ceilings and large whiteboards can propagate room echoing.
- The room should include at least one writing surface mounted on a wall.
- Consider alternative table shapes. For example boat, V, diamond and collaboration tables (breakout room) for efficient space utilization and enhanced collaboration.

3. Technology:

- The bottom edge of all wall mounted TVs should be 48” from the floor.
- TV speakers will be utilized for audio.
- Dual-mode speakerphones will be installed on the tabletops:
  1. USB speakerphone mode- for computer based video conferencing and web collaboration.
  2. Teleconference mode- the dial pad and phone line connection allows this phone to replace a typical teleconferencing phone.
- USB connected video cameras will be mounted on top of the TVs.
  - These are for computer based video conferencing and web collaboration.
- The tabletop has a built-in cable cubby with HDMI, VGA (+audio) and USB cables to connect laptops, video cameras and speakerphones. (See Room Design Diagrams below)
- An auto-sensing HDMI switcher will be installed under the table. The sensor will detect VGA or HDMI active inputs from laptops and output an HDMI signal to the TV.
- Control panels allow users to turn TVs on or off and to adjust the TV volume in place of remote controls. Control panels will either be installed on the table or on the wall. (See room design diagrams below).
- For information regarding network connections and electrical outlets, refer to the section called “Outlet Types” in the “Sheridan Master Guidelines for Communications Infrastructure” document.
- Cabling pathways must be provided between TVs and tables.
- Separate pathways are required for electrical cabling and communications/control cabling (HDMI, VGA+audio, RS-232, USB, etc.)
- Pathways must be wide enough to accommodate cable plug types such as DVI, HDMI, RS-232.
- Pathways must accommodate cable type specifications to avoid signal degradation.
4. Room Design Diagrams:

4.1. Wiring / Connectivity:

4.2. Breakout Room (maximum 6 people):
4.3. Small Meeting Room (maximum 6 people):

4.4. Medium Meeting Room (maximum 8 people):
4.5. Large Meeting Room (maximum 12 people):

4.7. Extra Large Meeting Room (14+ people):