

# Meeting Room Services

Data-driven consultancy, technology and support to help you utilise your meeting room space more efficiently

Workplace Services

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Ricoh's Meeting Room Services use real time data-driven insights to optimise how workspace is used and enhance access to meeting rooms. With our expert consultancy and specialised technology, you can create a more productive and efficient working environment.



## Get more value from your meeting rooms

Rising commercial property values in key markets mean that annual costs for a meeting room can now exceed €15,000\*. Despite this, researchers have found that office space is greatly underutilised, at only half of total capacity on average\*\*, presenting an obvious source of wastage and inefficiency.

A common challenge organisations face is gaining a clear picture of how their meeting rooms are being used, when they are in demand, and who is using them. At the same time, employees can find it difficult to determine when a meeting room is free, and for how long.

Ricoh's Meeting Room Services make it easy to track how your meeting room resources are being utilised. Based on our global partnership with Condeco, the provider of market-leading technology for meeting facilities, we deliver a complete, end-to-end range of services to optimise your meeting spaces.

At the start of our engagement, we will gather real-time data for a detailed picture of the performance of your meeting rooms and booking processes. Based on the insights gained, we then help you develop a customised plan for how these can be optimised to better serve the needs of your employees and the priorities of your organisation. Our recommendations draw upon our extensive experience helping customers in a range of industries to improve their workflows.

Once we have determined your bespoke improvement plan, we provide full support for the implementation of these recommendations and technology solutions within your workspace. After the delivery stage, we provide ongoing monitoring and data collection to ensure that your meeting facilities continue to perform optimally.

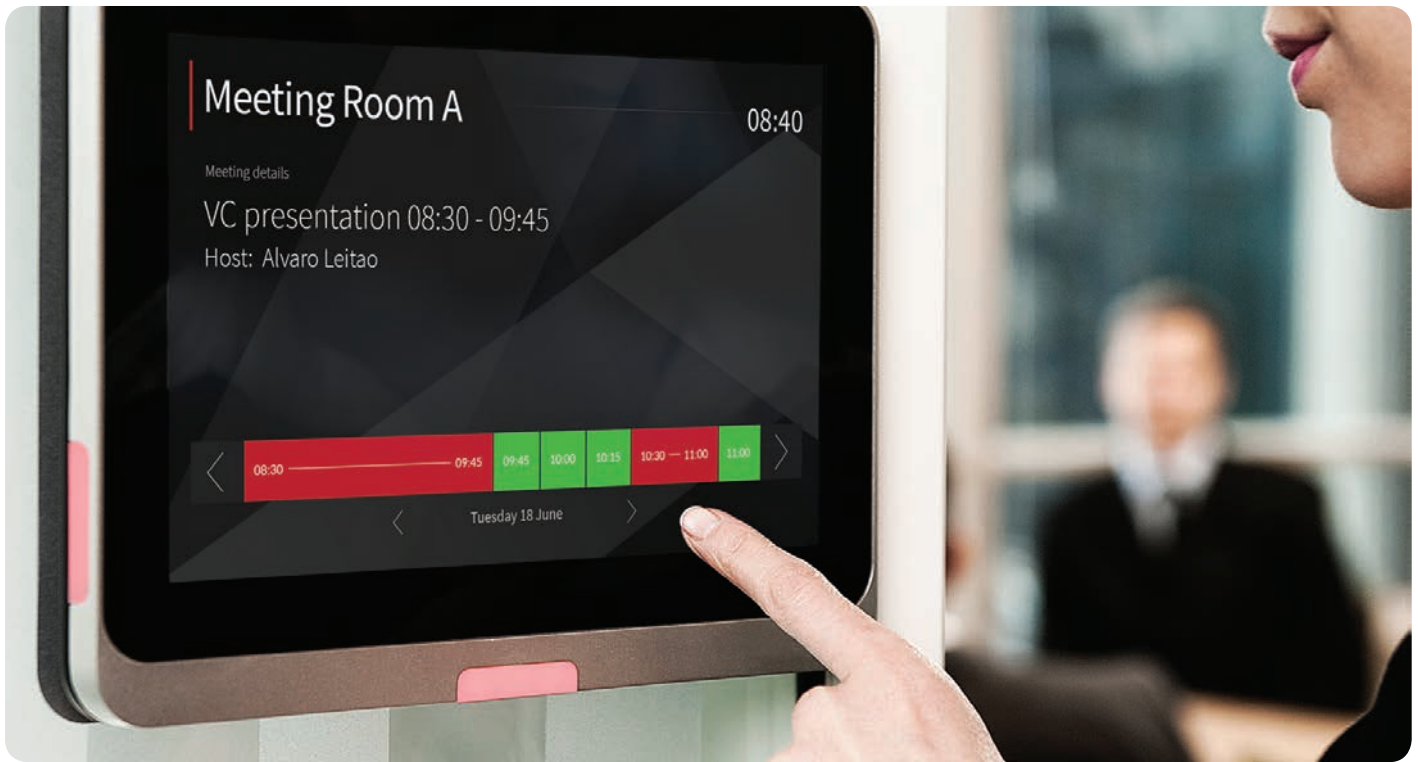
With our support, you can ensure your meeting spaces are better suited to how your employees need to use them. By identifying opportunities to streamline your meeting facilities, you may also be able to reduce the size of your leasing obligations.

## Key benefits

- Raise employee productivity with easier access to meeting rooms
- Reduce admin overhead when processing room bookings
- Data-driven insights to pinpoint opportunities for workspace improvement
- Identify opportunities to reduce real estate costs
- Ongoing support and monitoring to ensure your facilities continue to perform

\* DTZ Research Occupier Perspective, "Global Occupancy Costs — Offices 2013, Cost saving opportunities in weak markets", January 2013. USD to EUR conversion accurate as of August 2014.

\*\* Johnson Controls, "All In A Day's Work: A Global Perspective of Workplace Trends", March 2012



## Schedule meetings more efficiently

Our Meeting Room Services provide an end-to-end solution to help you quickly make all the arrangements needed for an upcoming meeting.

From your existing calendar system, you can quickly and easily determine the availability of and book a suitable room. At the same time, you can send an invitation to participants, notify the reception desk about when visitors will be arriving and book parking spaces or lunch for attendees, if required.

Our services also enable you to automatically book fixed line video conferencing services from a range of providers at the same time as booking a meeting room. By making this a seamless part of the room booking process, you can benefit from the time and cost savings that result from reducing travel to meetings.

On the day of the meeting, you can direct participants quickly to where their meeting is being held using digital signage in your reception areas. The web-based technology makes it easy to display customised lists of the meetings that are being hosted within your organisation. These can include location directions, information about meeting agendas and details of other available rooms.

We can help you continue to optimise your meeting room administration using customised reporting tools to monitor the time spent and costs incurred from admin processes. With up-to-date insights into how your processes are performing, you can continue to make targeted improvements.

## Clarity about meeting room availability

In fast-paced office environments, employees often need to hold short, unscheduled meetings, but can find this difficult without easy access to information about room availability.

Our Meeting Room Services include the provision of digital signage outside meeting facilities to display details about room availability and eliminate booking conflicts. Our technology enables you to quickly make a reservation by simply swiping your ID card or entering a PIN code. You can register that meetings have begun, manage no-shows and release rooms in the same way.

For even more seamless operation of your meeting room facilities and detailed reporting, our platform can be integrated with your enterprise booking system or Active Directory.

## Data-driven improvement

Throughout our engagement the services we provide are based on detailed, objective insights gained through real-time monitoring of how your facilities are used.

At the start of your project, we help you gather the information needed to clearly identify where enhancements can be made to your meeting infrastructure, and build up the case for implementing these within your operations.

Following the delivery of our services, we continue to gather insights from the data about the performance of your facilities. Our service team uses these to continue enhancing the support we provide as part of our commitment to the continuous optimisation of our services.

## About Ricoh

As a global company specialising in office imaging equipment, production printing solutions, document management systems, visual communication solutions, sustainability management, IT infrastructure and workplace services, Ricoh offers true end-to-end information and communications solutions that deliver efficiency gains and cost efficiency.

Ricoh's Workplace Services help customers raise productivity and make more efficient use of their workspace by using technology to automate office support functions and accurately track how their facilities are being used.

## The Ricoh Adaptive Model

Ricoh's Meeting Room Services are delivered through the Ricoh Adaptive Model — a proven, five-phased approach that enables us to adapt our services to fit your business needs.

We partner with you to develop and maintain first-hand knowledge of your business. We then provide Project Management, Service Management and Organisational Change Management along with supporting technologies to help optimise business practices.

Our support for your deployment doesn't end once the final pieces have been delivered. Instead, our experts continue helping them to enhance their processes to adapt to new technology, opportunities and business challenges, harnessing opportunities for continuous improvement.



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