DESIGN GUIDELINE 5.18

CONFERENCE ROOMS

Scope

Conference Room equipment recommendations based on room occupancy size.

Related Sections

U-M Design Guideline Sections:
DG 101400 Signage
U-M Master Specification Sections:
none

Reference Documents:
none

Design and Installation Requirements

Construction Requirements

1. Conference Rooms (refer to this website for additional details: https://its.umich.edu/communication/videoconferencing/zoom-rooms/getting-started)
    a. Conference Room Definition
        i. In Scope
            1. Space for in-person meetings or meetings with remote component
            2. Office with dedicated conference table
        ii. Out of Scope
            1. Event spaces
            2. Teaching/learning spaces
            3. Individual office
        iii. Size
            1. Huddle
                a. Seats: Up to 4
                b. Room Size: Varies
            2. Small
                a. Seats: Up to 6
                b. Room Size: Up to 15’ Long
            3. Medium
                a. Seats: Up to 10
                b. Room Size: Up to 25’ Long, can be larger with additional hardware

4. Large
    a. People: Up to 15
    b. Room Size: Up to 25’ Long, can be larger with additional hardware
5. Custom
    a. People: 15+
    b. Room Size: 25’+ Long

b. General
    i. Display
        1. One or more flat panel displays with variable size depending on room size.
    ii. Display Mounting
        1. Surface mounted backer board, ¾” plywood, at all display locations, 6” smaller in height and width of the display, painted matte black or other depending on designer preference.
        2. Extension wall mount with minimum 12” extension to aid in installation and service
        3. Align the bottom of the display to be 49” AFF. Centered on the conference table.
        4. Avoid recessing the display into the wall or building an alcove around the display. Doing so could limit air flow, support access, and future replacement options.
        5. Avoid mounting displays facing direct sunlight.
    iii. Equipment Mounting
        1. A/V equipment mounted behind the display (no A/V cabinet or closet required)
        2. Audio/Visual Bar (where applicable) mounted directly below the display.
    iv. Power Outlets
        1. Four outlets (2 duplexes) on a dedicated circuit behind each flat panel display
        2. Four outlets (2 duplexes) on a dedicated circuit to power conference table. Option may include floor receptacles, power connection to table leg, power whip through table leg etc.
    v. Network connectivity
        1. Four network jacks behind each flat panel display, may not all need to be activated at time of construction, four network jacks in floor below conference table, all jacks terminated to local IDF
    vi. Cable Pathway

1. For A/V cabling provide raceway between each display and the floor beneath the conference table.
2. Minimum 1” conduit or larger as required, Connectrac or equivalent where conduit is not possible.

vii. Conference Table
1. Aisle of at least 36” between conference table and display recommended w/ no seating at the end of the table with the display. Where there are space constraints, table abutted to the wall with the display is acceptable but participants seated closest to the display may be out of the field of view of the camera.
2. Table Boxes - Recessed storage for power, network, and AV connectivity. Approximately one box for every 6 seats. Box can be closed flush with no cables exposed for normal table use.

viii. Recessed Wall Storage Box (optional)
1. Chief PAC box or equivalent for network and power terminations and cable management.

c. Huddle
i. No additional requirements.

d. Small
i. No additional requirements.

e. Medium
i. Supplemental Microphone - Additional table microphone at center of conference table.

f. Large
i. Supplemental Microphones(s) - Additional table or ceiling microphones depending on room and furniture configuration. If table microphones, space evenly on the table.
ii. Supplemental Speakers - Additional ceiling speakers. Quantity varies depending on room variables.
iii. Cable Pathway - If there are supplemental ceiling microphones and/or speakers, raceway between each display and ceiling.

g. Custom
i. Consultation required. May include custom audio, additional cameras/microphones, integration with other room control systems, etc.

2. Other Rooms
a. Consultation required. May include custom audio, additional cameras/microphones, integration with other room control systems, etc.