The Enclosed Meeting Spaces

Insights and applications to support the science of meeting.



Steelcase®

Steelcase Employee Research

Collaboration is among the top reasons employees want to go back to the office.



Top reasons to be in the office

1. Work requirement
2. Focus
3. Collaboration
4. Access to tools & technology
5. Sense of belonging

Meeting rooms can support *better focus, wellbeing* and *collaboration.*

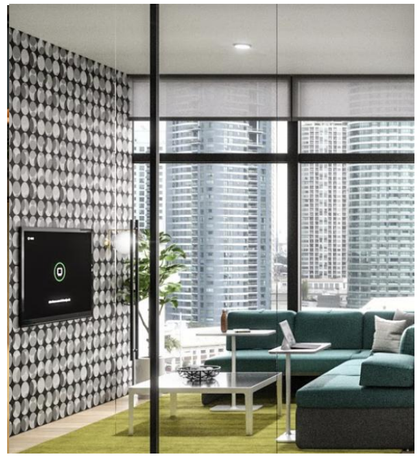


Balance Screens with Interactions

Spaces that balance technology, movement and face-to-face interaction can support healthier, more effective workdays.

Make Room for Wellbeing

Spaces that offer comfort, choice and access to light and movement help people feel better and stay energized.



Fix Focus Spaces

Enclosed meeting rooms provide spaces where people can concentrate with their team members without feeling disconnected.



Provide Privacy

Privacy is foundational to collaboration. When people feel protected from distractions, they're better able to think clearly and engage fully.



“The workplace can help organizations and people achieve more. Designing a *range of spaces* that support the diverse activities we do throughout the day can boost engagement, wellbeing and productivity.”

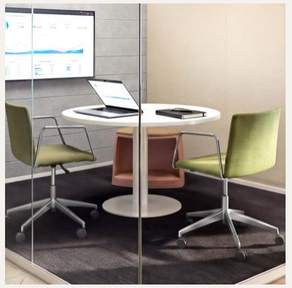
Emeka Nriagu
WorkSpace Futures Researcher

Great conversations need the right environment.

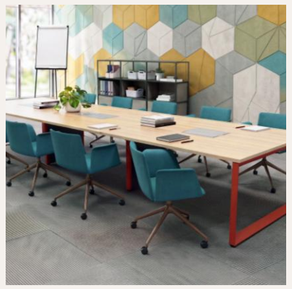
Whether it's a spontaneous team huddle, a project review, a client meeting, or a pivotal leadership discussion, the spaces we gather in influence how effectively we communicate, collaborate, and build relationships.

In this lookbook, meeting spaces are organized around the behaviors and outcomes they support. Drawing on Steelcase research into how people work, connect, and engage, each setting is designed to help participants feel included, contribute confidently, and collaborate effectively, regardless of location.

Partnering with our Community of Brands, Steelcase brings together a diverse range of solutions that help organizations create meeting experiences that are purposeful, high-performing, and human-centered.





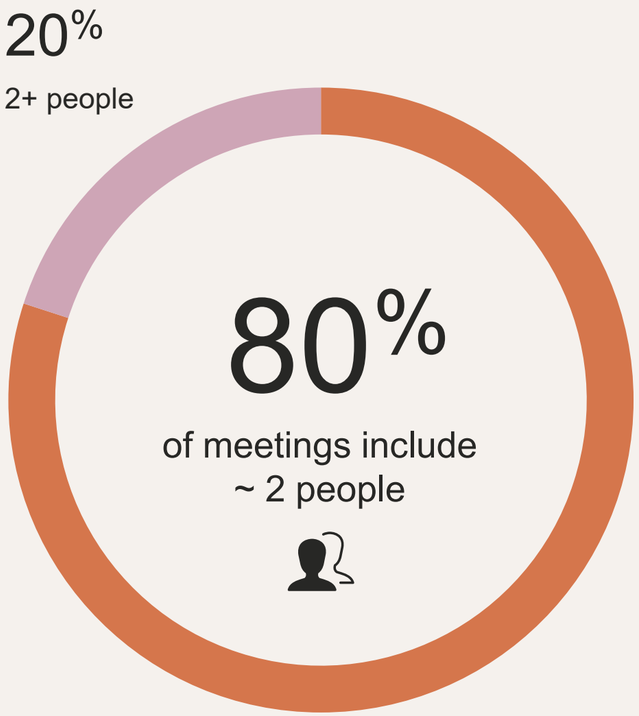



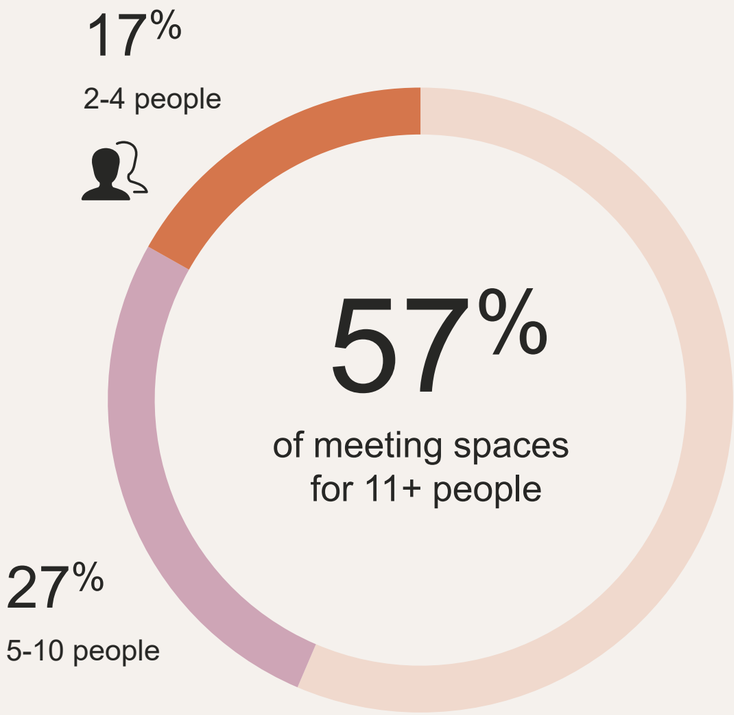



Steelcase Employee Research

People Need More, Smaller Meeting Rooms

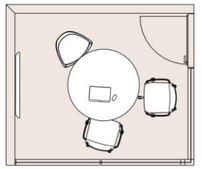
Most meetings today include about two people. Most meeting spaces are designed for 11 or more people.





Ad-Hoc Meeting





PLAN VIEW

2900W x 2700D | 84.2SQFT
2-3 pax

Designed around the essentials, this room supports quick collaboration with integrated technology, screen sharing, power access, and comfortable seating. A round table creates a more natural meeting experience while allowing additional seating when needed without feeling crowded.

By right-sizing spaces for smaller groups, organizations can free up larger conference rooms and improve overall meeting space efficiency.

FEATURED PRODUCTS



Cila Stool
Arper



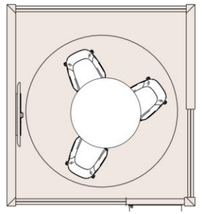
Stamp 5-Star Chair
Segis



Lexicon Social Table
Steelcase

Client Facing Collaboration





PLAN VIEW

3200W x 2900D | 100SQFT
3 pax

Designed for small client meetings, these intimate rooms create a welcoming environment where trust can be built naturally. Warm timber finishes, soft upholstered seating, and hospitality inspired details help put people at ease, making every interaction feel more personal, comfortable, and considered.

FEATURED PRODUCTS



Ghia 74 - Arper



Sinum - Wendelbo

Steelcase Employee Research

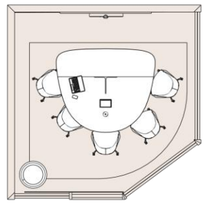
Hybrid collaboration spaces are increasing.

Global Research



Hybrid Collaboration





PLAN VIEW

3790W x 3855D | 148SQFT
5-6 pax

Hybrid collaboration demands technology that is intuitive, accessible, and inclusive for everyone in the room. Designed with integrated technology access points, the Ocular table enables participants to easily control meetings, share content, and connect with remote colleagues from any seat.



The aperture opening provides convenient routing for power, and meeting controllers. Its shape brings users closer, offering easy access and enhancing collaboration at the table

FEATURED PRODUCTS



Cila trestle base
Arper



Ocular Coupe 5
Steelcase

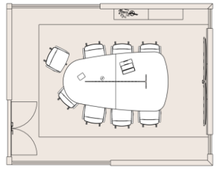
Aperture



Sully
Orangebox

Hybrid Collaboration





PLAN VIEW

5668W x 4320D | 262.3QFT
8 pax

Larger hybrid meetings require every participant to feel equally present, whether they are in the room or joining remotely. The Ocular table is thoughtfully shaped to work in harmony with conferencing technology, creating clear sightlines to the camera and screen while ensuring everyone can be seen, heard, and engaged throughout the conversation.



Intentionally designed around three key sightlines for people participating in a virtual meeting –

- people to people,
- people to screens,
- people to cameras

FEATURED PRODUCTS



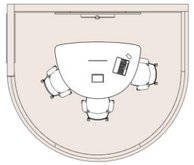
Catifa Sensit
Arper



Ocular Sightline
Steelcase

Hybrid Collaboration





PLAN VIEW

3500W x 3000D | 113QFT
3 pax

High-visibility spaces meeting spaces, the Ocular table conceals power and technology within its drum base, keeping cables and devices out of sight while giving facilities teams easy access for maintenance and updates. The result is a clean, uncluttered space ready for seamless video conferencing and information sharing.



Tech Door The drum bases of the Coupe tables offer ample space to house and conceal cabling, while also allowing for technology mounting when needed.

FEATURED PRODUCTS



Karman
Steelcase



Ocular Coupe 3
Steelcase

The research also identified a significant gap between those who wanted to move while collaborating (72%) and those who could (53%).



It was nearly unanimous that teamwork is crucial (97%) and helps generate better ideas (93%). The global findings revealed barriers workers face to successful collaboration include lack of access to the right people, lack of access to information, outdated technology and rampant distractions.

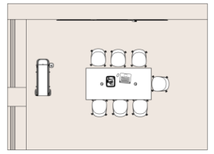
“Problem solving is almost impossible without teamwork.”

“Everyone is in sync and understands what needs to be done.”

“Trust is built up.”

Project Room





PLAN VIEW

5800W x 4125D | 257.5SQFT
7-8 pax

Workshop spaces are designed to support active collaboration, idea generation, and hands-on problem solving. Flexible furniture, mobile accessories, and writable surfaces give teams the tools to think visually, share perspectives, and adapt the space as conversations evolve. The result is an environment that encourages creativity while helping teams stay focused and engaged.

FEATURED PRODUCTS



Cubb
Orangebox



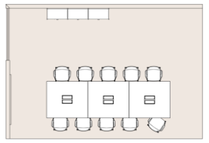
To-Be
Segis



Flex Cart
Steelcase

Project Room





PLAN VIEW

7500W x 5000D | 403.6SQFT
10 pax

Complex projects require spaces that bring people, information, and tools together. Designed for larger teams, this project space combines generous work surfaces, shared technology, and dedicated storage to support collaboration, and ongoing team engagement. Teams can easily gather, share content, and keep projects visible and organized

FEATURED PRODUCTS



LexCo Collection
Steelcase



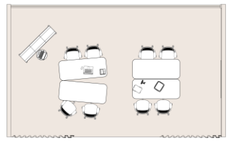
Stamp
Segis



Flex Active Frame
Steelcase

Agile Project Room





PLAN VIEW

8000W x 4900D | 421.9SQFT
8-10 pax

Designed to spark active participation, this project room gives teams the freedom to shape the space around their work. Flexible furniture moves easily between group discussions, smaller team breakouts and hands-on workshops, while secondary bench seating encourages more active postures.



The Flex High Table features directional wheels for easy movement and reconfiguration, helping teams adapt their space as projects evolve and teams form, dissolve and come together again.

FEATURED PRODUCTS



Flex High Table
Steelcase



Series 1 Stool
Steelcase



B-Free Beam
Steelcase

Steelcase Leader Research

Design the experience stage + People are gathering for impact, not frequency.

The WSF WorkAround
Research Update
June 23, 2026



Design the experience stage.

Offer front-of-house environments that reinforce confidence, communicate credibility, and support a thoughtfully orchestrated narrative.

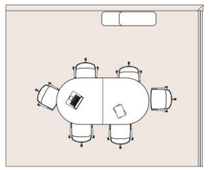


People are gathering for impact, not frequency.

Intentionally designed in-person and hybrid settings support rich understanding to help move from awareness to alignment to action.

Client Facing Collaboration





PLAN VIEW

4950W x 4000D | 231.1SQFT
6 pax

Client and partner meetings are opportunities to build trust, strengthen relationships, and make important decisions. Thoughtfully curated materials, comfortable seating, and refined finishes create a welcoming environment that balances professionalism with hospitality. This approach can encourage conversations, collaboration, and decision-making can happen naturally.

FEATURED PRODUCTS



Trim - Wendelbo



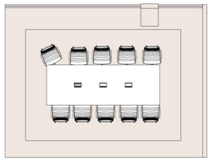
Catifa Up - Arper



Slice Shelf - Wendelbo

Boardroom Meeting





PLAN VIEW

6800W x 5025D | 367.8SQFT
10 pax

Designed for executive discussions, client meetings, and critical decision-making sessions, this boardroom reflects the growing demand for premium workplace experiences.

High-back seating creates a sense of formality and focus, while the refined finishes and structured layout balance comfort, performance, and professionalism.



A prominent high back on an executive chair gives a sense of formality and credibility.

FEATURED PRODUCTS



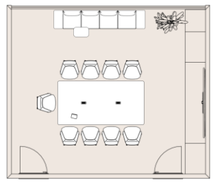
Cross - Arper



Catifa Sensit - Arper

Boardroom Meeting





PLAN VIEW

6745W x 5680D | 412.4QFT
9-12 pax

Designed for executive discussions, client presentations, and decision-making sessions, the boardroom supports both formal collaboration and relationship-building.

A balance of premium aesthetics, comfort, and flexibility helps create a trusted client experience.



Secondary seating accommodates meeting spillover and enables informal interactions before and after formal discussions, fostering connection and collaboration beyond the boardroom table.

FEATURED PRODUCTS



Potrero415
Coalesse



Aston (mid-back) -
Arper



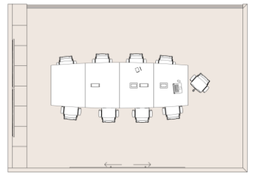
Kiik
Arper



Ralik Table
Arper

Boardroom Meeting





PLAN VIEW

8075W x 5600D | 486.7QFT
8-10 pax

Designed for conversations that carry weight, this setting brings a refined, traditional aesthetic to high-impact meetings. An extended table accommodates larger groups while keeping essential tools and technology within reach. Ergonomic seating supports comfort and focus, while a distinct position at the head of the table gives the presenter space and presence to lead.



Montana Cream Leather



Burnished Bronze Paint

Pairing the Think chair with genuine leather upholstery and Steelcase Burnished Bronze Lux paint on the frame brings warmth and refinement to meeting spaces, creating a premium, executive feel.

FEATURED PRODUCTS



Convene
Steelcase



Think
Steelcase

Helping the World Work Better

Steelcase®