

Types of Office and Meeting/Collaborative Spaces

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To anticipate space needs that support greater adoption of remote/hybrid work, the Future of Work physical space subcommittee developed this guide to typical office and meeting/collaborative spaces.

Office Space Typologies

We defined three primary types of office spaces—dedicated or shared spaces that permit individuals to complete work tasks with varying degrees of privacy and collaboration potential:

Hoteling/touch-down space

Flexible spaces that support a variety of functions, are available for anyone's use, and can be scheduled if desired. Typically arranged in a suite style with resources like printers, copiers, and supplies. May be assigned to a specific unit or shared by employees in multiple units.



Open/collaborative space

Spaces designed for individuals but configured in ways that promote collaboration and teamwork. Varying levels of visual privacy, but no acoustically isolated work spaces. Small meeting and phone rooms available for employees who need privacy throughout the day. Typically assigned to a specific unit but can be dedicated or shared.



Private offices

Traditional offices that prioritize privacy and acoustical isolation. Assignments should be driven by function, not personal preferences, organizational hierarchies, or longevity. Should be assigned to employees who need privacy at least 20 hours per week. Typically assigned to a specific unit but can be dedicated or shared.



Meeting/Collaborative Space Typologies

We also identified primary types of meeting or collaborative spaces used by groups:

Worktable/teaming center

Space that supports project-oriented team efforts. Often considered a small office suite.



Collaborative media center

Designed to support teamwork and collaboration around common data and technology.



Lounge

Supports social gathering in a “see-and-be-seen” atmosphere. Promotes less-formal teaming and collaboration. Very flexible with shared resources. Typically open with no acoustical isolation.



Small conference

Meeting space for fewer than four people. Typically used by a couple of people working together or for private phone conversations.



Medium conference

Meeting space for up to eight people. Suitable for discussion and teamwork. Resources limited to whiteboard and possibly projection.



Large conference

Meeting space for about 15 people. Suitable for discussion and general meetings. Technology and writing surfaces available.



Meeting room

Meeting space for large groups of more than 15 people. Typically used for presentations and less suitable for group collaboration. Technology enhanced for presentations.

