JOAN

TOP 5 REASONS

Why Every Office Needs a Meeting Room Scheduling System

Meetings are a necessary part of every business, yet arranging them can become a time-consuming or even embarrassing nightmare if you don't have an efficient booking process. When you finally manage to get a group of busy people together at the same time, you are faced with a task of finding a free meeting room as well. Arriving at a meeting room and finding someone else in there is nothing compared to having an important guest and wandering around, guests too, searching for an available room, or even worse, having people constantly interrupt your meeting.

A poor booking process includes

- wasted time
- scheduling mistakes
- inefficient use of meeting rooms and resources
- damage to employee morale and client perception

THE BENEFITS OF MEETING ROOM BOOKING SYSTEMS

People shouldn't spend more time coordinating a meeting than actually attending it. Having a room booking system in place can really streamline the process of room reservations and eliminate meeting confusion, double bookings, interrupted meetings, ghost meetings and the lot. Room scheduling impacts your organization on a number of levels, influencing your company's overall performance and financial standing.

Benefits for every business

- save time
- prevent double-bookings and meeting interruptions
- monitor meeting space usage
- streamline visitor management
- happier employees

1. IT SAVES TIME. AND MONEY.

Printing out paper schedules or other manual processes for scheduling meetings, such as sending out emails or making a bunch of phone calls, represent a significant workload to already busy administrative staff. Using so many different ways to book meetings and schedule rooms also makes it impossible to have an overview of which meeting rooms are available, who booked them and until when.

By introducing a meeting room booking solution, all employees can schedule their meetings instantly and from anywhere without the need for a meeting organizer, planner, facility manager, receptionist or IT. Meetings show up on a display at the meeting room door that clearly signals when the room is free or booked. Information is communicated realtime. Interruptions are eliminated. You save time. And time is money, as they say.

2. IT MAXIMIZES MEETING ROOM USAGE. AND REDUCES COSTS.

Meeting space is a valuable and expensive resource. It should be utilized in the most efficient way possible. Without the ability to monitor and analyze meeting space usage that becomes absolutely impossible. By introducing a room booking system, you're able to get more out of your existing meeting rooms. Good room booking systems allow you to generate reports about your meeting space utilisation so you understand how to optimize it and reduce real estate costs.

3. LESS FRUSTRATION. A HAPPIER OFFICE. A BETTER IMPRESSION.

By introducing meeting room booking, you are in fact introducing a system that prevents unnecessary conflict between employees over your meeting rooms. Stealing meeting rooms, fighting for them or haggling over who booked a room first or who needs it the most is a thing of the past. You don't damage morale with unnecessary organizational tasks that are better left to technology anyway. And you create a better impression for your visitors as well. They definitely notice meeting room chaos and definitely feel the difference when everything is as it should be.

4. IT ENHANCES PRODUCTIVITY.

By optimizing the process of booking your meeting rooms, meeting room booking actually boosts your staff's productivity. Employees save time on multiple levels. By freeing up a considerable chunk of time spent on scheduling meetings, dealing with meeting confusion or searching for meeting rooms, people can focus on their work and don't have to deal with a task that can be automatized.

JOAN MEETING ROOM BOOKING SOLUTIONS

Scheduling meetings from a company calendar is an effective way to organize a meeting but it doesn't mean that it will also secure a room for that meeting. If you're looking for a tool to efficiently reserve meeting spaces that is not only **user-friendly** but also easily **integrates with your existing IT infrastructure**, try one of the JOAN Meeting Room Booking Solutions.

BENEFITS OF JOAN SOLUTIONS
- Completely wireless
- Power-efficient
  (99% less consumption!)
- User-friendly
- Customizable
- Cloud or on premises
  hosting options
- An extension of the calendar
- Multi-language user interface
- 700,000+ happy users
- Sustainable & Green

JOAN is an all-in-one solution that enables users to schedule room resources faster and always have up-to-date meeting information at the meeting room door. Each solution is a combination of an ePaper display, proprietary software that seamlessly integrates with company calendars and cloud or on-premises hosting services.

JOAN Solutions work as **an extension of your company calendar** and show meeting information, the meetings coming up and eliminate meeting interruptions by clearly signalling the room is occupied and until when. When booking a room, users can choose to reserve it from a company calendar, on the display itself or via a Slack Joanbot.

All JOAN devices are completely wireless and can be attached with a self-adhesive Magnetic Mount to any surface. Due to the extreme power-efficiency of electronic paper, the battery lasts for a couple of months on a single battery charge. Each product is ready to use straight out of the box – no drilling, no wiring, no expensive installation.

For more information about JOAN Solutions, please visit our page at getjoan.com. Or contact us at info@getjoan.com.

VISIONECT

About Visionect I Visionect is the world leader in deploying digital signs in environments impossible before, setting a new standard in versatile, energy-efficient displays. The result of a decade of market-leading expertise, Visionect technology is unparalleled in versatility, ultra-low power consumption, ease of installation and simplicity of use.