

# Meeting Room Booking System



# Easily find and book the best-fit meeting space whenever and wherever you need it

Designed for modern offices and the future of work, Yeastar Workplace Meeting Room Booking System provides a straightforward way to book suitable collaboration space, manage room schedules, increase space utilization, and reduce real estate costs.

#### 01

#### Give employees more flexibility

Ditch the manual and clunky room booking processes for good. Allow employees to make ad-hoc, advance, recurring bookings anywhere, anytime, according to specific needs.

#### 03

#### Streamline space allocation

Save in-person collaboration from unnecessary room scheduling conflicts, centralize and automate administrative operations, and achieve higher productivity and employee satisfaction.

# 02

#### Maximize room efficiency

Keep everyone in the know with increased visibility and accurate information. Increase room availability by eliminating ghost meetings with the help of smart technology.

#### 04

#### Spot optimization opportunities

Get a full picture of how meeting rooms are being used. Make data-driven decisions about the number, capacity, layout, etc. Quickly respond to current demands and plan for the future.



#### **Resource & Schedule Management**

Add all meeting rooms and related information to the platform. Manage room schedules in one place to avoid double booking and reduce administrative burden.

#### Interactive Floor Maps

Create interactive, searchable, real-time floor maps for employees to see the office layout at a glance, quickly identify available rooms, and book right on it.

#### Vacant Rooms Auto-release

Automatically cancel abandoned meetings and free up empty rooms for others to book based on real-time occupancy data captured by the people counting sensor.

#### Smart Meeting Room Experiences NEW

Monitor temperature, CO2 concentration & more via the room comfort sensor. Lightings can be switched on/off remotely as people check in/out via the smart wall switch.

#### Analytics & Reporting

Gain actionable insights on the trends and patterns of your space usage, such as total meetings, recaptured hours, room utilization rate, meeting event density, etc.

# **Efficient Online Booking**

Have an overview of all rooms and bookings through multiple flexible viewing options. Filter search and mark favorites to find rooms even more quickly.

### Room Display & Apps NEW

Instantly tell room availability through distinguishable tricolor LED indicators of Yeastar Room Display. Or download our latest Room Display App to your Android tablet and iPad.

#### Wayfinding NEW

Create wayfinders to direct employees and visitors to the right meeting room and help them easily navigate your workplace.

#### Approval, Notifications, and Services

Apply approval processes for request-only rooms, set up notifications for attendees, and enable meeting service requests to further streamline the booking experience.

#### **Connect to Your Favorite Tools**

Make reservations seamlessly through your familiar interface and automatically synchronize room booking schedules and any adjustments in both directions.

Yeastar Workplace

The Flexible-first Workplace Platform for Meeting Room Booking, Desk Booking, and Visitor Management.

www.yeastar.com

⊠ workplace@yeastar.com