## Conferencing Workbook





## Conference rooms - a key to success.

Many contemporary buzzwords for business trends primarily refer to communication, for example the communication age, knowledge economy, creative business, life-long learning. Despite all the new media and virtual networks - the way we relate to one another is the basis for efficient working practices. The key aspects are trust, empathy and team spirit on the one hand, creativity, innovation and commitment on the other. Add to these the breakneck speed of change in an increasingly networked world that necessitates fast decisions made as a team, skills and adaption to changing market conditions.

Above all, it is the managers and executive boards who are required to develop, compare and adopt strategies and agree on the steps required. Therefore the conference and meeting room is the key place where experts and decision -makers meet to set the course for the future. Clear goals, structures and organisational patterns are a must. And professional furnishings have to provide toplevel support to these core corporate management processes.

Over 20 years ago Wilkhahn defined innovative conference solutions as a key business field. In-depth studies were subsequently carried out. These examined to what extent table sizes, table shapes, surfaces and the quality of the furniture had an impact on the outcome of conferences. Completely new table ranges were developed as a result to respond to different factors, such as the number of attendees, room sizes, room shapes and usage concepts. The experience gained from furnishing projects in international companies was continually incorporated into support concepts and future developments. Today we are considered a premier supplier to all customers who connect prestigious quality, customised requirements and the love of good design with functional perfection and value for money that carries a responsible label.

Mobile, foldable conference tables and systems The number of meetings in the workplace is constantly rising. Therefore, a huge bonus are compact-tostore, mobile folding tables that are ready for meetings in no time. As a generously space table on its own, or a conference system. - And that looks so attrac tive that it has become an established feature of boardrooms in international corporations.


## Mobile multi-purpose tables. In multi-purpose rooms

with variable partitions, the usage options range from conventions to seminars to banquets. In these cases, the most practical solutions are mobile tables with table depths of 60 to $75 \mathrm{~cm}\left(235 / 8\right.$ " to $29 \frac{1}{2}$ " $)$. The table tops can be tipped up vertically and the foot sections in Timetable automatically turn in. This makes handling easier and ensures the tables are extremely compact to store.




## Mobile conference tables with swivel table tops.

Larger table formats of up to $210 \times 105 \mathrm{~cm}\left(825 / 8^{\prime \prime} \times 413 / 8^{\prime \prime}\right)$
(width $x$ depth) are also possible with table tops that can be swivelled vertically. Frames, table depths, edges and
surfaces can be precisely matched with the folding tables
so that they can be combined perfectly. The result:
the right layouts for any number of people, room size and type of conference.



An adaptable table for meetings and video conferences The scissor-action table in the same distinctive design offers a completely different type of flexibility. Pushed together, the table encourages people to interact in conferences. Opened out, from each seat they can see presentations and are visible to others and cameras.


Matching static table solutions. Static tables,
or conference systems, are just as attractive as their mobile counterparts. So table solutions that complement one another can be created for all conference and meeting areas.





Large table top, few legs. Static conference tables and systems must adapt to the shape of the room, number of attendees, multi-media integration, materials and surfaces. In this case, practical solutions are table ranges designed from the very start for a variety of table-top formats and that have plenty of space between the table legs. This allows the maximum in terms of design and flexibility. Options include table systems that appear virtually seamless, or ones that are linked together.



Variable table systems. When vast conference rooms are required for different purposes, table systems need to be durable, but easy to transform at the same time. The answer is variable, linkable table systems which consist of solid table tops, modesty panels and table legs that can be positioned individually.




Stand-alone tables with connecting leaves. Table systems made of lightweight stand-alone tables with retractable legs and connecting leaves allow rooms to be used in a variety of different ways, perhaps for seminars or meetings. Integrated links are just as important in this case as robust quality and an attractive design to combine functionality with appeal.


Rectangular table systems. Four-legged rectangular tables, joined together with special fittings, are ideal for a range of different purposes. They can become desks, seminar tables or part of a large table system. Available in a large range of sizes, right up to $160 \times 160 \mathrm{~cm}$ multi-purpose tables and with square or round table legs to suit design concepts.




## Advising and planning.

Nowadays top executives spend an average of 80 per cent of their working day in meetings, seminars and conferences. For managers the figure is around 50 per cent and for office workers 15 per cent-and there is no sign of this trend slowing. Hardly anybody looks at the costs that incur as a result, although personnel costs are usually the most expensive items in business budgets. Which makes customising conference room planning all the more important. The potential that lies in making meetingsworthwhile is surely enormous.

So we talk to you beforehand to look at the numbers of people involved, usage frequency of the room, methods and multi-media equipment required, average duration of meetings and the processes you want to encourage. Is the room reserved for a particular level of company seniority, or is it designated for all levels of the hierarchy? Is the purpose to provide information and make decisions, or to meet up and develop ideas? Is the meeting to be led by the chairperson, or is interaction of the people taking part required? And an increasingly vital question in the ICT age is: what multi-media equipment is involved and how is it to be integrated?

The examples on the following pages show how different focuses are incorporated in the planning of interiors (all dimensions in $\mathrm{cm} / \mathrm{inches}$ ).

Round tables. A round table is the most compact table shape. No fixed seating places are defined because its purpose is to encourage maximum participation of everyone on an equal basis. The centre column also offers plenty of leg room and space for a variable number of people, in this case up to nine.


Aline range: round table with stackable skid-base chairs


Square tables. Tables measuring $160 \mathrm{~cm} \times 160 \mathrm{~cm}$ are the
most versatile size. They can be used as desks for two, project tables for four, or a spacious conference table for eight Linked together, the standalone tables become large conference systems. Table legs positioned on the outside offer the same legroom for everyone.


[^0]Triangle shape. Three curved sides make the table very versatile in an equally compact space: in this case a meeting for nine with everybody interacting with one another. Or perhaps a presentation with the multi-media projection for six? Or maybe a video conference for six? In this backdrop, a useful extra is the fact that the conference chairs can be swivelled.


Logon table range with Modus conference chairs

Organically rounded large formats. Even large table
formats can appear seamless, even though they're modular
They offer slanted table legs, large under-frame spans and exceptional table-top shapes that emphasise the tables organic forms. The upshot is a table that's pleasing to
the eye.


[^1](Height-adjustable) standalone tables in rectangular or barrel shapes. The rounded long sides of the table make eye contact and interaction easier. The column feet on the front edges also offer a lot of leg room and a variable number of seats. They're height adjustable, so sit-down meetings can spontaneously become stand-up ones. A healthy option that keeps people on their toes.


Height-adjustable table without multi-media equipment


Barrel-shaped table with integrated multi-media equipment


Travis table, height adjustable, with stackable Ceno four-legged chairs

Telepresence. Spaced apart but still linked together.
Telepresence solutions involve precisely calculating the table
shape, distance to cameras and displays, as well as light and sound control. Consequently, people feel as if they are sitting at the same table. The next generation of the traditional video conference.


Logon table range with FS cantilever chairs

Variable video conferences. If video conferences are infrequent, scissor-action tables with flexible sides offer exceptional solutions. They are normally closed for meetings in an oval shape. But they are opened up for conferences to provide good eye contact between people and the virtual counterpart sitting opposite.


Variable room sizes. If group sizes frequently change,
larger rooms that can be partitioned are a good choice.
Maximum flexibility is created by the people taking part in no time by combining a static table system with mobile, stackable, stand-alone tables of the same size.



210 [82.68"]
1,050 [413.39"]


Logon and Timetable Shift table ranges with stackable 180 range cantilever chairs

Rectangle conference room. The level of structure a meeting requires grows with the number of people attending. Seating places are clearly defined due to the way the table tops are segmented. The front ends are particularly exposed. A boat shape permits eye contact with people seated further away too. If more psychological distance is required between attendees, a layout without the central inlay is possible, in other words like an open eye.


[^2]Square conference room．In this case a curved，hexagonal system encourages people to join in and talk to one anoth－ er．However，because three people sit together with an ex－ posed centre place per table segment，a clear sense of or－ der is obvious．Segmentation is supported by the position and form of the table＇s feet．


Logon table range with Modus conference chairs


Rectangular conference room. The seating layout at an
oval table is more subtle. The table top looks seamless and the centre joints between the table legs virtually disappear from sight. Therefore, despite the long basic shape resembling a rectangle and the small spans, places at the table are all of equal quality. This encourages people to be open and join in.


[^3]

540 [212.60"]


Rectangular, variable conference room. Variable table systems with a certain cachet are a superb choice if executive board members seldom meet at the same time. A boat shape can be designed for division into two barrel-shaped table systems that are available for smaller meetings the rest of the time.


Palette table range with FS swivel chairs shape can be designed for division into two barrel-shaped



Square, variable conference room. Table systems that can be extended with connection leaves have a particularly light and stylish appeal. In this case, four hexagonal tables create the basic shape for 12 people. And with integrated rectangular tables, 20 people can be seated in comfort. That is what we call superb-looking versatility.


[^4]

830 ［326．77＂］

120 ［47．24＂］
80 ［31．50＂］


590 ［232．28＂］

Seminar room．Rectangular，four－legged tables in a width and depth ratio of one to two are ideal for responding to different requirements with one single table format． Depending on the backdrop，options include standalone tables（for exams），rows of tables（for lectures／presentations）， to horseshoe－shaped open or closed shapes（for information sessions／discussions）．


Concentra table range with stackable Ceno four－legged chairs

Mobile conferences. Four mobile and foldable standalone tables are swiftly transformed into an oval table system for 18 , or two systems for ten people each. This offers maximum flexibility throughout the building. Because furniture not currently needed fits into any corner - or the lift too.


[^5]

Multi-purpose conference. A horseshoe-shape for a
presentation in the morning, a lunchtime conference and a seminar set out in rows in the afternoon, followed by a small banquet with groups of tables in the evening - simply child's play for mobile tables with swivel tops. The perfect marriage of first-class design, maximum room usage and minimal facility management costs.


Timetable table range with stackable 180 range cantilever chairs


Oval plenary sessions. Open round to oval table shapes are recommended if the goal is for everyone to participate on an equal basis in large plenary sessions. The number of people means integrating amplifiers. Three people each share a screen to follow presentations from where they are sitting.


[^6]

633 [249.21"]

Executive plenary session. If the management structure requires emphasis, the chairperson's place is clearly set apart. The chairperson can control visuals displayed behind him via an integrated screen. Who sits on the two sides of the table is also established. As a result, the seating layout indicates seniority.


Travis table range with Graph conference chairs



Variable plenary sessions. Large table systems can also be configured in different ways if the room can be partitioned. Consequently, smaller conference rooms are available between the plenary sessions. In this case, multi-media sockets integrated into the table tops are connected from segment to segment and can be used in rooms partitioned off too.



Multi-purpose event areas. If the areas required for plenary
sessions are furnished with mobile, foldable tables, the room can be converted for other purposes very quickly: for smaller conferences, for groups of tables for parties, for presentations with chairs set out in rows, or as an unfurnished event room


Confair folding tables with stackable Modus cantilever chairs


## Surfaces.

The table's surface is what immediately stands out when you enter a conference room and sit at the table later on. And not just in terms of appearance, but also haptics. Because hands and forearms are often where skin contact occurs. Therefore choosing the right table surfaces is crucial. Key questions are: does the surface match your interior design concept? How sensitive is the surface to scratches or dirt? Are the table tops to stay the same, or be combined with others? And does it fit the usage concept?

Everything else is precision workmanship, especially if wood veneers are chosen. Only a fraction of the wood available is turned into veneers, of which only a tiny proportion meets Wilkhahn's quality standards. It is the wood's naturalness that makes it so fascinating. No tree trunk is like another. And it is this unique feature that makes the tables and table systems individual. Linoleum is also a very pleasant natural material that feels warm to the touch. It is also a very good base to write on. Laminate is the most robust surface, very hard and industrially made

Wood veneers. Natural wood is a living material: in the way it looks and changes over the years. Sometimes more significantly and sometimes more subtly, depending on the type of wood and how light it is. If a more consistent look is preferred, stained surfaces or industrially produced veneer (e.g. mocha) are available.


11/80 Maple with natural finish


13/80 Beech with natural finish


19/80 Ash with natural finish


16/80 Walnut with natural finish


14/80 Elm with natural finish


15/80 Oak with natural finish


15/89 Oak, dark


19/99 Ash, black


18/00 Mocha

Linoleum. The material consists of linseed oil and natura resin that is applied to a backing layer and protected with a matt-glossy lacquer. In terms of haptics, it is not just extremely pleasant, but is naturally anti-static too. Virtually no finger prints or dust stick to the surface. Over the years linoleum table tops gain a characteristic patina.


42/32 Beige


42/37 Grey


42/34 Sand grey


42/99 Black

Laminate. The material is made by bonding cellulose and décor paper layers, as well as resin, by applying heat and pressure. This produces an extremely tough surface that comes in a variety of different colours. Laminate is highly recommended for areas where the tables are subject to a lot of wear and tear because they are frequently moved around for example.


24/82 Sand grey



24/84 Grey


24/99 Black


24/21 Beige


## Edge shapes.

Just as table surfaces have an impact on the atmosphere, table edges influence the aesthetic appeal. Is the table system to look lightweight, or solid? Subtly curved, or with straight lines? Chamfered, straight and bullnose edges can be selected to co-ordinate with the table ranges. The table edges can be made from solid wood to match the veneer and bonded with the table in the best traditions of joinery.

Bullnose wooden edges with an integrated impact-resilient profile are another Wilkhahn speciality. They were developed for mobile tables, but also cut a dash in static systems. The elastic rubber profile makes the table tops look slender and also effectively protects the edges from damage. They match the veneer on wood surfaces. Natural wood edges give laminate or linoleum tables a more stylish look.


Palette.


Straight edge, table top $39 \mathrm{~mm}(11 / 2$ " $)$ thick


Bullnose edge, table top $39 \mathrm{~mm}\left(1 \frac{1}{2}\right)$ thick


Timetable Shift. Timetable. Confair folding table. Logon.


Bullnose edge with black impact-resilient profile, table top $26 \mathrm{~mm}(1$ ") thick


Bullnose edge, with white impact-resilient profile, table top 26 mm (1") thick


Straight plastic edge, table top 25 mm (1") thick

Logon.


Straight edge, table top $26 \mathrm{~mm}(1$ ") thick


Bullnose edge, table top $26 \mathrm{~mm}(1$ ") thick


Chamfered edge, table top 26 mm (1") thick

Travis.


Straight edge, table top 26 mm (1") thick


Bullnose edge, table top $26 \mathrm{~mm}\left(1{ }^{\prime \prime}\right)$ thick


Chamfered edge, table top $26 \mathrm{~mm}(1$ ") thick

## Concentra.



Straight edge, table-top thickness $19 \mathrm{~mm}(3 / 4$ ")


Straight edge, table-top thickness $19 \mathrm{~mm}(3 / 4$ ")


Glass top, thickness $10 \mathrm{~mm}\left(3 / \mathrm{s}^{\prime \prime}\right)$

## Conversa.



Straight edge, table-top thickness $19 \mathrm{~mm}(3 / 4$ " $)$


Straight edge, table-top thickness $19 \mathrm{~mm}(3 / 4$ ")


Glass top, thickness $10 \mathrm{~mm}\left(3 / 8^{4}\right)$

Graph.


Edge symmetrically curved, table top thickness $26 \mathrm{~mm}\left(1^{1}\right)$


Glass top, thickness $10 \mathrm{~mm}\left(3 / \mathrm{s}^{\prime \prime}\right)$


Modesty panels. All table ranges offer modesty panels for open table systems or rows of tables. Depending on the table shape, design concept and how much concealment is required, panels consist of profiled, or perforated metal, semi-transparent, covered frames, or veneered panels to match the surface.



Connected table rows from the Logon range with perforated modesty panels


Conversa table range, modesty panel covered with black fabric

## Integrating multi-media equipment.

The way that the usage concept, aesthetic quality, innovative functionality and excellent materials are combined determine the quality and return-on-investment of conference facilities. The next question is how multi-media outlets, or even the hardware itself is integrated into the tables. Whether static table configurations, variable table systems, or mobile and dynamic solutions are required - the superb aesthetic and functional quality of the table ranges should also offer options for integrating state-of-the-art multi-media equipment.

Depending on the requirement, Wilkhahn ranges can integrate everything into the tables that is required to use multi-media equipment: from the cable outlet to differently equipped techni-stations for plug-and-play solutions that open out, to integrating conference-call modules, microphones or retractable displays. Customised solutions are produced, where the multi-media equipment becomes an integral part of the table system and disappears again afterwards.


VERSIS 170


VERSIS 150: upwards-facing screen retractable into the table surface, manual opening and closing.


VERSIS 170:
upwards-facing screen electrically retractable into the table surface


MODIS: electrically retractable monitor and keyboard


CONVERS: screen can be opened up and retracted vertically at the touch of a button.

Screens. If not everybody can look at one single screen, an effective option is to integrate screens into the tables. For example in round table configurations: people not facing the multi-media projection can then follow the presentations on screen at their tables. If the screens are not required, they disappear into the table and do not act as a barrier. In this case, different models cover all conceivable design and usage options: manually or electrically extendable, or folded down with the display facing upwards, or horizontally integrated into the table top with the back of the screen matching the table surface, or opened up vertically from the table top.


CONVERS


MODIS


Aluminium, clear anodised cable outlet

Cable management sets. Options for cable management sets and outlets are just as varied. For horizontal management underneath the table, retractable cable baskets or channels are recommended that contain the components belonging to the equipment. They are easy to handle and join up thanks to slots at the sides. If just a few cables are required, cable trays are a practical alternative. Cables can be inserted vertically in the table legs, via external cable clamps or cable risers. If cables are to be inserted through the tabletop, there are outlets ranging from simple plastic to high-quality aluminium solutions, to sophisticated solid wood covers.


Cable tray for mounting underneath the table top.


Cable basket and table leg with cable outlet.


[^7]


Easy to produce by anyone in a matter of minutes: two Confair folding tables ( $280 \times 105 \mathrm{~cm}, 110^{1 / 4} 4^{\prime \prime} \times 41^{3 / 8}$ ), a Timetable Shift ( $210 \times 105 \mathrm{~cm}, 825 / 8^{\prime \prime} \times 41^{3 / 8}$ ) - and the stage is set for a multi-media conference for 12 to 14 .


One single floor port is all that is required to supply the tables with USB ports, video, audio and network outlets, as well as the power supply. In addition to the outlets (which can be configured to suit preferences) is space for superfluous cables, power supply adapters and chargers underneath the table portals. An optional benefit: at the touch of a button, from each place a computer can be added as the data source for the projection.

Ingeniously, this method of integrating multi-media equipment does not restrict the functionality of the tables at all. Quite the contrary: folding, swivelling and stacking them is still possible. The modules can be folded down, so that the equipment is easy to access. An example of perfect industrial design - without any sharp edges or screws showing.



Integrated Techni-station Compact.


Integrated Techni-station Rotate with frame and an opening mechanism at the touch of a button.



Techni-station Management, integrated flush with the table top, cover the same as the table surface


Double table portal with cable network to fit power strips on both sides.

Techni-stations and single table portals. There is a choice of various solutions for integrating outlets into the top of the table. Compact, fitted modules, optionally available as a cable outlet or data and power outlet, are space-saving to integrate and ideal for round or square tables.

Pop-up or fold-out techni-stations with plug-and-play outlets are easy to handle, cables and adaptors also stay on top of the table in this case too. The range spans standard plastic configurations, to classy aluminium housings with modularly configurable combinations.

The high-quality single table portals harmonise especially well with the table Even when equipment is connected, only a small strip is visible. The outlets are underneath the table, so that cables and chargers disappear easily.


Single table portal opens lengthways (only in the Graph table range)



Integrated Techni-station Basic with frame.


Techni-station Comfort integrated flush with the table top.


Techni-station Management, integrated flush with the table top, cover the same as the table surface.


Single table portal with Techni-station Conference for up to seven slots to suit preferences with field for labelling


Very attractive, exceptional workmanship:
the closed single table portal that matches the grain of the veneer.


The ideal solution for microphones: just open the portal..

## Single table portals with Techni-station

 Conference. First-class aesthetic, functional and technical perfection comes together when single table portals and the Techni-box Conference are connected. Similarly to the dynamic, multi-media conference solutions (page 62), the outlets and the channel form a solid unit. The size is exactly the same as the space cut out from the table, the outlets are supplied at the sides by a customised, lagged, black-fabric cable harness. This is either connected to the floor port, or the next system.This high-quality integration of multi-media connections is not an end in itself. It cuts attendees' preparation time to a minimum, requires fewer IT personnel thanks to intuitive operation, is designed to adapt to user requirements and conceals any unwanted components. Because after all, people attending meetings should be concentrating on the content and not the equipment.

slot in the microphone and point it upwards


Enough space for small devices, for example chargers, adapters or connecting cable.

close the portal and switch on the microphone.


A large range of options: from the simple table portal with net suspended on the bottom..

to integration flush with the surface of the Techni-station Executive than can be folded out hydraulically...



## Conference chairs and useful accessories.

The conference chairs have an impact on the aesthetic and symbolic appeal, the way attendees interact and room-usage potential. In traditional conferences, the chair also indicates the importance of a particular position. Backrest heights, seat widths and upholstery symbolise a person's seniority within the organisation. Surfaces and sizes of materials can convey transparency and dynamism, or tradition and consistency. Compared with four-legged chairs, swivel or lightweight chairs make it much easier to talk to the person sitting next to you. Swivel, lightweight or stackable chairs make handling easier and the room versatile to use.

Physical well-being is another key factor. Ergonomic seating offering supreme flexibility is increasingly important the longer a conference takes. If concentration is stretched to the max, then feeling uncomfortable is the last thing you need. At the same time, the level of comfort can have an impact on how long a meeting takes.

And useful accessories are also a must and need to be carefully chosen: trolleys to serve food or transport material, mobile devices to carry equipment, lecterns, flip charts and pinboards are often not in the quality that conference furnishings aim to convey.


ON ${ }^{\circledR}$


ON®


ON®


ON®


S-Line


Graph


Graph


Ceno


Modus Executive


Modus Executive

## An overview of chairs and accessories. Swivel, cantile-

 ver, four-legged, or skid-base chairs? Individual ones for the conference room, or obvious table ranges? In the end, the right solution depends on what you want to achieve. But all the models have one thing in common: they offer first-class quality, top design and fascinating functionality. We look forward to working with you

230 range


180 range


180 range


180 range


Confair


Confair


Confair


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[^0]:    Concentra table range with multi-purpose chair Chassis

[^1]:    Graph table range with Graph conference chairs

[^2]:    Travis table range with Modus swivel chair

[^3]:    Graph table range with Graph conference chairs

[^4]:    Contas table range with stackable Sito cantilever chair

[^5]:    Confair folding tables with stackable Sito cantilever chairs

[^6]:    ogon table range with ON swivel chairs

[^7]:    Retractable cable channels offer plenty of storage space and easy access to electrical components. Shown here in the Travis table range

