FEARING'S
AUDIO • VIDEO • SECURITY
Make a Difference!

Conference-Room Ready: The 15-Point AV Checklist for Flawless Hybrid Meetings

Every glitchy call chips away at credibility—and revenue. Our concise 15-point checklist walks you through cabling, cameras, acoustics, network capacity, and more, so your next Teams or Zoom session feels effortless. Use it to audit existing rooms, plan new builds, or justify upgrades to leadership—before small oversights turn into costly do-overs.

FEARING'S
AUDIO • VIDEO • SECURITY
Make a Difference!

Why Start With a Checklist?

Designing or refreshing a conference room used to mean picking a display size and calling it done. Now it's a strategic investment that affects collaboration, culture, and client perception. A single overlooked detail—poor sight-lines, under-spec'd network, mismatched camera FOV—can lock you into expensive work-arounds for years.
Our 15-Point Checklist distills decades of design experience-aligned best practices into a quick diagnostic that shows you where you stand today and what you'll need tomorrow. Armed with real data instead of guesswork, you can:

Without the Checklist	With Checklist
Rely on vendor quotes that push "latest-and-greatest" gear, not what you need	Make smart decisions, knowing the options and what may affect the experience
Discover infrastructure issues, like power, cabling, or acoustic flaws mid-build, when its unexpected	Plan for infrastructure updates early to get them in drawings and budgets
Unrealistic budget	Present a comprehensive budget with a clear vision
Patch issues ad-hoc after go-live	Launch day-one with confidence that you have checked all the boxes and have rock-solid reliability

Next Step: Let's Make It Simple

Once you complete the checklist, schedule your free Room Readiness Review
We'll walk through your space with you and provide a no-pressure modernization game plan.

Schedule at Fearings.com

Conference Room Modernization Checklist

From Fearing's Audio Video Security

Ensure Your Conference Room Is Ready for Today's Hybrid Work and High-Stakes Collaboration

1: Room Infrastructure & Layout

If the foundation of your room is wrong, even the best tech will fail. This section covers layout, lighting, sightlines, and wiring — all the behind-the-scenes details that impact every meeting's success.

- Proper room sizing and arrangement for capacity, use case and optimal AV usage. You want to keep in mind several factors such as sight lines to the display, camera placement/view to make sure everyone is seen on the far end of a call, microphone placement so everyone is picked up and heard, speaker placement and type so audio is clear and they blend in visually into the room and controls and inputs are located in ergonomic and useful locations.
- Acoustic room treatments for echo and noise reduction. If a room is overly reverberant, it can not only degrade the audio quality and intelligibility in the room, but it will also get picked up by the microphones and make far end participants also have a hard time with speech intelligibility as well! Acoustic treatments can be tailored to or even add to the aesthetics of the room and help make the audio experience better for everyone.
- Lighting (natural + adjustable artificial) properly placed and controlled to consider things like task lighting, placement that does not wash out screens, considerations for sightlines (for cameras, screens, presenters, etc.) and possible ceiling microphones and speakers (for optimal coverage locations and not to block their coverage and therefore performance).
- Network infrastructure (wired + wireless) for AV/IP traffic as well as user access.
- Cable management and power considerations. Having raceways for cabling and power in the right locations, helps keep cabling neat and out of sight!

FEARING'S
AUDIO • VIDEO • SECURITY
Make a Difference!

2: Display Technology

If people can't see clearly, they can't engage. This section helps you assess whether your displays are optimized for the space, content, and audience — especially for hybrid and presentation-heavy meetings.

- Primary display type: ☐ LED Wall ☐ LCD Pannel(s) ☐ Projection System(s)
- Optimal screen size for the detail needed and farthest viewer(s) in the room. There are calculations to figure out, based on the detail needed, what the optimal size for the room is. Ceiling heights and sightlines can be limiting factors where multiple screens and other out of the box designs may be recommended to make sure everyone can see the details needed.
- Touch-enabled or interactive display (if applicable). From white boarding to annotations, touch capabilities have many benefits to add to your work flow and improve productivity.
- Secondary displays for side viewing, additional viewing coverage, overflow, confidence monitoring and/or remote participants. Depending on your system, room and workflow, there may be many reasons to add additional displays to your system.

3: Audio Systems

Clear audio is non-negotiable. If people can't hear (or hear too much echo), your meetings lose impact fast. This section ensures your microphones, speakers, and sound systems are helping — not hurting — communication.

- Ceiling or table microphones with beamforming. Beamforming microphones are used in most conference room systems as they typically have controlled pickup patterns that help pickup what you want and less of what you don't. Keeping microphones off the table also helps reduce table noise and the possibility of microphones being blocked by laptops or papers.
- Ceiling or wall-mounted speakers for even coverage. There are many options for speaker systems from standard in ceiling to pendants, to wall mounted and even flush mounted nearly hidden speakers color matched to your room for nearly invisible high quality sound!

- DSP (Digital Signal Processor) with echo cancellation. This is the heart of a conference room AV system. This is where mixing, processing, routing, EQ, echo cancelling, USB interfacing, VOIP/SIP integration, networked audio, physical audio connections and much more can happen.

- Audio zoning if there are multiple rooms, different ceiling heights or types in a space, certain types of microphone audio reinforcement is needed or divisible room features are needed. With these use cases and several others, it may be important to split the audio into zones, so audio levels, eq or routing can be controlled separately. In most cases, this is behind the scenes and to the user, it acts as one large seamless space and many times it is automated to turn on/off other zones when needed based on simple user selections or fully automated using sensors or logic.

4. Video Conferencing

Video is the face of your brand in hybrid meetings. This section helps you evaluate whether your camera setup is showing your team in the best light, with the right angles, framing, and automation to make remote collaboration seamless.

- PTZ or fixed camera(s). PTZ cameras allow for pan, tilt and zoom functions, where most fixed cameras may have more limited digital pan, tilt and zoom that lowers the quality of the image and may not have as much control.

- Presenter tracking, auto-framing, speaker tracking and preset recall (manual and automatic) are all possible camera features that should be considered when planning for a camera system for conferencing. Knowing how the room will be used and how you want it to operate and look to far end participants can help determine what the best type of camera control and or automation you might want to consider for your space. This will be very important when it comes to selecting many of the key system components to make sure the system can provide the desired features.

- Consideration of multi-camera support for presenter, audience and other views is also important. Additionally, some of the previous features require multiple cameras to create transitions from one view to the next, different angles to capture better images or use wide angle shots to track motion beyond a zoomed in shot and more.

- Conferencing platform: ☐ Microsoft Teams Room
  ☐ Zoom Room ☐ BYOD / UC Agnostic ☐ Webex ☐ Google

  Note that supporting multiple platforms can have certain limitations, require licensing or require 3rd parting cloud bridging, depending on desired functions and use cases.

- Native calendar and meeting join integration. This makes using the system very simple for those that invite and book the room, giving them a one click to join experience.

5. Control & Automation

A great system is useless if no one knows how to use it. This section looks at the control systems that make starting a meeting or switching modes as easy as pushing a button — not calling IT.

- Touch panel or tablet control system. A touch panel brings all of the technology together into one simple to use interface if done correctly. This can also help unify the user experience, by creating similar use, look and feel across rooms and even campuses, even when the rooms and technology vary.
- One-touch start for meetings. This could be to start your scheduled UC meeting or could also be to present from a certain connection and the system turns everything on, selects the proper inputs and routes audio to the right speakers with one button.
- Automated room presets (lighting, shades, A/V modes). Many other room controls and systems can be integrated into the AV system to create optimal room environments, taking the guess work out of the equation for users.
- Remote monitoring and diagnostics for proactive service. This is great way to know ahead of time if something is not working properly and do something about it, before it's discovered when the big company meeting is supposed to start! This helps you be the hero, without the panic call at the 9th hour!

6. Collaboration Tools

Modern meetings aren't just about talking — they're about sharing ideas. This section focuses on tools like wireless sharing and digital whiteboarding that turn your conference room into a creative hub.

- Wireless content sharing (Airmedia, AirPlay, Miracast, Clickshare, etc.). This can be a great option to keep cables off the table, remove the need for adaptors and provide flexibility for collaboration and multiple presentation locations.
- Digital whiteboarding is another great way to collaborate with many options.
- Integration with productivity suites (e.g., Microsoft 365, Google Workspace).

FEARING'S
AUDIO • VIDEO • SECURITY
Make a Difference!

7. Room Scheduling & Occupancy

Double-booked rooms and ghost meetings waste time and space. This section covers scheduling tools and sensors that help you manage room usage, reduce friction, and gather data to optimize your spaces.

- Outside-door room interactive or static scheduling panels and LED lit signage to easily show what rooms are open or not and allow for ad-hock meeting room use and booking (depending on the system).
- Real-time availability synced with calendar system or other scheduling software.
- Occupancy sensors for automation or analytics. This can be used to turn things on/off for efficiency and ease of use.
- Utilization reporting and space optimization can sometimes be used with backend software to provide usage analytics for making better decisions and quantity of rooms in the future.

8. Environmental & Accessibility Considerations

Your room needs to work for everyone. This section makes sure your setup is accessible, quiet, and energy-efficient — without sacrificing performance or comfort.

- ADA compliance (table height, signage, access paths, hearing assistance) should be considered depending on the users, preferences and laws, depending on the type of space.
- Adjustable interactive displays, furniture, podiums and lecterns to accommodate users of all heights and abilities.
- HVAC noise minimization to avoid high noise levels for users in the room and so that it isn't picked up by microphones and disruptive to far end users as well.
- Sustainability features (energy-efficient equipment, automation) can help save energy and save on the life of your systems.

FEARING'S
AUDIO • VIDEO • SECURITY
Make a Difference!

9. Security & Compliance

A great AV setup can't come at the cost of security. This section makes sure your systems are locked down, monitored, and compliant — especially important in regulated industries.

- Secure network segmentation for AV systems could be as simple as proper VLAN setup to a completely segregated stand alone network. This is something that should be discussed in detail with your network administrators way in advance, to ensure that a proper plan and equipment is in place.
- Device access, monitoring, security patching and firmware updates should also be considered as almost all current AV devices have network interfaces and can have many benefits to being on the network. This also should be discussed with your network admin and deployment team to ensure that connections, access and infrastructure support the desired functionality.
- Logging and monitoring for compliance (e.g., financial, legal sectors) can be required for some sensitive or regulated sectors. This should be something that is at the top of conversations to ensure that the devices can provide the desired or required data.

10. Ongoing Support & Scalability

Technology evolves, and your setup should too. This section helps you assess whether your rooms are future-ready and easy to support as your team grows or changes platforms.

- Manufacturer warranties and service contracts should be considered when budgeting for new systems to help protect and maintain your investment.
- Remote system support capability, as mentioned above, will help you be proactive in maintaining your systems.
- Scalability for future growth or integration with other rooms should always be considered, so you do not box yourself into a system that limits future growth or integrations.
- Staff training and quick-start guides will be key in making sure your staff understands how to use the newly deployed solutions, but in general, it is best to design them for ease of use, so it is simple and intuitive to use for anyone.

FEARING'S
AUDIO • VIDEO • SECURITY
Make a Difference!

Need Expert Guidance?

Let Fearing's help you evaluate and upgrade your conferencing spaces with a modern, scalable solution tailored to your team's needs.

Schedule a free Room Readiness
Review at Fearings.com