

Hybrid Meetings & Rooms Workshop – 3 Week

by Exelegant & Microsoft



This provider has demonstrated competency in the following areas

Gold	Communications
Gold	DevOps
Gold	Data Analytics
Gold	Data Platform
Gold	Cloud Productivity
Gold	Security
Gold	Cloud Platform
Gold	Windows and Devices
Gold	Collaboration and Content
Gold	Messaging
Silver	Small and Midmarket Cloud Solutions
Silver	Enterprise Mobility Management
Silver	Application Development
Silver	Project and Portfolio Management
Silver	Datacenter

Explore our solutions at Microsoft Azure & AppSource Marketplace



About us

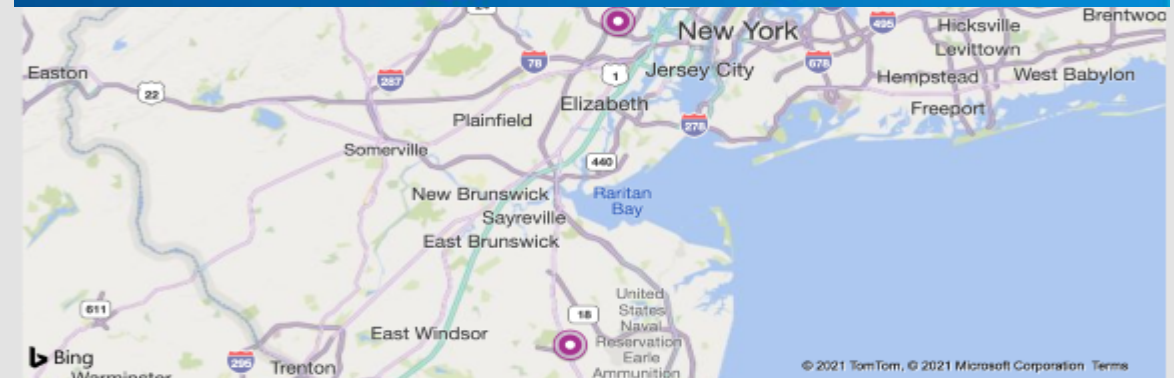
Exelegant is a cyber security and professional services company where efficiency is standard, and our customers are our partners. Headquartered in Freehold, NJ with supporting offices in Newark, NJ and L'viv Ukraine, Exelegant leverages years of experience to bring about a world-class experience for our clients.

Our specialties include:

[More](#)

Skills and Capabilities

- Advanced Analytics
- Agriculture, Forestry, & Fishing
- Application Integration
- Artificial Intelligence
- Azure
- Azure Security & Operation Management



36 W Main Street, Suite 300, Freehold, NJ, US 07728

495 N 13th street, Newark, NJ, US 07107

Average monthly active users: 72.87K

Azure Revenue: Over 2 M

Eligible for over 43 MCI
Engagements Funding from
Microsoft

Proud Microsoft ECIF Funding Vendor

Exelegant **10**-Time **Gold** Microsoft Partner

Providing Microsoft
Services to Customers
across the US &
Worldwide

Co-sell with us on
Microsoft Marketplace /
Multiple solutions available



Clients

What our clients say:

"Exelegant helped our company migrate from G-Suite to Microsoft Office 365 with zero downtime and zero data loss. During the process, over 3,500 users continued to collaborate and run critical business functions seamlessly."

Robert Florescu, CISO, CityMD

"Switching to Exelegant has been a major contributing factor to the growth of our group. As a company looking to expand, we really value our employees' time and productivity. Exelegant's IT Support has enabled our business to run as efficiently as possible."

Bruce Lucarelli, CTO, DermOne

"Exelegant has been with our hospital since we've opened our doors. Their experience in a wide range of projects and solutions, and management of vendors has made a tremendous impact on our efficiency"

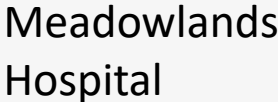
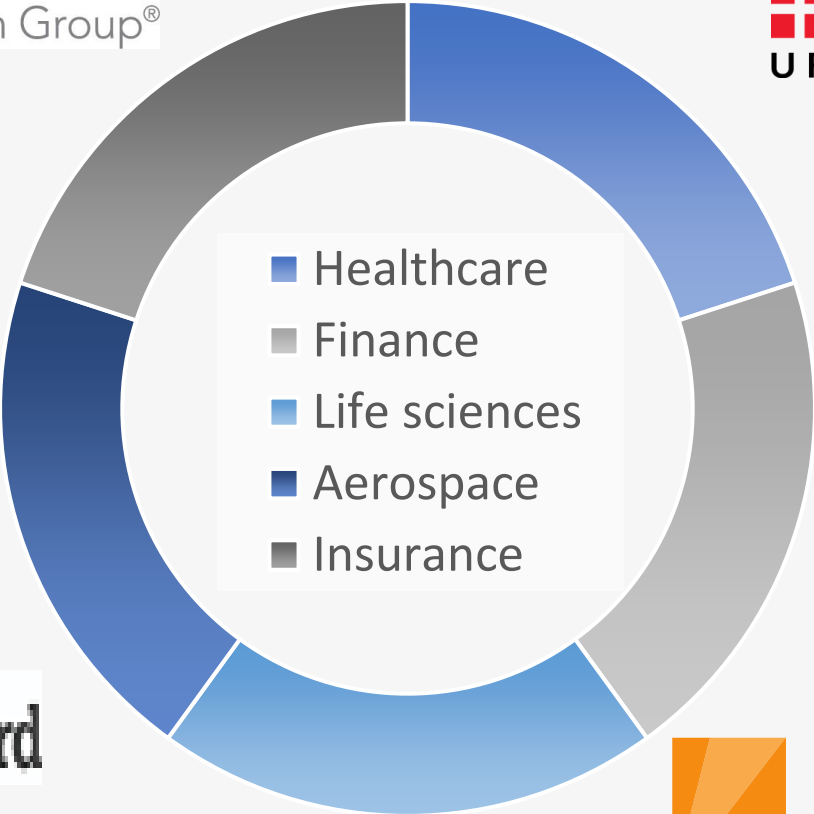
Alexey Gololobov, CFO, Columbus Hospital LTACH

"Exelegant has become our trusted business partner and completed migration on time, alleviated hosting responsibilities, and gave us capabilities to enable team productivity and data security."

Kevin Hannigan, President, ACC Inc.



Industries we serve



The next great shift is hybrid meetings

57%

Of remote employees say they are **likely to consider shifting to a hybrid work model** in the year ahead

54%

Of leaders say their company is **investing in tech and space to redesign meeting rooms** to make them more hybrid friendly in the coming year

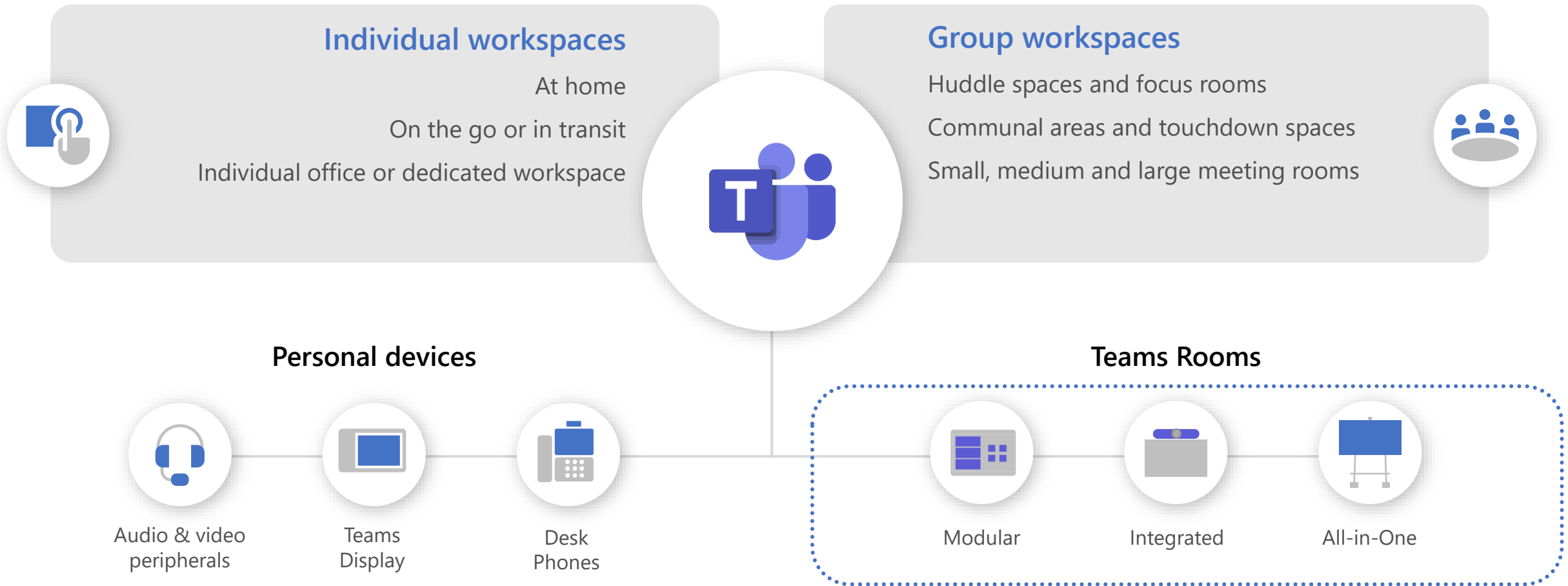
52%

Of employees are open to **using digital immersive spaces in the metaverse for meetings** or team gatherings in the next year

3x

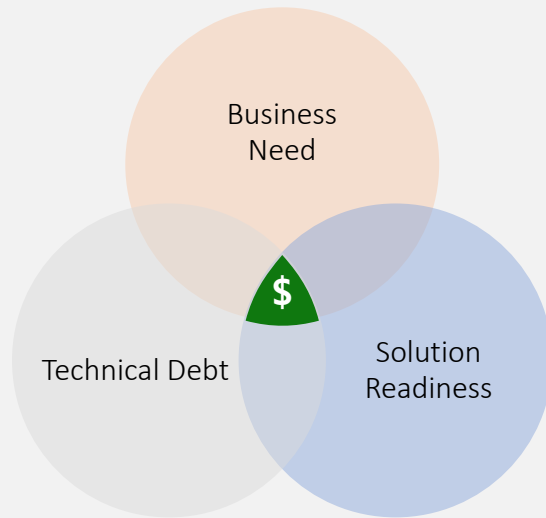
Remote jobs on LinkedIn attract 2.6 times more views and nearly **3 times more applicants** compared to on-site roles

United by Microsoft Teams

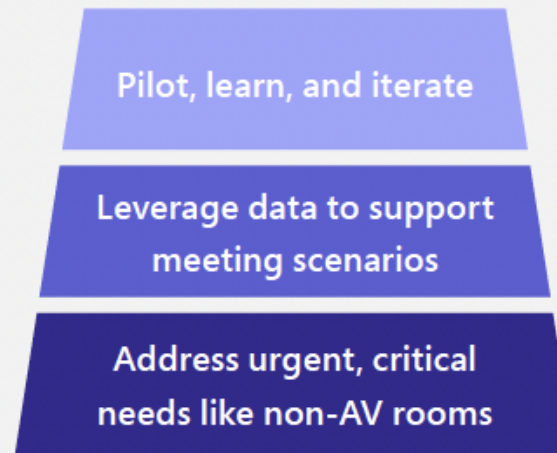


Given evolving capabilities, how might you invest strategically?

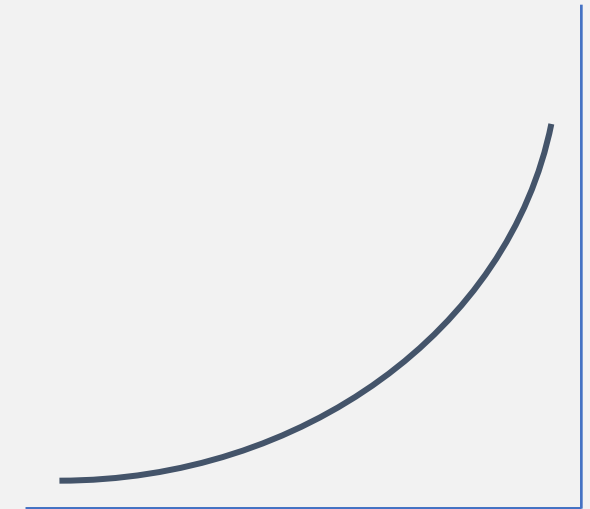
Our vision for enabling a hybrid workplace through mixed-mode meetings is based across 3 domains:



Prioritize room upgrades around the most critical business needs, where they will deliver the most value



Weight investments by hierarchy of needs while you pilot and validate hybrid capabilities

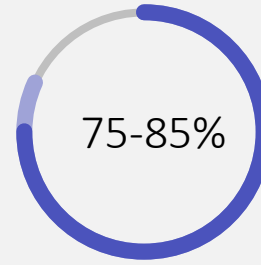


Accelerate investments over time as you demonstrate success in addressing employee concerns

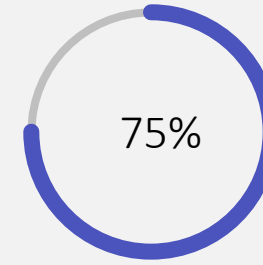
AI-driven Managed Services

with proactive management and threat analytics

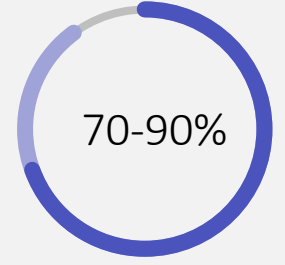
Teams Rooms Managed Services at-a-glance*



Start meetings 75-85% faster due to proactive operations.



Resolve incidents 75% faster due to diagnostics and recommendations.



IT time savings 70-90% due to AI-driven automation.

Empower IT

AI enables proactive operations and automates:

- Real-time monitoring and intervention to prevent developing issues
- Incident management
- Configuration management
- Troubleshooting & remediation
- Update management
- Security and threat detection
- Data & analytics

Delight users

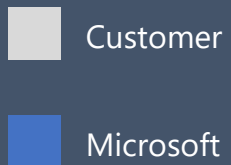
Excellent operations leads to improved meeting room experiences:

- Start meetings on time
- Room availability
- Reduced interruptions

Peace of Mind

- Built-in best practices grounded in learnings from thousands of endpoints
- Backed by dedicated experts and guaranteed SLAs
- Multi-layer security and default secure state
- Actionable insights and recommendations personalized to your environment

- Second level
 - Third level
 - Fourth level
 - Fifth level



Responsibilities	DIY with admin center	Teams Rooms managed services
Intelligent room planning recommendations		
Room deployment validation and intelligent config management		
24x7x365 dynamic monitoring		
Real-time intervention and automatic remediation		
Intelligent, managed updates		
Best practices applied to remote remediations and guidance on in-person remediations		
Correlated insights across your eco-system		
Threat detection and security KBs		

Audio Conferencing includes:



Tolled dial-in

Join the audio portion of a meeting from virtually anywhere by dialing a PSTN phone number and entering a conference passcode.

Simplify your meetings by generating a general dial-in phone number for all attendees to use.



Dial-out

Dial out to other meeting attendees or transfer an in-progress meeting to another number from within the meeting.

After joining a meeting, you can dial out to another PSTN endpoint or mobile phone. Dial-out calls can be domestic or international.



Toll-free dial-in

Join a meeting by dialing a toll-free number and entering a PIN.

Toll-free PSTN numbers can either be domestic or international.



Pay-per-minute options

Option to add Audio Conferencing to a Microsoft 365 Enterprise E1 or Microsoft 365 Enterprise E3 subscription and pay for toll dial-out, toll dial-in, and toll-free dial-in on a per minute basis.

Seamlessly scale events of all types, from company town halls, to training webinars, to online conferences with Teams



Town Halls

Stay connected across the company, even when we're far apart



Webinars

Improve engagement with lead generation customer events, corporate trainings and more



Media Broadcasts

Use advanced production tools and streaming platform integrations for professional broadcasts



Conferences

Take advantage of meeting structure and scale to deliver conferences online with confidence

Communications spectrum

Teams Meetings

Connect and collaborate with your team

Standard virtual or hybrid meeting with interaction for up to 1,000 attendees inside and outside of your organization. Run large meetings with confidence with up to 10,000 attendees* for a view-only experience.

Common use cases

- Team meetings
- Round tables
- Company morale events

Key features

- Interactivity up to 1,000 attendees incl polls, chat & reactions. Go up to 10,000 attendees* for a view-only experience that includes live captions
- Dynamic attendee views
- Breakout rooms for up to 300 attendees
- Options for in-tenant and public attendees
- AAD authentication
- Meeting organizer options for lobby, attendee permissions, and recording

Teams Webinars

Engage with customers and people outside of your organization

Create an attendee registration page to manage attendance before and after the webinar. Reach new audiences, nurture leads, follow-up with customers, and connect with prospects. Attendee interaction with polls or reactions for a dynamic webinar experience.

Common use cases

- Product demos and launches
- Lead generation
- Training and eLearning

Key features

- Branded attendee registration page & automatic email confirmations
- Interactivity for up to 1,000 attendees including polls, chat & reactions
- CRM integration with Dynamics365
- Present with PowerPoint Live & custom layouts such as Presenter Mode
- Stream webinar to LinkedIn to reach a greater audience

Teams Live Events

Stream to a large online audience

One-to-many virtual event with advanced production capabilities to reach online audiences. Manage your event with control and security with different roles across producers, presenters & attendees. DVR functionality allows attendees to pause the event and access on demand viewing afterwards.

Common use cases

- Town halls
- All hands
- Regional sales training

Key features

- View-only experience for 10,000* attendees with moderated Q&A
- Virtual staging room for producers and presenters
- Producer UX with content queue and advanced production capabilities
- Reach more of your audience by presenting through Yammer, Stream & Teams
- Real-time event analytics and post event attendee reporting

*Attendee limits have been increased to 20,000 through December 31, 2022, to accommodate for the increased remote work

Hybrid Meetings and Rooms Workshop: Timeline



Assess

Pre-Engagement Meeting

Executive sponsor

Business stakeholders

IT stakeholders

Complete pre-questionnaire

Complete rooms and spaces survey

Select optional add-on modules

Logistics – *virtual or onsite delivery*

Where and when and how to meet

Hospitality (food, room, etc.)



Art of the Possible

Art of the Possible

Kick-off presentation

Art of the Possible required sessions

Optional add-on modules

Customer immersive experiences



Build the Plan

Build the Plan

Build the Plan Kick-Off

Deliver Build the Plan content of the workshop

Attach ongoing services to deliver on prioritized business use-case scenarios

Create Report and Recommendations PPT

Post workshop work with customer to drive pilot or proof of concept

Hybrid Meetings and Rooms Workshop

Required

Optional



Assess

- Pre-engagement questionnaire
- Rooms and spaces survey
- Pre-engagement kick-off



Art of the Possible

- Art of the Possible kick-off
- What's new in Teams meetings & devices
- Transform rooms and spaces
- Microsoft Teams rooms
- Microsoft Teams rooms management
- Microsoft Teams personal devices
- Immersive experiences

Teams rooms - Optional modules

- Microsoft Teams Rooms Managed Services
- Microsoft Teams Rooms interoperability
- Surface Hub
- Microsoft Teams Panels



Build the Plan

- Build the Plan kick-off
- Use case and scenario discovery
- Rooms and devices strategy
- Site and service readiness
- Deployment and operations
- Adoption and change management
- Reports and recommendations

Teams Meetings - Optional

- Hybrid Meetings with Teams
- Teams Apps for meetings
- Audio Conferencing with Teams
- Transform meeting culture with Viva Insights



Art of the Possible add-ons



Webinars & Virtual Events - Optional

- Live Events and Advanced Production
- Hosting Virtual Events with Teams

Hybrid Meetings and Rooms Workshop agenda

Core modules: Assess



Phase	Session	Description	Outcome	Customer attendees	Time
Assess (Core)	Pre-engagement kick-off	This session covers what each upcoming session will entail and sets expectations with the customer for delivery and agreed upon outcomes.	To set expectations for the workshop and set clear objectives.	Project lead Project manager Service owner	30 minutes
	Pre-engagement questionnaire	The pre-engagement questionnaire should be completed by the customer prior to Build the Plan phase and is used understand your customers readiness to deploy and adopt Microsoft Teams.	Customer completed pre-engagement questionnaire to be used in the build the plan phase to help assess site and service readiness for Microsoft Teams.	To be completed by customer following pre-engagement kick-off	NA
	Rooms Survey	The rooms survey should be completed by the customer prior to Build the Plan phase and is used to understand your customers current rooms and spaces to start defining a rooms and device strategy.	Customer completed room survey to be used in the build the plan phase to help understand and define a Microsoft Teams Rooms and devices strategy.	To be completed by customer following pre-engagement kick-off	NA

Hybrid Meetings and Rooms Workshop agenda **Core** modules



Phase	Session	Description	Outcome	Customer attendees	Time
Art of the Possible	Art of the Possible kick-off	This session will begin the Art of the Possible portion of the workshop.	Set the agenda and schedule for the Art of the Possible phase.	Project Lead Project Manager Service Owner	15 minutes
	What's new in Teams meetings and devices	This content is available online and will be updated frequently based on product updates. Check back often for newer versions of this presentation.	Inform the customers of our latest announcements and product enhancements.	Exec Sponsor, Project Mgr, Architect, AV, Service Owner, Employee Experience	30 minutes
	Transform rooms and spaces	This session introduces hybrid meetings and the role of hybrid meetings spaces and provides an understanding of meeting scenarios, example room archetypes, and determines where to start your journey.	Provides the customer an understanding and importance of hybrid meeting spaces and introduces how Microsoft Teams Rooms bridges the gap between in-person and remote meeting attendees.	Project Mgr, Architect, AV, Service Owner, Desktop Lead, IT Pro/Tenant Admin, Support/Helpdesk, Employee Experience	75 minutes
	Microsoft Teams rooms	This session introduces and deep dives into Microsoft Teams Rooms devices and how Microsoft Teams Rooms bridge the gap between in-person and remote attendees in hybrid meetings.	The customer should understand Microsoft Teams Rooms and how they can work for the customer in their rooms and spaces.	Project Mgr, Architect, AV, Service Owner, Desktop Lead, IT Pro/Tenant Admin, Support/Helpdesk, Employee Experience	60 minutes
	Microsoft Teams rooms management	This session provides an overview of management options for Microsoft Teams Rooms and to understand the value of Teams Room Premium.	The customer should understand management options for Microsoft Teams Rooms	Project Mgr, Architect, AV, Service Owner, Desktop Lead, IT Pro/Tenant Admin, Support/Helpdesk, Employee Experience	30 minutes
	Microsoft Teams personal devices	This session covers Microsoft Teams personal devices and how Microsoft Teams devices can be used to transform personal and shared spaces.	The customer should have an understanding of Microsoft Teams personal devices.	Project Mgr, Architect, AV, Service Owner, Desktop Lead, IT Pro/Tenant Admin, Support/Helpdesk, Employee Experience	45 minutes

Hybrid Meetings and Rooms Workshop agenda

Optional Teams Rooms modules



Phase	Session	Description	Outcome	Customer attendees	Time
Teams Rooms <i>Optional Add-On</i>	Microsoft Teams Rooms Managed Services	A closer look at Microsoft Teams Rooms Managed Services for management and monitoring of Microsoft Teams Rooms Managed Services.	Deeper understanding of how Microsoft Teams Rooms managed services provides management and monitoring of Microsoft Teams Rooms	Project Mgr, Architect, AV Lead, Service Owner	20 minutes
	Microsoft Teams Rooms Interoperability	This session is for customers that are requiring the support for third-party video interoperability solutions for their journey to Microsoft Teams Rooms.	Build knowledge to create a roadmap for moving these services to Microsoft Teams Rooms.	Project Mgr, Architect, AV Lead, Service Owner	20 minutes
	Surface Hub	A closer look at the Surface Hub 2S and how they can be used for Microsoft Teams meetings.	Deeper understanding of how Surface Hub 2S and Microsoft Teams can benefit their organization.	Project Mgr, Architect, AV, Service Owner, Desktop Lead, IT Pro/Tenant Admin, Support/Helpdesk, Employee Experience	20 minutes
	Microsoft Teams Panels	A closer look at Teams Panels to enhance the Microsoft Teams Room meeting experience.	Deeper understanding of how Teams Panels with Microsoft Teams Rooms can benefit their organization.	Project Mgr, Architect, Service Owner, Desktop Lead, Support/Helpdesk, Adoption/Change Management, Employee Experience	15 minutes



Hybrid Meetings and Rooms Workshop agenda

Optional modules

Category	Session	Description	Outcome	Customer attendees	Time
Teams Meetings <i>Optional Add-On</i>	Hybrid Meetings with Teams	This session will deliver our vision for hybrid meetings with Microsoft Teams Rooms, meetings and virtual events.	Create the vision for how Microsoft Teams Rooms, meetings and virtual events can transform their meetings.	Exec Sponsor, Project Mgr, Architect, A/V, Service Owner	60 minutes
	Teams Apps for Meetings	Review of Microsoft Teams apps to enhance the Teams meeting experience.	The customer should be able to identify apps that enhance their Teams meetings experience.	Project Mgr, Architect, Service Owner, IT Pro/Tenant Admin, Employee Experience	15 minutes
	Audio Conferencing with Teams	This session will showcase how Microsoft delivers global Audio Conferencing to Teams meetings.	The customer should understand the ability of Microsoft Teams to offer Audio Conferencing.	Exec Sponsor, Project Mgr, Architect, A/V, Service Owner	15 minutes
	Transform meeting culture with Viva Insights	This session introduces Microsoft Viva Insights and it can be used to transform meeting culture and improve your meetings.	The customer should have a basic understanding of Microsoft Viva Insights and how it can be used to transform meeting culture	Project Mgr, Architect, Service Owner, IT Pro/Tenant Admin, Employee Experience	15 minutes
Virtual Events <i>Optional Add-On</i>	Hosting Virtual Events with Teams	This is the overall value proposition for Microsoft Teams virtual events.	The customer should have a greater understanding of our virtual events solutions in Microsoft Teams.	Exec Sponsor, Project Mgr, Architect, A/V, Service Owner	30 minutes
	Live Events and Advanced Production	A closer look at Live Events and the tools available to elevate that experience.	Customers should have an understanding of the ability to customize the live event production.	Project Mgr, Architect, Service Owner, AV Lead, Service Owner, Comms, Training Lead, Employee Experience	30 minutes

Hybrid Meetings and Rooms Workshop agenda

Core modules



Phase	Session	Description	Outcome	Customer attendees	Time
Build the Plan (Core)	Build the Plan kick-off	This session covers what each upcoming session will entail and sets expectations with the customer for delivery and agreed upon outcomes.	Begin the Build the Plan phase of the workshop.	Project Lead Project Manager Service Owner	15 minutes
	Use case and scenario discovery	Fundamental discovery exercise for partners/field and customers to identify the use cases and scenarios that will enable a customer to accelerate their implementation and adoption of Microsoft Teams Rooms and hybrid meetings	Document the different use cases and scenarios the customer has in place.	Project Mgr, Architect, A/V, Service Owner, Desktop, Support/Helpdesk, Adoption/Change Mgt, Employee Experience	60 minutes
	Rooms and device strategy	This session is based on a review of the existing portfolio and pairing it with the use case scenarios to develop a strategy for Microsoft Teams Rooms and device to support users.	Begin the conversation of how Microsoft Teams Rooms and devices fit into the customers environment.	Project Mgr, Architect, A/V Lead, Service Owner, Adoption Change Management, Employee Experience	75 minutes
	Site and service readiness	This exercise will assess all elements of the environment, including but not limited to AD, Exchange, Teams, SharePoint, Devices, Network and Security. This sessions also cover the physical, software and network requirements for deploying Microsoft Teams Rooms.	To validate information gathered in the pre-questionnaire in addition to having a deep discussion around deployment requirement for Microsoft Teams Rooms and highlighting potential blockers.	Project Mgr, Architect, Network, Security, A/V, Service Owner, Desktop, IT Pro/Tenant Admin	60 minutes
	Deployment and operations	Review of the deployment and operations considerations for Microsoft Teams Rooms and hybrid meetings.	Identify network information crucial to move forward with a Microsoft Teams meeting solution.	Project Mgr, Architect, Network Lead, Service Owner, Adoption/Change Management	60 minutes
	Adoption and change management	Discuss the approach that will best suit the customer for communication and awareness, discuss adoption resources along with discussing user training preferences. Optionally, discuss the importance of building support with a Champions Network.	Information gathered to build a communication and awareness plan along with a training plan. Optionally, create a Champions Network plan.	Exec Sponsor, Project Mgr, Architect, Service Owner, Desktop Lead, Support/Helpdesk Lead, Adoption/Change Mgt, Comms, Training Lead, Employee Experience	60 minutes
	Report and recommendations	Delivery of the overall plan for deploying and adopting Microsoft Teams Rooms and hybrid meetings.	Document and present the result of the workshop.	All project teams	60 minutes