



# Meeting Room Guidelines

*Keep it clean. Keep it fair. Keep it Joe.*

At Joe & The Juice, our meeting rooms are where ideas come to life, where we collaborate, make decisions, and stay aligned in a fast-paced environment. To keep these spaces easy to book, ready to use, and enjoyable for everyone, please follow the guidelines below.

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**Booking & Scheduling:** Plan ahead so everyone gets fair access to meeting rooms.

- **Book in advance** using the booking system to avoid conflicts.
- **Cancel if plans change** so the space becomes available to others.
- **Start and end on time**; if running over, extend or check out in the system.
- **Leave a buffer:** book meetings with a 5-minute buffer. Meeting lengths should be set to **25, 40, or 55 minutes**. Use Outlook's automatic meeting shortening feature (see guide below).

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**Pick the Right Meeting Space:** Meeting rooms are shared, choose thoughtfully.

- Avoid booking large rooms for small groups.
- Respect existing bookings, even if the room appears unused.
- Avoid booking rooms for single-person conference calls.

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**Meeting room guidance**

- **1:1s & casual chats:** Use informal spaces (couches, coffee bars, open tables) unless the topic is sensitive.
- **Phone booths:** Ideal for private or confidential conversations.
- **Larger meetings:** Book a room that matches the group size, no larger than needed.
- **C-suite offices:** Can be used for drop-in meetings or booked when the office is unoccupied.
- **1st floor meeting rooms:** May only be pre-booked by employees working on that floor or attending with someone from that floor. Drop-ins allowed when available.

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**General Considerations:** Help keep our shared spaces welcoming.

- Arrive Ready
- Remove cups and trash; wipe whiteboards after use.
- Return furniture to its original setup.
- Take all personal items with you.



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Platform	Where to Find Setting	What to Enable
Mac – New Outlook	Outlook → Settings → Calendar → Events	Shorten duration → End early by 5 min
Mac – Legacy Outlook	Preferences → Calendar	End appointments early → 5 min
Windows – New Outlook	Settings → View all → Calendar → Events and invitations	Shorten duration → 5 min
Windows – Classic Outlook	File → Options → Calendar	Shorten appointments → End early 5 min