



When a meeting space or room is equipped for video conferencing and/or audio visual, the environment is made up of many moving parts, which must work in perfect unison for the room to offer employees the best possible experience. Because there are so many dependencies between these moving parts, things can go wrong from time to time and often when least expected.

IComm's Healthy Habitats Room Testing aims to detect and overcome any challenges an organisation might face within its meeting rooms. A plan is

tailored to your organisation and meeting rooms. The plan includes creating a series of tests that your organisation can run at any time. On top of that, it includes IComm running the Healthy Habitats Room Testing plans on behalf of the organisation on an agreed schedule. The plan ensures Healthy Habitats Testing is being conducted accurately and that all results are regularly documented, so that your organisation's video conferencing and audio visual is working as reliably as possible. Healthy Habitats Room Testing includes:

1. Briefing Session

Every company is unique, and in turn wants to get different things out of their Healthy Habitats Room Testing. With this in mind, IComm takes the time to sit with you to get to know what your aspirations are. organisation work through the steps required, whether it be advice on cultural change, support around resistance from users, or affirmation that your team is following best practice behaviours. By sitting with your organisation's people, we can accurately prepare a plan that reflects your



organisation's goals when it comes to Healthy Habitats Testing, as well as customise it to the way your organisation's works and its unique needs.

2. On-Site Room Profiling

Methods of work vary from organisation to organisation and IComm strives to cater to these variances as much as possible. Different meeting spaces and room types also vary in configuration, which creates a number of different workflows. Having IComm's Halcyon Change Management resources on-site at your organisation enables us to build a testing plan that is tailored to each specific meeting space and room.

3. Customised Test Plan Creation

Using the on-site room profiling as a basis, we create a Healthy Habitats

Room Testing test plan specific to each different meeting space and room type, which includes testing the capabilities and functionality of each space.

When building our test plans, we take in to account:

- In room equipment
- User workflow
- Best practice
- Room limitations.

4. Execute and Document Tests and Results (optional)

An essential part of Healthy Habitats Room Testing is ensuring that the testing is being conducted correctly throughout the whole process. Documentation of the test results is also of high importance. Because these factors are so important to the success of the test plans we develop, we view it as extremely important to have IComm's resources on site at least once a month to ensure

that Healthy Habitats Room Testing delivers the best results.

5. On-Site Staff Training Session

Once the customised test plan is created and approved by the organisation, one of IComm's qualified Training and Change Managers will run an on-site training session for all employees who will be conducting the Healthy Habitat Room Testing plans. They will walk your employees through each customised testing plan step-by-step, and in the process also running your organisation's first Healthy Habitats Room Testing tests.