The Truth about Meeting Culture

Survey Results

- Survey Dates: February 5-19, 2015
- Respondents: 499 total
- Statistical results given as a percentage of the total number of respondents for each question

1. **In which part of your company/organization do you work?**

	Number of Response(s)	Response Ratio
customer service	88	17.6%
engineering	81	16.2%
human resources	37	7.4%
IT	80	16.0%
logistics	31	6.2%
marketing	57	11.4%
operations	40	8.0%
research and development	22	4.4%
sales	47	9.4%
other service area	4	<1%
Other	12	2.4%
No Responses	0	0.0%

2. **What is the primary industry of your company/organization?**

	Number of Response(s)	Response Ratio
Advertising / Marketing	24	4.8%
Banking	5	1.0%
Construction / General Contracting	98	19.6%
Consulting	41	8.2%
Education	88	17.6%
Financial Services	82	16.4%
Food and Beverage	10	2.0%
Government	6	1.2%
Health Care / Pharmaceutical	5	1.0%
Insurance	15	3.0%
Investments	8	1.6%
Manufacturing	17	3.4%
IT	40	8.0%
Professional Services	7	1.4%
Real Estate	2	<1%
Retail	1	<1%
Software	5	1.0%
Other	41	8.2%

3. How often do you attend meetings in a business/professional setting (or educational settings for students/faculty)?

	Number of Response(s)	Response Ratio
1-2 meetings a week	77	15.4%
more than 3 meetings a week	254	50.9%
more than 10 meetings a week	163	32.6%
I rarely attend meetings.	5	1.0%
No Responses	0	0.0%

4. On average, how many people attend your meetings?

	Number of Response(s)	Response Ratio
myself and 1 other person	5	1.0%
3-5 people	203	40.6%
more than 5 people	257	51.5%
more than 10 people	34	6.8%
No Responses	0	0.0%

5. What percentage of the meetings you attend are scheduled vs. ad-hoc (happen as the need arises)?

	Number of Response(s)	Response Ratio
All my meetings are scheduled.	41	8.2%
50-75% are scheduled.	132	26.4%
25-50% are scheduled.	224	44.8%
10-25% are scheduled.	80	16.0%
Less than 10% are scheduled.	19	3.8%
All my meetings are ad-hoc.	3	<1%
No Responses	0	0.0%

6. Do the meetings you attend include members from multiple departments?

	Number of Response(s)	Response Ratio
Yes, we have people from different departments attend meetings.	467	93.5%
No, we only have people in our own departments attend our meetings.	32	6.4%
No Responses	0	0.0%

7. When attending meetings, which of the following technologies are most commonly used in the meeting rooms? Select all that apply.

	Number of Response(s)	Response Ratio
Flat panel display	163	32.6%
Single projector display	182	36.4%
Multi-projector display setup	175	35.0%
PC or server connected to the display	256	51.3%
Audio or web conferencing equipment	203	40.6%
Video conferencing equipment	183	36.6%
Interactive white board	107	21.4%
Video/audio controllers	70	14.0%
Rooms with no technology in them	40	8.0%

8. What are the most common challenges in meetings you attend? Select all that apply.

	Number of Response(s)	Response Ratio
Technical difficulties with equipment in the room	88	17.6%
Getting everyone to engage/participate	224	44.8%
Keeping meetings focused and on track	300	60.1%
Coming to decisions	145	29.0%
Post-meeting follow-up	105	21.0%
Lack of preparation by the meeting participants	53	10.6%
Other	6	1.2%

9. Of the meetings you attend, how many do you feel are productive/effective?

	Number of Response(s)	Response Ratio
None	6	1.2%
Less than half	141	28.2%
About half	221	44.2%
More than half	105	21.0%
All of my meetings	26	5.2%
No Responses	0	0.0%

10. What items do you typically bring into meetings with you? Select all that apply.

	Number of Response(s)	Response Ratio
Windows laptop	152	30.4%
Apple laptop	152	30.4%
iPad	128	25.6%
Android tablet	131	26.2%
iPhone	185	37.0%
Android smartphone	106	21.2%
Blackberry	58	11.6%
Paper and pen	99	19.8%
Other	6	1.2%

11. When in a meeting, how often do attendees share content - presentations, documents, video, etc. - to the flat panel or projector display in the meeting room?

	Number of Response(s)	Response Ratio
all the time	62	12.4%
regularly	256	51.3%
sometimes	154	30.8%
not often	25	5.0%
never	2	<1%
No Responses	0	0.0%

12. When YOU have prepared content to share in a meeting how do YOU most often share that content with other meeting attendees in the room?

	Number of Response(s)	Response Ratio
I use a cable to connect my device (laptop, tablet, smartphone) to the display in the conference room.	119	23.8%
I bring my content on a Flash/USB drive to load onto the system already in the conference room.	215	43.0%
I use a system already in the conference room to access my content in the cloud or on my local network (corporate, campus...etc.)	106	21.2%
I usually have to bring a projector or arrange for one to be there.	23	4.6%
I print the materials and bring hard copies.	12	2.4%
I use a wireless content-sharing solution to share content from my device to the display.	20	4.0%
Other	4	<1%
No Responses	0	0.0%

13. Do you find it valuable when content is shared with the group via the display in the room?

	Number of Response(s)	Response Ratio
Yes	490	98.1%
No	9	1.8%
No Responses	0	0.0%

14. When sharing content to the display, how often do multiple presenters/participants share content in the same meeting?

	Number of Response(s)	Response Ratio
More than 75% of the time.	13	2.6%
I'd say 50%-75% of the time.	148	29.6%
I'd say 25%-50% of the time.	155	31.0%
I'd say 10%-25% of the time.	113	22.6%
Less than 10% of the time.	63	12.6%
Never.	7	1.4%
No Responses	0	0.0%

15. When sharing content to the display in a meeting, how often are there problems or delays connecting the device (laptop, tablet, etc.) to the display in the room?

	Number of Response(s)	Response Ratio
More than 75% of the time.	10	2.0%
I'd say 50%-75% of the time.	195	39.0%
I'd say 25%-50% of the time.	164	32.8%
I'd say 10%-25% of the time.	74	14.8%
Less than 10% of the time.	53	10.6%
Never.	3	<1%
No Responses	0	0.0%

16. How long would you say it takes on average for the person sharing content to connect and start sharing on the display?

	Number of Response(s)	Response Ratio
less than 1 minute	196	39.2%
1-5 minutes	247	49.4%
seems like forever (more than 5 minutes)	56	11.2%
No Responses	0	0.0%

17. What types of content are most commonly shared in meetings via the display in the room? Select all that apply.

	Number of Response(s)	Response Ratio
slides/presentations prepared ahead of time	196	39.2%
images/pictures	309	61.9%
PDF documents	232	46.4%
typical Office applications like Word and Excel files	226	45.2%
specialized or industry-specific application (financial, 3D-modeling, geospatial...etc.)	92	18.4%
video	69	13.8%
Other	12	2.4%

18. For meetings that feature presentations or other content shared visually, which of the following would be the most helpful to facilitating productive/effective meetings?

	Number of Response(s)	Response Ratio
Faster meeting start times: The ability to walk into the room and begin sharing content more quickly and easily to the display	165	33.0%
Multiple pieces of content visible on the display at once: The ability to post multiple docs, images, etc. to the display simultaneously	215	43.0%
Content from multiple people on display simultaneously: The ability for multiple participants to share content from separate devices at the same time	61	12.2%
Wireless content-sharing: Content from multiple people on display simultaneously: the ability to connect and share content wirelessly to the display in the room	58	11.6%
No Responses	0	0.0%

19. How do you currently collaborate with team members in meetings? (Select all that apply.)

	Number of Response(s)	Response Ratio
in-person meetings with no collaboration technology	110	22.0%
in-person meetings, one person shares content on a display via a wired connection	308	61.7%
in-person meetings, multiple people share content on a display via multiple wired connections	153	30.6%
in-person meetings, one person shares content on a display wirelessly	136	27.2%
in-person meetings, multiple people share content on a display wirelessly	107	21.4%
remote meetings via audio/web conferencing	137	27.4%
remote meetings via video conferencing	70	14.0%
Other	2	<1%

20. How do/would you prefer to collaborate with team members ideally?

	Number of Response(s)	Response Ratio
in-person meetings with no collaboration technology	7	1.4%
in-person meetings with the ability for one person to share content on a display via a wired connection	51	10.2%
in-person meetings with the ability for multiple people to share content on a display via multiple wired connections	252	50.5%
in-person meetings with the ability for one person to share content on a display wirelessly	68	13.6%
in-person meetings with the ability for multiple people to share content on a display wirelessly	78	15.6%
remote meetings via audio/web conferencing	26	5.2%
remote meetings via video conferencing	17	3.4%
No Responses	0	0.0%

21. In general, which of the following technologies would be the most helpful to facilitating effective collaborative meetings?

	Number of Response(s)	Response Ratio
a wireless content-sharing solution for sharing content to the display in the room	97	19.4%
improved teleconferencing services	162	32.4%
the ability to draw/write-on the screen in the room	126	25.2%
the addition of a touch-enabled display in the room	57	11.4%
a larger display or more/multiple displays	19	3.8%
a way to capture and take content from a meeting	38	7.6%
No Responses	0	0.0%