



The time employees spend in meetings has risen around **10%** each year, since 2000



\$338 is the average salary cost of a meeting. This average does not include high-paid CEOs and other business leaders. Those meetings can cost upwards of \$20,000 per event



The average meeting length is between **31 to 60 minutes**. This likely derives from the fact that 30 and 60 minutes are the time blocks selectable on calendaring apps



Staff, task force and information sharing meetings are the most common meeting type. They account for **88%** of total meetings held



63% of meetings are conducted without a planned agenda. Following a detailed agenda and starting on time can reduce meeting times up to **80%**



33.4% of meeting time is considered unproductive by participants. The most common complaints are that meetings are inconclusive, and that participants are poorly prepared and/or organized



11 million meetings are held in the US each day on average. That adds up to 55 million a week and 220 million a month. By the end of the year, the meeting total is well over a billion



9 out of 10 people daydream in meetings



73% of people work on other things during meetings



40% of employees waste up to **30 minutes a day** searching for meeting space



53% of conference rooms are designed to accommodate seven or more people, while **73%** of meetings involve only two to four people



Meeting rooms are in use **only 36%** of the time. This means that, in an average 8-hour working day, over five hours' worth of workspace is going to waste



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Room Booking Questions:

- What is the internal cost of operating each meeting room?
- Do you have a booking system in place for centralized tracking?
- How many no-shows or double-bookings are happening each week?
- Does the average number of people per booking match room capacity?
- Do meeting lengths match bookings, or are rooms sitting empty?
- Are there any regularly slow times when rooms could be repurposed?
- Could hoteling or huddle spaces be used to accomplish the same goals?