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How Many Meeting Room Hours Does a Hybrid Team Need in Montreal?

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Executive Summary

A Montreal hybrid team needs enough **room-hours for its actual four-week calendar** and enough rooms for the busiest overlap, not a universal number of hours per employee. In the worked, explicitly hypothetical 12-person example below, ten weekly meetings require **13.5 room-hours per week** after setup and breakdown allowances, or **54 reserved room-hours in four weeks**. The simultaneous maximum is **two rooms** and **11 in-person seats** during a Tuesday overlap; one 8-seat room plus one room with at least 3 usable seats could cover that instant if both are available and their layouts are confirmed. These are calculations from the stated fictional schedule, not measured Montreal demand. Research on broader workplaces supports testing peaks: XY Sense reported Tuesday and Wednesday utilization of **52% and 51%** in Q1 2026 (xysense.com), while Gallup found hybrid office attendance commonly concentrated on Tuesday through Thursday (www.gallup.com).

The method separates four clocks. **Meeting duration** is time people actually convene. **Reserved duration** adds the setup and breakdown buffer. **Live holds** subtract reservations released early enough for reuse. **Billable time** follows the venue's minimum block and cancellation rules. Microsoft Places explicitly distinguishes reservations as intended use from occupancy signals as actual presence (learn.microsoft.com) (learn.microsoft.com); Google separately measures room-hours released and rebooked (knowledge.workspace.google.com). In the hypothetical calendar, one cancellation and one no-show among 40 reservations would be a **5% illustration**, not a no-show benchmark. If each was a one-hour meeting with a 15-minute buffer, 2.5 held hours could eventually be cleared, but the bill might not fall. A vendor case involving 10,400 booked hours reported substantial unused time (www.vergesense.com); that single deployment should not be projected onto a small Montreal firm.

For cost, published October 3, 2026 inputs span distinct products: ECTO lists **$40 per hour** or **$125 per four-hour block** (ecto.coop); Gestion PGA lists one room at **$45 per hour or $290 per day** (www.gestionpga.com); 2727 Coworking publishes an **8-person room at $300 per day** (2727coworking.com) (2727coworking.com). A flat 54 hours at ECTO's posted hourly rate would be **$2,160 before tax**, provided every session qualifies for that rate and the room mix is available. That multiplication is a screening figure, not a quote for the complete calendar, since simultaneous sessions require separate inventory and blocks can change the invoice. ECTO's flexible-desk plan includes four room-hours monthly (ecto.coop); 2727 lists an included conference room for members (2727coworking.com) and its booking page lists a Virtual Office plan with one monthly room-hour (booking.2727coworking.com). Compare each offer with the same timed calendar and verify capacity, taxes, minimums, credits, and cancellation terms before booking. Revenu Québec lists GST at **5%** and QST at **9.975%** for taxable supplies (www.revenuquebec.ca).

Introduction and Background

The question, "how many meeting room hours does a hybrid team need in Montreal," has no reliable citywide scalar answer. A team with one client presentation every Friday has a different requirement from a team with overlapping Tuesday interviews, even if both have the same employee count. This report turns that decision into a four-week booking worksheet. The required inputs are meeting start and end times, in-person and remote attendees, the needed room type, setup and breakdown minutes, cancellation status, and the rate and booking rules for the room actually offered.

The planning problem has two dimensions. The sum of reserved intervals is **monthly room-hours**; the maximum number of overlapping intervals is **concurrent rooms**. Capacity is the number of in-person participants each concurrent room must seat, with the configuration that the venue will actually supply. Remote attendees affect video and audio needs but do not occupy chairs. The cost problem adds a third dimension: an hour of use may be sold as an hourly booking, a minimum block, a day, a membership credit, or a monthly plan. One cannot treat these as the same unit without converting the calendar into the venue's billable units.

National or global workplace data can explain why a peak-day check matters but cannot specify a Montreal small team's quota. XY Sense says its index covers more than 63,000 workspaces (xysense.com), and its measured meetings cluster on Tuesday and Wednesday (xysense.com). Gallup's 2023 hybrid-worker survey found an average of 2.6 office days per week (www.gallup.com). A 12-person Montreal founder-led company should therefore use its own calendar, not multiply its headcount by those broader attendance figures. Similarly, Microsoft's Microsoft 365 productivity signals show meeting concentration in 9 to 11 a.m. and 1 to 3 p.m. windows (www.microsoft.com), a reason to inspect time slots rather than divide weekly hours evenly across the week.

This hybrid team meeting room booking worksheet is English-led and designed for a French-language handoff. Montreal meeting room booking for hybrid teams should use the same timed rows regardless of the language of the venue quote. The French search and procurement phrase is **location salle de réunion Montréal**; the Office québécois de la langue française lists *salle de réunion* as a preferred term (vitrinelinguistique.oqlf.gouv.qc.ca). The same table headings can be translated before a venue request. The cost inputs below retain their October 3, 2026 dates unless a later verification date is stated, and every price remains subject to the venue's live checkout and written terms.

What Counts as Meeting-Room Demand

Four different measures

A calendar reservation is evidence of intent, not evidence that a room was occupied. Microsoft's room analytics says reservation data tracks intended use (learn.microsoft.com), while occupancy signals detect actual presence (learn.microsoft.com). The distinction matters when a team has tentative holds, late cancellations, interviews that turn into video calls, or a meeting that ends early. A booking worksheet should retain both the original hold and the final observed outcome. Erasing cancelled entries hides how much inventory the team tends to release and whether it does so before the venue's penalty deadline.

For each meeting (i), let (d_i) be actual scheduled duration, (b_i) be the setup and breakdown allowance, and (h_i=d_i+b_i) be held room-hours. Then **monthly reserved room-hours = sum of (h_i)** across the four-week calendar. Mark a released hold separately. If a provider rounds to whole hours or imposes a three-hour minimum, apply that rule to each booking before summing cost. A two-hour meeting plus fifteen minutes of changeover can be 2.25 planning hours yet three billable hours. Montréal CoWork's Aloha listing, for example, publishes a three-hour minimum (montrealcowork.com). That term should be entered on the venue sheet, not silently averaged away.

Room utilization needs a denominator. This report uses **occupied room-hours divided by available room-hours during the stated operating window**. If two eligible rooms are available for eight hours on one day, the denominator is 16 room-hours. Google illustrates a different booking-rate denominator, a ten-hour workday (knowledge.workspace.google.com). Neither number means that 56% of seats were occupied: XY Sense reports a 56% average room utilization for its sampled period (xysense.com), while Google defines a separate seat-occupancy measure relative to room capacity (knowledge.workspace.google.com). Write the denominator next to every percentage, especially when comparing a team calendar with a provider dashboard.

Types of meetings that change the answer

- **All-hands and training:** count all in-person people, visitors, and the seating layout; a remotely joining colleague needs a working camera and audio path.
- **Parallel interviews or client calls:** count simultaneous rooms even if each meeting is short. Privacy may rule out a shared table.
- **Hybrid video calls:** record remote attendees separately, then test the actual room microphone, speaker, camera, screen, and network. A research preprint identifies audio and video quality among factors associated with meeting experience (arxiv.org).
- **Ad hoc collaboration:** reserve some flexibility if calendars omit spontaneous calls. In Microsoft's measured productivity data, 57% of meetings were ad hoc calls without an invite (www.microsoft.com); that is a product-signal result, not a Montreal team forecast.
- **Optional or recurring holds:** tag tentative sessions and release them before the provider's deadline. Google reports the number of released hours subsequently booked by others (knowledge.workspace.google.com), showing why prompt release is a measurable operational habit.

The result is a small taxonomy with practical consequences: room-hours price the inventory, concurrency sets the room count, in-person headcount sets seating, and meeting type sets equipment and privacy. An employee-based average can be retained as a retrospective description, but it is not a purchasing rule.

Build the Four-Week Booking Worksheet

Capture the representative calendar

Record four weeks that contain the team's normal collaboration rhythm, then separately test a launch week or other known peak. A government estates guide recommends observed headcounts during a typical week (www.gov.uk); for a small office, the same principle means choosing ordinary dates rather than a holiday or all-staff event. For each row, record a unique meeting ID, local date, start, end, in-person attendees, remote attendees, room type, setup minutes, breakdown minutes, status, and source of the information. The source may be a calendar invitation, an organizer's confirmation, a checked-in count, or a final invoice. Keep those distinct.

Table 1 is a **hypothetical weekly pattern for a 12-person team**, repeated for four weeks solely to demonstrate the arithmetic. Every row assumes a combined 15-minute setup and breakdown buffer. Tuesday and Thursday have overlapping holds. All times are Montréal local time, and the seat column counts only people physically in the room. The pattern is an illustration, not a provider's utilization data or a survey result. For this fictional schedule, the overlapping Tuesday meetings have distinct attendees: T1 has eight employees on site and two external guests remotely; T2 has three other employees on site and the remaining employee remotely. Thursday also assigns distinct employees to concurrent meetings: H1 has seven employees on site, one employee remotely, and one external guest remotely; H2 has three other employees on site and the remaining employee remotely. No employee or guest attends concurrent meetings. Other rows may reuse attendees at different times.

Day	Meeting and time	In-person / remote	Meeting hours	Buffer	Held room-hours	Source / status
Monday	M1, 10:00 to 11:00	4 / 2	1.00	0.25	1.25	Hypothetical invite
Monday	M2, 14:00 to 15:00	6 / 1	1.00	0.25	1.25	Hypothetical invite
Tuesday	T1, 09:00 to 10:30	8 / 2	1.50	0.25	1.75	Hypothetical invite
Tuesday	T2, 10:00 to 11:00	3 / 1	1.00	0.25	1.25	Hypothetical invite
Tuesday	T3, 13:00 to 14:00	5 / 3	1.00	0.25	1.25	Hypothetical invite
Wednesday	W1, 11:00 to 12:00	4 / 0	1.00	0.25	1.25	Hypothetical invite
Thursday	H1, 09:30 to 11:00	7 / 2	1.50	0.25	1.75	Hypothetical invite
Thursday	H2, 10:00 to 11:00	3 / 1	1.00	0.25	1.25	Hypothetical invite
Thursday	H3, 14:00 to 15:00	6 / 2	1.00	0.25	1.25	Hypothetical invite
Friday	F1, 10:00 to 11:00	4 / 1	1.00	0.25	1.25	Hypothetical invite

Eight one-hour meetings contribute ten held hours per week after buffers; two 90-minute meetings contribute 3.5. The **weekly total is 13.5 room-hours**, and four identical weeks produce **54 room-hours** from **40 reservations**. The scheduled meeting time alone is 44 hours. This makes the buffer visible rather than pretending it is meeting time. Montréal's Centre Sanaaq rental instructions explicitly tell users to include setup and tidying time in the request (montreal.ca); another venue may allocate that time differently, so the exact reservation interval should be confirmed before making a cost estimate.

A team may copy the table or use this [downloadable blank CSV worksheet](data:text/csv;charset=utf-8,Date%2CMeeting%20ID%2CStart%20local%2CEnd%20local%2CIn-person%20attendees%2CRemote%20attendees%2CRoom%20type%2CSetup%20minutes%2CBreakdown%20minutes%2CStatus%2CSource%2CVenue%2CRate% Use English worksheet labels: date, start, end, in-person attendees, remote attendees, and held hours. The CSV is a starter template; add columns for held hours, billable quantity, rate amount and unit, price source, capacity source, fees, tax, cancellation charge, and actual use before calculating costs. Optional French handoff labels belong in a separately localized worksheet. Preserve the local time zone when a remote organizer creates the invitation; Swivl, for example, explicitly displays Montréal local time in its booking interface (www.swivl.ca).

Add a source and date log

A reproducible worksheet should have a small source log beside the meeting rows: who confirmed headcount, which room page supplied capacity, which rate page supplied price, when each page was checked, and which fee or restriction remained unresolved. Do not replace a missing rate with a market average. In this report, the original venue snapshot date is **October 3, 2026**; subsequent updates carry their own verification dates. The event calendar, once filled by a team, should carry its own date. For each quote, save the relevant page and the final checkout or emailed offer. Booking rules can change between page reading and payment.

Calculate Peak Rooms, Seats, and Usable Capacity

Convert meetings into occupied time slots

For each meeting, extend the interval by its setup and breakdown minutes. At every start or end boundary, count active, qualifying intervals. **Peak concurrent rooms = maximum active interval count.** This is a time-slot calculation, not total weekly hours divided by the length of a workday. T1 and T2 overlap on Tuesday, and H1 and H2 overlap on Thursday. In the hypothetical calendar, each pair needs **two rooms** at once. A single eight-seat room cannot satisfy both even though the sum of Tuesday's meeting durations is modest.

The Tuesday overlap places **8 and 3 in-person people** in separate meetings at once: **11 simultaneous seats**. A room with eight usable seats and a second room with at least three could satisfy the seating arithmetic, provided the seating configuration, privacy, equipment, and authorized room limits all fit. In practice, a four-seat small room may be the quoted product. Thursday's analogous pair needs seven plus three seats. XY Sense reports that 94% of measured meetings involved six or fewer people (xysense.com), but that broad distribution cannot prove that a specific eight-person Tuesday meeting fits a small room. The team calendar has priority.

Capacity is more than area per person. Montréal's fire service says a temporarily modified assembly area's maximum depends on its arrangement and evacuation means (sim.montreal.ca). Its assembly-establishment checklist refers to a displayed capacity card (sim.montreal.ca). A buyer should ask the venue for the approved maximum for the exact room and layout, plus the number of usable chairs around the table. For comparison, Montréal publishes a maximum of 14 people for a specific Centre Sanaaq room (montreal.ca); that figure belongs to that room only. No square-foot rule in this report substitutes for venue confirmation.

Include uncertainty without inflating every reservation

Use three versions of the same worksheet. The **low** case removes meetings that organizers already know are optional and releases cancelled holds. The **typical** case uses the confirmed four-week pattern. The **peak** case adds known interviews, board days, or client workshops at their actual proposed times. Keep the time windows intact. Multiplying every meeting duration by a blanket safety factor does not show whether the extra demand is simultaneous, and it can lead to purchasing hours that never solve a Tuesday collision.

A cancellation or no-show assumption belongs in a separate column. The example's one cancellation and one no-show among 40 original reservations would equal 5% by count. If both were one-hour meetings with 15-minute buffers, they would represent 2.5 held hours. A timely cancellation may release one hold; a no-show may leave the room unavailable until check-in or auto-release. Neither automatically removes a charge. Microsoft's newer Teams Rooms reporting combines reservations with actual occupancy (learn.microsoft.com), while a four-room peer-reviewed sensor study found reservations about 25% longer than measured use during that study (pmc.ncbi.nlm.nih.gov). Both support measurement, but neither supplies a no-show rate for a Montréal startup.

Compare Hourly, Block, Day, and Membership Costs

Convert the same calendar into each provider's units

The cost equation is **sum over bookings of billable blocks multiplied by the confirmed room rate, plus stated fees and applicable tax**. A billable block may be 60 minutes, four hours, a day, or a credit with rules that the public page does not fully explain. A second concurrent room is a second product. Before multiplying, establish whether the rate applies to the room size required by the worksheet, to after-hours access, and to a guest who is not a member. Keep a blank cell where the venue has not published a term.

Table 2 combines the October 3, 2026 inputs with the explicitly dated updates below. These entries are **rate inputs for the worksheet**, not a ranking or a claim that the rooms are interchangeable. The capacities and cancellation rules shown are only those verified on the cited pages. A blank or "confirm" cell means that the public source did not settle it for the booking scenario.

Venue and dated input	Published price model	Capacity or credit evidence	Cancellation / unresolved input
2727 Coworking, verified Oct. 15, 2026	**$300 per day** (2727coworking.com)	Dedicated room page states **up to 8 people** (2727coworking.com); home page lists member conference-room access (2727coworking.com)	Published day: **9:00–17:00**. Free cancellation for a refund or rescheduling up to **48 hours before booking**; after that, non-refundable (2727coworking.com). Confirm live availability, member allocation, and the operative booking terms before comparing
ECTO, Oct. 3, 2026	**$40 per hour** during listed weekday hours or **$125 per four-hour block** (ecto.coop)	Flexible-desk plan lists **4 room-hours monthly**	Confirm room capacity, credit applicability, and cancellation; listed prices exclude tax
Gestion PGA, Oct. 3, 2026	Meeting Room I: **$45 per hour or $290 per day** (www.gestionpga.com)	Meeting Room I is a **private room for up to 4 people** (www.gestionpga.com); larger Conference Room III lists **up to 16 people** (www.gestionpga.com)	Confirm minimums, actual layout and live availability; larger room has its own rate
Montréal CoWork, Oct. 3, 2026	Rooms start at **$25 per hour plus tax** (montrealcowork.com)	Room-specific price and configuration must be selected	Aloha lists a **3-hour minimum** (montrealcowork.com); general cancellation schedule charges 100% at 24 hours, with an exception for **Bonjour 30 and Bonjour 50: 100% at 72 hours** (montrealcowork.com); enter the selected room's operative cancellation schedule in the worksheet
Swivl, Oct. 3, 2026	Conference Room C1 **$35 per hour**; Queen Mary Boardroom **$70 per hour** (www.swivl.ca) (www.swivl.ca)	Confirm the selected room's seating and equipment	Live availability confirmed before booking
Club Les Gazelles, Oct. 3, 2026	Conference room **$20 per hour for members, $25 for non-members** (www.clublesgazelles.com)	Conference room lists **capacity: 10 people** (www.clublesgazelles.com); confirm actual layout and member eligibility	Confirm cancellation and tax treatment
Kampus, Oct. 3, 2026	Non-member conference room **$35 per hour** (kampus.ca)	Conference-room rental section lists **8 to 15 people**; confirm the selected room, actual layout, and availability	Confirm any fee, minimum, and cancellation
WeWork Place Ville Marie, verified Oct. 15, 2026	Meeting rooms start at **C$59 per hour**, plus applicable taxes; prices vary by location (www.wework.com)	All Access Plus lists **3 monthly booking credits**, not 3 fixed hours (www.wework.com)	Confirm credit conversion, room, capacity, and total checkout price

The row for 2727 is included because it is itself a direct provider of the room category. Its daily price is a room-day, whereas ECTO's hourly and block rates are different units; comparing $300 with $40 without the calendar is meaningless. The operator’s booking page separately lists a Virtual Office plan with **one room-hour per month** (booking.2727coworking.com). That is a small credit, not a 54-hour solution. A member's conference-room access should be valued against actual

availability, member eligibility, and the cost of the desk or office plan, rather than treated as a guaranteed free standalone room. For hybrid meetings, the dedicated room page states that there is **no videoconference kit**: bring a camera and speakerphone (2727coworking.com; verified October 15, 2026). Test the specific room and connection for the call, and confirm the operative booking terms.

Work the price arithmetic and the threshold

At ECTO's listed **$40 hourly** rate (ecto.coop), 54 hypothetical held hours multiply to **$2,160 before tax**. This assumes every meeting can be booked at that rate, all 54 hours are billable as entered, and there are enough appropriately sized rooms during the overlap. It does not claim ECTO can fulfill the whole calendar. At its **$125 four-hour block** rate, the equivalent unit price is $31.25 per hour only when all four hours are useful. An isolated one-hour meeting would cost more in a block than at the stated hourly rate; four contiguous qualifying hours would cost $35 less than four $40 hours. The **break-even duration is 3.125 billed hourly hours**, before any rounding or other restriction. This is a calculation from the posted inputs, not a venue recommendation.

Gestion PGA's one-room published pair creates a different break-even: **$290 per day divided by $45 per hour equals about 6.44 hours** (www.gestionpga.com). Below that threshold, a purely hourly invoice is lower if the venue allows exactly those hours and the same room is available; above it, a day price can be lower. The team still needs to price the second room during an overlap. At 2727, an **8-person room-day is $300** (2727coworking.com), so a team using it for one Tuesday meeting should not assign the entire day rate to each meeting in the same day, but must still check whether another simultaneous room is available. The row is relevant to a team already buying workspace, since the home page states conference-room access for members.

ECTO's published flexible-desk price is **$200**, with four meeting-room hours monthly (ecto.coop). If the 54-hour hypothetical calendar were eligible and all remaining hours could be purchased at its posted $40 rate, the mechanical room-related sum would be $200 + 50 × $40 = **$2,200 before tax**, versus $2,160 for 54 standalone hourly hours. The $40 difference does not evaluate desk value, availability, or member-only conditions. The conversion is a sensitivity test, not a quoted package. Similarly, WeWork's three credits should never be entered as three room-hours without a confirmed conversion (www.wework.com).

Revenu Québec lists **5% goods and services tax (GST)** and **9.975% Québec sales tax (QST)** for taxable supplies (www.revenuquebec.ca), and says QST is calculated on the selling price excluding GST (www.revenuquebec.ca). ECTO specifically states that its posted prices are before taxes; 2727's site says its posted prices are Canadian dollars before GST and QST (2727coworking.com). For a taxable $2,160 base amount, multiplying by 1.14975 gives **$2,483.46**. The worksheet should store base cost and tax separately because the exact invoice may include fees and a purchaser's tax treatment varies. A day-rate quote with mandatory equipment or after-hours charges must include those stated fees in the comparison.

Implementation: Book, Observe, and Revise

A practical monthly process

- **Week zero:** export proposed meetings, then confirm which need a private room rather than a desk conversation or fully remote call. Record both in-person and remote attendance.
- **Four-week sample:** fill every row and retain cancelled entries with release timestamps. Avoid replacing missing attendance with assumed full capacity.
- **Slot sweep:** expand each meeting by actual setup and breakdown time, then count simultaneous intervals at each boundary. Assign the smallest verified room that meets the seating and equipment requirement.
- **Rate pass:** request written prices for the rooms and times on the calendar. Enter hourly minimum, half-day or four-hour block, day length, monthly credits, taxes, equipment, cleaning, and cancellation deadline.
- **Booking pass:** reserve the scarce peak intervals first. A low average monthly utilization does not create a second Tuesday room when two calls overlap.
- **After use:** record check-ins, actual attendees, actual start and end, and whether any released hold was rebooked. Compare forecast with observations monthly and revise the next four weeks.

A room visit should test what a webpage cannot prove. Ask the venue to show the authorized occupancy for the intended seating arrangement; Montréal's fire service ties maximum occupancy to arrangement and evacuation considerations (sim.montreal.ca). Walk the accessible path from entrance to meeting room and washroom, and check the table layout; Québec's accessibility guidance explicitly calls for considering access and room arrangement (www.quebec.ca). Bring a test laptop, run a video call, inspect audio pickup at the far end of the table, and confirm Wi-Fi, screen connection, outlets, and privacy. The research preprint on meetings associates audio and video quality with experience (arxiv.org), but the buying test is whether the actual participants can see and hear each other.

Transit is part of the capacity decision when attendees travel from multiple neighbourhoods. The Société de transport de Montréal (STM) offers tools to find bus stops and métro stations near an address (www.stm.info). For an accessible métro trip, STM tells travelers to check elevator service status (www.stm.info). The Autorité régionale de transport métropolitain's Chrono app provides live bus and train information (www.artm.quebec). Record the travel assumption for each peak day, rather than inferring that a room near a station suits every attendee. If travel causes late arrivals, the setup buffer should not be silently consumed by the meeting itself.

Cancellation terms need the same care as price. Montréal CoWork's general cancellation schedule states 100% billing at 24 hours before a reservation, but **Bonjour 30 and Bonjour 50 publish 100% billing at 72 hours** (montrealcowork.com). Enter the selected room's operative cancellation schedule, including its deadline and charge, in the worksheet. Centre Sanaaq tells renters to notify it no later than 48 hours before an activity (montreal.ca), which is an advance-notice instruction, not proof of a refund amount. For other rows, the public pages reviewed did not resolve the team's exact cancellation cost. Obtain the operative contract or checkout terms, then enter the deadline and charge in the worksheet. Releasing a room early may improve availability even where it does not reduce an invoice.

Data Analysis and Evidence

The evidence has three different levels. First, the **54 room-hours, two concurrent rooms, and 11 peak seats** are arithmetic on a fictional schedule. Second, published venue pages provide observed asking-price inputs dated October 3, 2026 or the later verification date shown in Table 2, but they do not certify that the same room, date, seating, or credit will be available. Third, workplace datasets supply context about concentration and utilization, not a local small-team rate. This separation prevents a broad average from masquerading as an answer to the team's procurement question.

Table 3 tests how a changed calendar alters the result. The low and peak cases are deliberately hypothetical modifications to the same base week; they are not percentile estimates. The scenario cost column uses ECTO's posted $40 hourly input solely for transparent multiplication and excludes block rounding, capacity substitution, cancellation charges, fees, and tax.

Hypothetical scenario	Four-week held room-hours	Peak simultaneous rooms	Peak in-person seats	Simple $40/hour screen
Low: remove T2 and H2 each week	44	1	8	$1,760
Typical: Table 1 repeated four times	54	2	11	$2,160
Peak: add a 90-minute Tuesday workshop for 5 additional on-site visitors each week, with a 15-minute buffer overlapping T1 and T2	61	3	16	$2,440

Removing two 1.25-hour holds per week subtracts ten monthly hours. Adding one 1.75-hour workshop per week adds seven monthly hours; if it overlaps the Tuesday pair, the simultaneous count rises to three and physical attendees to 8 + 3 + 5 = 16: eleven employees in T1 and T2 plus five additional visitors in the workshop. These five visitors are distinct from the remote guests and employees in Table 1; nobody is assigned to concurrent meetings. The price screen rises by $680 between low and peak, but the harder procurement issue is finding the additional concurrent room with the right capacity and connection. Even a monthly plan with many included hours cannot solve a peak-time inventory shortage unless the plan confers access to that room at that time.

Published workplace research is useful for a stress test. XY Sense measured 52% Tuesday and 51% Wednesday workplace use in Q1 2026, versus 30% Friday use (xysense.com) (xysense.com). Microsoft's measured meeting load was 23% on Tuesday and 16% on Friday (www.microsoft.com). JLL also reported Tuesday through Thursday attendance peaks in its global study (www.jll.com). The direction is consistent, but the sources use different samples, denominators, and dates. None gives a defensible "meeting-room hours per employee per month" for a Montréal team of four to twenty people. Gensler's 2024 global survey involved 16,040 workers in 15 countries (www.gensler.com), another useful scale reminder rather than a local conversion factor.

No-show assumptions particularly need an originator check. VergeSense reports that 40% of 10,400 monthly booked hours were unused in one anonymized consulting-firm deployment (www.vergesense.com). A peer-reviewed study of four rooms found average reservations about 25% longer than measured room use (pmc.ncbi.nlm.nih.gov). These findings involve different definitions and highly specific settings; they are not interchangeable percentages or a Montréal benchmark. The worksheet should measure the team's own cancellation count, released hours, and actual occupation. Microsoft's analytics documentation makes the underlying distinction between intended reservations and presence explicit (learn.microsoft.com) (learn.microsoft.com).

Implications and Future Directions

A team can use the first filled month to decide whether its problem is **volume**, **collision**, or **fit**. If the same room is needed for many consecutive hours, a block or day rate may undercut hourly billing after the relevant threshold. If the shortage is two simultaneous Tuesday rooms for one hour, a large monthly-hour package can leave the problem unsolved. If the key meeting has eight people on site and several remote, an inexpensive small room may fail on seating or audio even if the price comparison looks favorable. The worksheet therefore keeps its three outputs side by side: held hours, peak concurrent rooms, and peak in-person seats.

The second month should compare the forecast with actual check-ins and invoices. Use **occupied room-hours divided by available room-hours** only when both the observation period and available inventory are known. Keep a separate **seat occupancy** series for attendees divided by verified seats while a room is used. UK government estates guidance describes utilization through both timetable frequency and seat occupancy (www.gov.uk); Google and Microsoft documentation likewise distinguish booking from sensed presence (knowledge.workspace.google.com) (learn.microsoft.com). The precise denominator matters more than copying any external percentage.

When the team negotiates a plan, a useful request is the same four-week schedule sent to each venue, plus its busiest simultaneous slot. Ask for a dated written response listing exact room names, layouts, capacity, time zone, included equipment, eligible credits, minimum billable blocks, taxes, cancellation terms, and overflow options. This makes a provider answer comparable without claiming a citywide market rate. It also reveals which terms remain unknown. Prices can change, and the October 2026 snapshots here should be refreshed before a later booking.

The method scales naturally. A four-person team may find all-hands meetings easy but still need two private rooms for parallel calls; a twenty-person team may need a larger single room or a hybrid link for a town hall. As schedules evolve, the worksheet should be rerun on new actual meeting rows, not carried forward as a permanent employee ratio. The best future evidence for that team is its own anonymized booking, attendance, cancellation, and invoice record, reviewed at the same four-week cadence.

Frequently Asked Questions (FAQs)

How to calculate meeting room hours for a hybrid team?

Add each meeting's duration and required setup and breakdown allowance, then sum the held intervals over a representative four-week calendar. Keep cancelled or released reservations visible, and convert each remaining reservation to the venue's billable block. Microsoft's analytics separates intended reservations from actual presence (learn.microsoft.com) (learn.microsoft.com), so the worksheet should report both when actual attendance is available.

What is the right hybrid office meeting room capacity planning method?

Count overlapping intervals to find the maximum number of simultaneous rooms, then record the in-person attendees for each room at that peak. Confirm the authorized maximum and the seating arrangement with the venue; Montréal's fire service links occupancy to layout and evacuation considerations (sim.montreal.ca). Remote attendees shape technology requirements but do not increase the chair count.

How does a peak day meeting room demand calculator differ from an average?

An average divides total hours by days or employees and erases overlap. The peak calculation sweeps start and end times to find the maximum concurrent interval count. In the hypothetical example, 54 monthly held room-hours still require two rooms together on Tuesday and Thursday. Research on broader workplaces also shows weekday concentration (xysense.com) (www.gallup.com), though those distributions cannot replace the local calendar.

How many meeting room hours per employee per month should a team budget?

There is no verified Montréal small-team benchmark. Dividing the hypothetical 54 hours by 12 employees gives **4.5 held room-hours per employee per four-week month**, but that is a descriptive ratio for this fictional schedule only. It does not say whether the team needs one room or three at the same time. Observational studies and provider datasets use different scopes and denominators (xysense.com) (www.gensler.com).

How many meeting rooms does a hybrid office need?

At least as many suitable rooms as its maximum simultaneous qualified meetings, subject to a chosen tolerance for rescheduling or overflow. The illustrative calendar needs two at its typical peak and three in the deliberately added workshop scenario. If the team can move a low-priority call, test that change in the schedule rather than buying permanent capacity for it. Actual room availability and capacity must be confirmed.

What belongs in a Montreal meeting room booking worksheet?

Record local date and time, in-person and remote attendee counts, room type, setup and breakdown, reservation and actual status, price date, capacity source, minimum block, fees, tax, and cancellation deadline. Montréal's Centre Sanaaq instructions explicitly include setup and tidying in the requested time (montreal.ca), and STM's planning tools can help verify transit assumptions (www.stm.info). The downloadable CSV above provides starter columns; add held hours, billable quantity, rate amount and unit, price and capacity sources, fees, tax, cancellation charge, and actual use to complete it.

What is the meeting room utilization rate formula?

For this worksheet, **occupied room-hours / available room-hours in the same stated window × 100**. Also report a booking rate using reserved hours in the numerator, and a seat occupancy rate using occupied seats over available seats while the room is in use. Google's documentation shows why the denominator must be named: one booking rate uses a ten-hour workday (knowledge.workspace.google.com), while its detected seat occupancy uses room capacity (knowledge.workspace.google.com).

When do hourly bookings beat half-day or monthly plans?

They tend to win when meetings are short and separated by gaps that a block would bill but the team cannot use. The ECTO page lists $40 hourly and $125 for a four-hour block, yielding a 3.125-hour arithmetic break-even before restrictions. A monthly plan only wins on room cost if eligible credits plus any remaining billable time cost less for the same rooms and peak slots; credits such as WeWork's three monthly credits cannot be equated with three fixed hours without the plan's conversion rule (www.wework.com).

Conclusion

For a Montréal hybrid team, the actionable answer is a **four-week total plus a peak-slot capacity check**. In the explicit fictional 12-person calendar, ten meetings each week require 13.5 held room-hours, or 54 in four weeks; the peak calls for two rooms and 11 in-person seats. Those numbers change as soon as the team changes meeting times, attendee counts, buffers, or which holds it releases. They are a worked example, not a city benchmark.

The cost decision should start only after the room and seat requirements are settled. Apply each venue's dated unit price, minimum, day length, credits, tax, and cancellation rule to the same rows. The published October 2026 examples show why a seemingly low hourly rate, a four-hour block, a room-day, and an inclusive membership can lead to different invoices and different access. A team should also verify the exact room's capacity, layout, audiovisual equipment, accessibility, privacy, and travel route before committing.

The most useful next step is to fill the blank CSV with one ordinary month and one known busy week, then calculate held hours, concurrent rooms, and peak seats. After the month, add attendance and invoice outcomes. That loop turns a vague employee ratio into a repeatable, auditable booking decision, and it makes the next plan comparison more accurate than any broad workplace average.

Source links

Links cited in this article, in order of first appearance. Full addresses are provided for readers using extracted text.

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