

Technology and Equipment

How to lead effective meetings with a virtual component, and guidance on technology and equipment for team members.



What's Included in this Section?

1

Best Practices for Using Technology

Guidance on how team members can effectively use technology in a flexible environment, and tips for managers to support this process

2

Overview of Technology and Equipment Available to DLCs

A summary of the items and resources available to MIT employees who use some portion of remote work, recognizing that processes will differ by DLC

3

Common Guidance on Technology and Equipment

Information about technology and equipment, including ADA* compliance, with links to relevant Institute resources

* *Americans with Disabilities Act of 1990*

Use Technology Effectively in a Flexible Environment

In a flexible work environment, it's important to effectively engage on-site and remote employees. See below for some tips to consider while utilizing your technology and equipment in a flexible environment.

Teams with flexible work arrangements may often hold meetings with both on-site and remote employees. It is important for managers to ensure that their teams are equipped with the technology and knowledge to collaborate and connect efficiently and seamlessly.



Equip your employees who are on-site with **space to conduct virtual meetings with remote employees** (e.g., “Zoom Rooms¹”)



Encourage your remote employees **to create a comfortable “work from home” space** that is effective for a hybrid work model (e.g., desk, whiteboards, strong internet connection)



Ensure **all employees** are adequately trained to use the specific video conferencing platforms your team uses



Use **video conferencing bonus features** like breakout rooms, reactions, and the share screen feature to ensure equal engagement of remote employees

¹Rooms that are specifically dedicated for video conferencing and/or hybrid meetings

Understand What Technology and Equipment Is Available

Items and resources available to employees.¹ The purchase of these items must be approved in advance by the DLC.



Technology

Typically provided by DLC

- Computer (with standard software)
- Keyboard and mouse
- Cables
- Headset (phone or computer)

Provided at DLC discretion when required by the role

- Printer
- Extra monitor
- Docking station
- Whiteboard
- Noise-cancelling headphones

Not typically provided by DLC

- Home internet connection
- Upgraded cell phone/plan; cell phone costs
- Increased utility expenses
- Air conditioner



Office Supplies

Office supplies are usually not provided by the DLC, but DLCs may choose to provide:

- Printer supplies such as paper and cartridges
- Paper, pens, stickies



Technical Support

DLC and/or IS&T provides technical support for MIT-owned technology

MIT does not generally provide support for personally owned equipment, even if used for MIT work



Furniture/Equipment

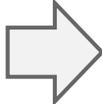
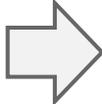
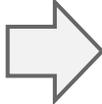
Generally, MIT does not provide office furniture for remote work

Exceptions that may be made by some DLCs include office chairs, laptop stands, or standing desk converters for employees working remotely, for ergonomic concerns

¹The availability of and process to obtain technology and equipment differs across DLCs.

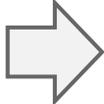
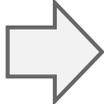
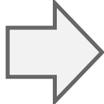
Reference Common Guidance for Technology and Equipment

Human Resources and other areas at MIT have provided guidance for DLCs to provide technology and equipment to their remote employees.

Frequently Asked Questions	MIT Guidance
Are employee technology and equipment paid for by the DLC, regardless of work model?	 Yes, technology and equipment are paid for by each DLC's budget. Administrators should use their departmental spending guidelines when reviewing/approving purchases. For research funded areas, DLCs may not purchase equipment for remote work using grant/contract funds unless such purchases are explicitly budgeted and approved in the award agreement.
What is the correct process to log/document technology and equipment with MIT?	 Certain MIT-owned equipment must be tagged by the Property Office and logged in its database, whether that equipment is on-site or remote. Vice President for Finance (VPF) provides guidance for this and offers for department administrators and staff on purchasing work-related items that are shipped to an employee's home. See Guidance for Purchasing and Tracking Items Shipped to Employee Homes for Remote Work on the VPF website.
Is there guidance for employee ergonomic concerns?	 EHS has an Ergonomics page with many helpful materials, including a self-assessment tool and some tips that do not require the purchase of equipment. EHS also provides group training for DLCs by request. A remote home workstation ergonomic review and assessment may be requested through the Ergonomic Evaluation website .
Where can I find general guidance on providing my team equipment for working remotely?	 Find guidance from Human Resources and other areas in handling requests for equipment and supplies from employees who are working remotely on this Human Resources webpage .

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Frequently Asked Questions	MIT Guidance
Does IS&T provide any guidance on the resources that MIT staff and affiliates can use to work remotely?	 IS&T provides MIT staff and affiliates with a selection of IT resources that can be leveraged to prepare for and facilitate remote working at MIT on their webpage on working remotely .
Does every DLC have the same budget and process for their employees' technology and equipment?	 Every DLC should follow similar high-level processes, but each DLC is different and has nuances. Follow the guidelines that your specific DLC has shared. When having technology and equipment conversations with your employees, be fair and consistent. When in doubt, reach out to your manager and/or leader of your DLC to clarify questions.
Where can I find information on MIT's disability policies/services (e.g., an ADA request*)?	 MIT HR has provided guidelines on their website here . If you have any questions on this process after reading the guidelines described on the webpage, please contact the Disabilities Services and Medical Leaves Office .
What steps should I take if one of my team members is eligible for an ADA request?	 An employee disability should be clearly documented. They must complete a Reasonable Accommodation Request Form , alongside full documentation of the disability in the link above, and share it with you.

* "ADA" refers to the Americans with Disabilities Act of 1990