

HOW TO SET UP AN OFFICE IN A COWORKING SPACE

4 HYBRID MODELS

A practical guide to survive and grow
in a new hybrid world

AVILASPACE

work . relax . enjoy

Index



01	Introduction	3
02	The Evolution of Cowork	4
03	Why Coworking for Hybrid?	5
04	Four Hybrid Models and their Key Benefits	6
05	Main benefits of Coworking	12
06	Coworking Transition Guide	13
07	About Avila Spaces	14
08	FAQ's	15
09	Contact us	17

01

Introduction

Welcome to a new era of work, one where flexibility, innovation, and efficiency are redefining what it means to thrive in a modern business landscape.

For companies worldwide, hybrid work has evolved from a temporary adjustment to a powerful strategic choice, transforming traditional office setups into more agile and efficient spaces.

While coworking spaces were once associated mainly with freelancers and digital nomads, the reality today is quite different. Thousands of companies are now opting to rent offices within coworking environments, recognizing it as an effective way to offer flexibility and, if we're being honest, it's a smart way to bring people back to a shared workspace.

Whether you're a small or medium-sized enterprise or a

multinational corporation, hybrid work opens up new possibilities for cost savings, employee satisfaction, and operational agility.

In this guide, we'll explore four distinct hybrid work models designed to suit a range of business needs.

From full coworking setups to flexible pop-up offices, each model offers opportunities to optimize resources, attract top talent, and boost productivity.

Hybrid work isn't about choosing between in-office and remote; it's about creating a workspace strategy that adapts to your company's evolving goals.

Ready to unlock the potential of hybrid work?

Let's dive in!



02 The Evolution of Coworking



Coworking was once a niche solution tailored mainly for freelancers and independent professionals.

However, as businesses of all sizes sought more flexible workspaces, coworking spaces evolved to meet this demand.

Today, coworking isn't just for individual professionals; it's a versatile solution that accommodates large teams, department hubs, and even satellite offices.

This evolution highlights a critical shift: coworking has become a strategic choice for businesses seeking to combine flexibility with a robust support infrastructure.

In fact, a recent study found that a staggering 71% of US companies have already made the shift to hybrid work models.

71% of US companies have shifted to hybrid work models, with a 74% increase in productivity among coworkers.



03

Why Coworking for Hybrid?

Economic and Operational Benefits of Coworking



Coworking spaces help companies cut fixed costs by replacing traditional leases, reducing expenses like rent, utilities, and maintenance while boosting productivity and satisfaction.

Flexibility, the Cornerstone of Modern Workspaces



Coworking spaces offer a flexible solution, cutting fixed costs by replacing traditional leases and reducing expenses like rent, utilities, and maintenance, while also boosting productivity and satisfaction.

The Value for Businesses



Hybrid work balances collaboration and remote efficiency, helping businesses optimize resources and empower teams. This guide shows how coworking spaces enhance hybrid models with scalability, modern infrastructure, and cost savings.

The Four Hybrid Models

With coworking, companies can select from four distinct models tailored to the specific needs of hybrid work. Each model offers a unique blend of flexibility, space optimization, and operational efficiency.



Flex Office

Rent a private office for your company and stay flexible, focus on your business while we handle maintenance, utilities, and more.



Satellite Office

Rent a private office to serve as a support for your company headquarters, providing a flexible space for your team to use as needed.



Pop-up Office

Rent a private office for smaller occasions and easier commutes, available for a day, a few days per week, or a week.



Full Cowork

Utilize dedicated desks, the business lounge and meeting rooms to full effect, saving costs and building a professional network.

04.1 Flex Office



The **Flex Office** model is all about adaptability.

By renting an office at a coworking space for your company, you can easily adapt your workspace to match the evolving needs of your team.

You use our space and focus on your business and on your people,

and we take care of the rest.

Meaning maintenance costs, utilities, event organization, you name it.

Flexibility is built into the model, allowing companies to take full advantage of coworking's adaptable offerings.

Success story: Royal Caribbean Portugal

Royal Caribbean Portugal, faced significant office space challenges during the pandemic. By transitioning to a coworking space, the company gained the flexibility to scale its office needs in real time, utilizing open spaces, private meeting rooms, and lounge areas to meet operational demands.

The coworking environment also provided a unique social dynamic, encouraging employees to network and collaborate with professionals from various industries. This vibrant atmosphere fostered spontaneous connections, enhanced knowledge-sharing, and created a strong sense of community, boosting both productivity and employee satisfaction.



ROYAL CARIBBEAN CRUISES LTD.

04.2 Satellite Office



Similar to the Pop-up model, the **Satellite Office** approach involves renting a dedicated office to serve as a secondary headquarters.

However, this solution offers a more permanent and stable presence, allowing your employees to communicate and collaborate

without the need for frequent trips to the main office, which may be located far away.

This model reduces commute times and allows regional teams to work in a professional setting without traveling to a central headquarters.

Success story: HSBC

HSBC has strategically utilized coworking spaces to establish satellite offices, particularly in regions where setting up traditional offices may not be practical.

This approach enables HSBC to maintain a presence in key markets without the substantial investment required for permanent office spaces.

By leveraging coworking environments, the bank offers employees flexible work options, fostering collaboration and adaptability. This strategy aligns with HSBC's broader goals of reducing its carbon footprint and adapting to evolving work patterns.



04.3 Pop-up Office



The **Pop-up Office** model suits companies that require a temporary or project based workspace.

For instance, businesses can use this model to establish an office for a specific project, seasonal work, or temporary team collaboration.

Other companies rent a pop-up office for 1 day or 3 days per week.

For companies with remote teams or headquarters in hard-to-access locations, the **Pop-up Office** model can be a game-changer.

Success story: INETUM

Inetum, a leader in consulting, adopted the hybrid work model to offer its teams valued flexibility. By choosing the Pop-up Office model, employees could select their ideal workspace, fostering a comfortable and focused environment that boosted productivity. Digital tools ensured seamless communication, while inperson coworking sessions strengthened team cohesion and the close-knit culture of Inetum's Cleva team.

Their focus on mental health and a supportive work environment has driven high employee satisfaction and motivation. For Inetum, the Pop-up Office model was more than a space solution it was a strategic move that reinforced their culture and elevated team morale.



04.4 Full Cowork



Ideal for small businesses or independent teams, the **Full Cowork** model gives employees access to coworking lounges and dedicated desks without needing a traditional office.

This approach provides the advantages of a shared space networking opportunities, flexible workstations, and access to common areas, as meeting rooms, kitchen, event spaces, etc.

Success story: BUFFER

Buffer, a social media management platform founded in 2010, has been a trailblazer in the remote work movement.

In 2015, Buffer fully embraced remote work, moving away from traditional office culture to allow its employees to work from anywhere. As part of their commitment to flexibility and employee well-being, Buffer provides a monthly stipend that employees can use to cover coworking fees.

This approach ensures that team members have the freedom to choose their ideal work environment, whether at home or in a collaborative coworking space.

In fact, Buffer's team is spread across the globe, with employees working from coworking spaces and remote locations in over 17 countries and nearly every major region.



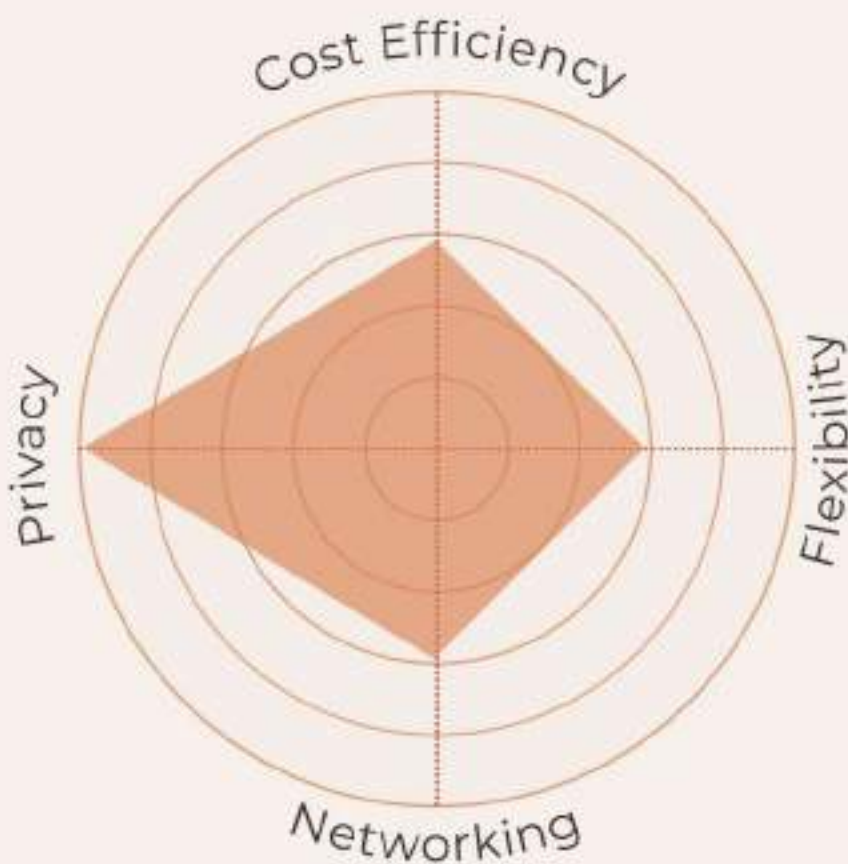
04.5

Key Benefits



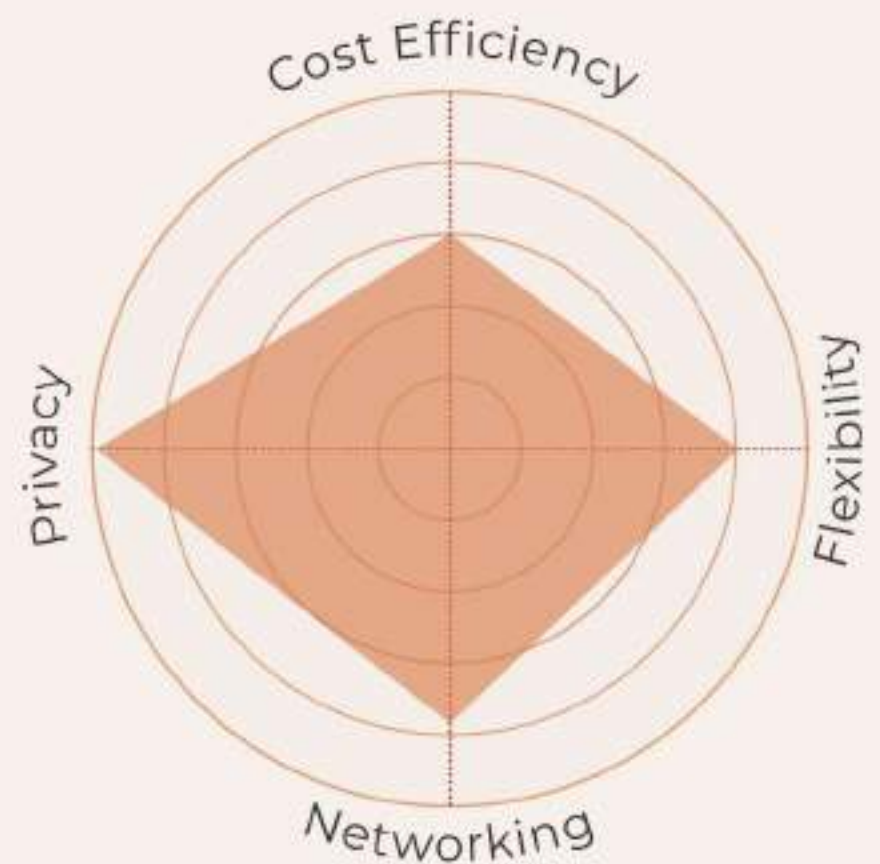
Flex Office

- 01. All costs covered-no surprises
- 02. Optimized space utilization without long-term commitments
- 03. Enhanced employee autonomy



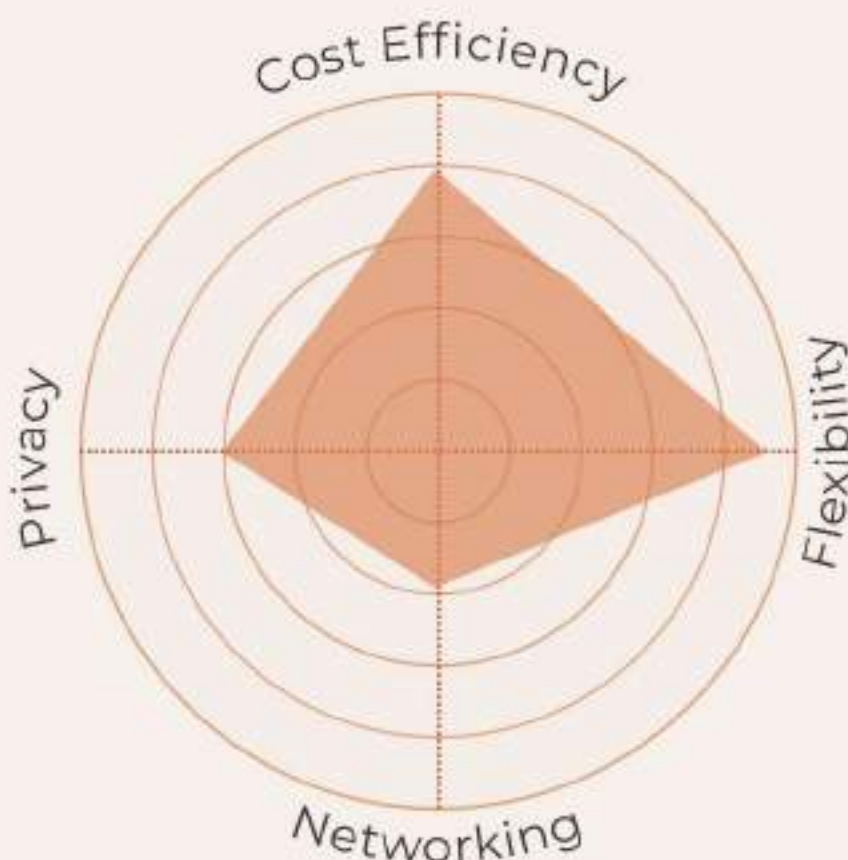
Satellite Office

- 01. Reduced travel expenses and commuting time
- 02. Improved team cohesion with a regional presence
- 03. Proximity to clients and partners



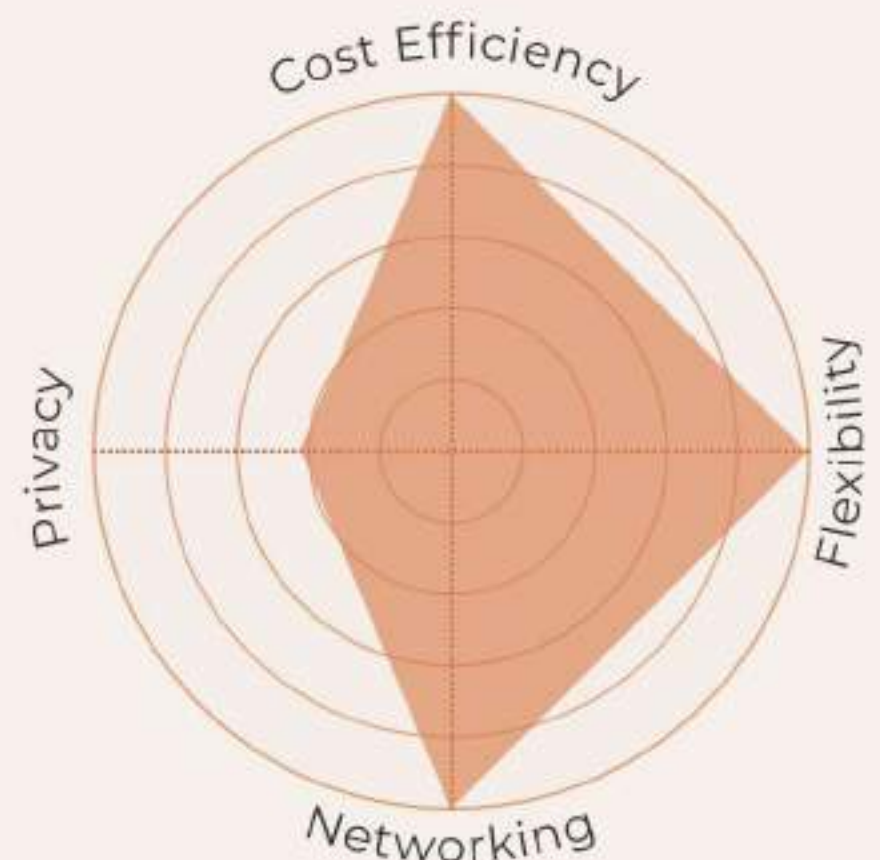
Pop-up Office

- 01. Reduced travel expenses and commuting time
- 02. Improved team cohesion with a regional presence
- 03. Proximity to clients and partners



Full Cowork

- 01. Reduced overhead costs
- 02. Access to shared amenities (lounges, meeting rooms)
- 03. Built-in networking and community engagement



05

Main Benefits of Coworking



01

Increased Job Satisfaction and Employee Retention

By offering your team a flexible, collaborative environment, you'll boost job satisfaction and loyalty, leading to better talent retention and long-term growth.

02

Talent Attraction and Retention

A modern, flexible work environment helps attract top talent and boosts productivity, creativity, and job satisfaction, fostering engagement and loyalty.

03

Boosts in Creativity and Productivity

Coworking spaces boost creativity and performance, with a Harvard survey showing higher satisfaction than home or traditional office work.

04

Enhanced Accessibility and Convenience

Coworking spaces in prime locations, near public transport, reduce commute times, leading to a more engaged and motivated workforce.

05

Cutting-Edge Technology and Amenities

Coworking spaces provide advanced technology like high-speed internet and videoconferencing, keeping your team connected and productive without the hassle of managing a traditional office.



Thinking of making the switch?
Start with a checklist:



Assess Your Needs

Know how many desks, rooms, and locations your team requires. Evaluate team size, meeting frequency, and essential amenities to determine which coworking model is best suited to your business.



Choose Your Model

Flex, Pop-up, Satellite, or Full - decide what fits best. Read the description of the 4 available options and decide on the model that aligns with your company's strategic goals and operational needs.



Test and Adjust

Consider a trial period to test the setup, gather feedback, and adjust as needed. Outline clear guidelines for remote and in-office work to ensure alignment within hybrid teams, maintaining a cohesive culture and high productivity



Avila Spaces is the most awarded coworking space in Portugal, recognized as the Best Coworking in the World in 2023 at the prestigious Global Startup Awards.

With three premium locations in some of Lisbon's most desirable neighborhoods, Avila Spaces offers flexible and customized solutions to businesses of all sizes.

Whether you're seeking a Flex Office, a Pop-up space, a Satellite Hub, or a Full Cowork setup, the Avila Spaces team is here to help you navigate the world of hybrid work and unlock your company's full potential.

Our spaces offer cutting-edge technology, inspiring design, and locations that attract top talent. With state-of-the-art facilities, professional support, and a commitment to creating inspiring work environments, Avila Spaces is here to help your business thrive.

Get in touch to learn how Avila Spaces can be the catalyst for your business's success in the new era of flexible, dynamic work.

Watch the video to find out more about us



08 FAQ's

01 • What is coworking, and how has it evolved?

Coworking started as a solution for freelancers and independent professionals but has evolved to meet the needs of businesses of all sizes. Today, it accommodates teams, department hubs, and even satellite offices, offering flexibility and robust support infrastructure.

02 • Why are businesses shifting to coworking spaces?

Coworking spaces provide flexibility, cost savings, and a collaborative environment. They reduce expenses on long-term leases, utilities, and maintenance while enhancing employee satisfaction and productivity.

03 • What are the benefits of coworking for my company?

Coworking spaces provide benefits such as cost reduction and operational efficiency, enhanced job satisfaction and employee retention, access to cutting-edge technology and amenities, networking opportunities and community engagement, as well as strategic locations for better accessibility.

04 • How do I resume the four hybrid models?

The four hybrid models are Flex Office, which offers adaptable spaces for evolving team needs; Pop-up Office, providing temporary setups for specific projects or seasonal needs; Satellite Office, serving as regional hubs to reduce commuting and enhance team cohesion; and Full Cowork, featuring dedicated coworking areas for small teams or individual professionals.

05 • What is the expected investment for the four hybrid models?

The investment depends on the chosen model. The Flex Office and Satellite Office start at 850 Eur/ month+VAT, providing adaptability for your team. The Pop-Up Office starts at 150 Eur/day+VAT, perfect for temporary setups. Lastly, the Full Cowork model begins at 200 Eur/month+VAT, giving access to a complete coworking environment.

Let us know how we can help you find the best fit!

06 • How can coworking enhance employee productivity?

Coworking environments inspire creativity and collaboration. Surveys, like one from Harvard Business Review, show higher satisfaction levels among coworkers compared to traditional office setups or remote work.

07 • How do I transition my business to a coworking setup?

Coworking spaces provide flexibility, cost savings, and a collaborative environment. They reduce expenses on long-term leases, utilities, and maintenance while enhancing employee satisfaction and productivity.



08 • What is the role of Avila Spaces in coworking?

Avila Spaces plays a pivotal role in redefining the coworking experience, standing as the most awarded coworking provider in Portugal and globally recognized as the Best Coworking in the World in 2023. With a commitment to excellence and innovation, Avila Spaces offers flexible, cutting-edge solutions designed to meet the diverse needs of businesses of all sizes. Operating from three premium locations in Lisbon, they provide not only state-of-the-art facilities but also a vibrant, inspiring environment that empowers companies to thrive in the modern era of hybrid work.

09 • How can I contact Avila Spaces?

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about how your
company can set up an
office in a Coworking
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