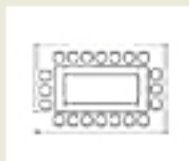


# Room Setup Examples

## Conference and Hollow Square



Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant "boardrooms" for 10 to 20 people, equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.

## e-shape, U-shape and T-shape



Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual is usually best set up at the open end of the seating.

## Ovals and rounds



Generally used for meals and sessions involving small group discussions. A five foot round table seats eight people comfortably. A six foot round table seats 10 people comfortably.

## Theater



Appropriate for large sessions and short lectures that do not require extensive note-taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.

## Schoolroom or Classroom



The most desirable setup for medium to large-size lectures. Requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.

## Reception

Stand-up social function where beverages and light foods are served. Foods may be presented on small buffet tables or passed by servers. May precede a meal function.

## Banquet

Generally used for meals and sessions involving small group discussions. A five foot round table seats eight people comfortably. A six foot round table seats 10 people comfortably.