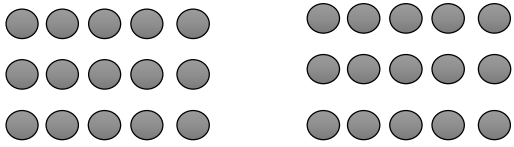


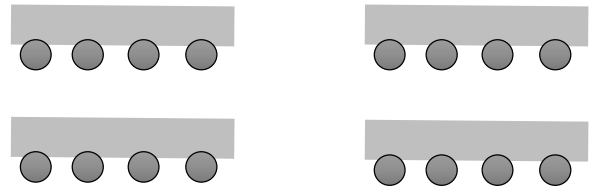
Meeting Room Set-up Styles

Theater Style



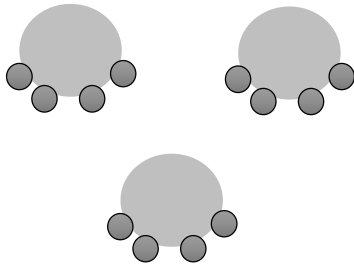
Theater: rows of chairs (no tables) arranged with all participants facing towards the front of the room

Classroom Style



Classroom: rows of tables arranged with all participants facing towards the front of the room

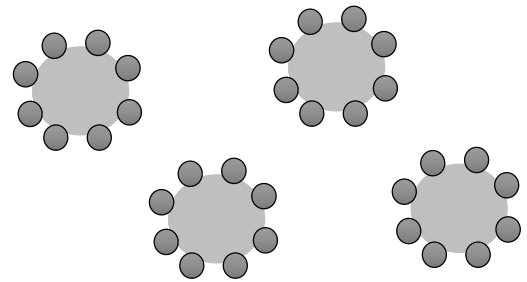
Crescent (Half) Rounds



Crescent (Half) Rounds: seating around half of the table so all participants are facing the front with no one's back to the presenter

*ideal for groups that include meal service in the same room

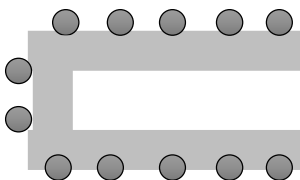
Banquet Rounds



Banquet Rounds: round tables arranged throughout the room. Participants are seated around the entire perimeter of each table

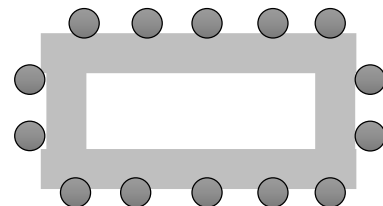
*ideal for groups that include meal service in the same room

U-Shape



U-Shape: tables are arranged in a large U with open space in the middle. Participants are seated around the outside facing the center of the U

Hollow Square

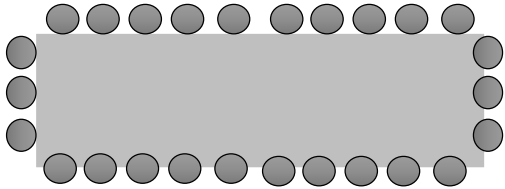


Hollow Square: tables are arranged in a square with chairs along the outside facing an empty center

Meeting Room Set-up Styles

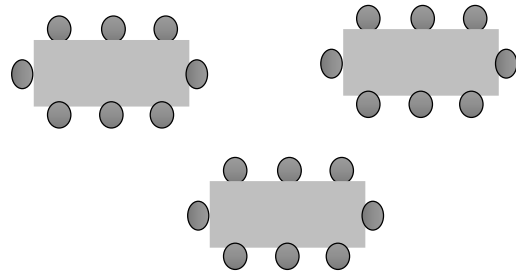
(continued)

Conference Style



Conference: tables arranged together to create a single large table

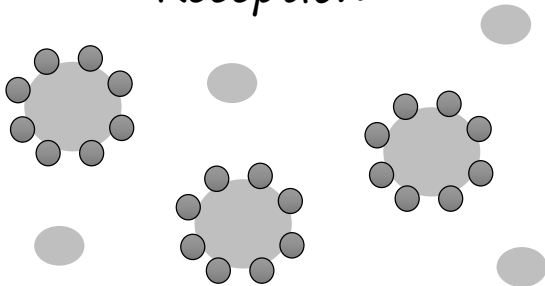
Team Tables/Clusters



Team Tables / Clusters: several conference style set-ups scattered throughout the room

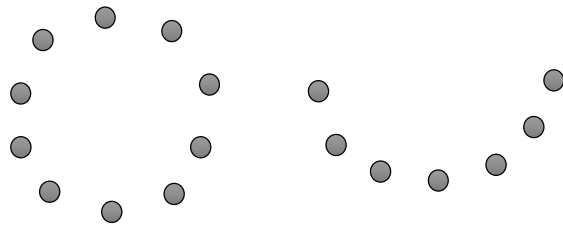
*appropriate for small work groups that need to meet in the same room at the same time

Reception



Reception: a combination of round tables and smaller cocktail tables neatly arranged throughout the room

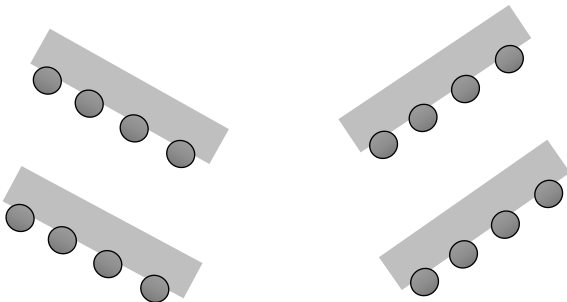
Circle & Semi Circle



Semi-Circle (or complete Circle): a variant of the U-Shape, but without tables

*ideal for small to medium groups with a discussion or teaching format, where little or no writing is required and participation is encouraged

Chevron



Chevron: rows of tables (and/or chairs) arranged in a V shape and separated by a center aisle.