



MEETING ROOM SET-UP/CONFIGURATIONS

The diagram shows two configurations: 'BANQUET' with two round tables and 'HALF MOON ROUNDS' with two semi-circular tables.	<p>BANQUET Generally used for food functions. Standard round tables are used to seat 8 to 10 people.</p> <p>HALF MOON ROUNDS Seating around half of the table. Everyone is facing towards the front with no one's back to the presenter.</p>
The diagram shows rows of chairs facing a front stage area, with an aisle in the middle.	<p>THEATER</p> <p>Rows of chairs facing the front of the room divided with an aisle in the middle. Appropriate for large sessions and short lectures that do not require extensive note taking.</p>
The diagram shows rows of rectangular tables facing a front stage area, with 2 or 3 chairs at each table.	<p>CLASSROOM</p> <p>Rows of tables facing the front of the room with 2 or 3 chairs at each table. Appropriate when a great deal of note taking is necessary</p>
The diagram shows a large rectangular table with chairs around it, forming a solid surface.	<p>BOARD</p> <p>6 foot tables clustered in the center of the room to form one solid surface. Chairs around the tables. This is best for small meetings/sessions that will require brainstorming among the participants.</p>
The diagram shows a U-shaped arrangement of tables with chairs around the outside.	<p>U – SHAPE</p> <p>6 foot tables are placed end to end to form the U shape. Chairs are around the outside of the U. Appropriate for groups of less than 40 people. This is best for interaction with leader seated at the head of the setup.</p>
The diagram shows a square arrangement of tables with an open space in the middle and chairs around the outside.	<p>HOLLOW SQUARE</p> <p>6 foot tables placed in a square outline with open space in the middle. Chairs are around the outside of the square. Appropriate for interactive discussions and note taking sessions.</p>