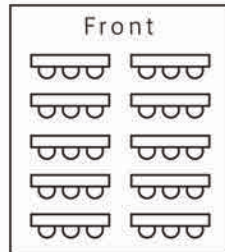


# Meeting Room Setups

## Descriptions of Common Configurations

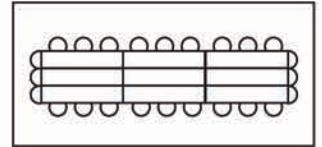
### Classroom

Used primarily for educational settings or lecture type meeting. The tables are arranged in a school room style.



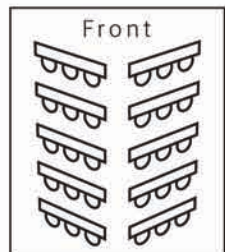
### Conference Style

Used to promote open discussion among all participants. Conference seating is ideal for groups from 4 to 20.



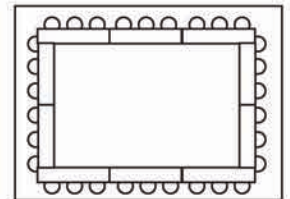
### Chevron

Also used for educational type meetings. This setup is conducive to audience interaction.



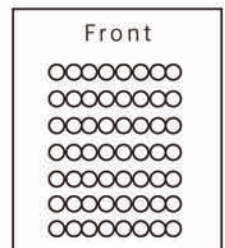
### Hollow Square

Promotes open discussion among all participants. Generally used for groups from 4 to 20.



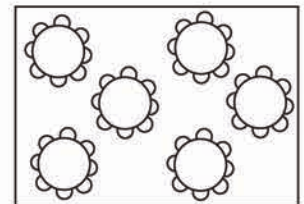
### Theater

Used for one to four hour meetings, when writing tables are not needed. This can also be done in a Chevron configuration.



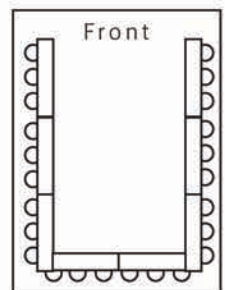
### Banquet Rounds

Used most often for banquets and dining, where working space is not needed. Can work for all sized groups at tables of 8-10.



### U-Shape

Facilitates an open discussion with unobstructed views of the presenters or audiovisuals in the front of the room. This setup is perfect for instructive meetings or presentations. Generally works best for groups of up to 36.



### Crescent Rounds

Most often used for meetings with both small group interaction and main presenters or audiovisual at the front of the room. In this setting all attendees face forward.

