

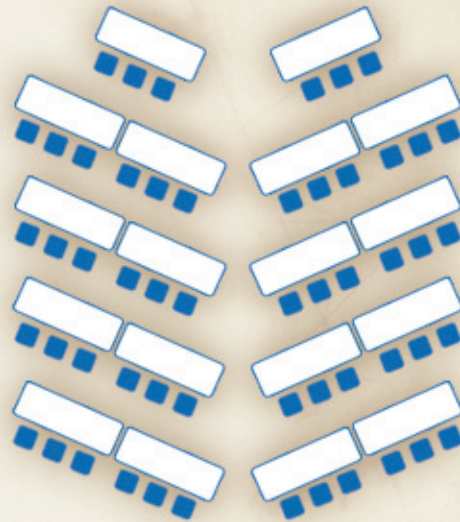


meetings & groups

meeting room setup styles

Classroom Style

This set up is appropriate when the conference is an informational type presentation. The presenters are providing the information, with some dialogue with the audience. It is arranged with straight rows facing the front, on either side of a centre aisle.

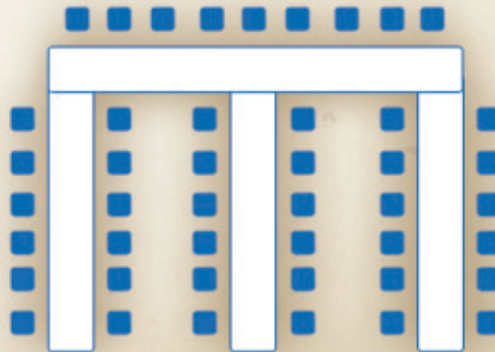


Boardroom Style

Tables are set in rectangle shape with chairs on both sides and ends. Suggested for small discussions of maximum 22 people.

E-Style

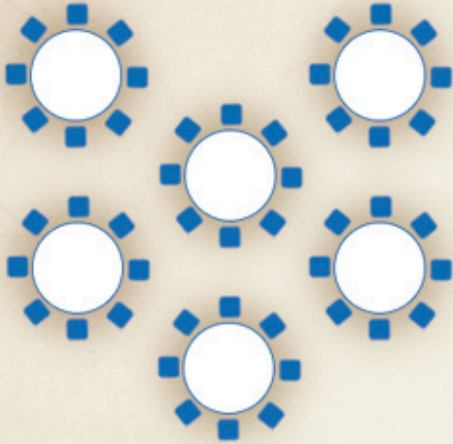
The E-Shape is a variation of the U-Shape to accommodate more people while allowing the presenter to move freely between the group for a more intimate setting.





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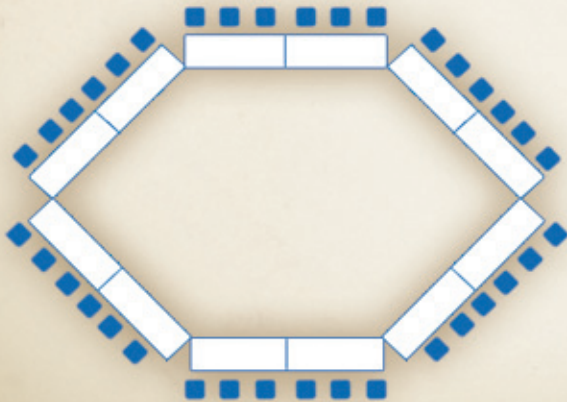
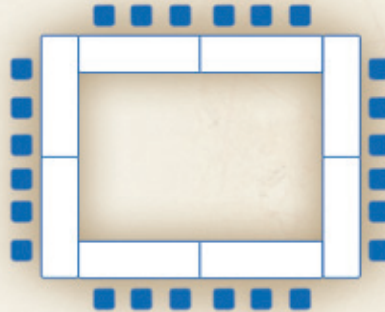


Banquets

This type of setting allows for an easy conversion from meeting room to dining room. Each round table can seat up to 8 people.

Hollow Square

A very popular configuration for board meetings and small "brainstorming" sessions when the group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant. Recommend that the size of the group is 24 people or less.



Hexagon

Similar to the "Hollow Square" configuration but allowing for a larger group of people to attend.

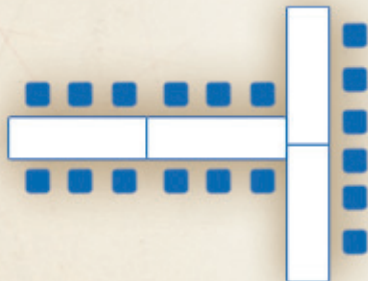
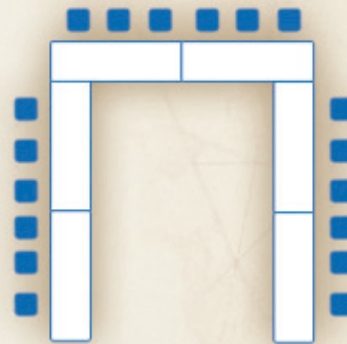


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U-Shape

This set-up works well with small groups that require conversations between the presenter and audience, as well as conversations between participants. The presenter is able to move freely between the group for a more intimate feel. This set-up does require more space than other set-ups and is recommended for groups of 24 people or less.



T-Shape

The "T-Shape" is an arrangement for small discussion groups where a chairman or moderator sits at the head. The centre row can be double tables if more space is required for note taking.

Theatre Style

This set-up maximizes meeting room space utilization. Theatre works well when the audience needs to make minimal notes and/or the presentation is 2 hours or less in length.

