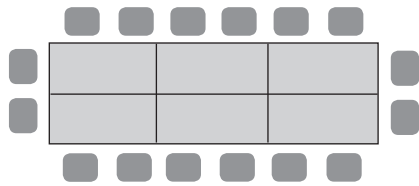
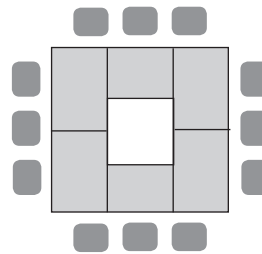


Conference Room Configurations



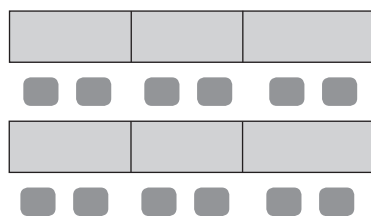
BOARDROOM

Best when less than 25 participants.



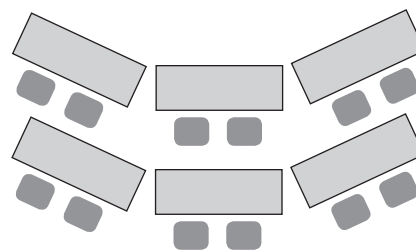
HOLLOW SQUARE

This one works well for small “brainstorming” sessions when there is no designated presenter or leader. Recommended for 24 people or less.



CLASSROOM

Use classroom if the sessions run for a lengthy period of time – it is the most comfortable and the tables provide somewhere to place refreshments – notebooks, water, mints and the like.



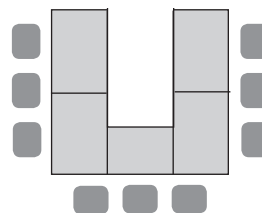
CHEVRON OR HERRINGBONE CLASSROOM

Leave plenty of space between rows to move in and out easily or eliminate the middle row altogether if space allows.



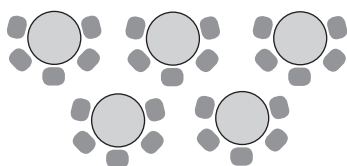
THEATRE

Leave plenty of leg room between rows. Remember to increase the size and power of your data projector in big rooms.



U-SHAPE

Keep your U-shape under 30 delegates – any more and you may begin to lose the interactive benefits of the set up.



CLUSTER STYLE

Where 4-5 participants at round tables all face the same way (usually the front of the room). This is also known as Cabaret Style – a great set up for workgroups.



CIRCLE OF CHAIRS

To ensure all participants can hear one another, keep your circle to a maximum of 20 seats.