

Meeting Room Setup/Configurations

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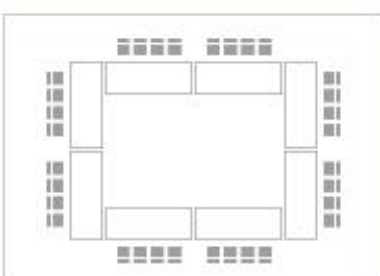
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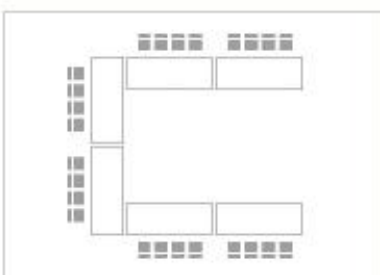
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Conference and Hollow Square

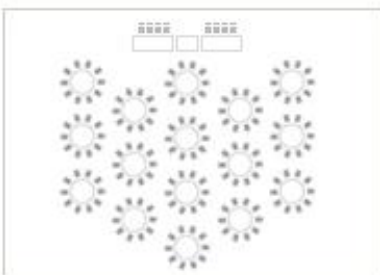
Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels offer stylish boardrooms equipped with full event technology capabilities.

**U-shape and T-shape**

Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual equipment is usually set up at the open end of the seating area.

**Ovals and Rounds**

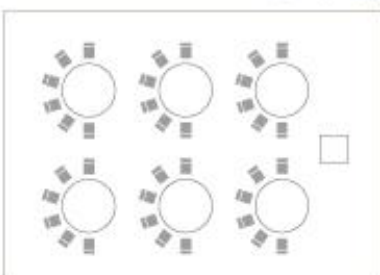
Generally used for meals and meeting sessions involving small group discussions.



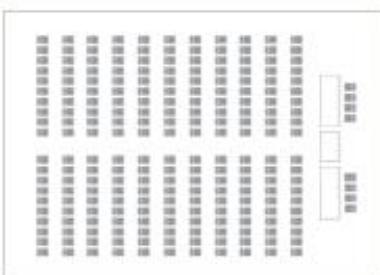
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Crescent Rounds

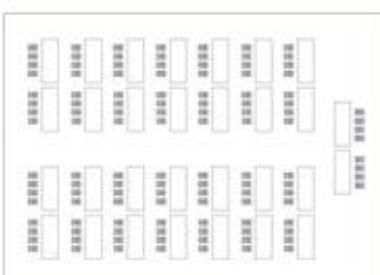
Generally used for sessions involving small group discussions during an interactive presentation.

**Theater, Theater/Chevron**

Appropriate for large sessions and short lectures that do not require extensive note taking. Because chairs can be rearranged in Theater and Theater/Chevron configurations, they are convenient setups to use before breaking into discussion or role-playing groups.

**Schoolroom, Classroom or Schoolroom/Chevron**

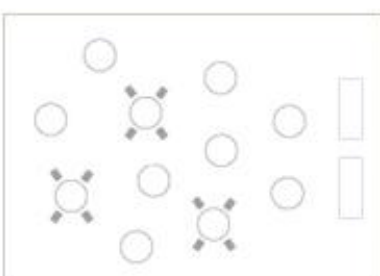
The most desirable setup for medium to large-size lectures. Used when a great deal of note-taking and/or audience participation is necessary. This configuration requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.



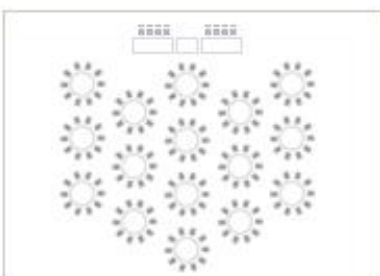
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Reception

Seating is arranged with chairs set up in various locations of the room with tall and/or short cocktail tables. Generally 4 chairs are placed at each short cocktail table. Food may be presented on small buffet tables or served by waiters. The reception may precede a meal function.

**Banquet**

Generally used for meals and sessions involving small group discussions. Round tables can accommodate 8, 10 or 12 guests depending on the size of the table.

**Exhibits**

A set of conference style tables or booths set up for vendors and/or products to allow guests to move through the room to view information. Generally electrical power will accompany each booth depending on what is being displayed.

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