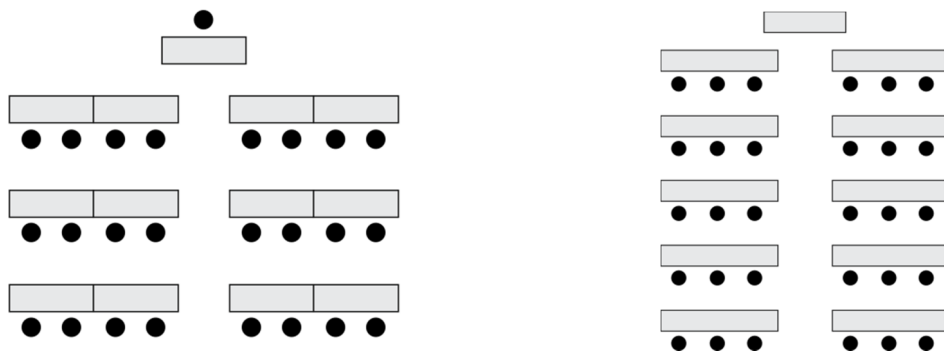


Meeting Room Setup Guide

Here's a helpful reference guide to the different kinds of meeting room setup options.

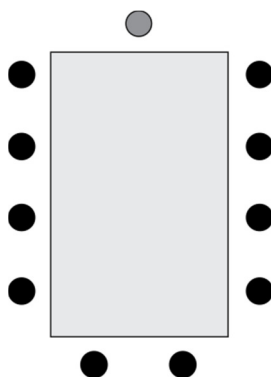
Classroom

Rows of tables with chairs facing the front of a room (and usually a speaker), providing writing space for each person.



Conference (also known as Boardroom)

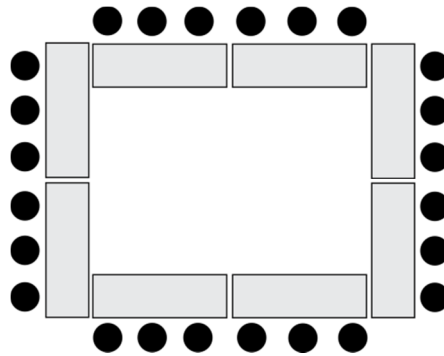
A rectangular or oval table set up with chairs around all sides and ends.



Meeting Room Setup Guide

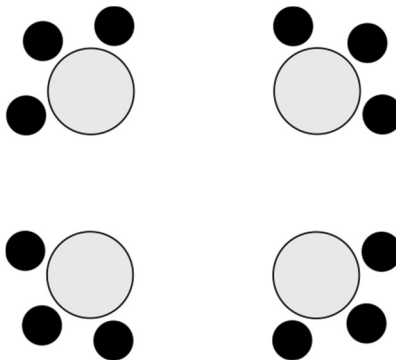
Hollow Square

Tables arranged in a square (or rectangle), leaving the center open. Chairs are placed around the outside of the tables.



Reception (also known as Cocktail)

Small, round cocktail/reception tables with chairs.



Meeting Room Setup Guide

Rounds (also known as Banquet Rounds)

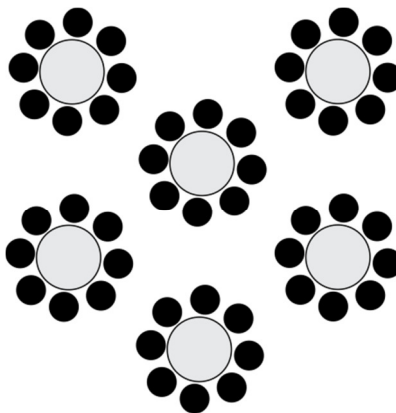
A group of round tables, each seating 6-10 people, set to facilitate serving food, usually in a hexagonal or square pattern.

Options include:

Rounds of 6: 6 people per table

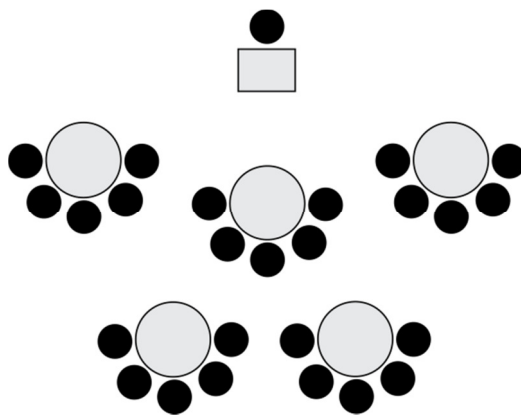
Rounds of 8: 8 people per table

Rounds of 10: 10 people per table



Crescent Rounds or Half Rounds

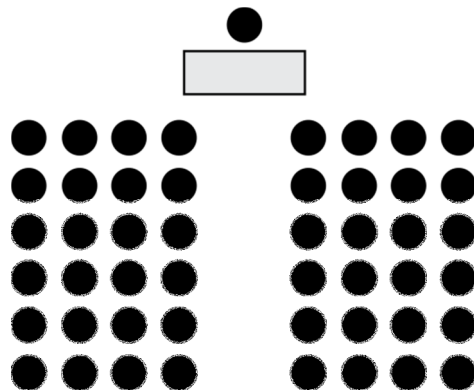
Ideal for formal lunches and dinners where there is a guest speaker.



Meeting Room Setup Guide

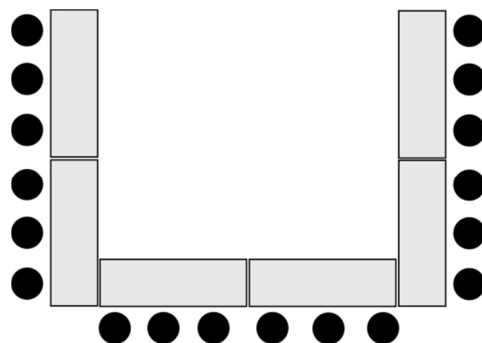
Theater (also known as Auditorium)

Seats or chairs in rows facing a stage area, head table, or speaker.



U-Shape

A series of tables set in the shape of the letter U, with chairs around the outside.



Meeting Room Setup Guide

Herringbone or Chevron

The slightly angled seating arrangement makes this style popular for informal meetings.

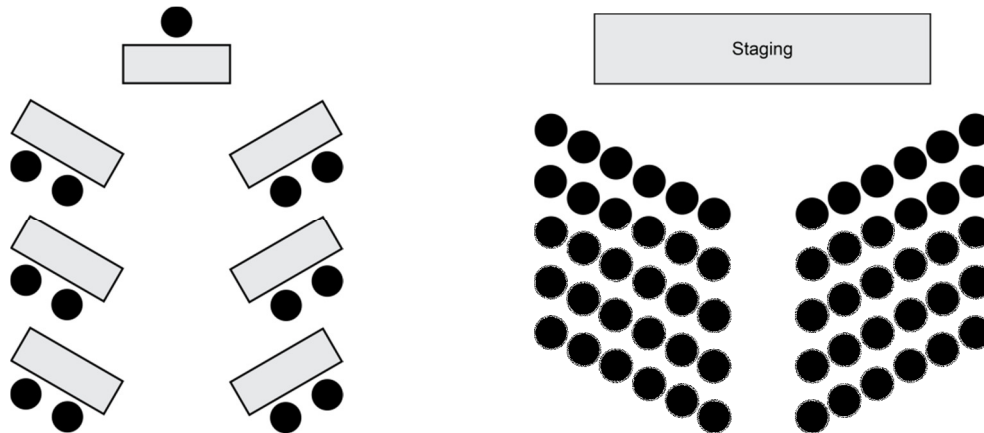


Exhibit Booth

Displays booths set-up, typically used in large exhibition halls for multiple vendors.

Options include:

8x8: uses 8-ft by 8-ft booths

8x10: uses 8-ft by 10-ft booths

10x10: uses 10-ft by 10-ft booths