

Meeting Room Setup/Configurations

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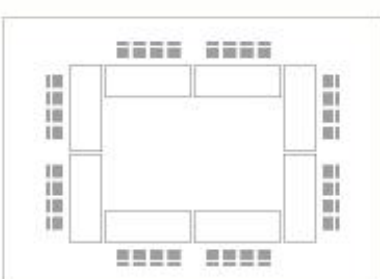
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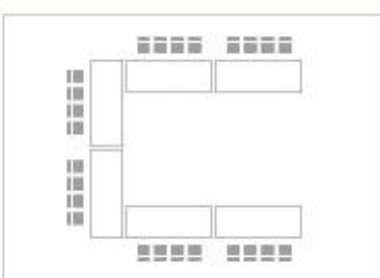
Conference and Hollow Square

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



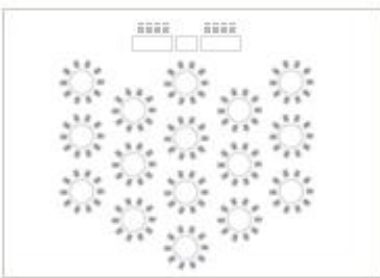
U-shape and T-shape

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

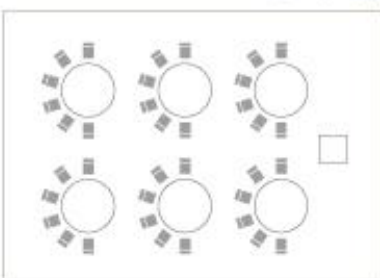
Generally used for meals and meeting sessions involving small group discussions.



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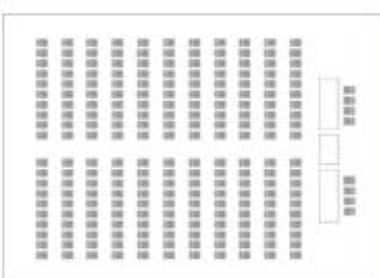
Crescent Rounds

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



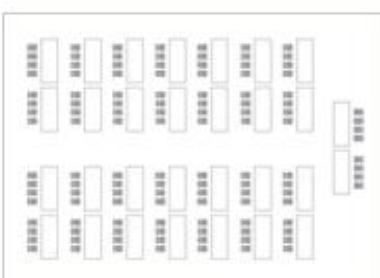
Theater, Theater/Chevron

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

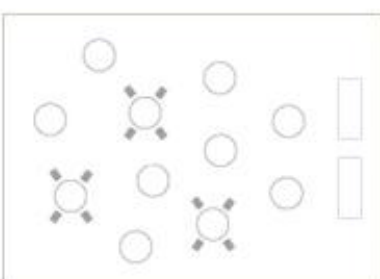
The most desirable setup for medium to large-size lectures. Used when a great deal of note-taking and/or audience participation is necessary. This configuration requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.



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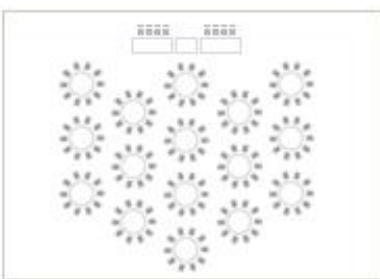
Reception

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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