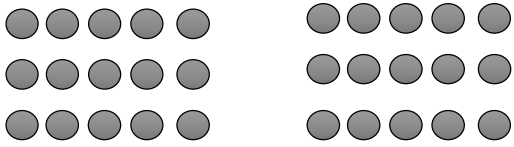


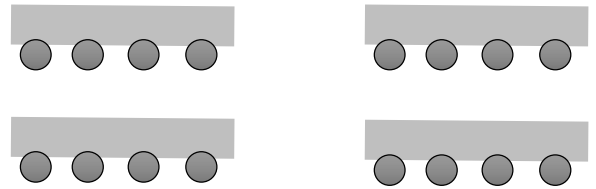
# Meeting Room Set-up Styles

## Theater Style



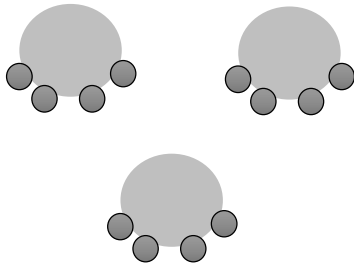
**Theater:** rows of chairs (no tables) arranged with all participants facing towards the front of the room

## Classroom Style



**Classroom:** rows of tables arranged with all participants facing towards the front of the room

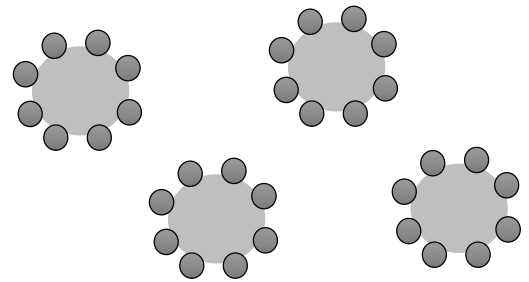
## Crescent (Half) Rounds



**Crescent (Half) Rounds:** seating around half of the table so all participants are facing the front with no one's back to the presenter

\*ideal for groups that include meal service in the same room

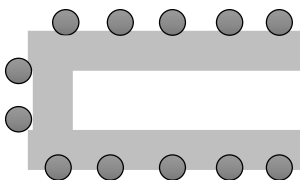
## Banquet Rounds



**Banquet Rounds:** round tables arranged throughout the room. Participants are seated around the entire perimeter of each table

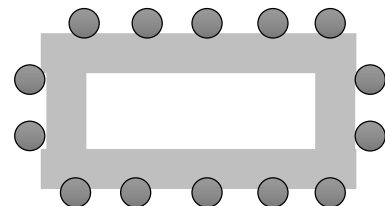
\*ideal for groups that include meal service in the same room

## U-Shape



**U-Shape:** tables are arranged in a large U with open space in the middle. Participants are seated around the outside facing the center of the U

## Hollow Square

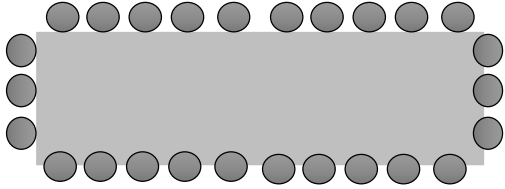


**Hollow Square:** tables are arranged in a square with chairs along the outside facing an empty center

# Meeting Room Set-up Styles

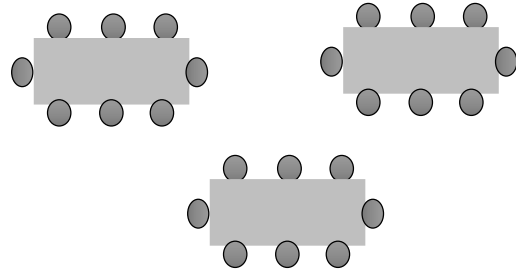
(continued)

## Conference Style



**Conference:** tables arranged together to create a single large table

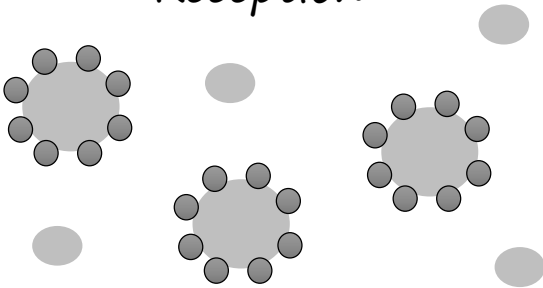
## Team Tables/Clusters



**Team Tables / Clusters:** several conference style set-ups scattered throughout the room

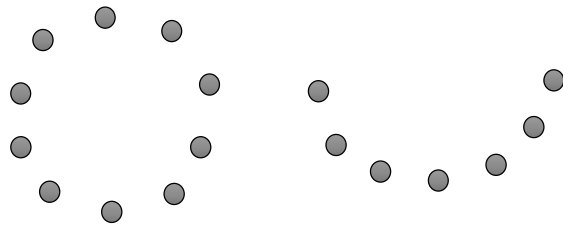
\*appropriate for small work groups that need to meet in the same room at the same time

## Reception



**Reception:** a combination of round tables and smaller cocktail tables neatly arranged throughout the room

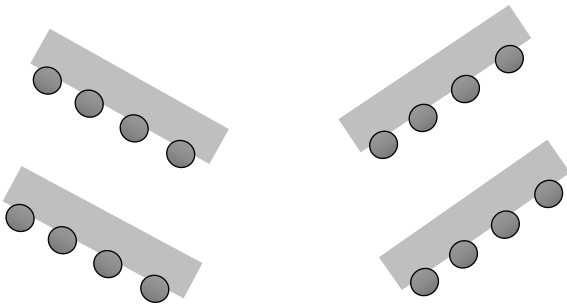
## Circle & Semi Circle



**Semi-Circle (or complete Circle):** a variant of the U-Shape, but without tables

\*ideal for small to medium groups with a discussion or teaching format, where little or no writing is required and participation is encouraged

## Chevron



**Chevron:** rows of tables (and/or chairs) arranged in a V shape and separated by a center aisle.