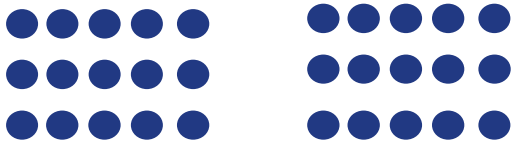


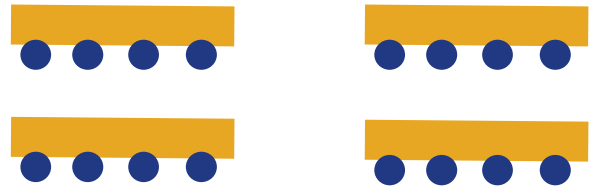
## Meeting Room Set-up Styles

### Theatre Style



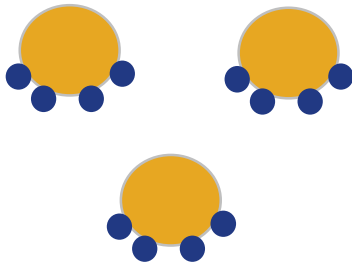
**Theatre:** rows of chairs (no tables) arranged with all participants facing towards the front of the room

### Classroom Style



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

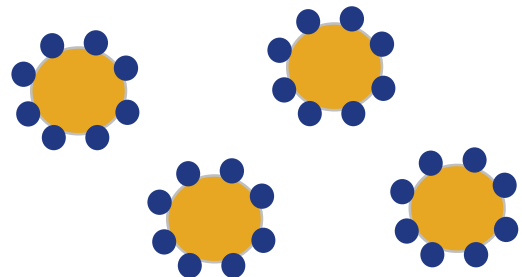
### Crescent (Half) Rounds



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

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

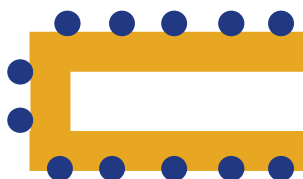
### Banquet Rounds



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

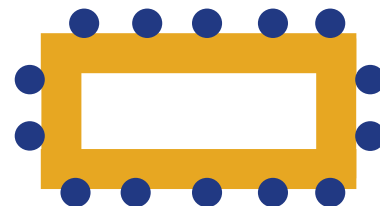
\*ideal for groups that include meal service in the same room

### 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 centre of the U

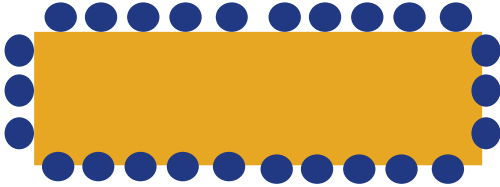
### Hollow Square



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

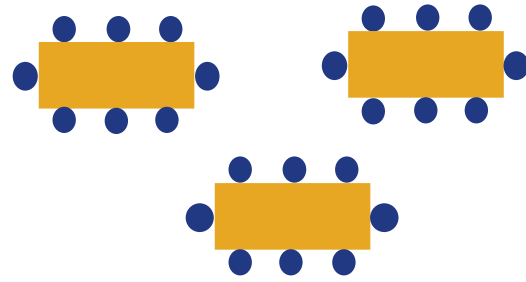
## Meeting Room Set-up Styles

### Conference Style



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

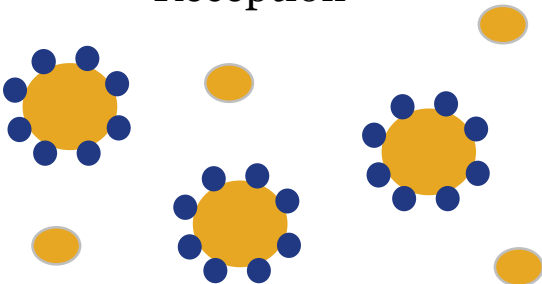
### Team Tables/Clusters



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

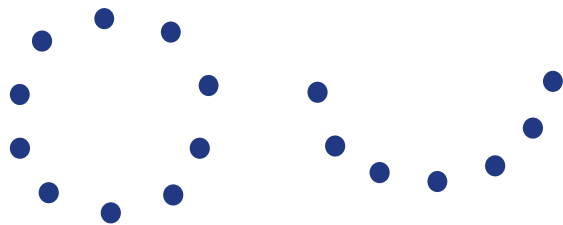
\*appropriate for small work groups that need to meet in the same room at the same time

### Reception



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

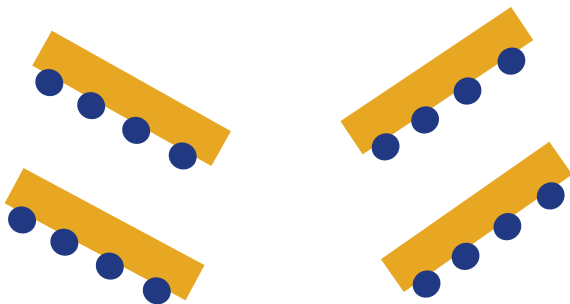
### Circle & Semi Circle



**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 centre aisle.

**Contact us:**

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