

Meeting Room Setup and Configurations

- **Conference and Hollow Square:** Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant boardrooms for 10 to 20 people, equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.
- **E-shape, 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.
- **Ovals and rounds:** Generally used for meals and sessions involving small group discussions. A five-foot-round table seats eight people comfortably. A six-foot-round table seats 10 people comfortably.
- **Theater:** Appropriate for large sessions and short lectures that do not require extensive note taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.
- **Schoolroom or Classroom:** The most desirable setup for medium to large-size lectures. This configuration requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.