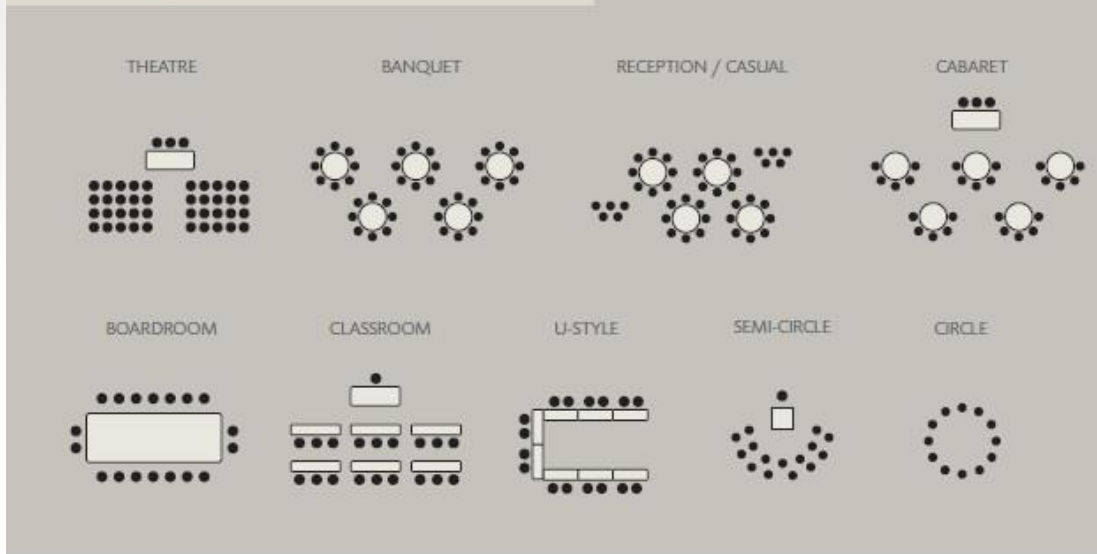


## MEETING ROOM SET-UP STYLES



## MEETING STYLE SETUP CAPACITY

- Theatre Style: 24 persons
- Boardroom Style: 18 persons
- Classroom Style: 20 persons
- U-Shape: 20 persons
- Semi Circle: 18 persons
- Circle: 15 persons
- Reception/ Casual: 24 persons
- Hallow Square Style: 12 persons

### THEATRE

Rows of chairs facing the front of the room. Appropriate for short talks or larger groups that do not require extensive note-taking.

### BANQUET

Round tables, trestle tables and / or block tables (dependant on event numbers) set for meal events.

### RECEPTION / CASUAL

Used for finger food / canapé functions. Standard tables and / or smaller round pod tables and some seating scattered throughout the room.

### CABARET

Popular with training sessions, working lunch or team workshops. Round tables set leaving an open end in order that all delegates seated are facing front of room.

### BOARDROOM

Conference table with chairs placed around the perimeter.

### CLASSROOM

Rows of tables with chairs at each one facing the front of the room. Most desirable for long lectures where there is extensive note-taking.

### U STYLE

Tables placed in the room to form a U shape with chairs around the outside of the U.

### SEMI-CIRCLE

Semi-Circle is 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.

### CIRCLE

Circle of chairs. Ideal for small to medium groups with a discussion or teaching format where little or no writing is required and participation is encouraged.

