

Meeting Room Setup/Configurations

- **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. **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.
- **Theatre:** 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.
- **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.

- with thanks to Marriott Hotels