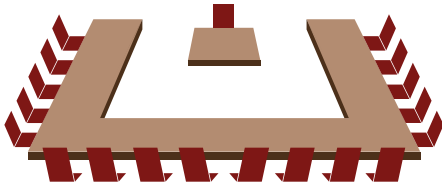


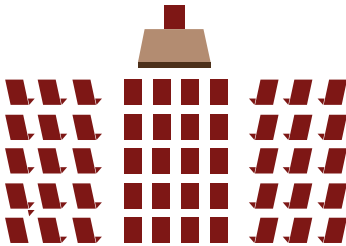
Meeting Space Layouts

Examples of various room set-ups and best uses:



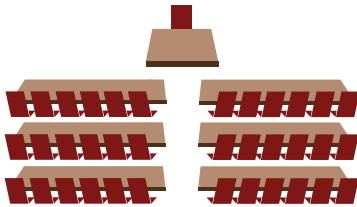
U-Shape

Conference tables in the shape of the letter U with chairs around the outside. Ideal for meetings and discussion groups where there is a speaker, visual presentation or other focal point.



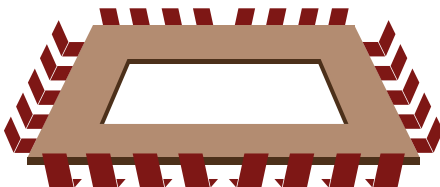
Theater

Rows of chairs facing the front of the room, divided by center and/or side aisles. Very space efficient, and an excellent way to accommodate a large number of guests with a single focal point.



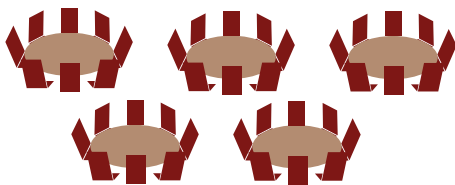
Classroom

Rows of conference tables with chairs facing the front of the room providing writing and workspace for each guest. Ideal when guests will take notes, follow along with reference materials or use laptop computers.



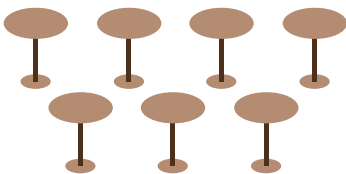
Boardroom

Rectangular table with chairs around sides and ends. Great for board and committee meetings and discussion groups. Ample workspace and good interaction between participants.



Banquet

For social events. Multiple round tables, each seating 8-10 guests. May include buffet or service table. Also useful for small business meetings with breakout discussion groups or note taking.



Cocktail

Small, round, usually tall tables throughout a space. For large events that demand guests circulate and interact.