Meeting Room
Set-up Styles

**Theater**
Rows of chairs (no tables) arranged with all participants facing towards the front of the room

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

**Crescent (Half) Rounds**
Seating around half of the table so all participants are facing the front with no one’s back to the presenter
*ideal for groups that include meal service in the same room

**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**
Tables are arranged in a large U with open space in the middle. Participants are seated around the outside facing the center of the U

**Hollow Square**
Tables are arranged in a square with chairs along the outside facing an empty center
Meeting Room
Set-up Styles

Chevron
Rows of tables (and/or chairs) arranged in a V shape and separated by a center aisle.

Reception
A combination of round tables and smaller cocktail tables neatly arranged throughout the room.

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

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

Conference
Tables arranged together to create a single large table