

# SAMPLE ROOM SET-UP



## HOLLOW SQUARE

Use for large board meetings, roundtable discussions. Does not work well for larger groups.



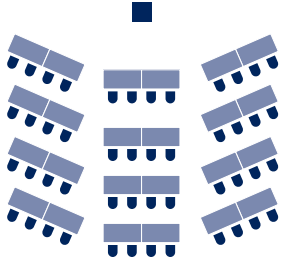
## CONFERENCE

Use for small board meetings, roundtable discussions. Does not work well for larger groups.



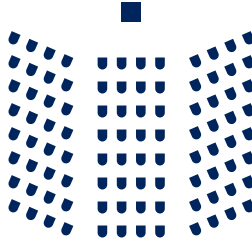
## U-SHAPE

Use for board meetings, roundtable discussions where an AV presentation is also incorporated into a meeting. Does not work well for larger groups.



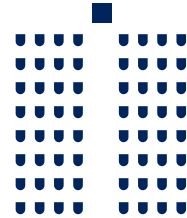
## HERRINGBONE CLASSROOM

Use when attendees will be in an extended session or need to refer to materials, take notes, etc.



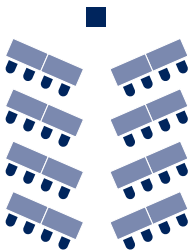
## HERRINGBONE THEATER

Use when you need to maximize seating for a room or if attendees are required only to listen to presentation without needing to take notes, etc.



## STRAIGHT THEATER

Use when you need to maximize seating for a room or if attendees are required only to listen to presentation without needing to take notes, etc.



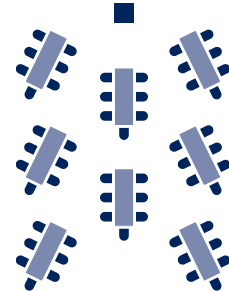
## CHEVRON CLASSROOM

Use when attendees will be in an extended session or need to refer to materials, take notes, etc.



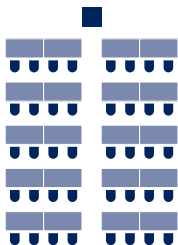
## CHEVRON THEATER

Use when you need to maximize seating for a room or if attendees are required only to listen to presentation without needing to take notes, etc.



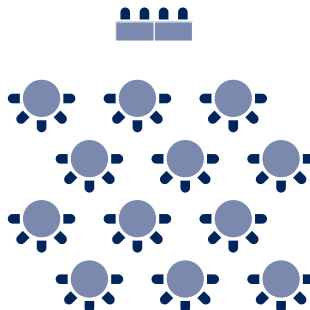
## SUNBURST

Ideal for classroom-style presentation where you also want groups to have roundtable discussions.



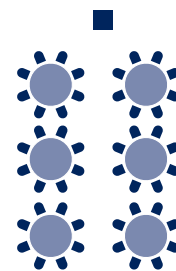
## STRAIGHT CLASSROOM

Use when attendees will be in an extended session or need to refer to materials, take notes, etc.



## CRESCENT ROUNDS

Ideal for classroom-style presentation where you also want groups to have roundtable discussions.



## ROUNDS OF 8 OR 10

Ideal for dinners, social events or meetings that may have a working lunch, continental breakfast or roundtable discussion.