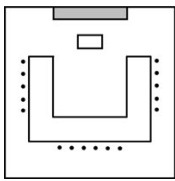
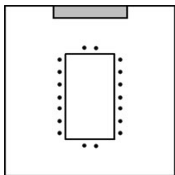


Meeting Room Layout Guide



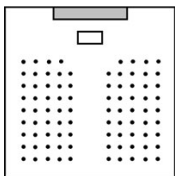
U Shape

- Seating around three sides of the room – good for presentations from front
- Square layout conducive to discussion
- Presentation space in the middle of the room



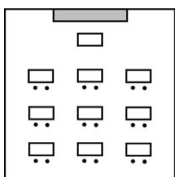
Boardroom Style (can be adapted to a hollow square layout)

- Centrally located table
- Classic layout ideal for debate and discussion
- Popular for smaller meetings



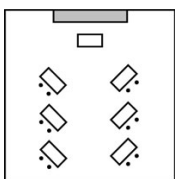
Theatre Style

- Used for product launches, presentations, displays
- Used to present to large numbers of delegates
- Allows for optimal room occupancy



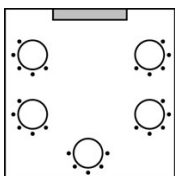
Classroom Style

- Used to present to small to medium groups
- Delegates (in ones or twos) have own workspace
- Ideal for testing and individual training



Herringbone Style

- As Classroom Style
- Tables angled towards centre
- Allows more discussion than ordinary classroom layout



Cabaret Style

- All delegates facing front-centre on round tables
- Large space in the middle of the room
- Ideal for small-group work