

Here's a helpful reference guide to the different kinds of meeting room types and layouts.

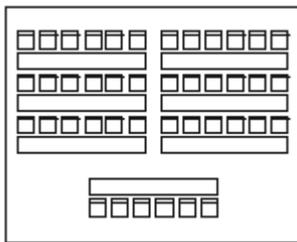
Classroom (also known as Schoolroom)

Rows of tables with chairs facing the front of a room (and usually a speaker), providing writing space for each person.

Options include:

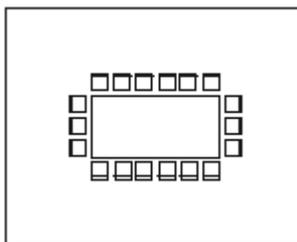
2x6: 2 chairs at each table, tables are about 6 feet long

3x6: 3 chairs at each table, tables are about 6 feet long



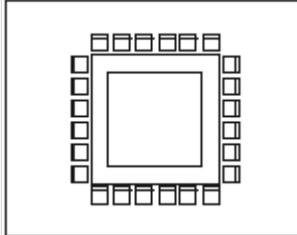
Conference (also known as Boardroom)

A rectangular or oval table set up with chairs around all sides and ends (similar to Hollow Square).



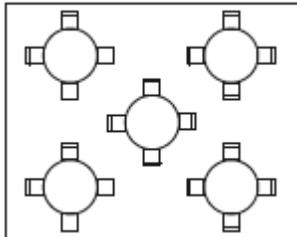
Hollow Square

Tables arranged in a square (or rectangle), leaving the center open. Chairs are placed around the outside of the tables.



Reception (also known as Cocktail or Cabaret)

Small, round cocktail/reception tables (usually 15-30 inches or 38-76 centimeters in diameter) with chairs.



Rounds (also known as Banquet Rounds)

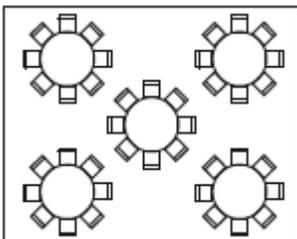
A group of round tables, each seating 6-10 people, set to facilitate serving food, usually in a hexagonal or square pattern.

Options include:

Rounds of 6: 6 people per table

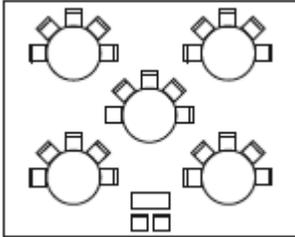
Rounds of 8: 8 people per table

Rounds of 10: 10 people per table



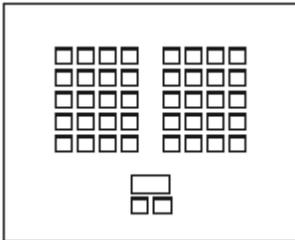
Crescent Rounds or Half Rounds

Ideal for formal lunches and dinners where there is a guest speaker



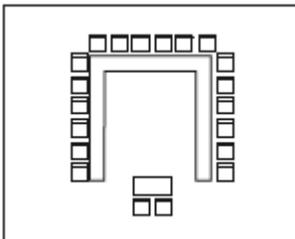
Theater (also known as Auditorium)

Seats or chairs in rows facing a stage area, head table, or speaker (with no table)



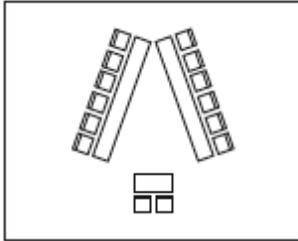
U-Shape

A series of tables set in the shape of the letter U, with chairs around the outside



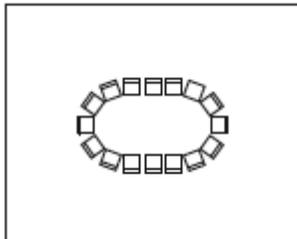
V-Shape

Suitable for smaller meetings and presentations



Oval

Ideally suited for dinners or functions.



Herringbone or Chevron

The slightly angled seating arrangement makes this style popular for informal meetings..

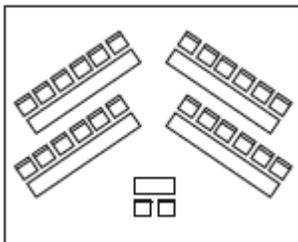


Exhibit Booth

Display booths set-up, typically used in large exhibition halls for multiple vendors.

Options include:

8x8: uses 8-foot by 8-foot booths

8x10: uses 8-foot by 10-foot booths

10x10: uses 10-foot by 10-foot booths