

Meeting Set Up Descriptions and Best Uses

Theater Style

Description: Chairs are lined up in rows facing the front of the room.

Best used for: Lectures or viewing presentations

Not recommended for: small group discussions, or if attendees have meeting /note taking materials.

Classroom Style

Description: Rows of chairs with tables facing the front of the room

Best used for: Presentations when attendees must take notes, refer to material in binders, or work on computer equipment.

This does not encourage small group interactions

Cluster Style

Description: Small rectangle with 4 -5 chairs around, all facing the front of the room

Best used for: All general sessions and breakout sessions and encourages small group interaction

Conference Style

Description: Attendees are seated on all four sides of a rectangle or square shaped table.

Best used for: Small meetings of generally 12 people or less and supports group conversation/interaction

U-Shape

Description: Conference tables are positioned in a “U” with chairs along the outside.

Best used for: Meetings of generally 12 people or more and supports group conversation

Hollow Square

Description: Conference tables are positioned in a square with chairs along the outside.

Best used for: Ideal for meetings of 16 people or more where group conversation is required

Not recommended for: Meetings that require a focal point in the front of the room for presentations or standing lectern