

# **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