

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

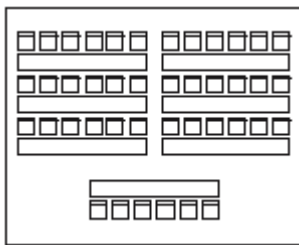
### **Classroom (also known as Schoolroom)**

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

Options include:

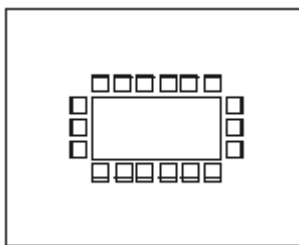
**2x6:** 2 chairs at each table, tables are about 6 feet long

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



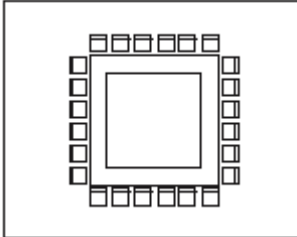
### **Conference (also known as Boardroom)**

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



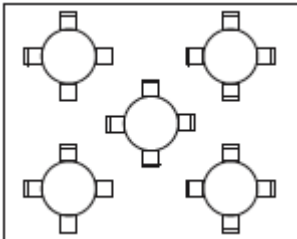
## Hollow Square

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)

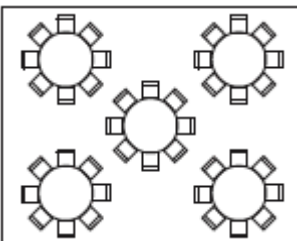
A group of round tables, each seating 6-10 people, set to facilitate serving food, usually in a hexagonal or square pattern.

Options include:

**Rounds of 6:** 6 people per table

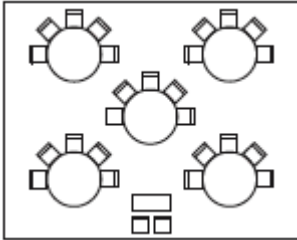
**Rounds of 8:** 8 people per table

**Rounds of 10:** 10 people per table



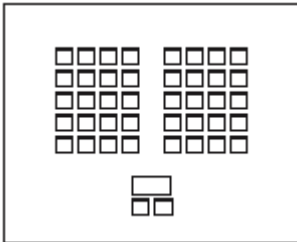
## Crescent Rounds or Half Rounds

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



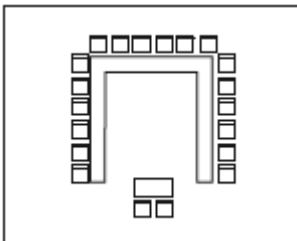
## Theater (also known as Auditorium)

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



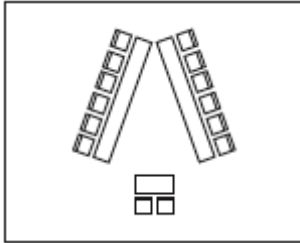
## U-Shape

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



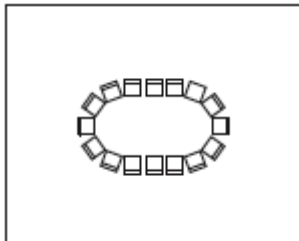
## V-Shape

Suitable for smaller meetings and presentations



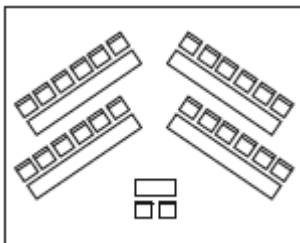
## Oval

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