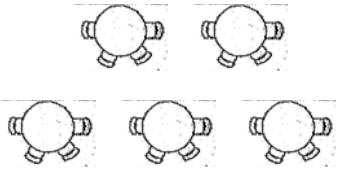
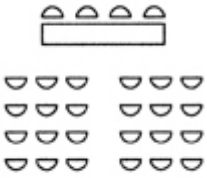
Meeting Room Set-Ups

- **Crescent Rounds**
  - *Definition*
    - one side. Alternatively, a banquet round table may be used without chairs on the side closest to the speaker. (This format would double the space required.)



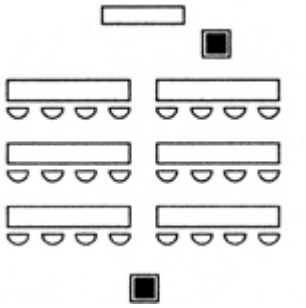
  - *Used for*
    - Ideal for a meeting with a presentation involving small group interaction.
  - *Set-up Hints*
    - Set as for a normal banquet style function with at least 5' between tables.
    - If full rounds are being used, place no more than 6 chairs at the table
  - *Pros*
    - Ample work space
    - Good local interaction
    - Good food and beverage set
  - *Cons*
    - Poor full-room interaction
    - Sound bleed from close-by tables

- **Theater Style**
  - *Definition*
    - Chairs are lined up in rows facing a stage or other focal point in the room. Stacking banquet style chairs are most often used, but ergonomic chairs can be set in this manner. No tables are used for the audience.
    - This is the most efficient set-up when the attendees will act as an audience. This set-up is not recommended for food events or if note taking is required.



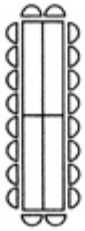
  - *Set-up hints*
    - This is a very flexible set-up. Rows can be circular, semi-circular, straight, or angled toward the focal point.
    - Offset each row so that attendees don't have to look over the person in front of them (this will increase the space required).
    - If using banquet type chairs, space them 3" to 6" apart as these chairs are normally narrower than most people's bodies.
    - If you have the space, allow for 24" between rows to allow attendees easy movement in and out of the row.
  - *Pros*
    - *Good for large groups when reading/writing are not required- however can use AACP notebook portfolio for hard surface*
  - *Cons*
    - *Elevation changes needed for large groups*
    - *No writing surface*
    - *Minimal group interaction*

- **Classroom style**
  - *Definition*
    - Long, narrow tables are placed in rows with standard or ergonomic chairs on one side of the table facing a focal point.
  - *Used for*
    - This set-up is ideal for note taking, meetings requiring multiple handouts or reference materials, or other tools such as laptop computers. This is the most comfortable set-up for long sessions and allows refreshments to be placed within reach of each attendee.



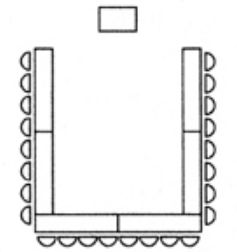
  - *Set-up hints*
    - Tables that extend beyond the stage or podium should be angled toward the speaker.
    - Allow for approximately 2' of space per person at each table. (More space may be required depending on the amount of materials).
    - Minimum space between tables is 3'. Provide 3½' if space allows, for ease of movement in and out of rows.
  - *Pros*
    - Presenter can see all participants
    - Accommodates large groups in less space
  - *Cons*
    - Minimal interaction possible
    - Participants only see each other's backs

- **Conference Style**
  - *Definition*
    - Conference Style basically means one table where attendees are seated around all sides. This set-up promotes dialogue between participants.



  - *Used for*
    - This set-up is often used for Board of Directors meetings, committee meetings, or discussion groups.
  - *Set-up hints*
    - Many facilities offer rooms with permanent conference tables in a variety of shapes.
    - placed together to form a square, rectangle or hollow square.
    - Remember, the larger the set-up, the harder it is for attendees to see others at the end opposite them.
  - *Pros*
    - Good work space
    - Good working atmosphere
    - Good interaction between participants
  - *Cons*
    - Not ideal for audio-visual presentations
    - Not ideal for speakers
    - Not ideal for larger groups

- **U-Shape**
  - *Definition*
    - Rectangle tables are placed in a pattern resembling the letter "U". Chairs are most frequently placed on the outside of the "U", but it is possible to seat attendees on all sides.



  - *Used for*
    - This set-up is often used for Board of Directors meetings, committee meetings, or discussion groups where there is a Set-up hints
    - *A minimum of 2' of table space is required per attendee.*
    - Skirt the inside of the "U" if attendees are being seated only on the outside.
    - the "U" become too long and may not promote participation from all attendees.
  - *Pros*
    - Good work space
    - Good interaction between participants
    - Ideal when audio-visual or speakers are involved
  - *Cons*
    - Not ideal for larger groups