Meeting Room Layout Guide

**U-SHAPE**
- Seating around three sides of the room – good for presentations from front
- Square layout conducive to discussion
- Presentation space in the middle of the room

**BOARDROOM STYLE**  (can be adapted to a hollow square layout)
- Centrally located table
- Classic layout ideal for debate and discussion
- Popular for smaller meetings

**THEATRE STYLE**
- Used for product launches, presentations, displays
- Used to present to large numbers of delegates
- Allows for optimal room occupancy

**CLASSROOM STYLE**
- Used to present to small to medium groups
- Delegates (in ones or twos) have own workspace
- Ideal for testing and individual training

**HERRINGBONE CLASSROOM STYLE**
- As Classroom Style
- Tables angled towards centre
- Allows more discussion than ordinary classroom layout

**CABARET STYLE**  (also known as Bistro or Café Style)
- All delegates facing front-centre on round tables
- Large space in the middle of the room
- Ideal for small-group work

**DINNER/DANCE LAYOUT**
- Tables around the outside of the room
- Dancefloor in central area
- Used mostly for weddings and evening entertainment