

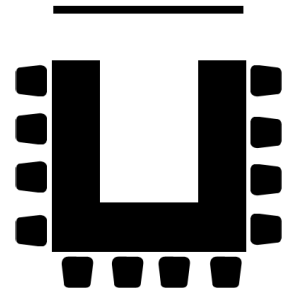


Conference Configuration

In preparation for your next event consider the configuration of your Conference Meeting Room.

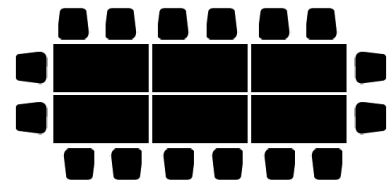
U-Shape

Very popular set up for groups where close interaction will occur. Gives participants the sense they are all equal in status at the meeting. Good visual access to front for visual presentations. A variation is the double U (a U within a U) or with seating on the inside of a single U. These variations can increase seating by up to 50%.



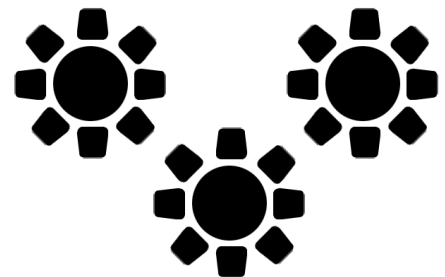
Boardroom

Ideal for small groups where close interaction and a lot of discussion are expected. Participants can see and hear each other easily and sharing one table creates unity of the group. Some participants will need to move when visual presentation is made. Most effective with groups of less than 20.



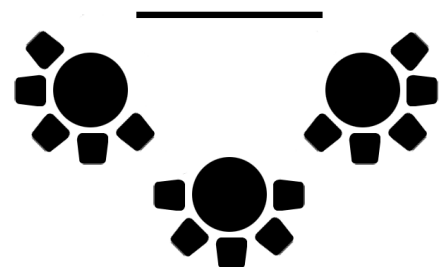
Clusters

Round tables seating 6 to 10 people are good for small group discussions and projects. Allows maximum participation within groups. Allows breakout and small group work without participants leaving the room or re-arranging furniture. Ideal for groups of 60 to 100.



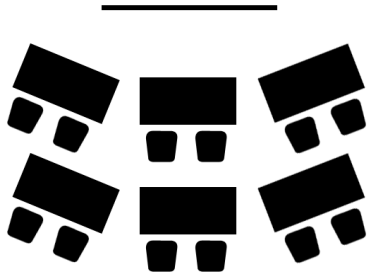
Cabaret

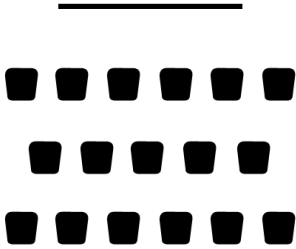
A variation of the Clusters configuration. Round tables seating 4 to 6 people with the chairs arranged in a horseshoe effect around each table. Ideal for small group discussions and projects while still allowing everyone to focus on the speaker at the front of the room and any audiovisual presentations. Ideal for groups of 60 to 100.

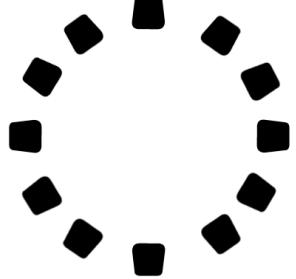


Conference Configuration continued

| Classroom | |
|--|---|
| <p>This traditional layout does allow many people to fit comfortably in a room. It is a well-used setup and is effective for one way communication. The classroom style setup provides a work surface for note taking and for reference materials. Best for large groups</p> |  |

| Chevron Classroom | |
|--|--|
| <p>This style is similar to the classroom setup with the tables tilted towards the front placing each row the same distance from the presenter. A variation of this style eliminates the centre row of tables.</p> |  |

| Theatre | |
|--|---|
| <p>Just like going to the theatre, ideal for large numbers. One way communication occurs in this setup and is ideal for audiovisual presentations and lecture style programs. Sound amplification may be needed in larger rooms.</p> |  |

| Circle of Chairs | |
|---|---|
| <p>A plain circle of chairs is often used when the full involvement of each individual is required. With no tables people speak directly to each other creating an equality of participants with no physical setting for a leader. Ideal for up to 20 participants. Tables can be used to remove a sense of vulnerability some people may experience.</p> |  |