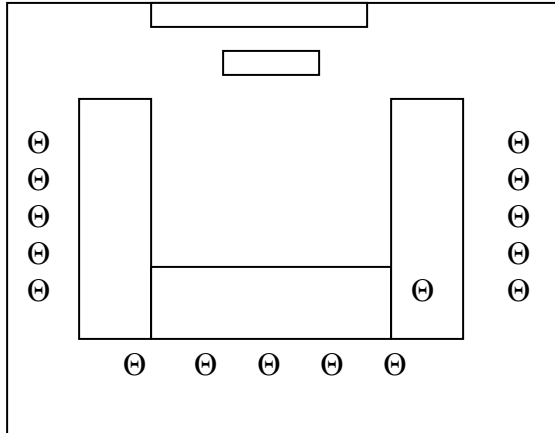


Room Layout Options

U-SHAPE



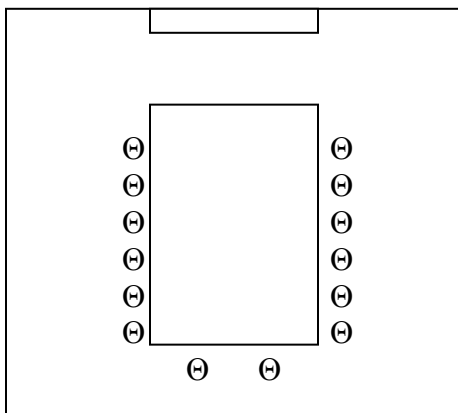
Advantages

- Good for presentations from the front
- Conducive to discussion
- Ample space for a presenter to move around to each participant
- Good working space for participants

Disadvantages

- Limited space for seating depending on the size of the room
- Uncomfortable for anyone who has to sit inside the U-shape (if space is limited and there are too many participants to sit around the outside of the table)
- Difficult for small groups to work together unless chairs are shuffled around to the center space

Boardroom Style



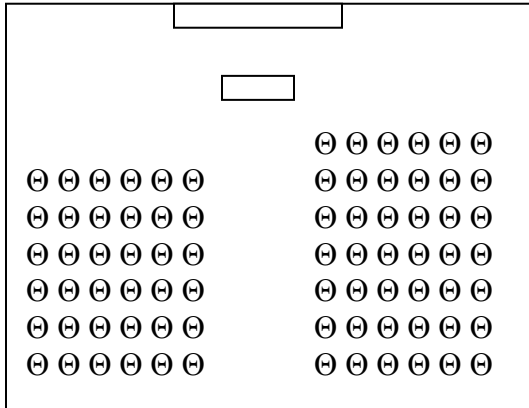
Advantages

- Good for presentation from the front
- Comfortable for smaller session
- Encourages interaction among all participants
- Ample working space

Disadvantages

- Limited seating capacity, if more people need to attend they are often relegated to seats along the wall
- Places a barrier between those "at the table" and those who are not
- Difficult for small group interaction

Theatre Style (Straight)



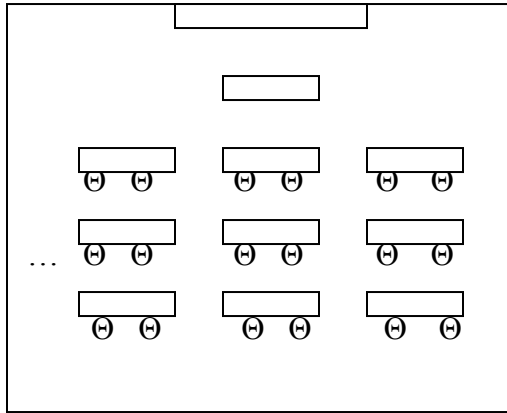
Advantages

- Good for large numbers of participants
- Maximum use of space within the room
- Ample seating for everyone
- Good for lecture style presentations

Disadvantages

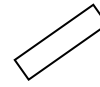
- Usually requires the use of a sound system or people in the back will not be able to hear everything
- Limits view of the presenter to the entire audience
- Limits interaction between the presenter and the participants

Classroom Style



Modification

Use herringbone classroom style by angling each table.



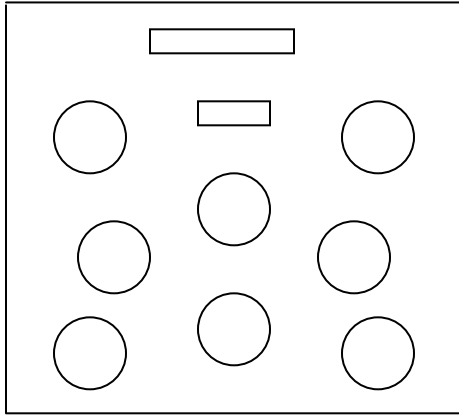
Advantages

- Good for small to medium groups
- Everyone has his/her own workspace
- Conducive to working in small groups
- Sufficient space for presenter to circulate around the room to each group or team
- Modification to herringbone style provides better opportunity for discussion among all participants and also provides more seating space by using both sides of the table

Disadvantages

- Difficult for participants who end up in seats that face away from the presenter, which is often the case when room is too small for the total number of participants.
- Sometimes has limited circulating room for the presenter if the tables are too close together
- Often limits interaction to only those at each table rather than engaging the entire room
- When using herringbone configuration, some participants will have to angle chairs slightly to get a full view of the presenter and the screen at the front of the room

Cabaret or Café Style



Advantages

- Sufficient space for the presenter to move around the room and work with individual groups
- Ideal for small groups to work together
- Allows participants to face the front of the room if chairs are properly placed

Disadvantages

- Requires the use of a large space
- Limits seating
- Participants may have to turn chairs in order to face the front-center if using full table "rounds"
- May require use of a sound system depending on size of the room and number of participants