

SELECTING A MEETING ROOM LAYOUT

Different room layouts create different group dynamics. Choose the right layout for a productive and successful meeting, presentation or training session.

HALF-ROUNDS & ROUNDS

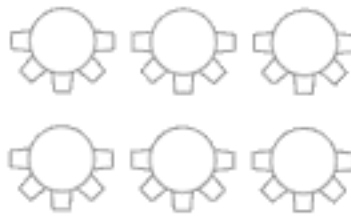
PROs:

- ample workspace
- good local interaction
- good food & beverage set

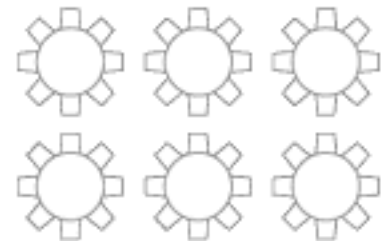
CONs:

- poor full-room interaction
- sound bleed from tables nearby

Half-Rounds
(aka cabaret-style)



Rounds
(aka banquet-rounds)



RECTANGLE & SQUARE

PROs:

- variety of arrangements possible
- good working atmosphere

CONs:

- consider 16" workspace per person
- extensive skirting may be needed

Rectangle
(aka conference-style)



CLASSROOM

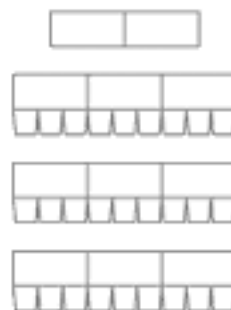
PROs:

- presenter can see participants
- accommodates large groups in less space

CONs:

- minimal interaction possible
- participants only see each other's backs

Classroom
(aka school-style)



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T-SHAPE

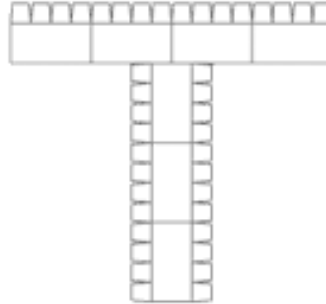
PROs:

- good for small groups
- good interaction potential

CONs:

- often used for too large a group
- larger group size means poor sight-lines and back views

T-Shape



THEATER

PROs:

- good for large groups when writing is not required
- presenter can see participants

CONs:

- elevation changes needed for large groups
- no writing surface
- minimal group interaction

Theater
(aka auditorium-style)



U-SHAPE

PROs:

- good workspace
- good interaction potential

CONs:

- not ideal for larger groups
- rear row of participants far from audiovisuals (if they are small)

U-Shape

