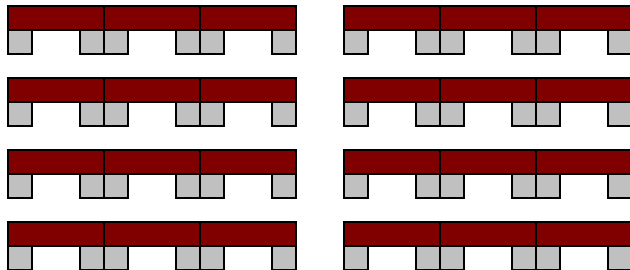


Room Suggestions for Setup



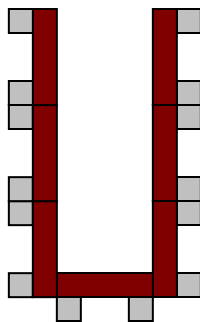
Classroom Setup

Rows of tables with chairs facing the front of the room and each person has a space for writing or using a computer. Seating Capacity 1-120

Benefits: Basic approach to training where participants need work space for lecture notes and laptops. This approach lends itself to Q & A sessions rather than interaction between participants.

Best Meeting Uses: Teaching/Training – Lecture/Presentation – Executive Presentation – Seminar

Best Technology uses: Projection Presentation – Individual Computers – White Board – Video Conference – Teleconference



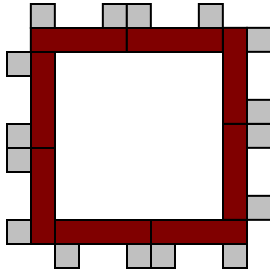
U-Shape Setup

Series of tables set up in the shape of a U with chairs set around the outsides. Seating Capacity 1-40

Benefits: Ideal set-up to promote an open forum for smaller groups of up to 40 people. All participants are able to make eye contact with one another enabling a lively discussion of ideas in this structured setting.

Best Meeting Uses: Teaching and Training – Discussions/Negotiations – Team Building – Conference/Exchange – Brainstorming

Best Technology uses: Projection Presentation – Individual Computers – White Board – Video Conference – Teleconference – Flip Chart – Sound/Music/Video



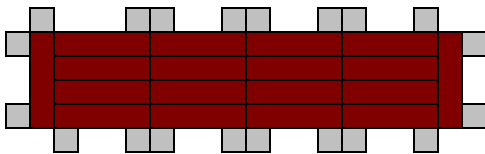
Open Square Setup

Tables set in a square or rectangle with chairs set around the outsides. Seating Capacity 1-40

Benefits: Facilitates group discussions and brainstorming, but can also accommodate the agendas of multiple speakers. This organized layout works for both small and mid-size groups utilizing various technologies.

Best Meeting Uses: Board Meeting – Discussions/Negotiations – Team Building – Conference/Exchange – Brainstorming

Best Technology uses: Projection Presentation – Individual Computers – White Board – Video Conference – Teleconference – Flip Chart – Sound/Music/Video



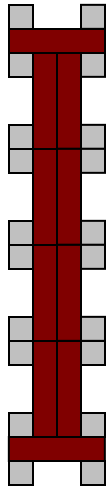
Boardroom Setup

Rectangle or oval shaped tables are set up with chairs on both sides and ends. Seating Capacity 1-16

Benefits: A formal executive level set-up designed for meeting with one primary facilitator. Good space for a comfortable working session. Ample room for teleconferencing and visual presentations.

Best Meeting Uses: Teaching/Training – Lecture/Presentation – Executive Presentation – Board Meetings – Brainstorming

Best Technology uses: Projection Presentation – Individual Computers – White Board – Video Conference – Teleconference – Conference Communication



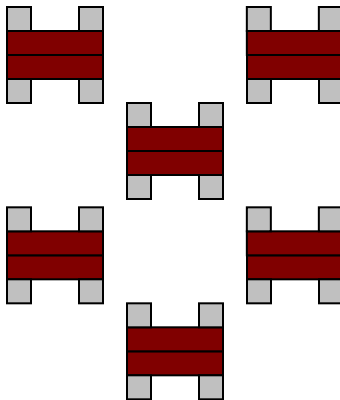
Conference Setup

Tables set in a square or rectangle with chairs set around outsides. Seating Capacity 1-40

Benefits: Facilitates group discussions and brainstorming, but can also accommodate the agendas of multiple speakers. This organized layout works for both small and mid-size groups utilizing various technologies.

Best Meeting Uses: Board Meeting – Discussions/Negotiations – Team Building – Conference/Exchange – Brainstorming

Best Technology uses: Projection Presentation – Individual Computers – White Board – Video Conference – Teleconference – Flip Chart – Sound/Music/Video



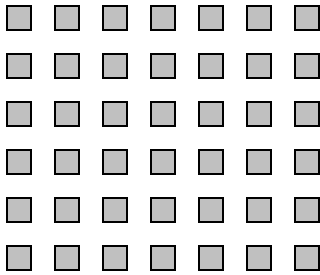
Island Setup

Groups of rectangular tables set up in pairs. Seating Capacity 1-60

Benefits: Groups of rectangular tables, configured to maximize working sessions, collaboration and group participation with facilitator(s). Fosters creativity and team building and participants are able to make eye contact with one another enabling a lively discussion of ideas in this structured setting.

Best Meeting Uses: Teaching and Training – Team Building – Brainstorming - Workshop

Best Technology uses: Projection Presentation – Individual Computers – White Board – Flip Chart – Sound/Music/Video



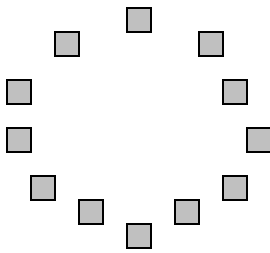
Theatre Setup

Chairs are arranged in rows facing the stage area or presenter, no tables.
Seating Capacity 1-140

Benefits: Perfect for shorter presentations, seminar, lectures and Q&A.s that require the attendee to focus on looking and listening. Best suited for presentations that require more elaborate audio / visual technology without the need for note taking or laptop usage.

Best Meeting Uses: Teaching and Training – Lecture/Presentation – Team Building – Executive Presentation – Seminar - Workshop

Best Technology uses: Projection Presentation – White Board – Video Conference – Sound/Music/Video



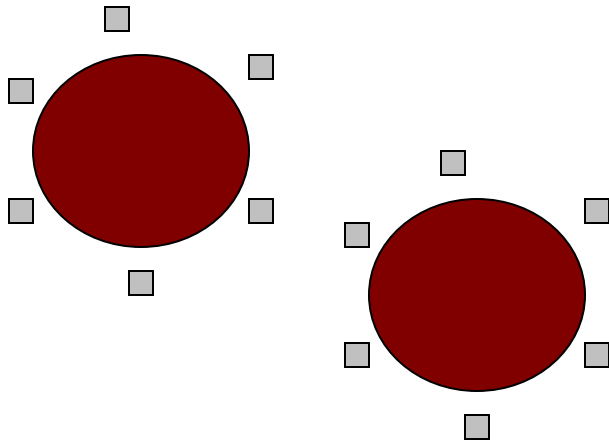
Open Circle of Chairs Setup

Chairs aligned in a circular pattern without any tables in between.
Seating Capacity 1-40

Benefits: A highly informal setting that facilitates lively discussion, interactive presentations and brainstorming between smaller groups of participants for brief intervals. Focus is on discussion with no work space or many technology requirements.

Best Meeting Uses: Discussions/Negotiations – Team Building – Brainstorming

Best Technology uses: White Board – Flip Chart – Sound/Music/Video



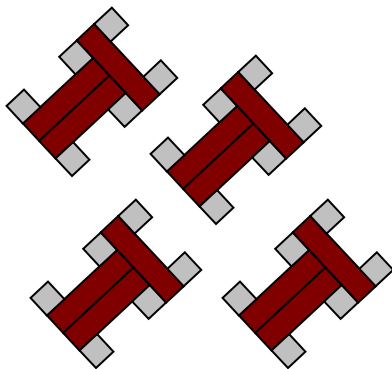
Rounds Setup

Round tables arranged to maximize seating requirements for a variety of purposes. Seating Capacity 1-60+

Benefits: Ideal set-up for meal-centered meetings and banquets encouraging business and socialization for any group size. Typically 6 or 8 people are seated per table. Sometimes configured as Crescents, where no back is facing the speaker.

Best Meeting Uses: Meeting where dining or hospitality is included.

Best Technology uses: Projection Presentation – White Board – Video Conference – Flip Chart – Sound/Music/Video



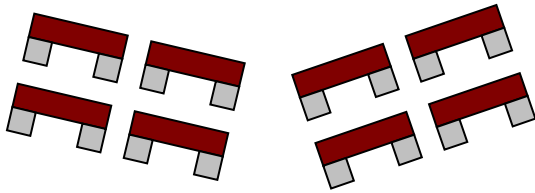
Cluster Setup

Groups of interconnected rectangular tables. Seating Capacity 1-60

Benefits: Groups of three rectangular tables, configured to maximize working sessions, collaboration and group participation with facilitator(s). Tables are at angles so that no back is facing the main speaker. Fosters creativity and team building.

Best Meeting Uses: Teaching and Training – Discussions/Negotiations – Team Building – Conference/Exchange – Brainstorming – Seminar - Workshops

Best Technology uses: Projection Presentation – Individual Computers – White Board – Video Conference – Teleconference – Flip Chart – Sound/Music/Video



Chevron Setup

Chairs and tables are arranged in rows slanted in a V shape and separated by a center aisle. Seating Capacity 10-60

Benefits: A more productive medium-to-large group setup than a classroom style with the speaker/presenter as the focal point. More eye contact between the group and speaker, forming unity and effective participation

Best Meeting Uses: Teaching and Training – Conference/Exchange – Lecture/Presentation – Seminar - Workshops

Best Technology uses: Projection Presentation – Individual Computers – White Board – Video Conference – Teleconference – Flip Chart – Sound/Music/Video