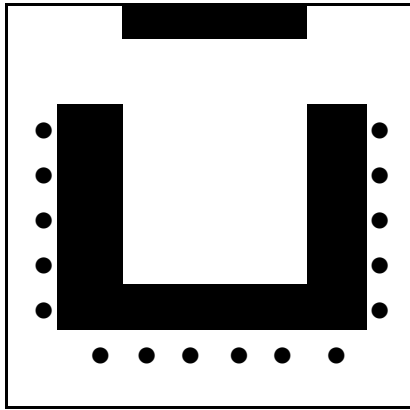
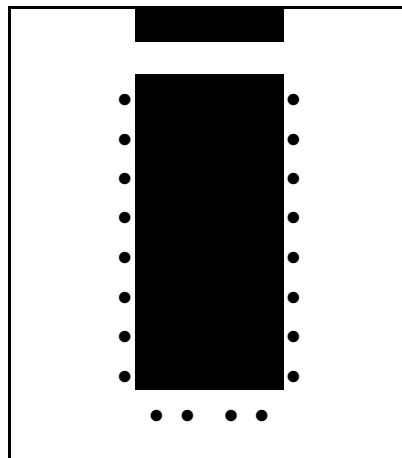


MEETING ROOM LAYOUT GUIDE



U-SHAPE

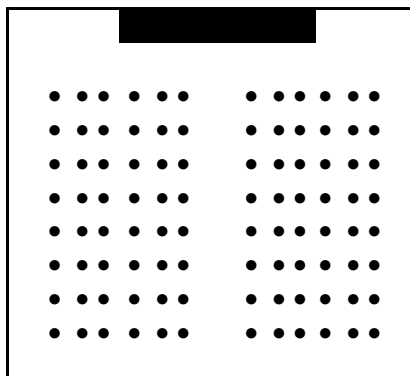
- Seating around three sides of the room – good for presentations from front
- Square layout conducive to discussion
- Presentation space in the middle of the room



BOARDROOM STYLE

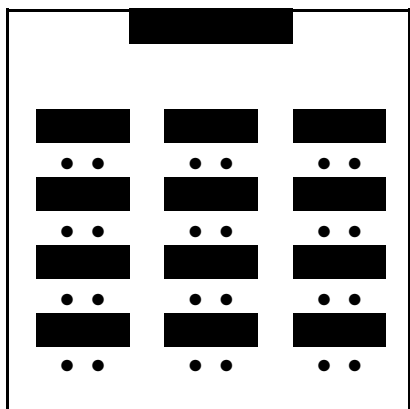
(can be adapted to a hollow square layout)

- 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