Meeting Room Set-up Styles

**Theater Style**
- Rows of chairs (no tables)
- Arranged with all participants facing towards the front of the room

**Classroom Style**
- Rows of tables arranged with all participants facing towards the front of the room

**Crescent (Half) Rounds**
- Seating around half of the table so all participants are facing the front with no one's back to the presenter

**Banquet Rounds**
- Round tables arranged throughout the room. Participants are seated around the entire perimeter of each table

**U-Shape**
- Tables are arranged in a large U with open space in the middle. Participants are seated around the outside facing the center of the U

**Hollow Square**
- Tables are arranged in a square with chairs along the outside facing an empty center

*ideal for groups that include meal service in the same room*
**Meeting Room Set-up Styles**

(continued)

**Conference Style**
- **Conference**: tables arranged together to create a single large table.

**Reception**
- **Reception**: a combination of round tables and smaller cocktail tables neatly arranged throughout the room.

**Team Tables/Clusters**
- **Team Tables / Clusters**: several conference style set-ups scattered throughout the room.
  - *appropriate for small work groups that need to meet in the same room at the same time*

**Chevron**
- **Chevron**: rows of tables (and/or chairs) arranged in a V shape and separated by a center aisle.

**Circle & Semi Circle**
- **Semi-Circle (or complete Circle)**: a variant of the U-Shape, but without tables.
  - *ideal for small to medium groups with a discussion or teaching format, where little or no writing is required and participation is encouraged*