EDUCARE CENTRAL MAINE

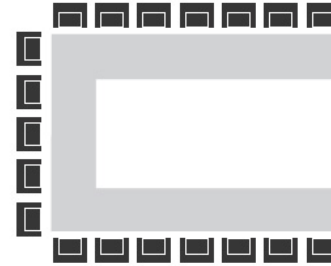# Meeting Room Set Up Descriptions

Conference Style

Tables are arranged in a square or rectangle design in which the attendees are all facing in toward one another. Best used for meetings where the presenter is talking and attendees must take notes or refer to material in binders.

U-Shaped

Rectangle tables are positioned to form a "U" with attendees seated around the outside. Best used for meetings where attendees would view material on the overhead projectors screens.
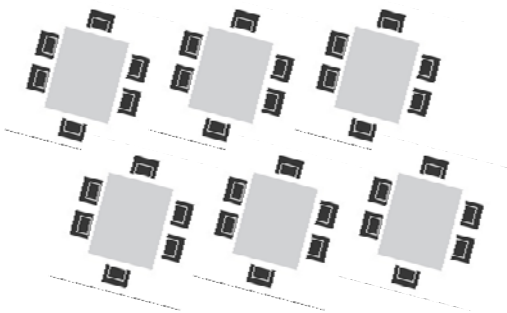
Clusters

Guests are seated in groups at square clusters of tables. Best used for sessions which involve intensive group work, collaborative projects or breakout sessions.

Chairs Only

Chairs are lined up in rows facing the speaker. Best used when attendees take on the characteristics of an audience.

Classroom Style

Long, narrow, tables are positioned in front of rows of chairs facing the speaker. Best used for situations where the presenter is talking and when attendees must take notes or refer to material in binders.