Room Set Considerations

Room Setup Advantages and Disadvantages

• Rounds and Half-Rounds
Positives:
• ample work space
• good local interaction
• good food and beverage set

Negatives:
• poor full-room interaction
• sound bleed from close-by tables

• Squares and Rectangles
Positives:
• variety of arrangements possible
• good work space
• good working atmosphere

Negatives:
• 16" size not big enough for adequate work space
• extensive skirting may be needed

• Classroom
Positives:
• presenter can see all participants
• accommodates large groups in less space

Negatives:
• minimal interaction possible
• participants only see each other’s backs

• V-Shapes
Positives:
• same as classroom, but with more interaction

Negatives:
• usually will not work with large groups
• participants may be far from the presenter
• sight lines may not be ideal for all participants

• T-Shapes
Positives:
• good for small groups
• good interaction

Negatives:
• often used for too large a group
• larger sizes mean poor sight lines and back views

• Theater Style
Positives:
• good for large groups when reading/writing are not required

Negatives:
• elevation changes needed for large groups
• no writing surface
• minimal group interaction

• Chairs in a Circle
Positives:
• best for creating informal and participatory groups
• presents speaker as a group member/facilitator
• good for groups up to approximately 30 people

Negatives:
• not good for note-taking
• not good for presenters with notes or audiovisual aids

Source: Professional Meeting Management, third edition, published by the Professional Convention Management Association

Rooms can be set in a variety of styles. A few basic styles include:
(See 6.3.4 graphics)
Schoolroom
Conference
Theater
Banquet
U-Shape