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