

# 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**