



## MEETING ROOM SET-UP/CONFIGURATIONS

	<p><b>BANQUET</b> Generally used for food functions. Standard round tables are used to seat 8.</p> <p><b>HALF MOON ROUNDS</b> 5 people per table, seated around half of the table. Everyone is facing towards the front with no one's back to the presenter.</p> <p>*Standard set-up for Downtown &amp; South Campus Auditorium (10 rounds, 8 chairs per)</p>
	<p><b>THEATER</b></p> <p>Rows of chairs facing the front of the room divided with an aisle in the middle. Appropriate for large sessions and short lectures that do not require extensive note taking.</p>
	<p><b>CLASSROOM</b></p> <p>Rows of tables facing the front of the room with 2 or 3 chairs at each table. Appropriate when a great deal of note taking is necessary</p> <p>*Standard set-up for South Campus A105 and Multimedia, Downtown A222.</p>
	<p><b>CONFERENCE</b></p> <p>6 foot tables clustered in the center of the room to form one solid surface. Chairs around the tables. This is best for small meetings/sessions that will require brainstorming among the participants.</p>
	<p><b>U – SHAPE</b></p> <p>6 foot tables are placed end to end to form the U shape. Chairs are around the outside of the U. Appropriate for groups of less than 40 people.</p> <p>*Standard set-up for Central Campus B102</p>
	<p><b>SQUARE</b></p> <p>6 foot tables placed in a square outline with open space in the middle. Chairs are around the outside of the square.</p> <p>*Standard set-up for Downtown Campus Clyde Hupp</p>