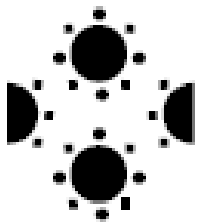
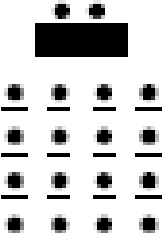
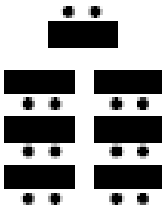
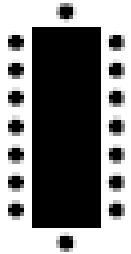
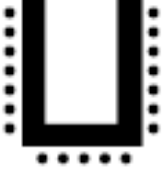
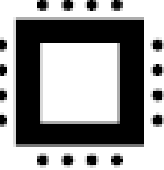


## MEETING ROOM CONFIGURATIONS

	<p><b>BANQUET</b> Generally used for food functions. Standard round tables are used to seat 8 people.</p> <p><b>HALF MOON ROUNDS</b> Seating around half of the table. Everyone is facing towards the front with no one's back to the presenter.</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 chairs at each table. Appropriate when a great deal of note taking is necessary</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 30 people. This is best for interaction with leader seated at the head of the setup.</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. Appropriate for interactive discussions and note taking sessions.</p>