ROOM ARRANGEMENTS FOR MEETINGS AND PRESENTATIONS

The room arrangement for a meeting or presentation should be intentionally planned and arranged. The arrangement of the room should be determined by:

- The size of group
- The size and shape of the meeting facility
- The purpose of meeting
- Level of interaction desired among participants
- The presentation/facilitation method(s) used.

Room arrangement options include the following layouts:

- Theater Style
- Conference Style
- Classroom Style
- Classroom Style - Chevron (aka “Herringbone”)
- Round Tables
- Rounds (no backs to speaker)
ROOM ARRANGEMENTS FOR
MEETINGS AND PRESENTATIONS
(Continued)

Hollow Square
Outside U Shape
(speaker facing group)
Outside U Shape
(speaker in group)

Both Sides U Shape
Open Arc or Semi-Circle
Block “V”

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