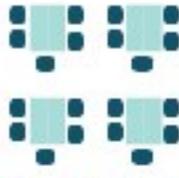


ROOM SETUP GUIDE

<p style="text-align: center;">CLASSROOM</p> 	<p><u>CLASSROOM STYLE</u></p> <p>Rows of tables with up to 10 chairs in each row, with tables arranged to face the front of the room. Appropriate when the meeting is an informational type of presentation. The presenters are providing the information, with some dialogue with the audience.</p>
<p style="text-align: center;">THEATRE</p> 	<p><u>THEATRE STYLE</u></p> <p>Rows of chairs facing the front of the room, usually divided by center or side aisles. Maximizes meeting room space utilization. Perfect for shorter presentations, seminars, lectures and Q&As that require the attendees to focus on looking and listening. Best suited for presentations that require more elaborate audiovisual technology without needing note taking or laptop usage.</p>
<p style="text-align: center;">BOARDROOM</p> 	<p><u>BOARDROOM</u></p> <p>Our five-foot conference tables clustered in the center of the room to form one solid surface. Chairs are placed around the perimeter of the tables. Ideal for small “brainstorming” sessions when the group does not have a designated presenter/leader. This setup provides plenty of workspace for each person and good communication/visual lines for each participant.</p>
<p style="text-align: center;">U-SHAPE</p> 	<p><u>U-SHAPE</u></p> <p>Conference tables placed end to end in the room to form the shape of a “U”. Chairs are placed around the outside of the U. Ideal setup to promote an open forum for smaller groups (up to 25 people). Participants are facing one another, enabling a lively discussion of ideas.</p>
<p style="text-align: center;">HOLLOW SQUARE</p> 	<p><u>HOLLOW SQUARE</u></p> <p>Tables set in a square (or rectangle) with chairs placed around the outside of the table. Center is hollow. Facilitates group discussion and brainstorming, but can also accommodate the agendas of multiple speakers. This setup provides ample workspace for each person and good communication/visual lines for each participant.</p>
<p style="text-align: center;">POD/CABARET</p> 	<p><u>PODS</u></p> <p>Groups of 2 rectangular tables configured to maximize working sessions, collaboration and group participation with the facilitator(s). Tables are set for 4-6 and so that no back is facing the main speaker. Fosters creativity and team building. This setup also works well for meetings with a meal.</p>