

Room Layout Guide

Maximising the effectiveness of your meeting



Boardroom Style

- Best for smaller groups.
- Effective if everyone needs to be able to see each other.
- Good communication facilities for individuals (modern lines, speaker phone etc).
- Attractive environment & very comfortable seating
- Generous space for each delegate.

Banquet Style

- Good for team discussions.
- Appropriate for team work, group study & training.
- Works well for formal events, celebrations, dining but not for viewing entertainment or presentations.
- A sensible choice for large groups of 30+



Cabaret Style

- Good for team discussions.
- Appropriate for team work, group study & training.
- Good for viewing presentations by medium sized groups.
- Works well for formal events, celebrations, dining & particularly for viewing entertainment.
- Less formal than classroom.

Theatre Style

- Appropriate for large numbers of delegates 30+
- Good for audience questions but not for audience discussion.
- Suitable where audience watches & listens, but does not need to write.
- Good for receiving presentations.



Reception Style

- Great if you are having drink reception only.
- Can also precede a meal.
- Short speech or presentation can be done – but not possible to take notes.
- Can be accompanied by canapés or finger food.
- Can be formal or informal.
- Works well if people need to mix/network.

U Shape Style

- Good for training meetings where presentations, study writing & discussions required.
- Helps promote discussion.
- Appropriate for presenting to groups max 30.
- Lay out facilities good for trainer interaction with delegates.



Classroom Style

- Effective where delegates need to watch, listen, study & write.
- Appropriate for groups of 30 or less.
- Ideal where delegates listen but do not need to discuss together – as you are not facing one another.
- Good where clear visibility of the screen/presenter is needed.