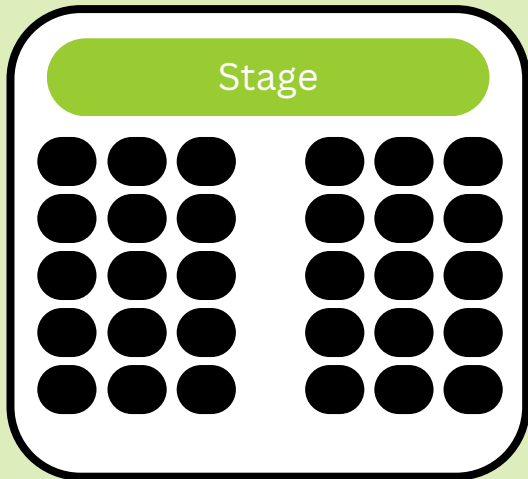


# CHOOSING THE RIGHT ROOM LAYOUT FOR YOUR EVENT

## Theatre



- Large groups
- Short lectures
- Easily adaptable for group discussions



- Unsuitable for excessive note taking

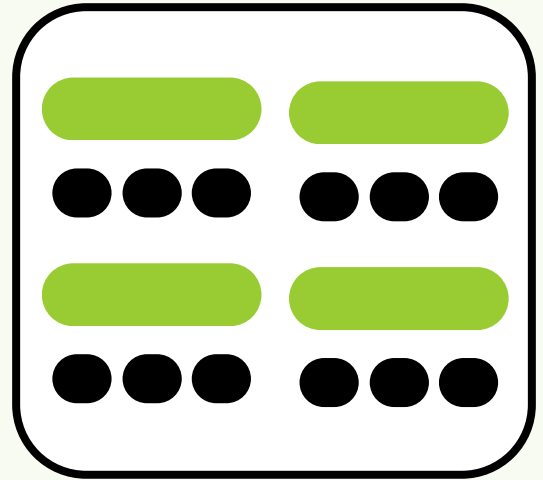
## Classroom



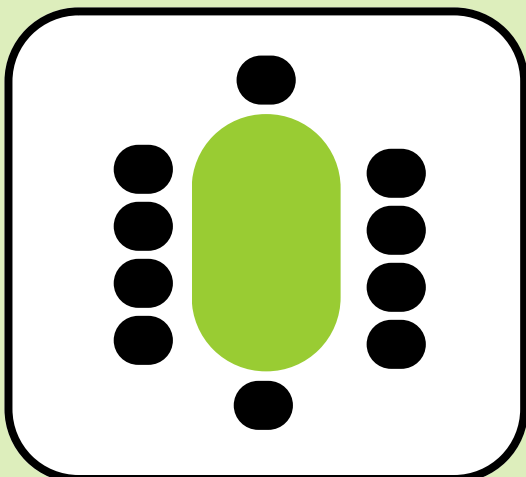
- Medium-large groups
- Space for taking notes and laying out materials



- Requires a large room



## Boardroom

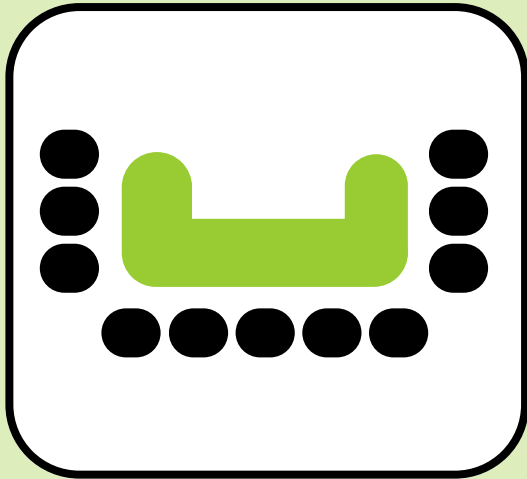


- Small groups
- Can double up for private dining
- Most venues have facilities for this



- Many boardrooms have 'fixed' non-adaptable furnishings

## U-shaped



- Smaller groups
- Maximum interaction with presenter



- Unsuitable for 40+ delegates

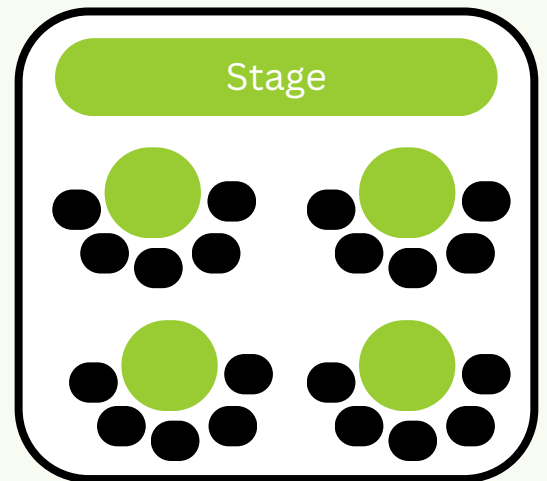
## Cabaret



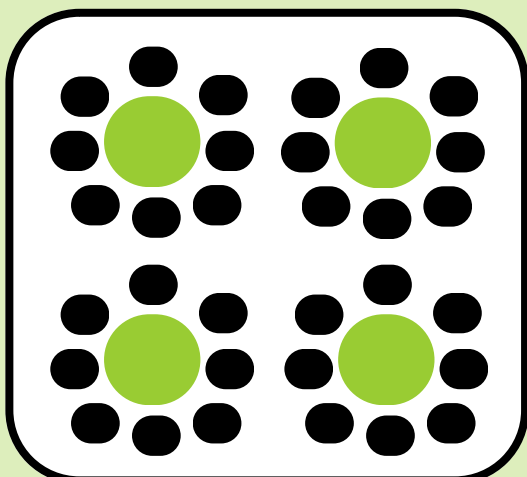
- Small groups at each table
- AV at the front



- Requires a large room
- Difficult to ensure everyone can see



## Dinner



- Large event but broken into small groups
- Stage and dance floor can be added



- Requires large room
- Adding extras will reduce space for seating