**Room Set-up Styles**

**Block Style**
Conference tables placed in a rectangular outline with open space in the middle. Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the set up.

**Exhibit Style**
Allows for seating to be surrounded by display areas.

**Classroom Style**
Rows of tables with 2-3 chairs at each one, with tables arranged to face the front of the room. Most desirable for long lectures.

**Theater Style**
Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Appropriate for short lectures or larger groups that do not require extensive note-taking.

**U-Shape**
U or C shaped table set up with chairs on outside perimeter. Perfect for presentations that include group discussion, note-taking or handouts.

**Banquet Style**
Round tables with 8 chairs. Perfect for served meals and/or conference sessions with small breakout or discussion groups.