

THE ANATOMY OF MEETING ROOMS

Layout a room is very hard. For your next meeting, have a look at our helpful guide to the different kinds of layouts and styles in which the conference tables can be arranged.

20% OF ADULTS:

Confessed to have fallen asleep during a meeting.

16 HOURS:

Hours per week spent by an average office worker in meetings.

20 MINUTES:

People generally loses their attention after 20 minutes.

4 HOURS:

Hours per week spent preparing status updates for their next meeting.

CLASSROOM

- Best for presenting to small/medium groups
- Representatives have their own workspace
- Best for individual training and testing



PROS

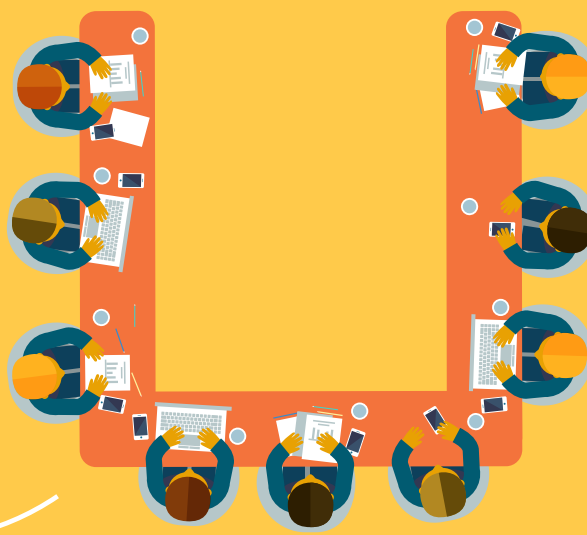
- All participants can see the presenter
- Provides space for large groups in less space

CONS

- Very little interaction
- Attendees only see each other's backseat

U-SHAPE

- Attendees seat around three sides of the room, good for front presentations
- The squared layout allows discussion
- Lots of central presentation space



PROS

- Plenty of working space
- Encourages interaction between attendees

CONS

- Doesn't work well for large groups. Will need to separate chatty attendees

BANQUET ROUNDS

- Mainly used for meals and small groups discussions
- Round tables accomodating 6 to 10 people



PROS

- Ideal for focused, small group activities
- Intimate, close quarter discussion or work

CONS

- Many participants will have their back to a presenter
- No interaction between tables

THEATRE

- Best for product launches, presentations and displays
- Ideally used with large numbers of delegates
- Optimal room occupancy



PROS

- Good for presentations where reading or writing are not required

CONS

- For large groups, elevation changes are needed
- Very small writing surface
- Less attendee interaction

BOARD ROOM

- Promotes interaction and one to one discussions
- Table is centrally located
- Used very often for smaller meetings



PROS

- Great interactive atmosphere
- Big working space

CONS

- Not suited for larger groups
- Presenter won't be as central as in other layouts

SQUARE

- Four squared/rectangular tables arranged in a square or rectangle layout
- Attendees are seated outside the tables.



PROS

- Stimulates interaction and one to one discussions

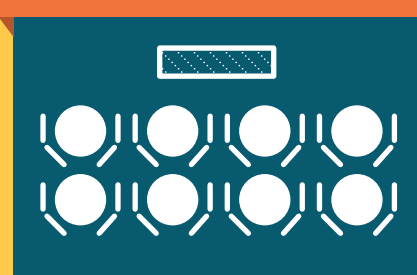
CONS

- Not working with audio-visual presentations
- Presenter won't be as central as in other layouts

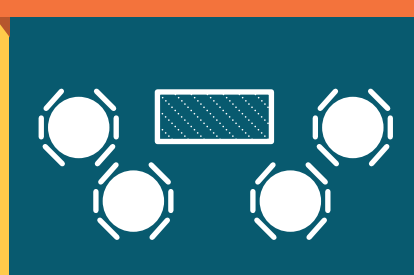
ADDITIONAL LAYOUTS

Haven't found what you're looking for yet? We have you covered. These are a few more options, similar to what we've seen so far, but arranged in a slightly different way.

CABARET



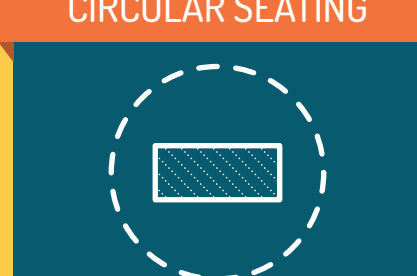
DINNER DANCE



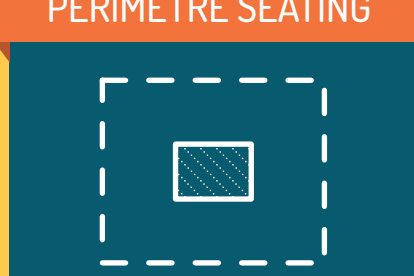
CAFETERIA



CIRCULAR SEATING



PERIMETRE SEATING



EXPO

