Standard room sets for University Housing

*Banquet Style*

*Rounds*

For the presenter - Rectangular table placed in the front of the room with a chair.

For the audience - Large round tables with chairs set at the perimeter of the tables. When round tables are not available, two rectangular tables will be placed together with chairs around the perimeter.

A registration table will be placed outside of the room near the room entrance (when space allows).

The positive of this set is that it allows ample work/dining space, good interaction within immediate group. This set will be utilized for dining settings with a full meal. The negatives are poor full-room interaction and sound bleed from nearby tables.

*Rectangles*
**Classroom Style**

For the presenter — Rectangular table placed in the front of the room with a chair.

For the audience — Straight tables and chairs set together with either 2 or 3 people per table depending on space.

A registration table will be placed outside of the room near the room entrance (when space allows).

The positives of this room set are that the presenter can see all participants and it gives participants a place to write. The negatives of this set are it minimizes potential group interaction and participants only see each other’s backs.

**Conference Style**

With this set, tables are pushed together to form one large table for all participants to sit around.

A registration table will be placed outside of the room near the room entrance (when space allows).

The positive of this set is that it encourages good interaction within the group. The negatives are that this set is only effective for groups under 30.
**Half Round**

For the presenter — Rectangular table placed in the front of the room with a chair.

For the audience — Large round tables with chairs set at the perimeter of half the table so audience faces speaker.

A registration table will be placed outside of the room near the room entrance (when space allows).

The positive of this set is that it allows space for participants to write and everyone can see the speaker. The negative is that there is poor participant interaction and it takes a great deal of space.

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**U Shape**

For the presenter — Rectangular table placed in the front of the room with a chair.

With this set, tables are set with an opening in the middle and at the head of the table, allowing seating around.

A registration table will be placed outside of the room near the room entrance (when space allows).

The positive of this set is that it encourages good interaction within the group and group members can see each other and the speaker. The negatives are that larger groups cannot communicate well through the opening.
Hollow Square

Tables are set with an opening in the middle of the table allowing participants to sit around the tables.

A registration table will be placed outside of the room near the room entrance (when space allows).

The positive of this set is that it encourages good interaction within the group and group members can see each other. This works well for board type meetings. The negatives are that larger groups cannot communicate well through the opening.

Theater Style and Theater Style with Aisle

For the presenter — Rectangular table placed in the front of the room with a chair.

With this set, chairs are placed in straight rows for participants. Depending on the size of the room, a center and side aisles will be utilized. If you must have a center aisle for your event, select the room set as Theater Style with center aisle.

A registration table will be placed outside of the room near the room entrance (when space allows).

The positive of this set is that participants can see the speaker. The negatives are that larger groups cannot communicate well through the opening.
**Circle of Chairs**

For the presenter - Rectangular table placed in the front of the room with a chair.

With this set, chairs are placed in a circle for participants.

A registration table will be placed outside of the room near the room entrance (when space allows).

The positive of this set is that participants can see everyone and group interaction is encouraged. The negatives are that it takes up a great deal of space so rooms cannot accommodate a large number of participants and there is no writing surface for participants.