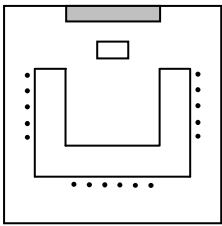


Meeting Room Layout Guide

with compliments from Sundial Group

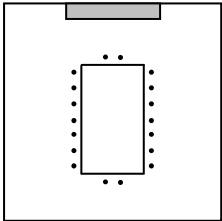


SUNDIAL
Venues and
events group



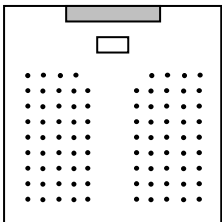
U-SHAPE

- Seating around three sides of the room – good for presentations from front
- Square layout conducive to discussion
- Presentation space in the middle of the room



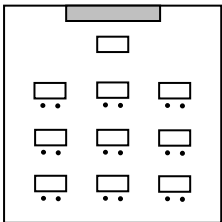
BOARDROOM STYLE (can be adapted to a hollow square layout)

- Centrally located table
- Classic layout ideal for debate and discussion
- Popular for smaller meetings



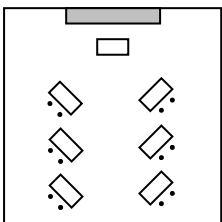
THEATRE STYLE

- Used for product launches, presentations, displays
- Used to present to large numbers of delegates
- Allows for optimal room occupancy



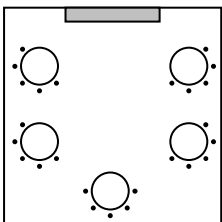
CLASSROOM STYLE

- Used to present to small to medium groups
- Delegates (in ones or twos) have own workspace
- Ideal for testing and individual training



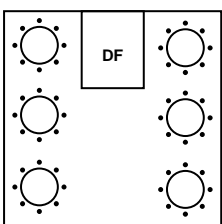
HERRINGBONE CLASSROOM STYLE

- As Classroom Style
- Tables angled towards centre
- Allows more discussion than ordinary classroom layout



CABARET STYLE (also known as Bistro or Café Style)

- All delegates facing front-centre on round tables
- Large space in the middle of the room
- Ideal for small-group work



DINNER/DANCE LAYOUT

- Tables around the outside of the room
- Dancefloor in central area
- Used mostly for weddings and evening entertainment