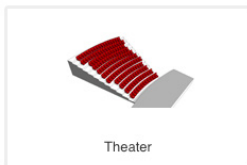


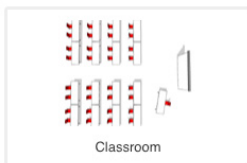
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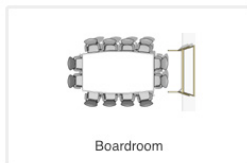
MEETING SET-UP DESCRIPTIONS:



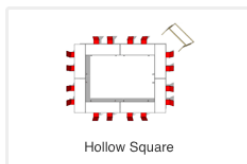
In a theatre-style setup, chairs are placed in rows like in a theatre or auditorium. It is ideal for events or presentations with larger groups that are watching or listening to a speaker, such as lectures. There is a gap in the middle for easy access and to make space for equipment.



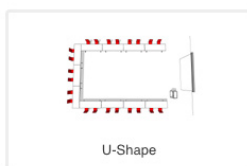
The classroom style is a classic conference room setup where tables and chairs are laid out in rows facing the front of the room. Hence the name, this layout is popular in lectures and instructor-led training sessions. On each table, participants can collaborate during breakout sessions or small group exercises.



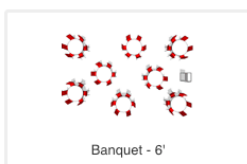
A boardroom-style setup is a meeting arrangement featuring a large, central table surrounded by chairs on all sides, designed to facilitate face-to-face communication, collaboration, and high-level decision-making. It is ideal for small to medium-sized groups (typically 6–20 people).



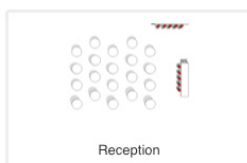
The hollow square design is similar to the classic boardroom setup. It features long rectangular tables that form a square shape in the centre of the space. It is best used for in-person meetings, in which discussions and brainstorming sessions take place. This conference table design is not suitable if remote attendees are joining.



A U-shape, or horseshoe, meeting style consists of rectangular tables arranged in a letter “U” formation, with chairs arranged around the outside. The open end typically faces a focal point, such as a screen, whiteboard, or presenter, allowing for a mix of presentation-style viewing and open discussion.



The banquet-style setup resembles a dinner table setup, with participants sitting at round tables facing each other. It works best at events where there is no need to constantly focus towards a stage or presentation. It encourages interaction, which makes it a common choice for workshops with group exercises.



A reception style setup for meetings and events is a flexible, casual, and social layout designed to promote networking, mingling, and movement among participants. It mimics a cocktail party or mixer rather than a traditional lecture, featuring limited, scattered seating rather than assigned, fixed seating.