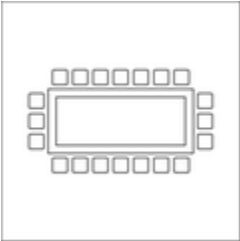


# Meeting Room Configurations

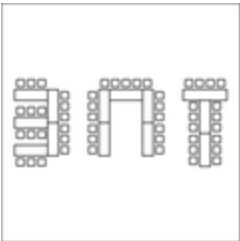
## CONFERENCE AND HOLLOW SQUARE

Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant "boardrooms" for 10 to 20 people, equipped with full audiovisual capabilities.



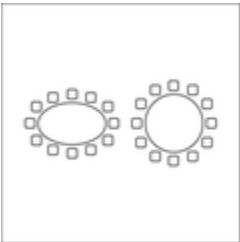
## E-SHAPE, U-SHAPE AND T-SHAPE

Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual is usually best set up at the open end of the seating.



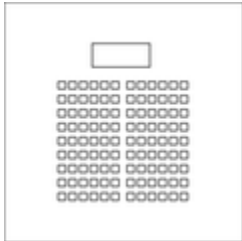
## OVALS AND ROUNDS

Generally used for meals and sessions involving small group discussions. A 5' round table (60" round) seats eight people comfortably. A 6' round table (72" round) seats 10 people comfortably.



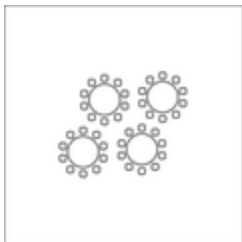
## THEATER

Appropriate for large sessions and short lectures that do not require extensive note-taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.



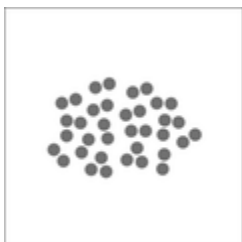
## BANQUET

Generally used for meals and sessions involving small group discussions. A 5' round table (60" round) seats eight people comfortably. A 6' round table (72" round) seats 10 people comfortably.



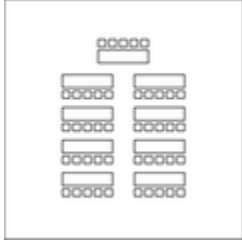
## RECEPTION

Stand-up social function where beverages and light foods are served. Foods may be presented on small buffet tables or passed by servers. May precede a meal function.



## SCHOOLROOM OR CLASSROOM

The most desirable setup for medium to large-size lectures. Requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.



### We are here to help

If you have questions about AV setup, please contact the MCE team at [ieee-mce@ieee.org](mailto:ieee-mce@ieee.org).