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.