USM Conference Services
Meeting Room Set-Ups

Hollow Square

Promotes open discussion among all participants. Optimal seating capacity: 4-20 people per room.

Square

Promotes open discussion among all participants. Optimal seating capacity: 4-20 people per room.

U-Shaped

Facilitates an open discussion with unobstructed views of presenters or audiovisuals in the front of the room. This set-up is perfect for instructive meetings or presentations. Optimal seating capacity: 4-20 people per room.

Crescent Rounds

Most often used for meetings with both small group interaction and main presenters or audiovisual at the front of the room. In this setting all attendees face forward. This set-up can work for all sized groups with four people per table.
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**Banquet Rounds**

Used most often for banquets and dining, where working space is not needed. This set-up can work for all sized groups with eight people per table.

**Pods**

Groups of two rectangular tables, configured to maximize working space, collaboration and group participation with the facilitator(s). Tables are set at angles so that no back is facing the main speaker. Optimal seating capacity: 5-50

**Theater**

Used for one to four hour meetings, when writing tables are not needed. Optimal seating capacity: 20-100 people per room.

**Classroom Style 1**

Used primarily for educational settings or lecture type meeting. The tables are arranged in a school room style. Optimal seating capacity: 18-24 people per room
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Classroom Style 2

Used primarily for educational settings or lecture type meeting. The tables are arranged in a school room style. Optimal seating capacity: 24-30 people per room

Herringbone

Also used for educational settings this set-up is conducive to audience interaction. Optimal seating capacity: 24-48 people per room