**Meeting Rooms**

Many of the rooms in the conference center are designed for various types of meetings and activities and depending on the activity and the size of the room, the arrangement of furniture will change according to need. In all instances the chairs and tables are movable. There are four traditional room set-ups/layouts that are most common. They are:

Classroom

Parallel rows of table with chairs all facing the same direction and depending on the size of the room, there may be two (side) aisles or two sides and a center aisle.

Conference

Tables arranged in a square or rectangle pattern with the chairs on the outside so that participants are facing each other.

Theatre

Parallel rows of chairs all facing the same direction and depending on the size of the room, there may be two (side) aisles, two sides and a center aisle or multiple aisles.

Banquet

Generally round tables with chairs around the table and not everyone will be facing the front of the room. Depending on the size of the room and participants, the tables can be arranged in:

Parallel rows with parallel aisles between the tables and walls, or

Repeated even – odd pattern - for example: the first row will have four tables (A, B, C, D) and the second row will have three tables (1, 2, 3) with Table 1 on the second row, between Tables A and B, Table 2 between Tables B and C, and Table 3 between Tables C and D.