

Room Layouts for Meetings and Training Events

Setting up your training or meeting room

- So you are having a training session or meeting – have you considered what layout would be best for you?
- Have you ever had a meeting in a room that was in a different configuration from your usual format? Was the meeting more or less effective than normal?
- This guide can be used when you 'book' or hire a training or meeting room.
- Remember to *state the layout* and the *number* of participants required.

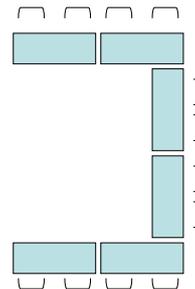
Importance of Room layout

- Room layout should not just be set by the number of people required, but by the purpose of the event.
- Key factors:
 - Where is the centre of attention
 - Do people need to interact with each other?
 - Do you want people in groups without moving people around?

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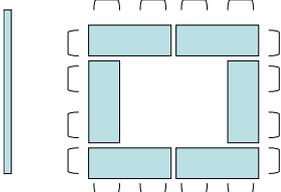
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'U' Shape or Horseshoe for 12



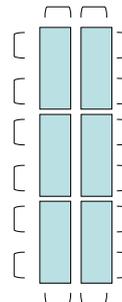
- Nonverbally encourages participation by allowing eye contact between the trainer and all the learners
- The trainer is able to move closer to each learner
- Works well when all learners must be able to see a demonstration
- Works good when learners will be involved in large group discussions

Circle or Square Shape for 16



- Nobody can see all the faces of the other participants
- Depending where visual aids are placed, one side may become the "head of the table"
- A solid table seems to encourage conversation
- With a hole in the middle of the table, some people do not speak at all, and some who do speak tend to talk for longer periods of time
- Limited use if PowerPoint is required

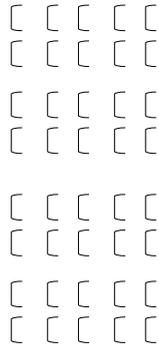
Board Room Style



- The seats at the short dimensions of the table are often seen as leadership positions
- If used, the learners should be forced to take distinctly different positions every now and then
- Fewer people can communicate face-to-face

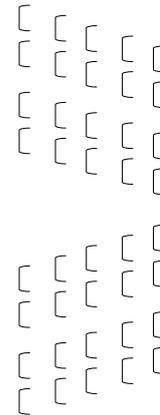


Theatre Style



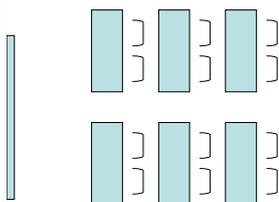
- Best used for short lectures to large groups
- Communication tends to be one way
- Trainer cannot see the learners in the back

Modified Theatre Style



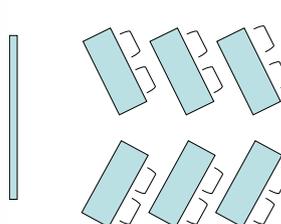
- There is more participation (than traditional theatre)
- Allows the trainer/ presenter to see all the learners
- Reduces space between trainer and learners as trainer can move up aisle
- Best used for short lectures to large groups

Conference or Classroom Style for 12



- Good for IT training
- Allows the trainer/ presenter to see all the learners
- Reduces space between trainer and learners as trainer can move up the aisle
- Best used for sessions that require a lot of note taking

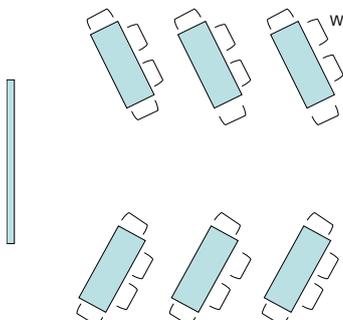
Herringbone Style for 12



- Good for IT training
- Allows the trainer/ presenter to see all the learners (better than classroom)
- Reduces space between trainer and learners as trainer can move up the aisle
- Best used for sessions that require a lot of note taking or self study/ work

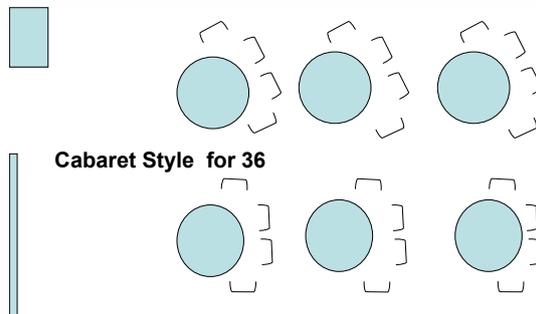
Cabaret Style for 24

When only rectangular tables are available



- Learners can work in small groups on exercises and projects
- Communication between trainer and learners is more difficult
- Trainer must move between groups during lectures and activities
- Good for courses that require a lot of group work

Cabaret Style for 36



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- Good for courses that require a lot of group work