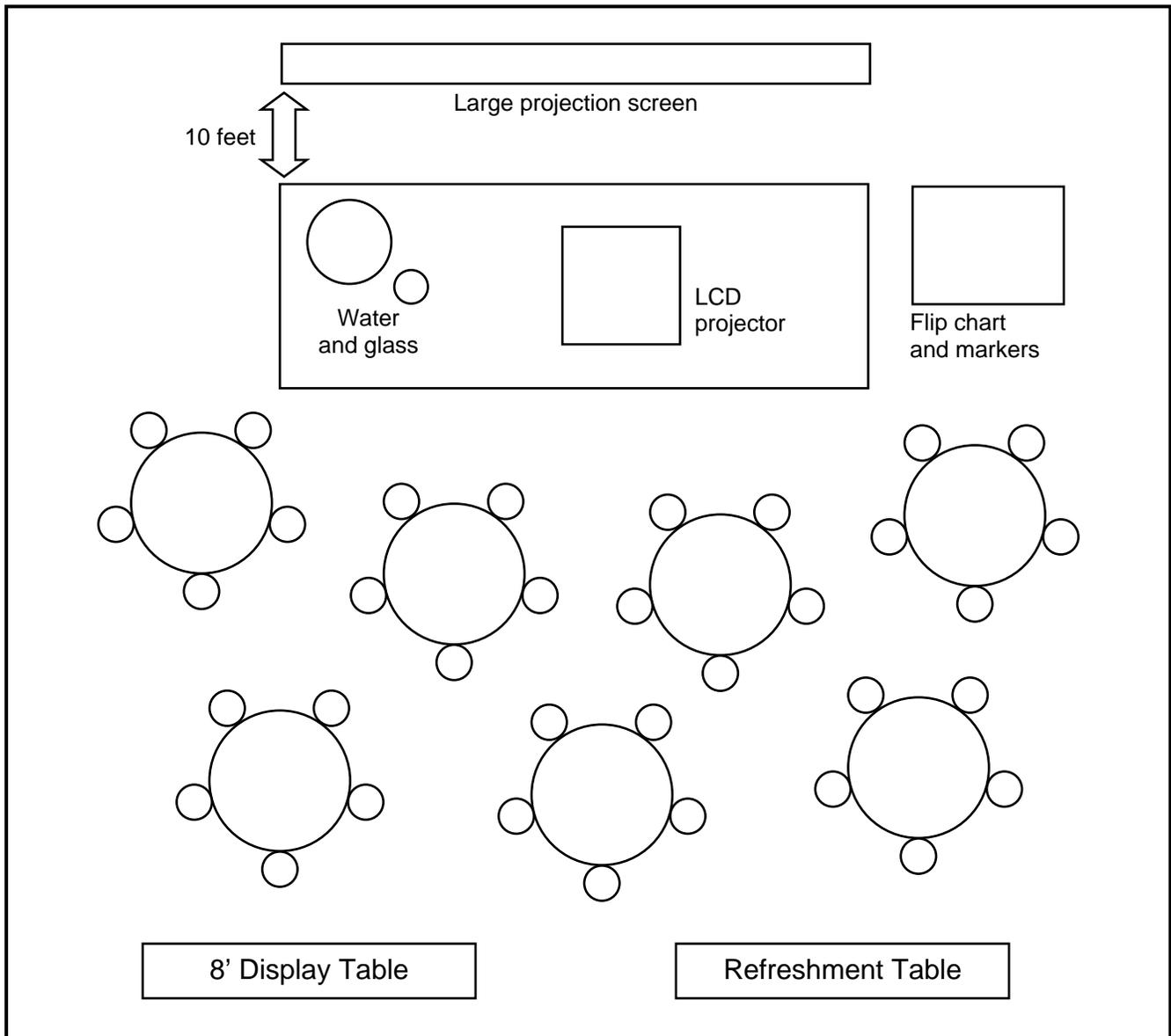
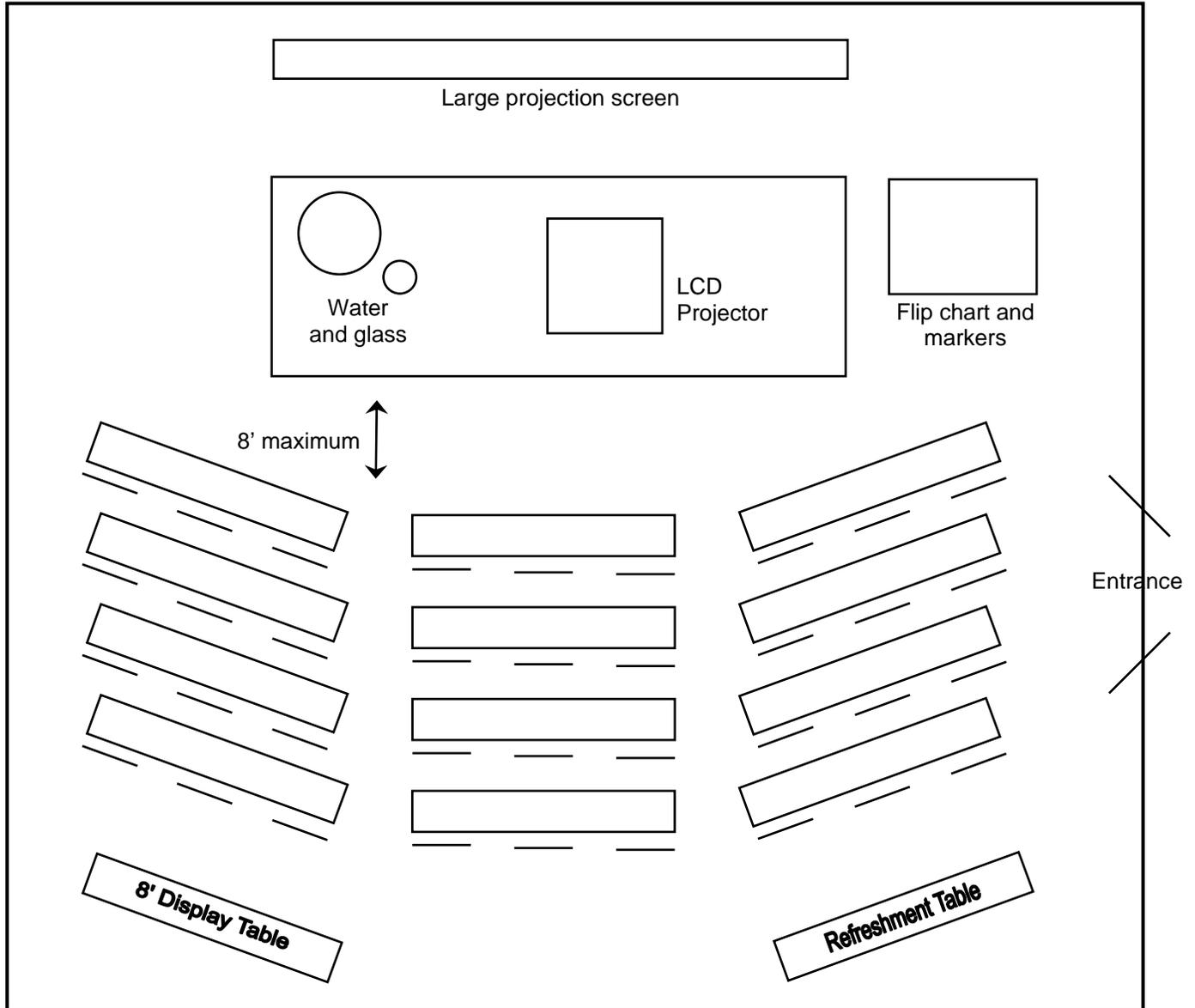


SMALL-GROUP ROUNDS



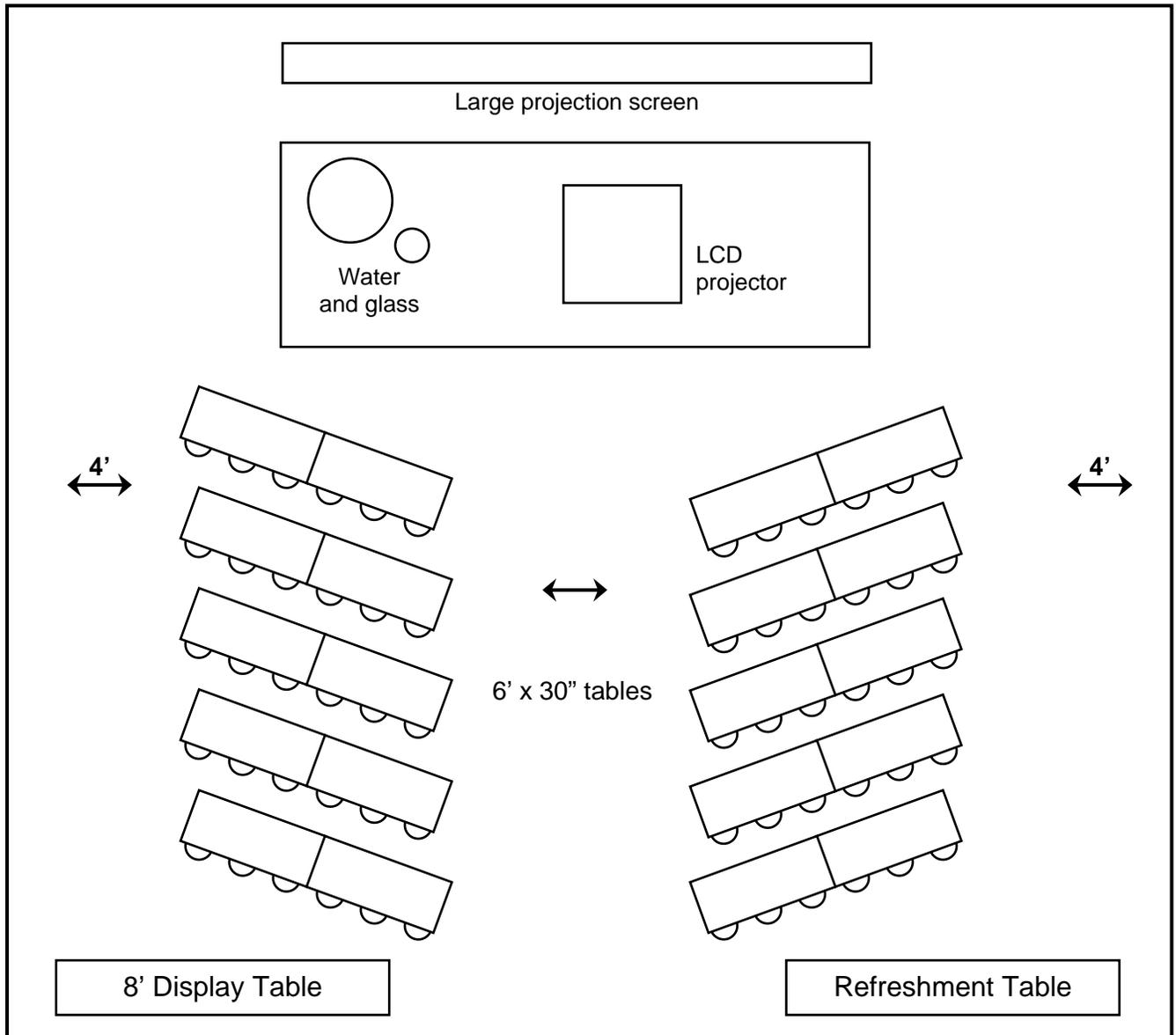
1. If the room is long and narrow, put the front of the room against one of the long walls.
2. Have the chairs at each table face the front of the room, not the small table itself.
3. Tablecloths on tables if possible.
4. Provide tables and chairs for 10% less than anticipated audience but have enough chairs stacked in the room for 10% more than anticipated.
5. Spaces between tables no more than 6 feet.
6. Water on participant tables and speaker table.

CLASSROOM-STYLE SEATING (with 2 aisles)



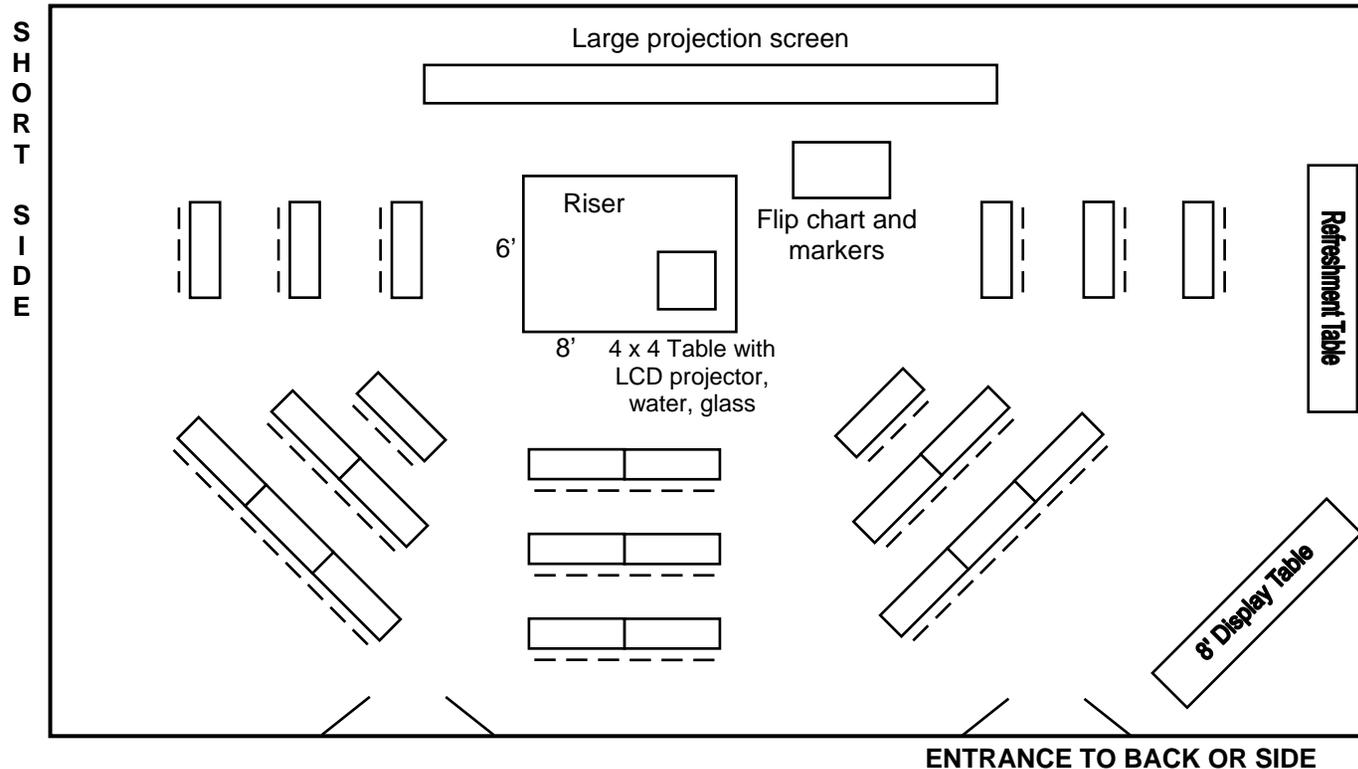
1. If the room is long and narrow, put the front of the room against one of the long walls.
2. Use 6' narrow tables for seating.
3. Tablecloths on tables if possible.
4. Provide tables and chairs for 10% less than anticipated audience but have enough chairs stacked in the room for 10% more than anticipated.
5. Side tables at 45° angle. Middle tables straight. If two tables are in the middle, angle slightly rather than straight.
6. Aisles no more than 4 feet wide.
7. Water on participant tables and speaker table.

CLASSROOM STYLE SEATING (with 1 aisle)



1. If the room is long and narrow, put the front of the room against one of the long walls.
2. Use 6' narrow tables for seating.
3. Tablecloths on tables if possible.
4. Provide tables and chairs for 10% less than anticipated audience but have enough chairs stacked in the room for 10% more than anticipated.
5. Aisles no more than 4 feet wide.

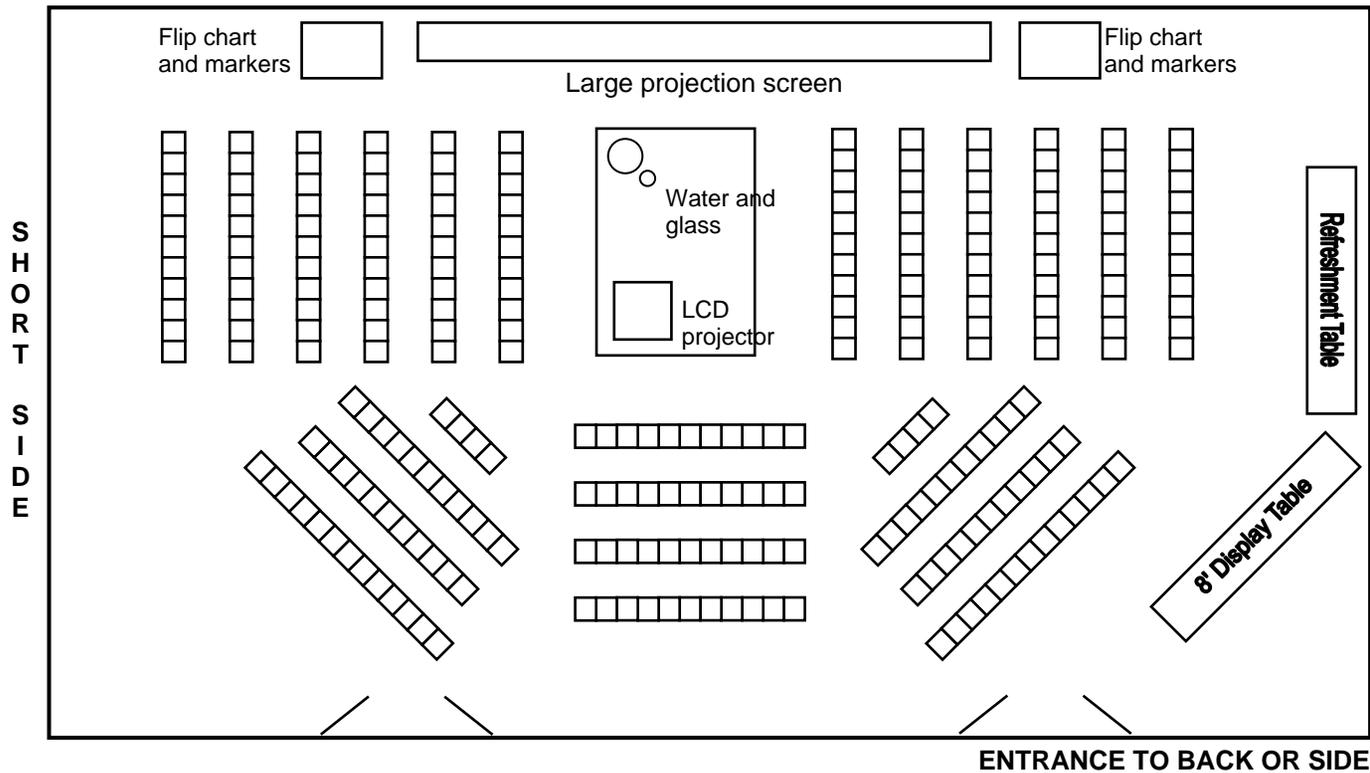
U-SHAPED SEATING LONG SIDE OF ROOM



1. Use 6' narrow tables for seating.
2. Tablecloths on tables if possible.
3. Side tables at 45° angle. Middle tables straight. If two tables are in the middle, angle slightly rather than straight.
4. Water on participant tables and speaker table.
5. No risers for less than 100 participants. 16" risers for more than 100 participants.

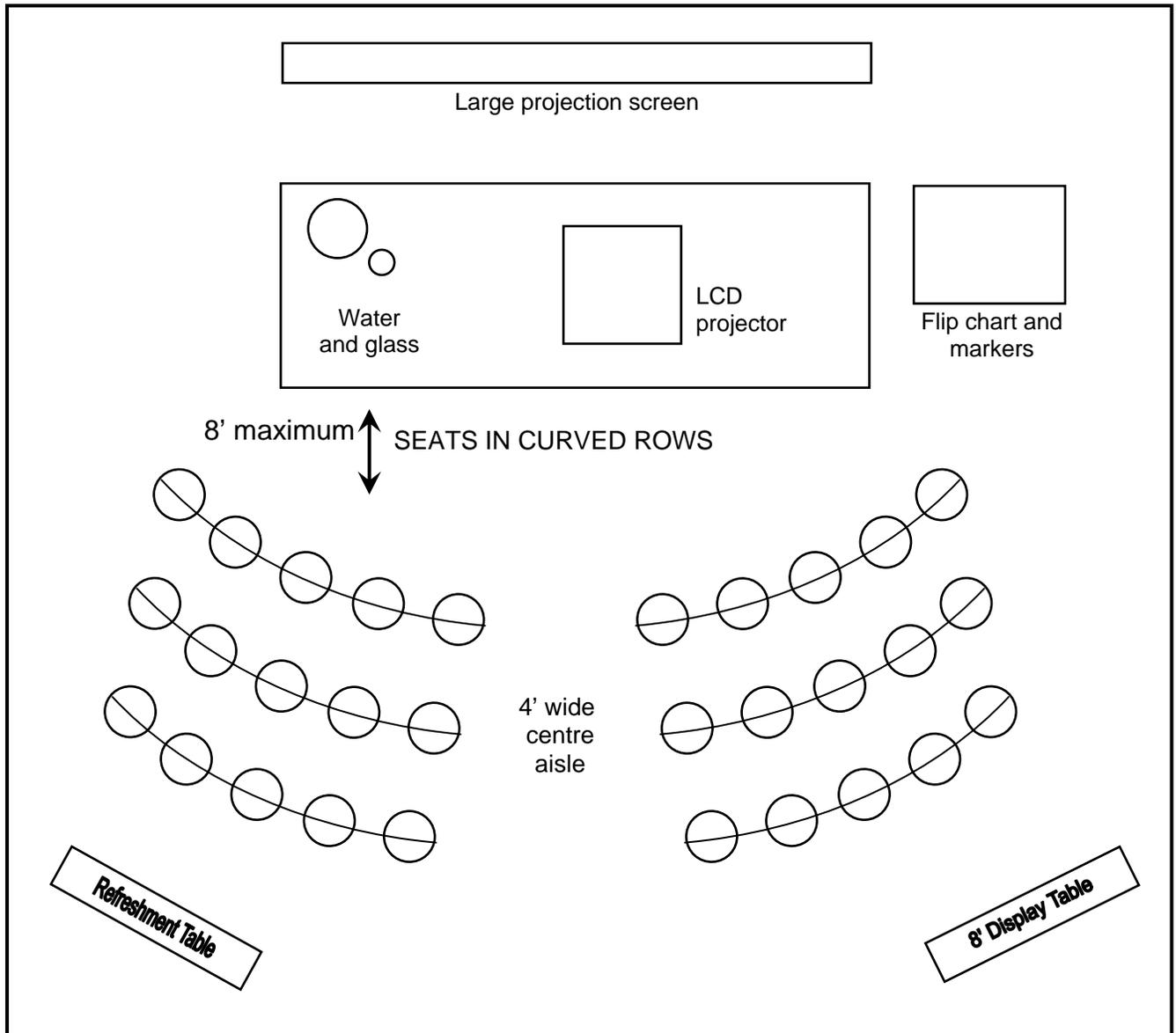
THEATRE STYLE U-SHAPED ROOM SETUP

LONG SIDE OF ROOM



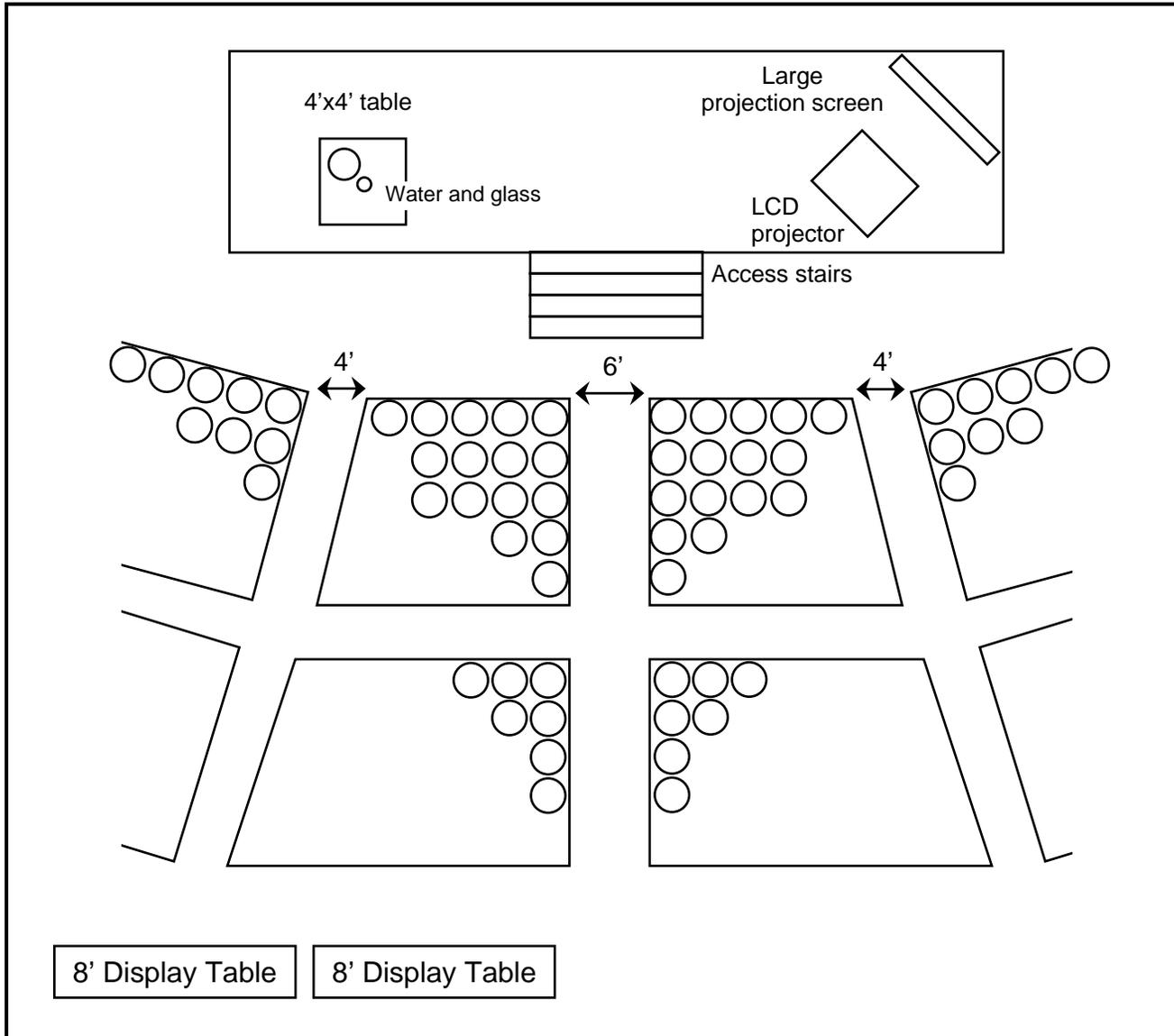
1. If the room is long and narrow, put the front of the room against one of the long walls.
2. No tables.
3. Moveable chairs - not interlocked - or fastened to the floor.
4. Provide chairs for 10% less than anticipated audience but have enough chairs stacked in the room for 10% more than anticipated.
5. No risers for less than 100 participants. 16" risers for more than 100 participants.

THEATRE SEATING CURVED ROWS



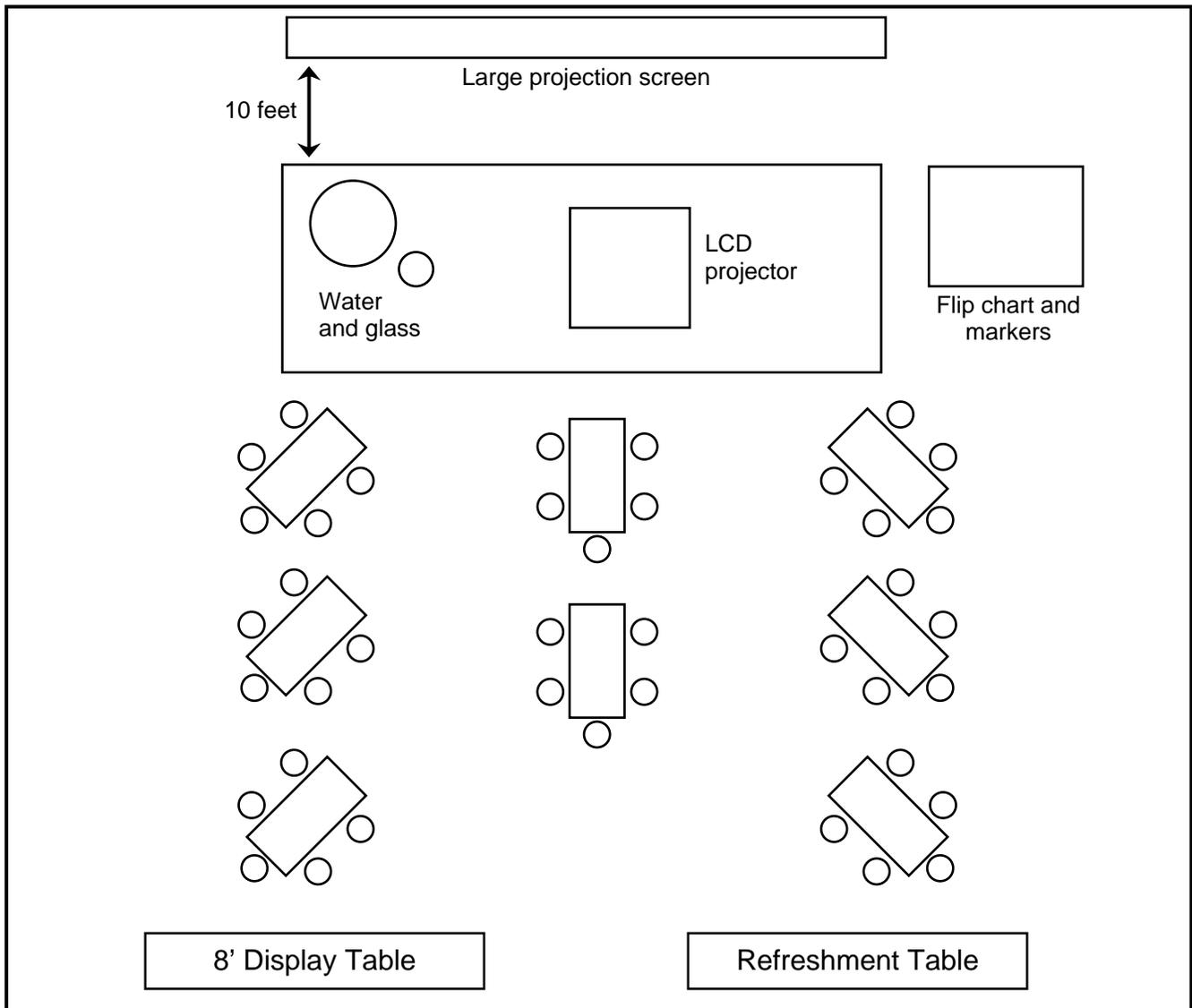
1. If the room is long and narrow, put the front of the room against one of the long walls.
2. No tables.
3. Moveable chairs - not interlocked - or fastened to the floor.
4. Provide chairs for 10% less than anticipated audience but have enough chairs stacked in the room for 10% more than anticipated.

THEATRE SEATING FOR 500+ PEOPLE



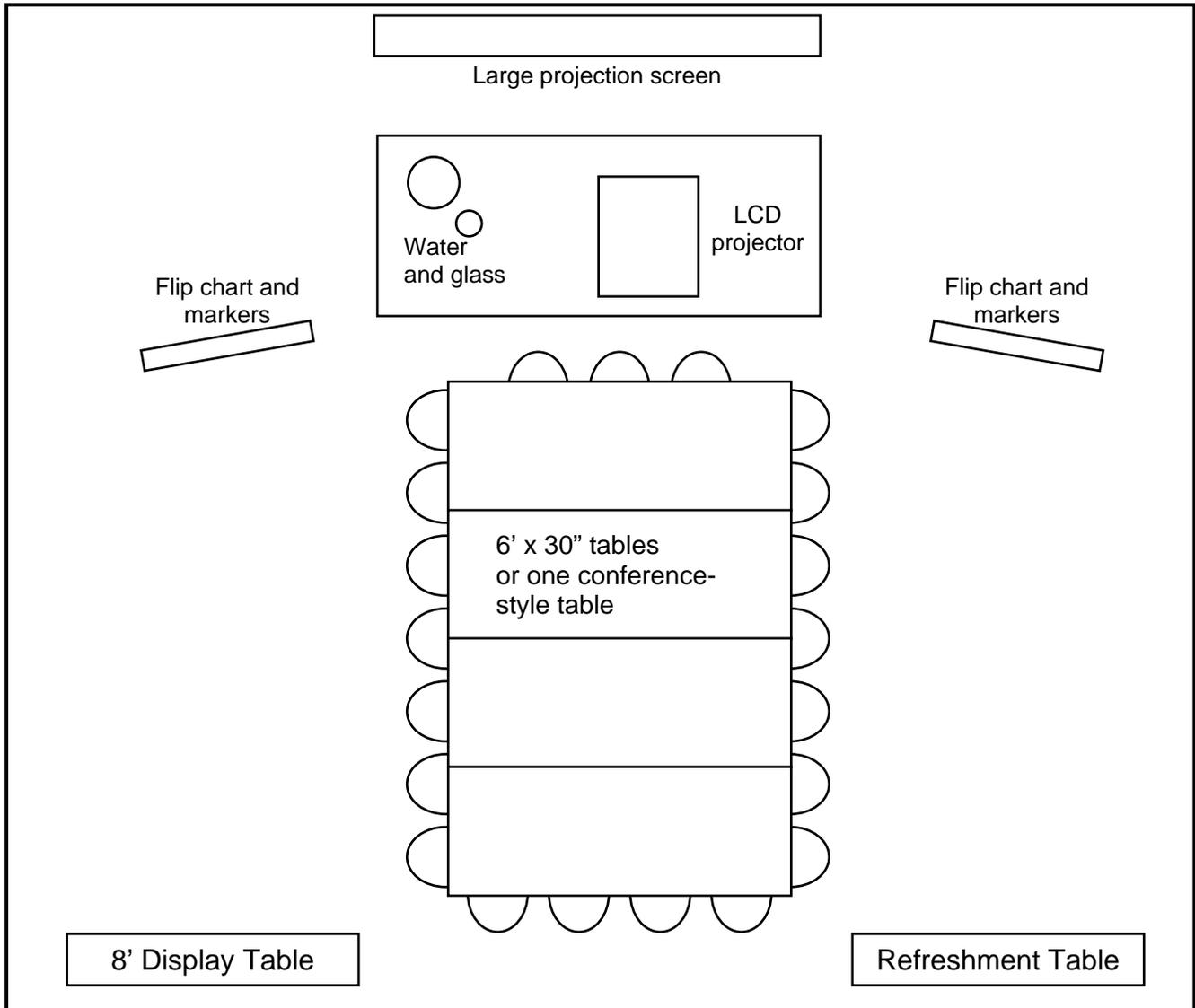
1. If the room is long and narrow, put the front of the room against one of the long walls.
2. No tables.
3. Moveable chairs - not interlocked - or fastened to the floor.
4. Provide chairs for 10% less than anticipated audience but have enough chairs stacked in the room for 10% more than anticipated.

SMALL-GROUP ANGLED TABLES



1. If the room is long and narrow, put the front of the room against one of the long walls.
2. Use 6' tables for seating. Have the chairs at each table face the front of the room, not the small table itself.
3. Tablecloths on tables if possible.
4. Provide tables and chairs for 10% less than anticipated audience but have enough chairs stacked in the room for 10% more than anticipated.
5. Side tables at 45° angle. Middle tables at 90° angle from the speaker's table. If the center section has two or more tables, angle slightly.
6. Spaces between tables no more than 6 feet.
7. Water on participant tables and speaker table.

BOARDROOM SEATING



1. If the room is long and narrow, put the front of the room against one of the long walls.
2. Provide tables and chairs for 10% less than anticipated audience but have enough chairs stacked in the room for 10% more than anticipated.
3. Water on participant tables and speaker table.