



Room Setup Advantages and Disadvantages

Rounds and Half-Rounds (Crescent Seating)

Positives

- Ample work space
- Good local interaction
- Good food and beverage set

Negatives

- Poor full-room interaction
- Sound bleed from close-by tables
- Full rounds create a less comfortable seating option for half the table)
- Uses more of the room

Squares and Rectangles

Positives

- Variety of arrangements possible
- Good work space
- Good working atmosphere

Negatives

- 16" size not big enough for adequate work space
- Extensive skirting may be needed

Classroom

Positives

- Presenter can see all participants
- Accommodates large groups in less space

Negatives

- Minimal interaction possible
- Participants only see each other's backs

V-Shapes

Positives

- Same as classroom, but with more interaction

Negatives

- Usually will not work with large groups
- Participants may be far from the presenter
- Sight lines may not be ideal for all participants

T-Shapes

Positives

- Good for small groups
- Good interaction

Negatives

- Often used for too large a group
- Larger sizes mean poor sight lines and back views

Theater Style

Positives

- Good for large groups when reading/writing are not required

Negatives

- Elevation changes needed for large groups
- No writing surface
- Minimal group interaction

Chairs in a Circle

Positives

- Best for creating informal and participatory groups
- Presents speaker as a group member/facilitator
- Good for groups up to approximately 30 people

Negatives

- Not good for note-taking
- Not good for presenters with notes or audio visual aids