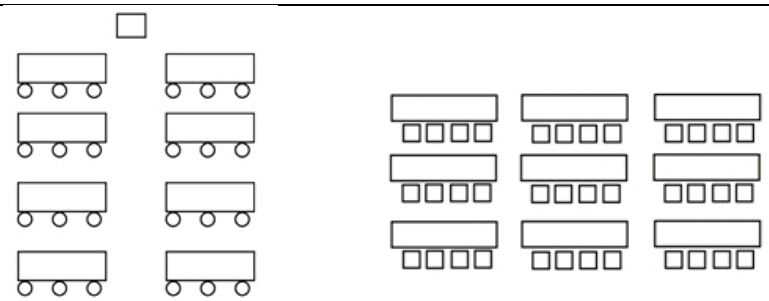
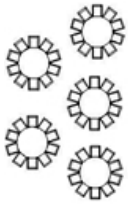
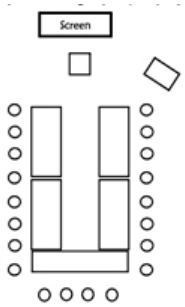
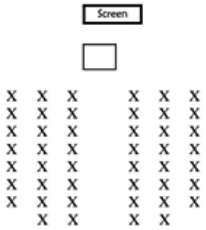
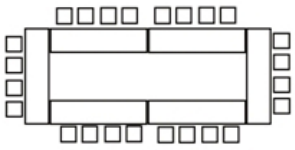
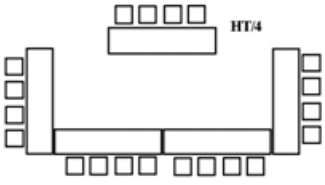
Conference Room Set-up Diagram

Conference / Classroom: Rows of tables arranged with all participants facing towards the front of the room.	
Reception / Banquet Rounds: Standard round tables neatly arranged throughout the room. Participants are seated around the entire perimeter of each table.	
U-Shape: Multiple rectangular tables arranged in a large U with open space in the middle. Participants are seated around the outside facing towards the center of the U.	
Theater: Rows of chairs (no tables) arranged with all participants facing towards the front of the room. This setup generally has one center and two side aisles	
Boardroom/ Hollow Center: Multiple rectangular tables arranged together in the center of the room to create a single large table space.	
Horseshoe Shape: Multiple rectangular tables arranged in a large horseshoe with open space and a head table at one end. Participants are seated around the outside facing towards the center of the U/ head table.