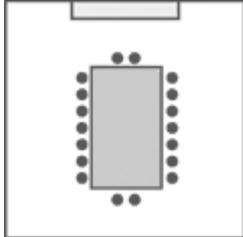


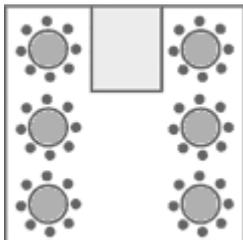
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Here is a helpful reference guide to the different kinds of conference room designs and the way the tables and seating can be arranged. Of course, the purpose of your **conference or meeting, the number of delegates attending and your budget will also be important factors** when deciding upon the most appropriate layout.



Boardroom Layout

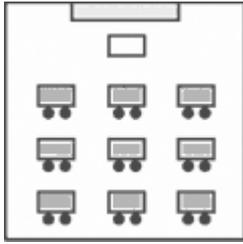
- A rectangular or oval table set up with chairs around all sides and ends.
- Popular for smaller meetings.
- Ideal for debate and discussion as every delegate can see each other.
- This layout is not recommended if there is a presentation at one end of the room.



Cabaret Layout

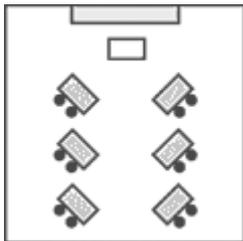
- A group of round tables, each seating 6-10 people.
- Used for product launches, presentations and social events.
- Also ideal for small-group work.
- Many of the delegates will have their backs to the front of the room and so this needs to be considered according to your requirements.

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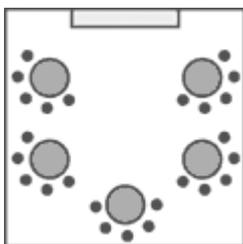
Classroom Layout

- Delegates (in ones or twos) have their own workspace.
- Ideal for testing, individual training and presentations.
- Not ideal for discussion and debate as delegates only see each other's backs.



Fishbone Layout

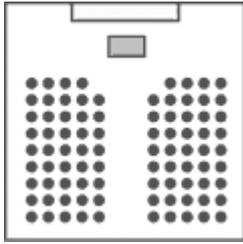
- Similar in style to a classroom layout but the tables are angled towards the centre.
- More intimate than classroom layout as this set up allows delegates to see each other as well as the trainer/presenter.
- Allows more discussion between delegates.



Half-moon Layout

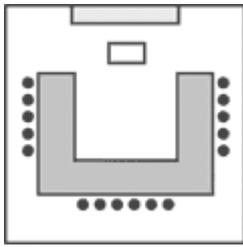
- More inclusive than a cabaret style layout as all delegates face the front of the room.
- This layout is not space efficient and so is more suitable for smaller groups.

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Theatre Layout

- Chairs are placed in rows facing a stage area, head table, or speaker (with no conference tables).
- Used for presentations and training.
- Used to present to large numbers of delegates.
- Allows for optimal room occupancy.
- Seating can be tiered to the back to ensure everyone has a clear view.



U-Shape Layout

- A series of conference tables set in the shape of the letter U, with chairs around the outside.
- Often used for Board of Directors meetings, committee meetings, or discussion groups where there is a speaker, audio-visual presentation or other focal point.
- The square layout is conducive to discussion/debate.
- Not ideal for larger groups.