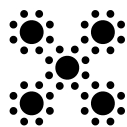


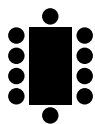
## Banquet



A large room with round tables spread around, usually with a stage.  
Audience members face each other to enhance interaction, but some have their back to the stage.  
Used for awards, large corporate celebrations and occasions.

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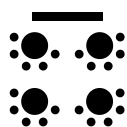
## Boardroom



A traditional layout that facilitates conversation and discussion.  
The table is placed in the middle of the room with chairs around it.  
Used for small group meetings and breakout sessions.

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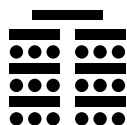
## Cabaret



Round tables with delegates seated around half the table, facing front.  
A large gap can be left in the middle of the room to allow presenters to move around and reach delegates.  
Used for small to medium sized groups - especially in interactive sessions.

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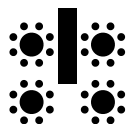
## Classroom



Delegates have their own desk or share with one other, facing front.  
Used for small to medium groups with the presenter communicating detailed knowledge and information.  
Used for training, workshops and testing.

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## Dinner/Dance



Round tables spread around the outside of the room with attendees facing each other.  
A dancefloor in the centre of the room.  
Used for celebrations, weddings and evening entertainment.

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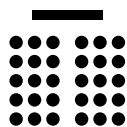
## Reception



Simply a room with standing space, usually there is no seating.  
May include refreshment stations for attendees to pick up drinks and food and tables to place drinks while talking.  
Used for pre-dinner socializing over drinks and networking events.

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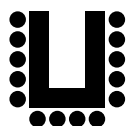
## Theatre



The room is set up with tiered seating like a theatre to enable maximum room occupancy, with all attendees facing the stage.  
A common choice for communicating to large numbers of delegates, enabling interaction with the presenter.  
Used for product launches, presentations and displays.

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## U-Shape



The tables and seating are arranged in the shape of a letter 'U' making a large three-sided table, open at the front.  
All delegates can see each other and the presenter, so this is a good choice for group interaction.  
Used for presentations, meetings and discussions.