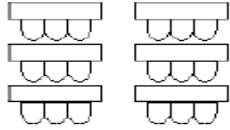
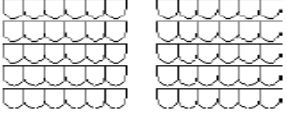
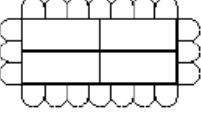
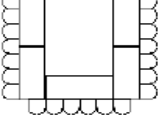
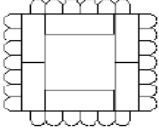
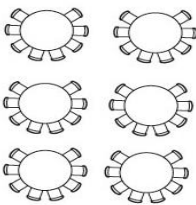



ROOM CAPACITIES AND LAYOUTS

	Classroom	Theatre	Conference	U Shape	Hollow Square	Cabaret	Chevron
THE STAGE	50	120	-	-	-	80	80
COMMON ROOM	-	50	-	-	-	50	50
BOARDROOM	12	30	25	16	20	-	10
FISHBOWL	-	-	10	8	10	-	-

HIDEOUT, HUBSPACE AND COFFEE UNION - these additional spaces can also be booked out dependant on availability. Please contact the Students' Union on 0114 225 4111 to discuss your requirements.

Following is a description of various set up options.

	<p>Classroom style Rows of tables with 2 or 3 chairs at each one, with tables arranged to face the front of the room. <i>Appropriate when the conference is an informational type presentation. The presenters are providing the information, with some dialogue with the audience.</i></p>
	<p>Theatre style Rows of chairs facing the front of the room, usually divided by centre and/or side aisles. Maximizes meeting room space utilization. <i>Theatre works well when the audience needs to take minimal notes and/or the presentation is 2 hours or less in length.</i></p>
	<p>Conference style Conference tables clustered in the centre of the room to form one solid surface. Chairs are placed around the perimeter of the tables. <i>Small "brainstorming" sessions when the group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant.</i></p>
	<p>U-Shape Conference tables placed end to end in the room to form the shape of a U. Chairs are placed around the outside of the U. <i>Small groups that require conversations between the presenter and audience, as well as conversations between the participants.</i></p>
	<p>Hollow Square Conference tables placed in a rectangular outline with open space in the middle. Chairs are placed around the perimeter of the square. <i>Small "brainstorming" sessions when the group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant.</i></p>
	<p>Cabaret Round tables with seating around half of the table so all are facing towards the front with no one's back to the presenter.</p>
	<p>Chevron or "V" Shape The chevron arrangement allows discussion among small groups of participants during or immediately after a larger group activity. Chevron creates a more enclosed type of feel for the presenter and audience</p>