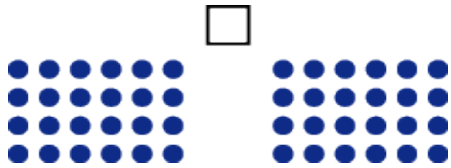


Programming Type and Setup Options

Type	Size of Meeting	Setup	Other
General Meeting	50 +	Theater, Rounds or Classroom	If a larger room a microphone, audio visual and risers may be needed. Agenda
Mastermind	Less than 25	Board Table, Hollow Square, Round Table(s)	No microphone needed, quiet room preferred. Agenda
Brown Bag Lunch & Learn	15 - 35	Round Tables, Hollow Square, Classroom	No theater seating, difficult to eat and write. No microphone needed. Agenda
Combined Learning Event	100 - 500 +	Theater, Rounds or Classroom	Microphone, audio visual and risers needed. Central location for all attendees. Agenda

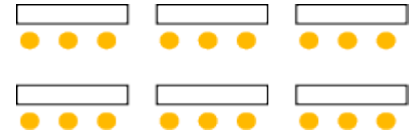
Meeting Room Setups and Styles

Theater Style



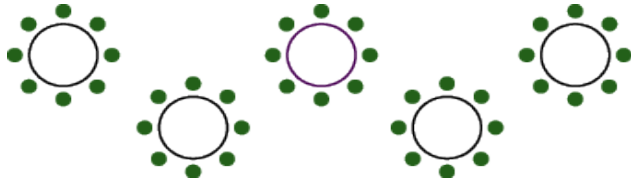
Appropriate for short lecture or larger groups that do not require extensive note-taking.

Classroom Style



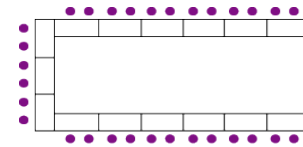
Most desirable for long lectures.

Round Table Style



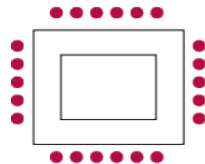
Used for meals and small groups discussions. 5' rounds seat eight people comfortably.

U-Shape Style



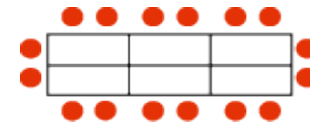
Appropriate for small group presentations.

Hollow Square Style



Appropriate for groups fewer than 25 where there is a group leader or panel seated at the head of the set up.

Board Table Style



Appropriate for mastermind or board meetings.