

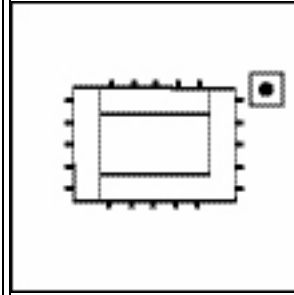
TRAINING ROOM SETUP



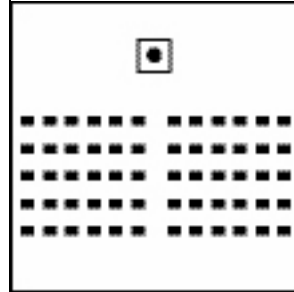
The way a room is arranged can encourage group discussion or foster team building. Select the room setup that best corresponds to the meeting's training goals, number of participants, program content and visuals, and instructional aids or materials.

<p>A classroom setup allows 10-150 participants to take notes and works best for lecture, presentation, or demonstration. This arrangement requires a lot of space per participant.</p>		
<p>A U-shape arrangement is informal and can seat up to 30 people comfortably. It's recommended for facilitated discussion because it allows participants to take notes and encourages greater participation.</p>		
<p>A roundtable facilitates breakout sessions for group interaction and brainstorming when there is only one room for plenary and small group discussion sessions. Seats may be placed all around the table or only around the half facing the stage to make switching between presentation and group discussion easier.</p>		

A **conference or closed square** arrangement allows participants to focus on each other rather than the trainer. It encourages group discussion for fewer than 30 people.



A **theater setup** is ideal for meetings or sessions with several speakers because it focuses attention on the front of the room. Theater rooms are appropriate for large group lectures or plenary sessions for 150 or more people.



A **semicircle** gives participants in the back of the room better lines of sight and better involves them in training. This arrangement is optimal for teaching or discussion events for up to 50 people.

