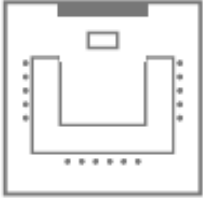


DORKING HALLS

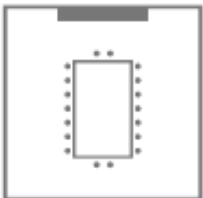


Meeting Room Layout Guide



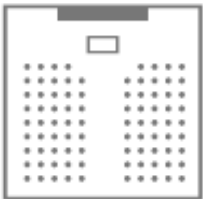
U-SHAPE

- Seating around three sides of the room - good for presentations from the front.
- Square layout conducive to discussion.
- Presentation space in the centre of the room.



BOARDROOM STYLE (can be adapted to a hollow square layout)

- Centrally located table.
- Classic layout ideal for debate and discussion.
- Popular for smaller meetings.



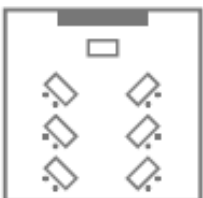
TIERED THEATRE STYLE (Utilising our Theatre Seating)

- Used for product launches, presentations, displays.
- Used to present to large numbers of delegates.
- Allows for optimal room occupancy with no obscured views.



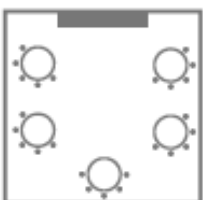
CLASSROOM STYLE

- Used to present to small to medium groups.
- Delegates (in ones or twos) have own workspace.
- Ideal for testing and individual training.



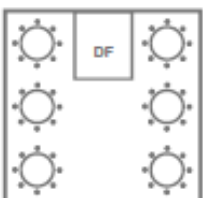
HERRINGBONE CLASSROOM STYLE

- As Classroom Style.
- Tables angled towards centre.
- Allows more discussion than ordinary classroom layout.



CABARET STYLE

- All delegates facing front - centre on round tables.
- Presenter normally works from front-centre area of the room.
- Ideal for small group work.



DINNER/DANCE LAYOUT

- Tables around the outside of the room.
- Dance floor in central area.
- Used mostly for weddings, evening entertainment and dinner dances.