

The Guide to a *perfect* Room Layout



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TOP TIP

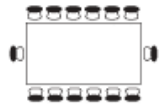
Why not get creative with the set up
and introduce sofa's, comfy chairs or
beanbags?

Alternatively, you could take the
meeting outside and get really
inspired!



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experience the exceptional

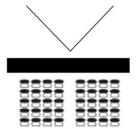
- Boardroom style**
Best for fewer than 20 people
1. Effective if everyone needs to be able to see each other
Good Communication facilities for individuals (modern lines, speakerphone etc)
Attractive environment and very comfortable seating
Generous space for each delegate



- Theatre Style**
Appropriate for larger numbers of delegates, 30 or more
2. Good for audience questions but not for audience discussions
Suitable where audience watches and listens, but does not need to write
Good for receiving presentations



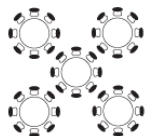
- Theatre style with Back projection**
For a minimum of 50 delegates
Ideal for viewing presentations
3. No shadow on screen from presenter or audience
Speaker does not get projector lights in their eyes
More space is needed for back projection, approximately 4 meters from projector to screen



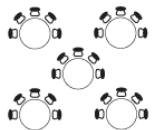
- Classroom style**
Effective where delegates need to watch, listen, study and write
4. Appropriate for groups of 30 or less
Ideal where delegates listen but don't need to discuss together – as you are not facing one another
Good where clear visibility of the screen or the presenter is needed



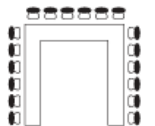
- Banquet style**
Good for team discussions
5. Appropriate for team work, group study and training
Works well for formal events, celebrations, dining but not for viewing entertainment or presentations
A sensible choice for large groups of 30 or more



- Cabaret style**
Good for team discussions
6. Appropriate for training, team work and group study
Good for viewing presentations by medium-sized groups
Works well for formal events, celebrations, dining and particularly for viewing entertainment
Less formal than classroom



- U-Shape style**
Good for training meetings where presentations, study, writing and discussions are required
7. Helps promote discussion
Appropriate for presenting to groups of up to 30 people
Layout facilitates good trainer interaction with the delegates



For a free consultation
to plan your next event

contact us