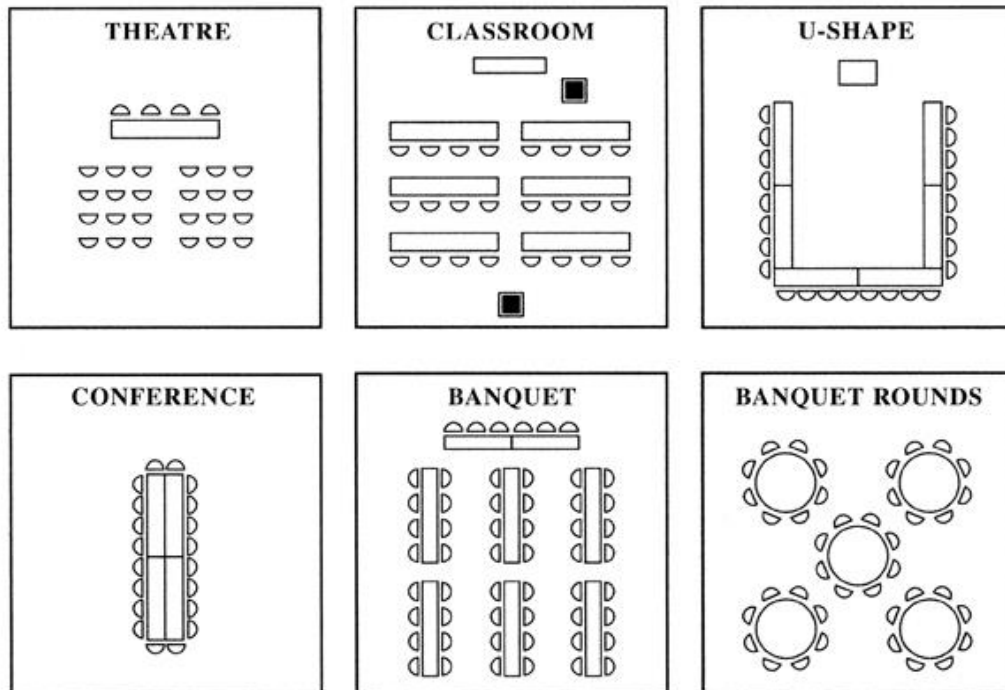


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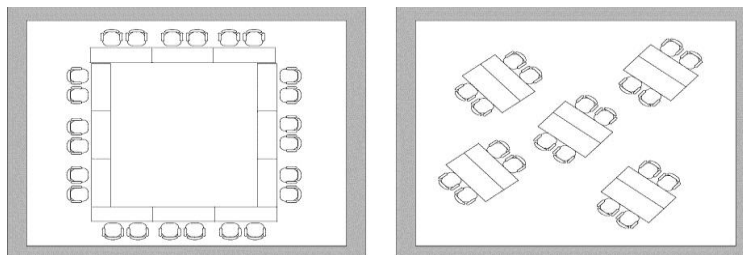
BALLANTYNE CORPORATE PLACE

FLOOR PLANS



BOARD ROOM

TEAM BUILDING



- **Theater** - Rows of chairs are set-up so that they all face the front of the room. Often there is a dividing line up the center and/or sides of the chairs which functions as an aisle. This is the best way to seat as many participants as possible in one room. The setting works best for presentations where minimal note-taking is required and with presentations of 2 hours or less in length.
- **Classroom** – Rows of tables are lined up with chairs on one side all facing the front on the room. This is particularly appropriate for informative sessions where there is some dialogue between the presenter and audience. It is possible to set-up a table at the front of the room which would be ideal for a panel discussion. The set-up allows for note-taking but limited interaction between participants.
- **U-Shaped** – Conference tables are placed end to end in the formation of a U. Chairs are placed around the outside of the table. This is best for presentations with audiences of 25 people or less. This set-up is often used for meetings or discussion groups where there is a speaker, audio-visual presentation or other focal point.
- **Conference** - Can be set-up either as several rows of tables or as a single conference table. This all depends on the number of participants. The conference style setting is perfect for interactive sessions where there is a good amount of work space for each person and good communication/visual lines for the participants.
- **Banquet** - A banquet set-up is usually used for events that include seated dining. This banquet style set-up places participants at long rows of tables and with the option of having a table for presenters of a panel at the front of the room. Participants can hear and see the presenter but have primary focus on fellow participants at their own table. For large conferences and events with a final dinner and show, this would be an ideal setup. Attention is on both the entertainment (which can be seen from all seats) and on what is happening at their own table.
- **Banquet Rounds** - A banquet rounds set-up is usually used for events that include seated dining. This banquet setup places participants at round tables. Typically, there is either no speaker or a quick speech is given. In this case, a podium is placed in the room.
- **Board Room** – Tables are set-up to form a square. Like our U-Shape setup, chairs are placed around the outside of the table. This is best for interactive groups with participants of 25 people or less.
- **Team Building** – Tables are spread throughout the room with each table seating four people. This set-up is typically used for breakout sessions where participants are asked to complete certain tasks as a group.