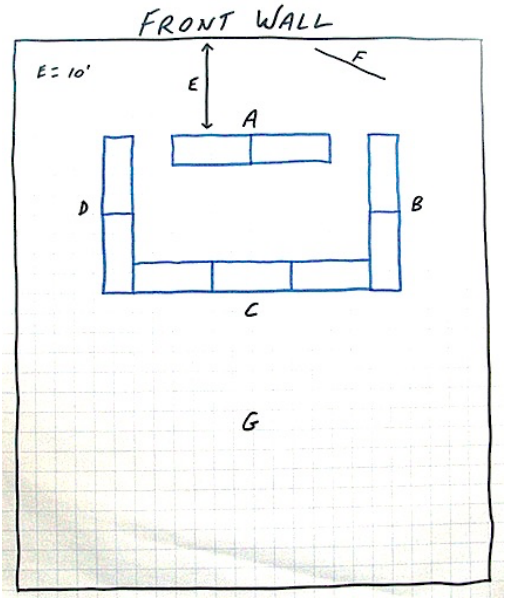
Good Group Handout
by Craig Freshley

Room Setup for an Effective Meeting

At Good Group Decisions we know that a good room setup is key for having a good meeting. Below is the setup we use for most meetings of 5-35 people who are gathered to make group decisions.

Facilitators sit at Table A (about 10 feet from the front wall). Participants sit at Tables B, C, and D (arranged to accommodate the exact number expected). Our portable screen is in position F. And the space G is useful for team building, socializing, whatever.



Along the front wall we often hang our green "sticky wall" for brainstorming, organizing ideas, and multi-voting. This setup is shown in the photographs below. In one of the photographs is our "portable green wall" (three easels) which we use when wall space isn't available.

Over for more →

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Here are several sample room setups that we use depending on the meeting purpose, space limitations, and number of participants. (Thanks to the Samoset Resort for this diagram.) We believe it is extremely helpful when the room is set up to ideally match the meeting purpose and agenda design.

HOLLOW SQUARE

Use for large board meetings, roundtable discussions. Does not work well for larger groups.

CONFERENCE

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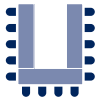
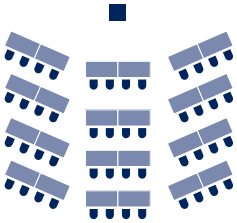


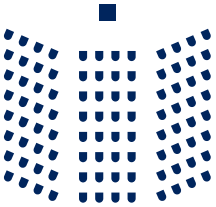
U-SHAPE

Use for board meetings, roundtable discussions where an AV presentation is also incorporated into a meeting. Does not work well for larger groups.



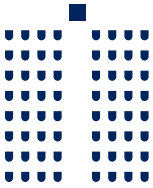
HERRINGBONE CLASSROOM

Use when attendees will be in an extended session or need to refer to materials, take notes, etc.



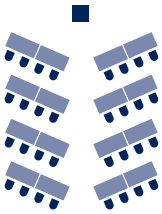
HERRINGBONE THEATER

Use when you need to maximize seating for a room or if attendees are required only to listen to presentation without needing to take notes, etc.



STRAIGHT THEATER

Use when you need to maximize seating for a room or if attendees are required only to listen to presentation without needing to take notes, etc.



CHEVRON CLASSROOM

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CHEVRON THEATER

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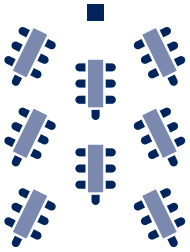

SUNBURST

Ideal for classroom-style presentation where you also want groups to have roundtable discussions.

STRAIGHT CLASSROOM

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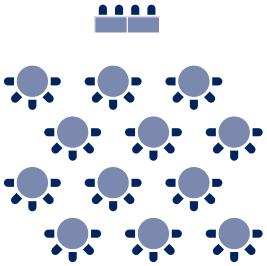
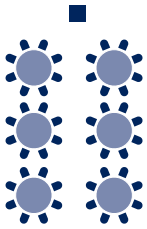


CRESCENT ROUNDS

Ideal for classroom-style presentation where you also want groups to have roundtable discussions.



ROUNDS OF 8 OR 10

Ideal for dinners, social events or meetings that may have a working lunch, continental breakfast or roundtable discussion.

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