Meeting Room Setups

Planning a successful meeting involves more than simply choosing the right venue. Meeting room setup is key to creating energy, focus and collaboration. As always, Westin staff is on hand to help you determine the best setup for your meeting needs.

When planning your meeting room setup, it’s important to request meeting space diagrams from your contact and ask about pillars or obstructions in the space, as well as whether the walls are soundproof.

Remember, every hotel is different. Some setups may not be possible in every room at every location. And many hotels have special options for unique spaces or setups that will meet the needs for your event, so be sure to ask your event manager or hotel contact for additional ideas.
Theatre

Seats in rows facing the stage area; no tables. Also referred to as auditorium.

BEST FOR
- Speakers, presentations or performances for which extensive note taking is not required
- Large Q&A sessions
- Medium to large groups

CONSIDERATIONS
An elevated stage may be appropriate for a theater setup to ensure that attendees have a clear line of sight to the speaker, presenter or performers. For bigger groups, large screens can help project the speaker, presenter, performer or content being presented.

Classroom

Rows of tables with chairs facing the front of the room, allowing each person a space for writing or computer use. Also referred to as schoolroom.

BEST FOR
- Seminars and training programs at which attendees need work space for note taking and laptop use
- Q&A sessions
- Small or medium-sized groups

CONSIDERATIONS
This setup gives participants room to work independently and draws the focus to the facilitator, but does not encourage interactive discussion between participants.
Chevron

Chairs (theater setup), or chairs and tables (classroom setup), arranged in slanted rows and separated by a center aisle; participants face head table or speaker. Angled seating allows for a better view of the presenter. Also referred to as Herringbone or V-Shape.

Banquet / Banquet Rounds

Round tables typically used for meal service; depending on the diameter, can comfortably seat between 6 and 10 people.

BEST FOR
- Meal service
- Small group brainstorming
- Any size groups

CONSIDERATIONS
Although the banquet setup allows you to maximize the number of seats in a room, it is not recommended if you plan to have a speaker or presenter, as a portion of your attendees will be seated with their back to the speaker or presenter. A crescent round setup (see below) is more appropriate for this scenario.
Crescent Round

Round tables with chairs placed around two-thirds to three-quarters of the table and no participants seated with their back to the speaker; typically used when a quick transition is needed from meeting to meal. Also referred to as half moon.

Boardroom or Conference

Rectangular or oval-shaped tables with chairs on both sides and ends.

BEST FOR
- Discussion and collaboration
- Working sessions
- Meetings with a primary facilitator
- Small groups

CONSIDERATIONS
A boardroom or conference setup is a great option for a small group whose event includes a teleconference or video conferencing.
U-Shape

Series of tables set up in the shape of the letter U, with chairs around one or both sides. This arrangement allows for easy line of sight to the speaker or presenter as well as any content projected onto a screen.

BEST FOR
- Presentations that require a screen/projector
- Presentations that require engagement and participation from attendees
- Small to medium-sized groups
- Hollow square

Hollow Square

Tables set in a square (or rectangle) with chairs placed around the outside and an open space in the middle.

BEST FOR
- Multiple speakers
- Group discussion and brainstorming
- Small to medium-sized groups
Reception

For a stand-up social function at which beverages and light foods are served, furniture selection and arrangement are customized to the needs of the event.

BEST FOR
● Preceding a meal function
● Unwinding after a day of meetings or a long session
● Networking
● Any size group

CONSIDERATIONS
● A reception setup is not ideal for presentations or long award ceremonies.
● Ensure that you have some seating available for attendees who may want or need to sit for a period of time.
● Hotels can provide highboy tables and banquet rounds for your reception. Depending on your event needs and budget, they can also help you with rental furniture (e.g., couches, tables, banquettes) and decor (e.g., flowers, custom lighting, tablecloths).
● Receptions are a good opportunity to infuse some entertainment into your event. Contact your Westin event manager or hotel representative for help planning unique entertainment that will leave a lasting impression on your attendees.
● Consider adding a red carpet or step-and-repeat wall (a photo area with a branded backdrop) to add glamour and excitement to your event – and inspire attendees to snap and share lots of photos.
Exhibit

Individual display areas constructed to showcase products or convey a message, or to sell products or services.

BEST FOR

- Trade show or event at which products, services or promotional materials are displayed for attendees visiting exhibits on the show floor.

Outdoor

Some Westin hotels have outdoor or non-traditional facilities that can be set up for meetings and events. Ask your event manager or hotel contact to recommend a unique space where your group can meet. And remember to have an indoor backup in case of inclement weather.

BEST FOR

- Receptions
- Banquet
- Team building
- Small group work

CONSIDERATIONS

- Outdoor spaces are not ideal for working sessions or meetings that require individual computers or work stations.
- An outdoor space is not ideal for projecting content during daytime hours.