

MEETING SPACE AT CAPITOL AREA CONFERENCE CENTER

Capitol Area Conference Center's 30 meeting rooms are adaptable for plenary sessions, concerts, worship services, small group meetings, workshops, board meetings, and childcare programs. Our facilities fee enables you to reserve meeting and/or recreational space for the duration of your stay.

MEETING ROOM CONFIGURATION OPTIONS

Meeting rooms at Capitol Area Conference Center range from small to large and can be set up to your meeting specifications. Our conference center representative will work with you to insure that your space is comfortable and a success.

- **Conference and Hollow Square:** Appropriate for interactive discussions and note-taking sessions for fewer than 25 people.
- **E-shape, U-shape and T-shape:** Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual equipment is usually set up at the open end of the seating.
- **Ovals and Rounds:** Generally used for meals and sessions involving small group discussions. A five-foot-round table seats eight people comfortably. A six-foot-round table seats 10 people comfortably.
- **Theater:** Appropriate for large sessions and short lectures that do not require extensive note taking. This is a convenient setup to use before

breaking into discussion or role-playing groups because chairs can be moved.

- **Schoolroom or Classroom:** The most desirable setup for medium to large-size lectures. This configuration requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.

SUGGESTED ROOM SET-UPS

