



## Meeting and Room Setup Tips and Suggestions

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These tips are provided to make meeting planning easier for you, however you do NOT need to do all of this for us. We want to help you to have the best meeting possible. Let us know any ways in which we can help to make your meeting successful and to make your work easier. If you have any suggestions to add, please let us know. We love to gather new ideas.

Know where fire exits and extinguishers are.

Have backup equipment and a backup plan in case of failure.

Tape door latches to prevent them from making noise as people enter and exit.

Use semi-circular or chevron seating, if possible.

Locate your presentation area as close as possible to the front row.

Avoid long, narrow rooms, whenever possible.

With no screen, set up to the long side of the room.

With a screen, set up to the short side of the room.

Place no more than 14 seats in a row.

Avoid center aisles. Side aisles work best.

Avoid placing chairs next to walls.

If possible, widen aisles as they get closer to exits.

Check climate controls, know how to use them and who to call in case of problems.

Locate restrooms, phones, snack bars, elevators, stairs and the business center.

Check signs to be sure people can easily find the meeting room.

Arrange for a good sound system. Thoroughly check it before the program.

Use "Reserved" signs on the back rows to encourage seating in the front, first.

Provide water for all attendees.

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