



Item 2.3 ~ Room Configurations

City of Tallahassee Classroom Configurations

Classroom (Seating up to 36)	4
U-shape (Seating up to 26)	5
Octagon (Seating up to 21)	6
Team Tables/Clusters (Seating up to 40).....	7
Boardroom (Seating up to 14)	8
Auditorium (Seating up to 300).....	9

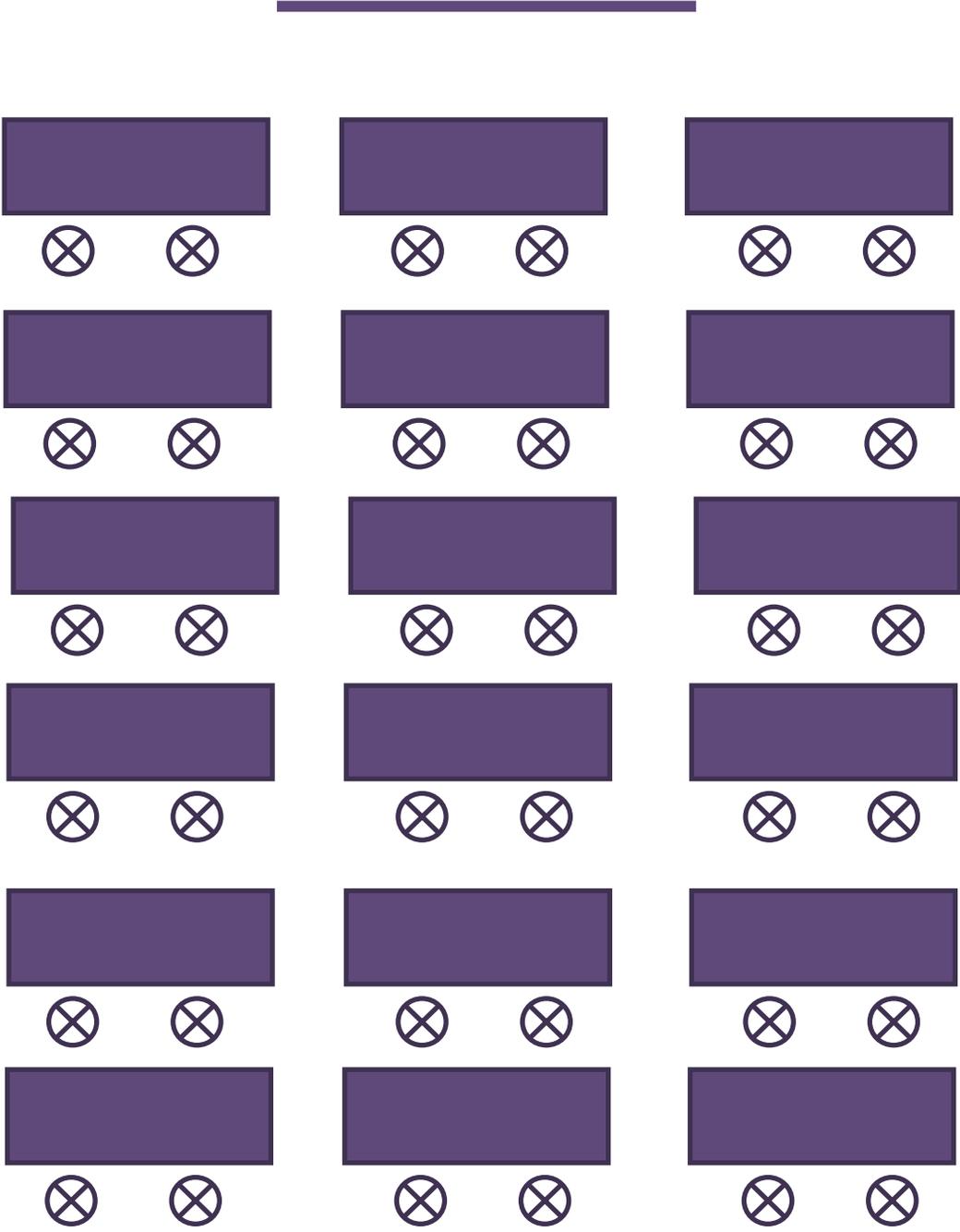
City of Tallahassee Facilities with Possible Configurations

Facility and Seating Capacity	Types of Classroom Configuration Possible
Early Learning Coalition (60)	<ul style="list-style-type: none"> • Classroom • U-shape • Octagon • Team Tables/Clusters • Boardroom
Florida State University Conference Center (300)	<ul style="list-style-type: none"> • Classroom • U-shape • Octagon • Team Tables/Clusters • Boardroom • Auditorium
Fire Department (65)	<ul style="list-style-type: none"> • Classroom • U-shape • Octagon • Team Tables/Clusters • Boardroom
Leon County Health (75)	<ul style="list-style-type: none"> • Classroom • U-shape • Octagon • Team Tables/Clusters • Boardroom
Lincoln Neighborhood Center (50)	<ul style="list-style-type: none"> • Classroom • U-shape • Octagon • Team Tables/Clusters • Boardroom
Renaissance Center (50)	<ul style="list-style-type: none"> • Classroom • U-shape • Octagon • Team Tables/Clusters • Boardroom
Smith-Williams Center (75)	<ul style="list-style-type: none"> • Classroom • U-shape • Octagon • Team Tables/Clusters • Boardroom • U-shape • Octagon • Team Tables/Clusters • Boardroom

Facility and Seating Capacity	Types of Classroom Configuration Possible
StarMetro (50)	<ul style="list-style-type: none">• Classroom• U-shape• Octagon• Boardroom
TCC Capital Center (60)	<ul style="list-style-type: none">• Classroom• U-shape• Octagon• Team Tables/Clusters• Boardroom

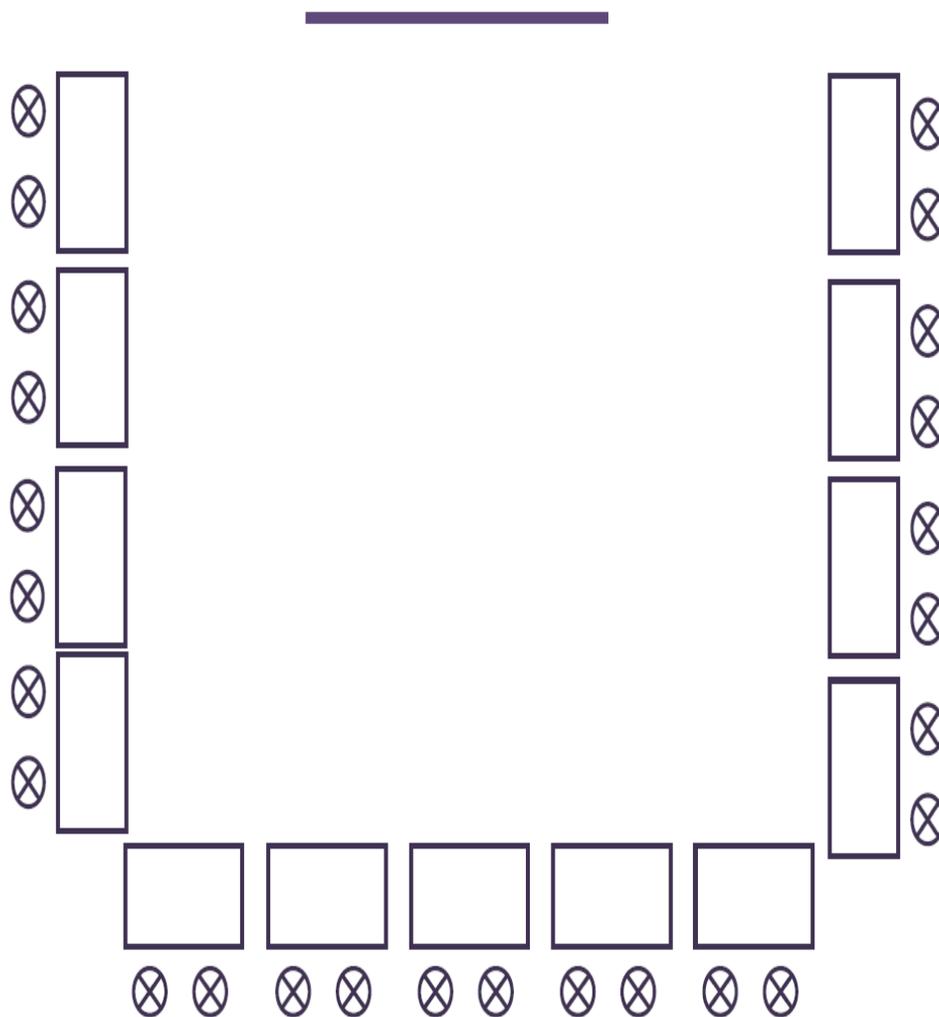
Classroom (Seating up to 36)

Classroom style seating is best for small to large group sizes. This type of seating is ideal for sessions in which the presenter does most of the talking. Participants have ample desk space for note-taking and individual activities. Small group discussions could be done using this style of seating as well; however, this setup is not ideal for open group discussions.



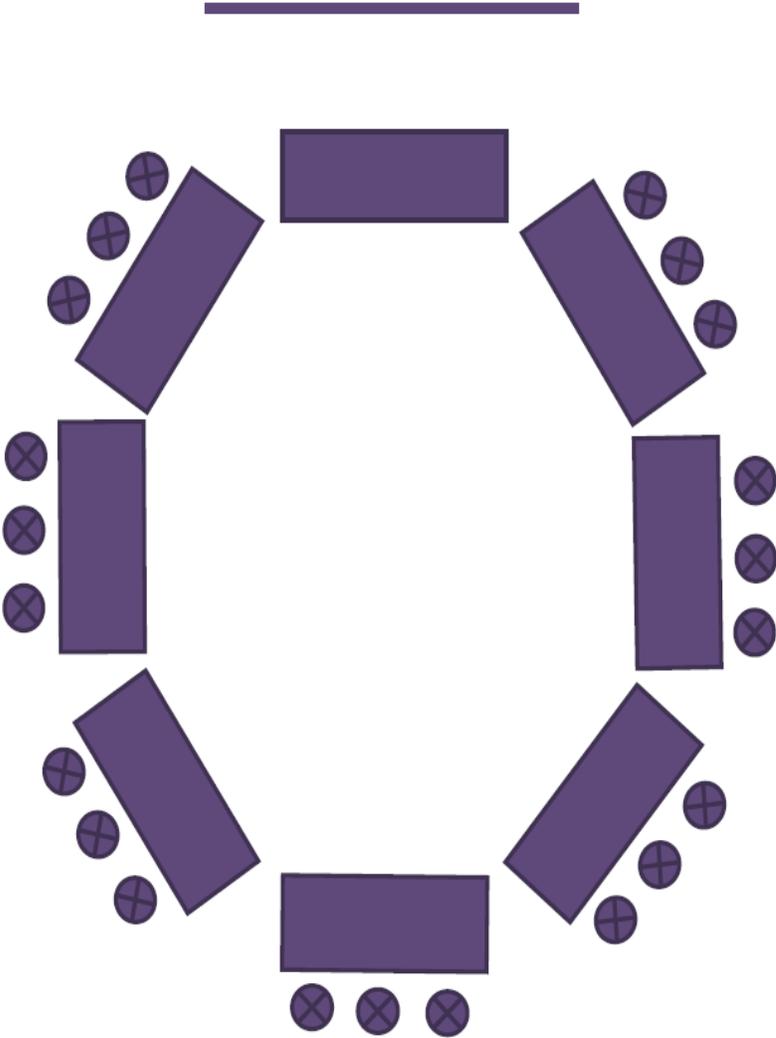
U-shape (Seating up to 26)

U-shaped style seating is best used with small to medium sized groups for discussion or teaching sessions. The openness of the seating style creates an environment that encourages open discussion. The setup also allows all participants to have a clear view of the presenter or facilitator and presentation screen from audiovisual equipment.



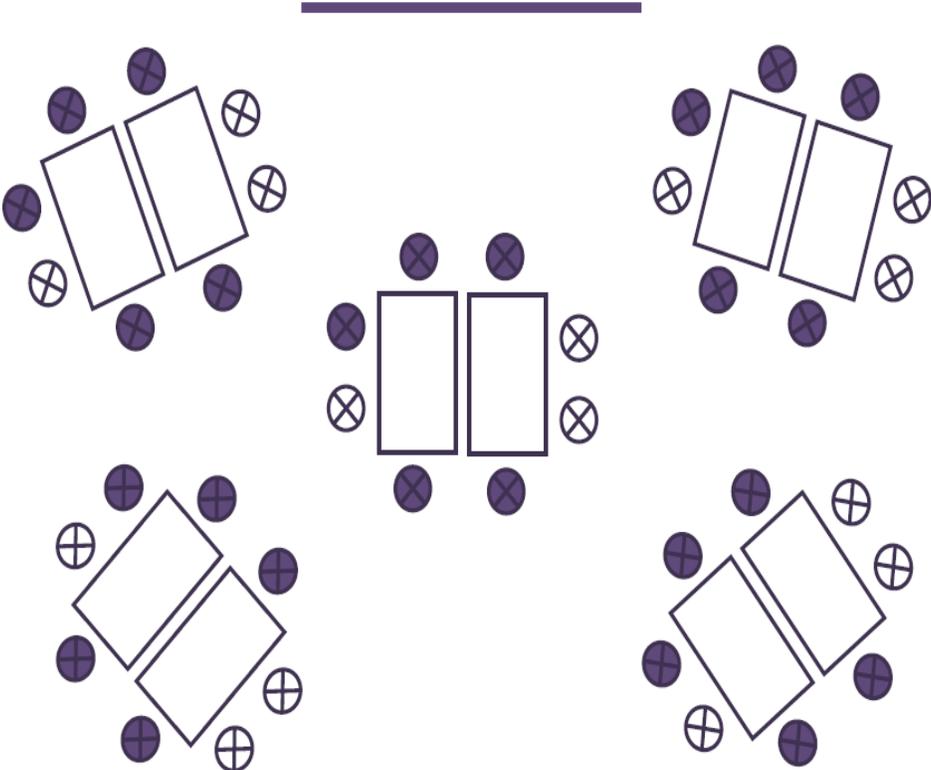
Octagon (Seating up to 21)

Octagonal seating is best for medium-sized groups in which discussion and group participation is critical. The design allows all participants to see and hear one another. The octagonal shape fosters a sense of unity and oneness as a group.



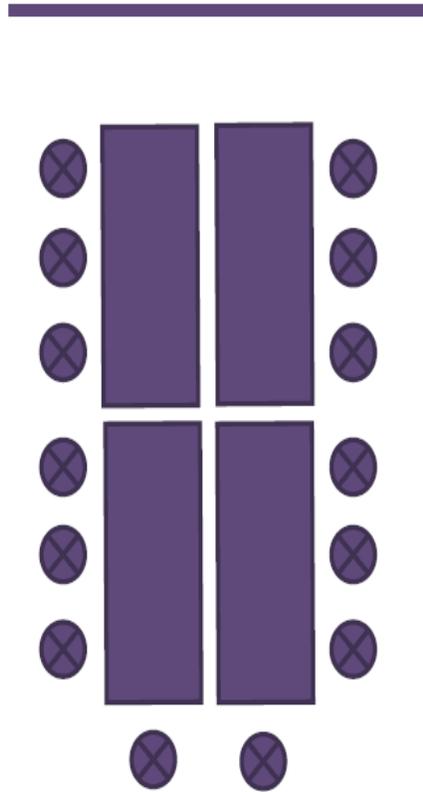
Team Tables/Clusters (Seating up to 40)

Team tables or cluster seating is ideal for small to medium groups. This style of seating is best for sessions that include multiple opportunities for small group discussions and activities. The facilitator also has the freedom to move around the room while teaching or working with each team.



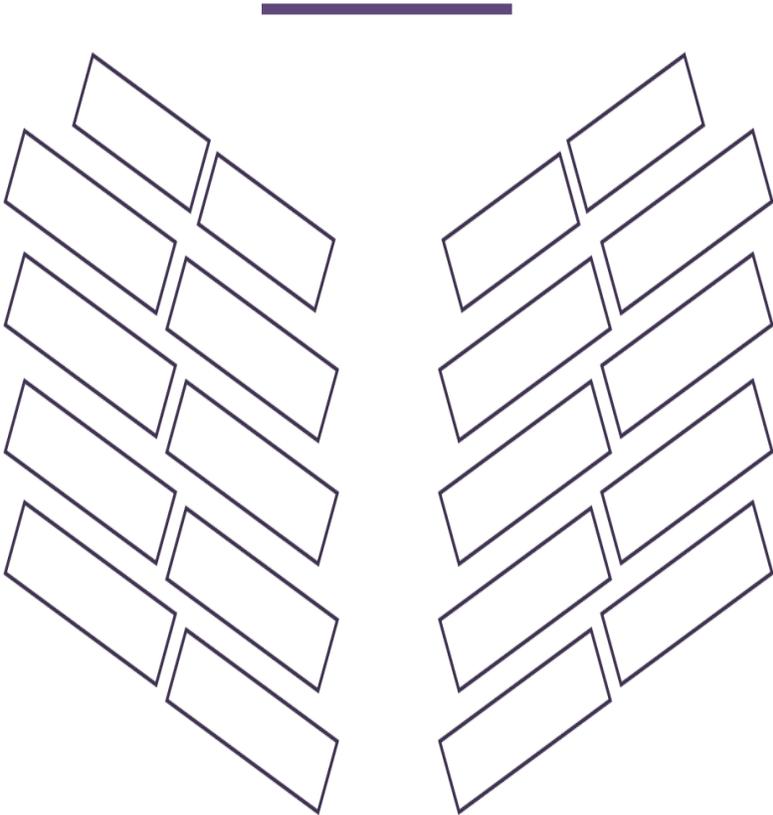
Boardroom (Seating up to 14)

The Boardroom seating style can be used when an easy setup is needed. It is best used for small groups in which participants are expected to have discussions and interact with each other.



Auditorium (Seating up to 300)

Auditorium seating is ideal for large groups. Participants are expected to be an audience as the speaker talks. Auditorium style seating is optimal for elaborate presentations, mass communication delivery, and panel discussions. This setup is not appropriate for note taking or sessions in which discussion and group interaction is needed.



The City of Tallahassee has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102; (703) 506-3275.

