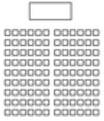
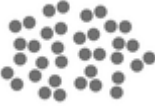


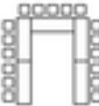
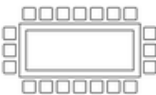



## MEETING ROOM CAPACITY CHART

ROOMS	DIMENSIONS LxWxH	AREA (SQ FT)	AREA (SQ M)	THEATRE/ RECEPTION	BANQUET	CRESCENT ½ ROUNDS	CLASSROOM	U-SHAPE	BOARDROOM
COLUMBIA	59x62x10	3500	325	225	150	90	90	50	40
GEORGIA	45x38x11	1440	134	130	100	60	40	34	30
CAPILANO	28x40x10	1150	107	80	60	36	40	30	28
FRASER	14x23x10	325	30	N/A	10	N/A	N/A	N/A	10

## ROOM SET UP EXAMPLES

	<p><b>THEATRE</b> 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.</p>
	<p><b>RECEPTION</b> Stand-up social function where beverages and light foods are served. Foods may be presented on small buffet tables or passed by servers. May precede a meal function.</p>
	<p><b>BANQUET</b> Generally used for meals and sessions involving small group discussions. A five-foot round table seats eight people comfortably.</p>
	<p><b>SCHOOLROOM OR CLASSROOM</b> The most desirable setup for medium to large-size lectures. Requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.</p>
	<p><b>U-SHAPE AND T-SHAPE</b> Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual is usually best set up at the open end of the seating.</p>
	<p><b>CONFERENCE AND HOLLOW SQUARE</b> Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. We have a dedicated boardroom that seats up to 10 persons.</p>
	<p><b>ROUNDS</b> Generally used for meals and sessions involving small group discussions. A five-foot round table seats eight people comfortably.</p>