• Round tables are 60 inches in diameter.
• Rectangular tables are 6 feet by 2 1/2 feet. Smaller tables (5 feet by 2 feet) can also be used, for example, to place items such as brochures.
• Round tables can seat up to eight. Six to a table is often preferred for seminars. If eight are seated to a table, the total number of chairs for 104A-C will equal 352.
• Room 104A contains one stationary podium, on floor at stage's front left, and one movable podium.
• Stage in 104A holds two flags, which can be removed upon preference.
• Trash cans and recycle bins can be positioned on either side of and in back of room if needed.
• 104B and 104C each contain one podium with computer for A/V use.
• If A/V or white boards are not in use in 104B and 104C, black drapes are placed in front of screen area.