



Module 3: Setting Up the Meeting Space

You are now ready to set up the meeting space. There are many things to consider when determining what needs to be included in your set up. In the last module, you planned for the things you need. In this module, you are going to put it all together. Although this may seem like a trivial step, you should not take it for granted. The difference from an okay meeting to a remarkable meeting could be the small details. Let us begin with the basics.



Basic Essentials



Extra Touches



Choosing a Physical Arrangement



Knowledge Check



Module 3: Completed

Basic Essentials

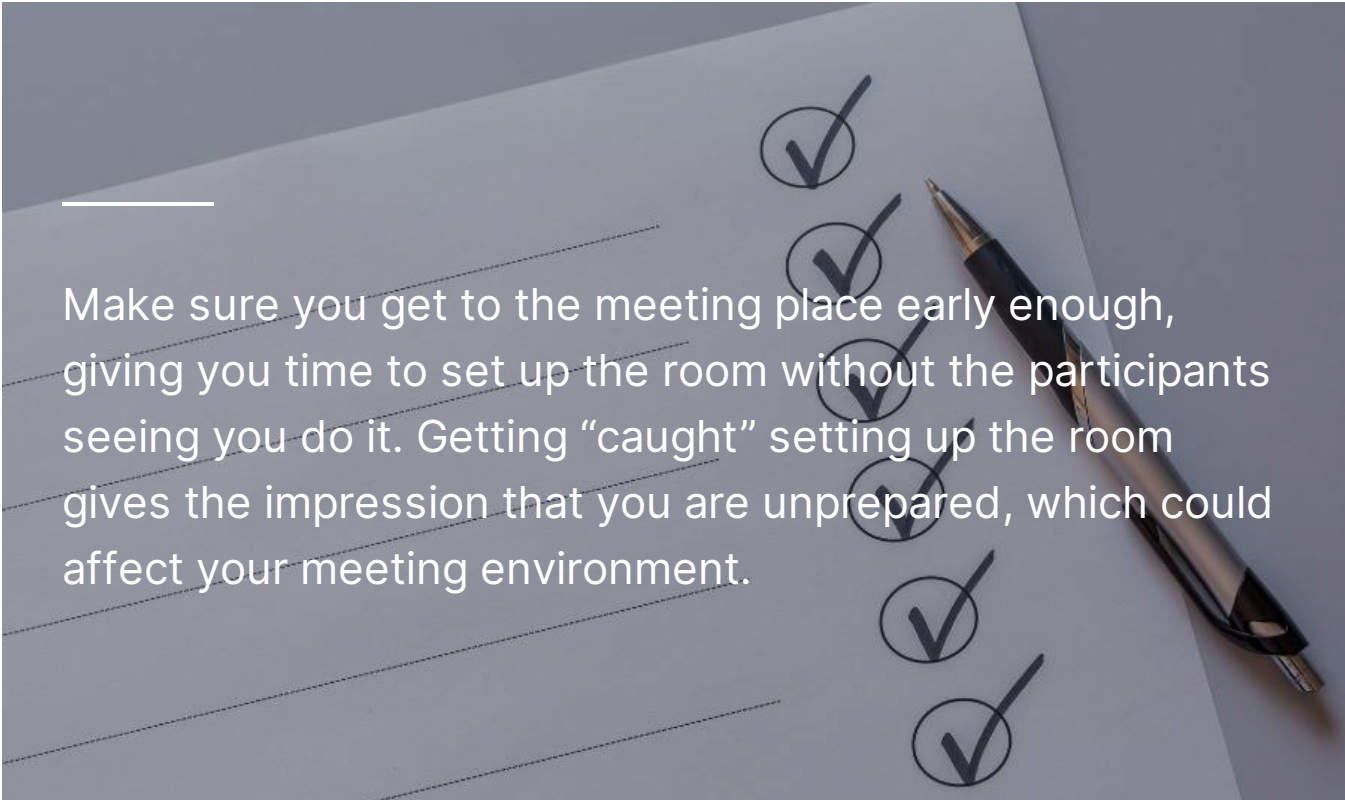


Having a predefined list for setting up your meeting is a useful tool, and over the next three lessons we are going to discuss the setup of your meeting.

Basic essentials in setting up the meeting space:

- Sufficient number of tables and chairs
- Power strips for laptops and other electronic devices
- Audio and visual set up
- Whiteboard with markers and eraser
- Lectern
- Water
- Verify the room temperature is comfortable

- Microphone for large meetings
- Projector
- Laptop
- Verify room is located in quiet and private area



Make sure you get to the meeting place early enough, giving you time to set up the room without the participants seeing you do it. Getting “caught” setting up the room gives the impression that you are unprepared, which could affect your meeting environment.



To check your understanding of the lesson content, answer the question below...

Having a _____ list for setting up your meeting is a useful tool.

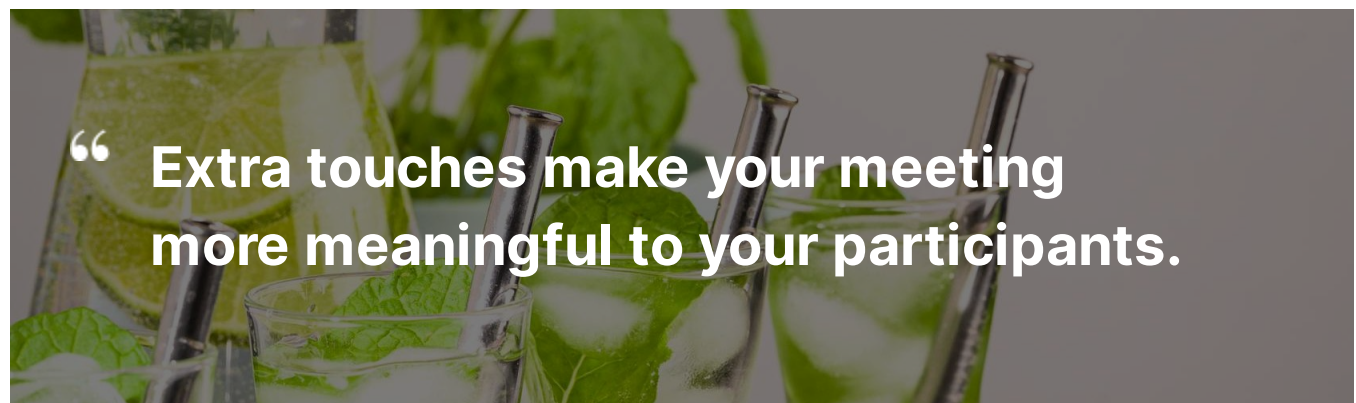
Type your answer here

SUBMIT



Complete the content above before moving on.

Extra Touches



Let's review some of the extra touches:

- Name tents already printed and set up on the tables
- Table with name tags for each participant already printed
- Projector on with a welcome message illuminated on the screen
- Signage outside the meeting room professionally done
- Keepsake or logo item at each place setting
- Music before meeting starts and during breaks

- Folder with all meeting materials inside (i.e., agenda, handouts, etc.)
- Sweets or mints at the tables
- Posters or visual aids posted around the meeting room (professionally done looks better)
- Video playing relevant materials on the screen before meeting starts
- Coat rack during winter months



When it comes to adding the extra touches, be sure to gauge the audience and meeting purpose and plan accordingly. You do not want to create a celebratory experience when the meeting is about cutting costs, etc. Otherwise, going the extra mile helps to make your meeting more effective by creating a personalized environment.



To check your understanding of the lesson content, answer the question below...

Extra touches make your meeting more _____ to your participants.

Type your answer here

SUBMIT



Complete the content above before moving on.

Choosing a Physical Arrangement



The types of activities that are involved in your meeting could help you determine the physical setup.

Conference Seating Style

This is the basic long rectangular or oval shaped table. This type of setup is good for short meetings with less than 30 participants. You would use this for small training sessions and close interactions.



U-Shape Seating Style —

This is a setup where the tables form a U shape. This is effective where face-to-face interaction is desired. This set up also accommodates larger groups.



T-Shape Seating Style —

This design sets up the tables in a T shape. This is also used for face-to-face and large group meetings; however, this shape allows for leaders to sit at the cross point.



Classroom Seating Style —

This type of seating is best when learning is going to take place and the participants need to take notes. This style can be used for both large and small groups.



Knowing the various styles of seating arrangements helps to determine which to use based on the activity. Below are some suggestions:

- Planning meeting: conference style seating
- Product sales training: classroom style seating
- Strategy sharing meeting: T-shape style seating
- Project update meeting: U-shape style seating



The physical arrangement of the meeting room should always focus on providing a comfortable set-up in which all participants

are able to view the presenter, other participants, screens, flipcharts and whiteboards.

Watch this video to learn the science behind where to sit at a conference table to get your boss to listen, get ahead, and be taken seriously.





To test your understanding of the lesson content, answer the question below...

We tend to prefer opinions heard from the ____.

Type your answer here

SUBMIT



Complete the content above before moving on.

Lesson 4 of 5

Knowledge Check



Module 3: Review Questions

Question

01/10

Generally, the meeting space is a trivial issue and not really important.

True

False

Question

02/10

Which is an important item to consider when deciding on a meeting space?

- Sufficient number of tables and chairs
- Audio/ visual set up
- Whiteboard with markers and eraser
- All of the above

Question

03/10

Getting “caught” setting up the room can give what type of impression?

- Deadlines are useless
- You are prepared
- You are unprepared
- You are just in time

Question

04/10

What would not be considered a nice extra touch to add to a meeting?

- Expensive party favours for a budget-cutting meeting
- Folder with all meeting materials inside
- Sweets or mints at the tables
- Coat rack during winter months

Question

05/10

Which extra touch can make your meeting more effective by creating a personalized environment?

- Name tents already printed and set up on the tables
- Keepsake or logo item
- Projector on with a welcome message
- All of the above

Question

06/10

Which seating setup would best suit a meeting where face-to-face interactions were intended?

- Z shape
- T shape
- U shape
- T and U shape

Question

07/10

Which is not a basic seating setup?

- Z shape
- U shape
- T shape
- Conference style

Question

08/10

Conference style seating is best suited for what type of meeting?

- It is not a seating type
- Face to face
- Large crowd with interactions
- Short meeting with less than 30 participants

Question

09/10

Having a predefined list for setting up your meeting is:

- A waste of time
- A useful tool
- An extra expense
- Mandatory

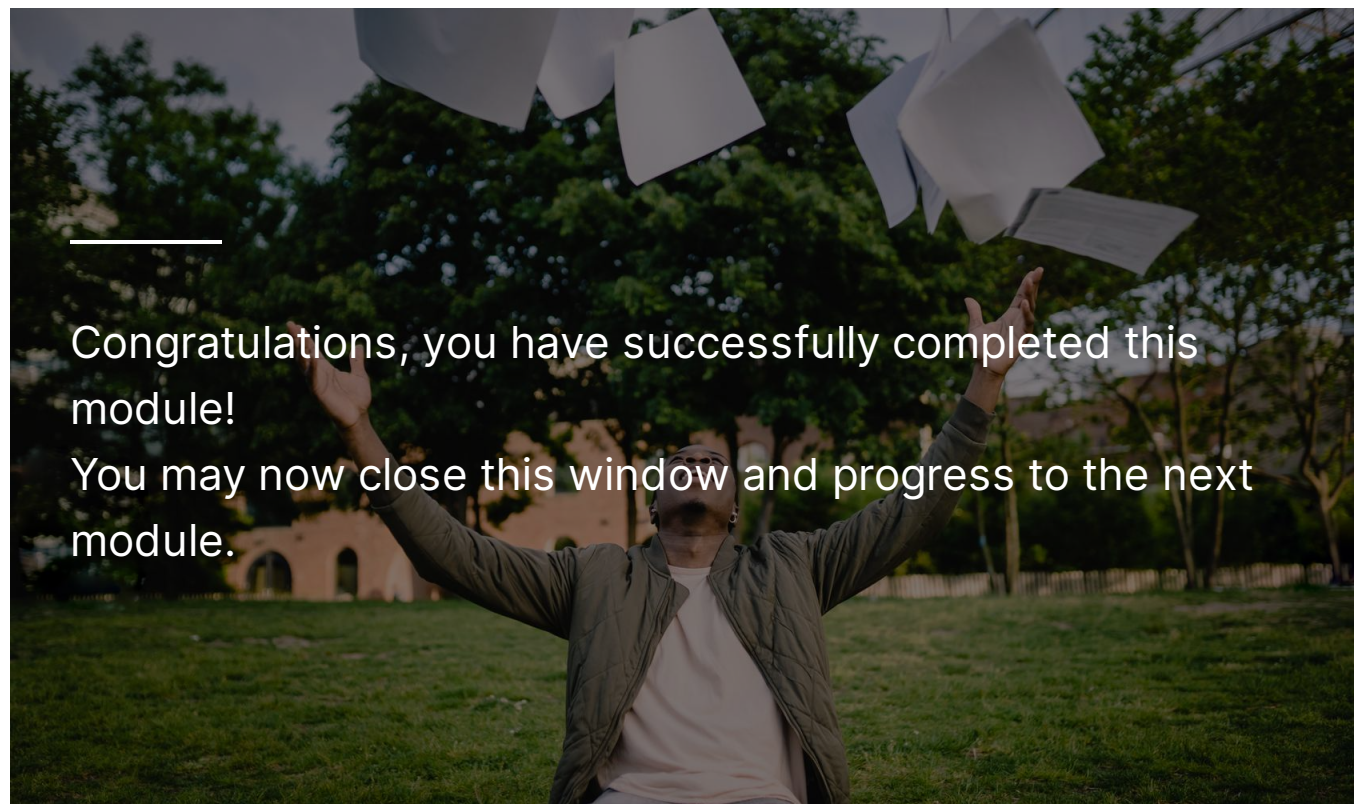
Question

10/10

Signage outside the meeting room:

- Is an added expense
- Should be professionally done
- Is mandatory
- Should be created by the host of the meeting

Module 3: Completed



Congratulations, you have successfully completed this module!
You may now close this window and progress to the next module.