



IT'S A NEW STAY.™

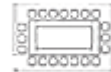
## Capacity Chart

| Meeting Room | Dimensions | Area     | Capacity by Floor Set-Up |            |            |        |           |         |
|--------------|------------|----------|--------------------------|------------|------------|--------|-----------|---------|
|              | LxWxH      | Sq. Feet | Theater                  | Schoolroom | Conference | UShape | Reception | Banquet |
| Biscayne     |            | 648      | 50                       | 32         | 16         | 20     | 50        | 40      |
| Collins      |            | 648      | 50                       | 32         | 16         | 16     | 50        | 40      |

## Room Setup Examples

### Conference and Hollow Square

Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant "boardrooms" for 10 to 20 people, equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.



### e-shape, U-shape and T-shape

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.



### Ovals and rounds

Generally used for meals and sessions involving small group discussions. A five foot round table seats eight people comfortably. A six foot round table seats 10 people comfortably.



### Theater

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.



### Schoolroom or Classroom

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.



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**Reception**

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.

**Banquet**

Generally used for meals and sessions involving small group discussions. A five foot round table seats eight people comfortably. A six foot round table seats 10 people comfortably.

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