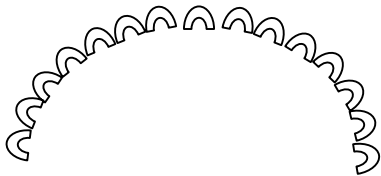


**CONFERENCE ROOM LAYOUT**

Style, please specify number:

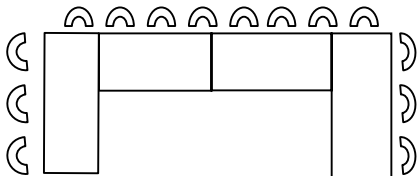
1. **U-SHAPE (chairs only)**  
Up to 22 people one row or up to 30 two rows



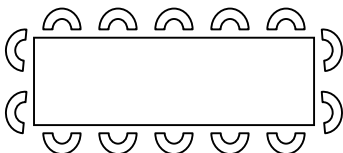
2. **U-SHAPE (with tables)**  
Up to 16 people



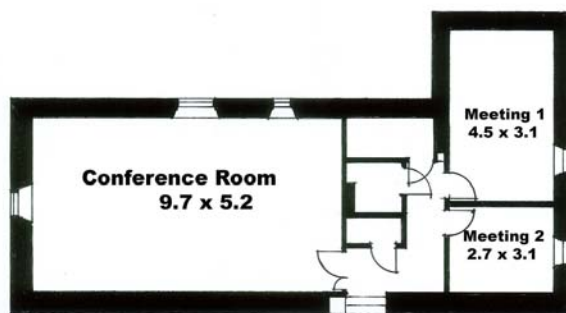
3. **FORMAL U-SHAPE**  
Up to 14 people



4. **BOARDROOM**  
Up to 20 people



Northend's Conference Room



Bennett's Conference Room

Any other requirements, please specify

---

**EQUIPMENT REQUIRED**

Projector Screen

Data Projector

Flipcharts – 4 available

TV Video Player or CD player

Any other – please specify

Magnetic Whiteboards

Magnotes in various colours & sizes 3", 4.5" & 6"

Syndicate Modellers including easels

**Please return this form prior to your event**