ROOM SET-UP GUIDE

VICTORIA SQUARE
Room 1, Level 1 – Room Set-up

DEFAULT – Lecture (100)
Please ensure you return room to default set-up after use.

Other Configurations
• Standing/Cocktail (150 including breakout space)
Room 3/5, Level 1 – Room Set-up

DEFAULT – Boardroom (10)
Please ensure you return room to default set-up after use.

Other Configurations

• Lecture (10)
• Standing only (15)
Room 4, Level 1 – Room Set-up

DEFAULT – Classroom (20)
Please ensure you return room to default set-up after use.

U-Shape (10)

Boardroom (12)

Other Configurations
- Lecture – chairs only (20)
- Standing/Cocktail (25)

Workshop (14)
Room 2, Level 1 – Room Set-up

DEFAULT – Workshop (48)
Please ensure you return room to default set-up after use.

Boardroom (30)

U-Shape (30)

Classroom (47)

Other Configurations
• Lecture – chairs only (40)
• Standing/Cocktail (50)
Levels 2 and 10 – Room Set-up

DEFAULT – Classroom (50)
Please ensure you return room to default set-up after use.

U-Shape (35)

Boardroom (36)

Other Configurations
- Lecture – chairs only (50-55)
- Standing/Cocktail (60)