



The Depot Fast Facts			
The Depot is a meeting room that is ideal for smaller meetings or presentations			
<b>Area</b>	675 Ft <sup>2</sup> (63 M <sup>2</sup> )	<b>Set up options</b>	<b>Number of people</b>
<b>Size</b>	23' * 25' (7 M *7.6 M)	Theater	40
<b>Ceiling Height</b>	Varies	Classroom	
<b>Maximum Number of People</b>	40	U Shape	
<b>Contact</b>		Hollow Square	
Melinda Thompson (541) 942-2491 MelindaT@MoonstoneHotels.Com		Rounds	
		Reception	40

**Set up options explained:**

**Theater**

Chairs are set up in rows, all facing the front. This set-up is used primarily for meetings where attendees do not have to take notes. It is an ideal set-up option for showing presentations or for a non-interactive internet seminar or broadcast.

**Classroom**

Long (6' or 8') tables are set up in rows with 3 or 4 chairs at each table, all facing the front. This set-up is used mainly for meetings where people are expected to take notes. It is an ideal set-up option for interactive presentations or training.

**U Shape**

Chairs are set up around a series of tables set up in a U shape. This set-up is used mainly for meetings where people have to interact with each other and take notes. It is an ideal set-up option for a group discussion and a smaller presentation.

**Hollow Square**

Chairs are set up around a series of central tables, which form a hollow square inside the tables. This set-up is used mainly for formal meetings where people have to interact with each other and take notes. It is an ideal set-up option for larger group discussions. It is not ideal for presentations, as people are facing each other across a table.

**Rounds**

Chairs are set up around a series of circular tables throughout the room. This set-up is used mainly for banquets, weddings, dinners, or social dining events. It is also used for larger meetings or retreats, with participants turning chairs toward a speaker or audio-visual presentation.

**Reception**

Participants stand and mingle during a reception-style event. Tables are used only for food and beverage or group materials.

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