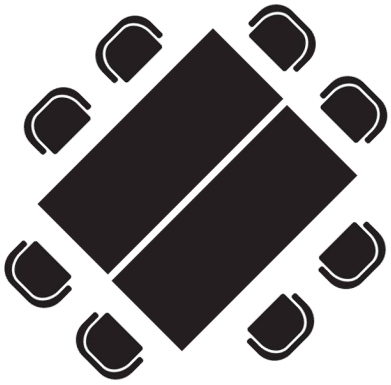
EMS Room Setup Type Guide

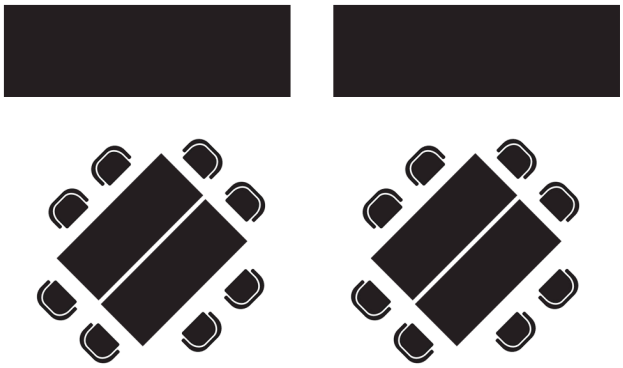
Below are diagrams depicting the various ways room setup can be requested through EMS. It is important to note that not all setups can be used in every room, so if you do not see one or more of the below when choosing your room setup, it is because the setup is not available for the selected room.

Important: If you require any of these setups, please be sure to leave detailed notes for facilities so that the room can be setup properly. If you do not see a setup you are looking for but think the setup can be achieved in your room, please reach out to facilities.

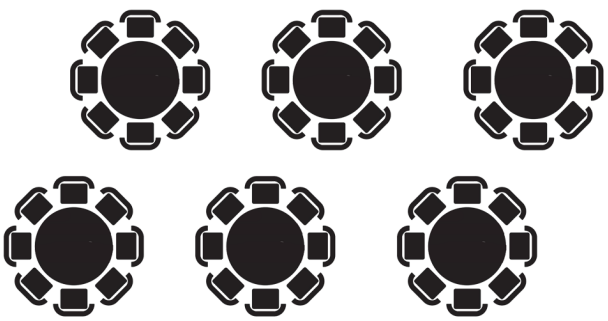
Diamond 8s: Diamond shaped tables seating 8 people



Diamond 8s with Buffet: Diamond shaped tables with food table



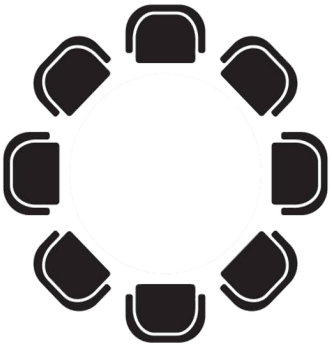
Round Tables: Sizes and chair count can vary



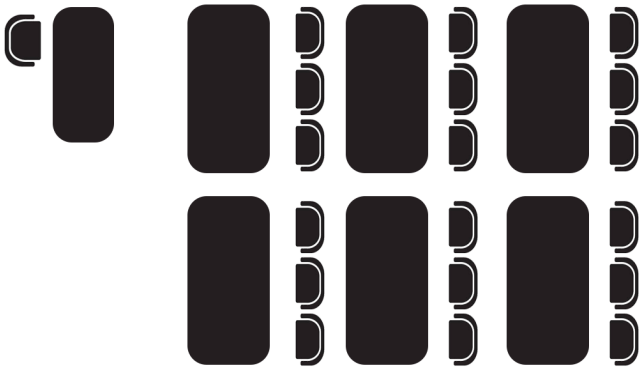
Round Tables with buffet: Round table setup with a table for food



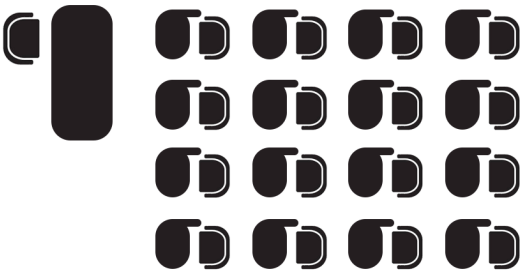
Circle of Chairs



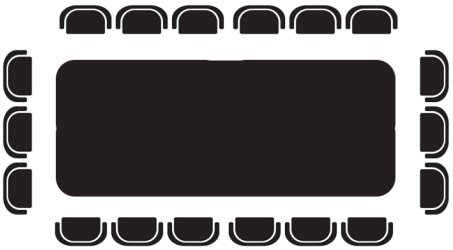
Classroom Style: Desk and chairs facing the front of the classroom



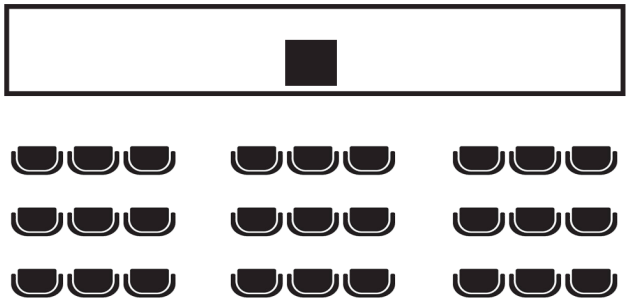
Exam: Single desks with chairs for exams



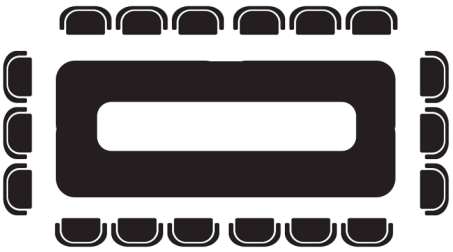
Conference Style: One or a group of tables with chairs around the outside



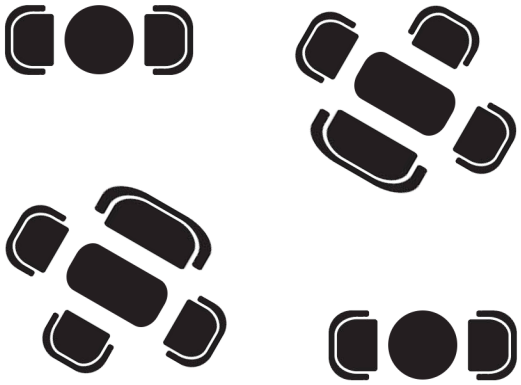
Theater Style: Chairs only facing the front of the room



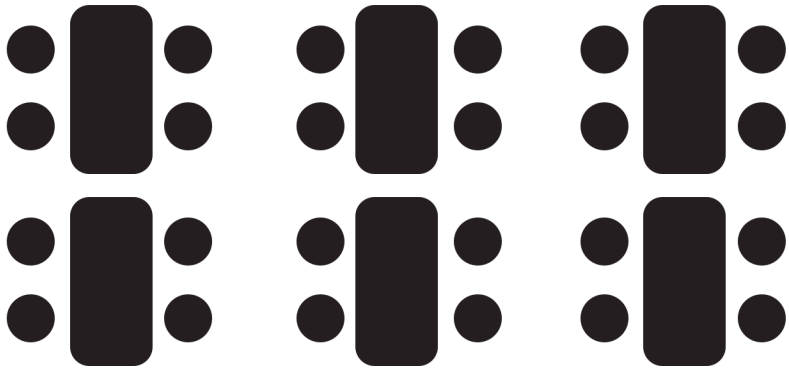
Hollow Square: Tables in a square with chairs around the outside



Lounge: Casual with sofas and chairs



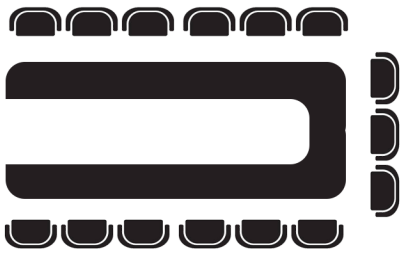
Studio: Available in Art Studio, Ceramic Studio, Chandor Dance Studio



Reception: Standing room only unless specified otherwise



U-Shape: Tables in 'U' with chairs around the outside



Other Arrangement Options

Rehearsal: Specific to the Sorenson Center rehearsal studio, this is not setup type that you normally would select unless you are looking to find this room to reserve.

Outdoor Event: Used for outdoor spaces on Babson Campus when you don't need a specific setup type.

Dressing Rooms: This setup type is specific to the Sorenson Theater dressing rooms. This is a place for people using the theater to get ready and change their outfits during theater productions.

Bedroom Suite: This setup type is for the Babson Park Manor South Goff Suite only. The Goff Suite is an on-campus overnight accommodation.