

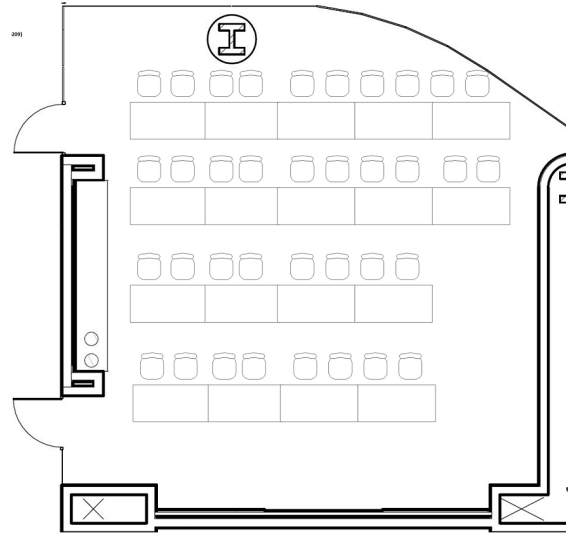
Simpson Querrey Biomedical Research Center Meeting Room Set Up Options

Room Configuration Process

- Northwestern's preferred moving vendor (Reebie) must be used for all room reconfigurations. Individuals may not move and/or remove furniture from rooms by themselves.
- Departments are responsible for arranging all reconfigurations, including room resets, and related expenses.
- Room reconfiguration and resets must be factors into the event time.
 - All reconfigurations and resets take 30 minutes.
 - The room must be reserved **at least** 30 minutes prior the event start time and 30 minutes following the event end time to accommodate reconfigurations.
 - Departments are encouraged to review the schedule of events and discuss with Reebie time required to reconfigure and reset the meeting rooms.

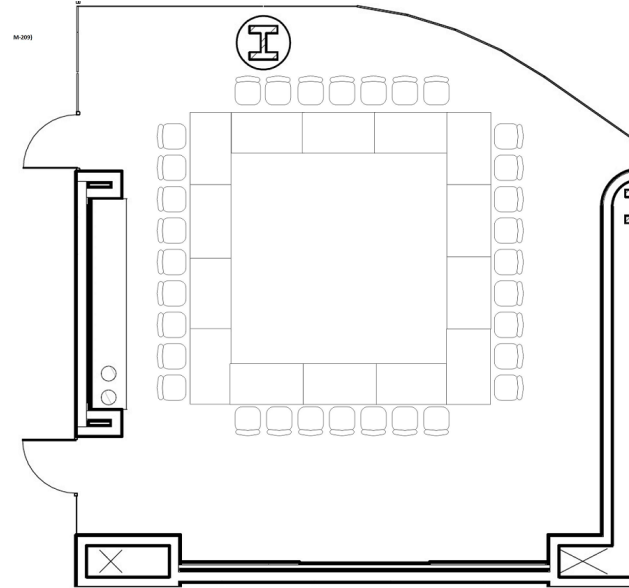
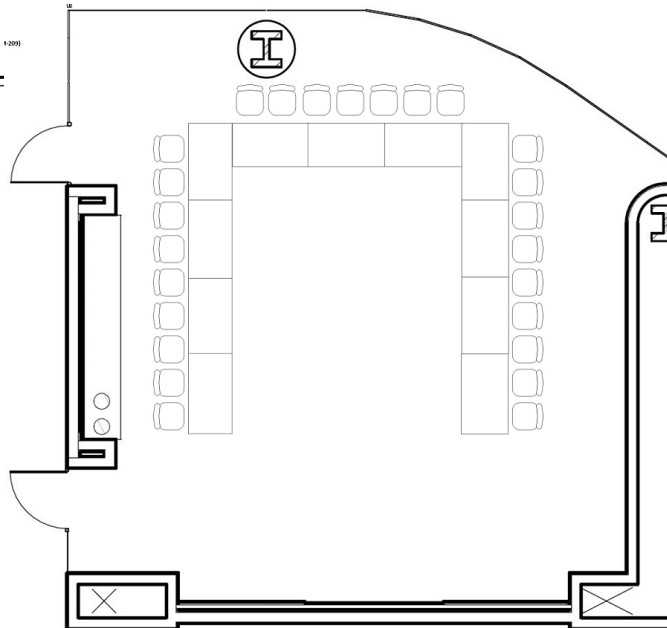
Simpson Querrey Biomedical Research Center Meeting Room Set Up Options

Treiners Conference Room (1M-209)

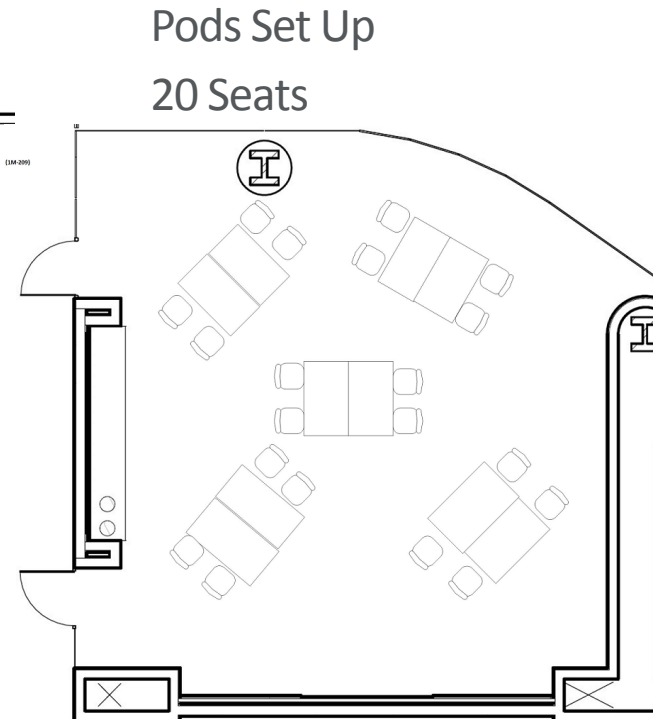


Standard Set Up
Classroom
36 Seats

U-Shape Set Up
25 Seats



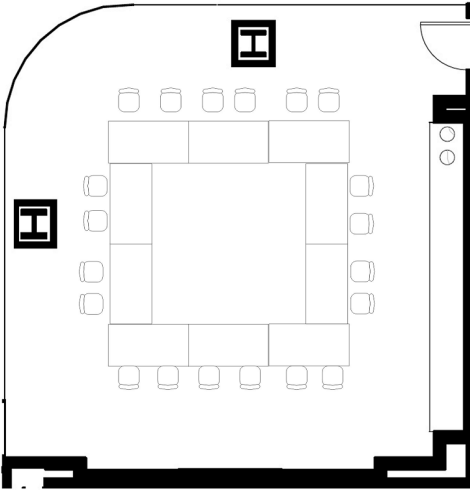
Hollow Square Set Up
32 Seats



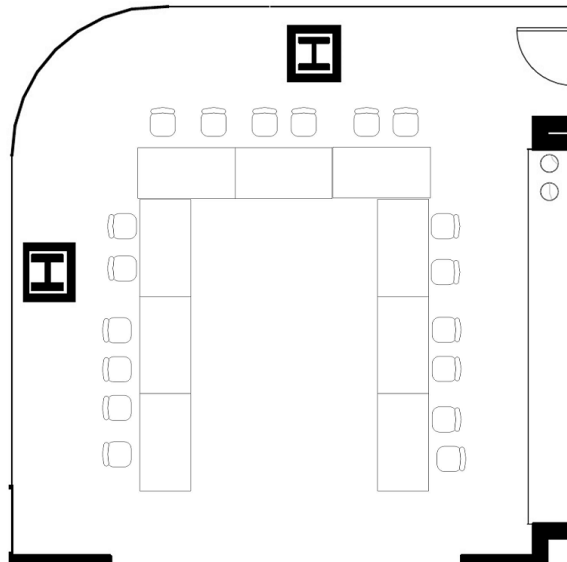
Pods Set Up
20 Seats

Simpson Querrey Biomedical Research Center Meeting Room Set Up Options

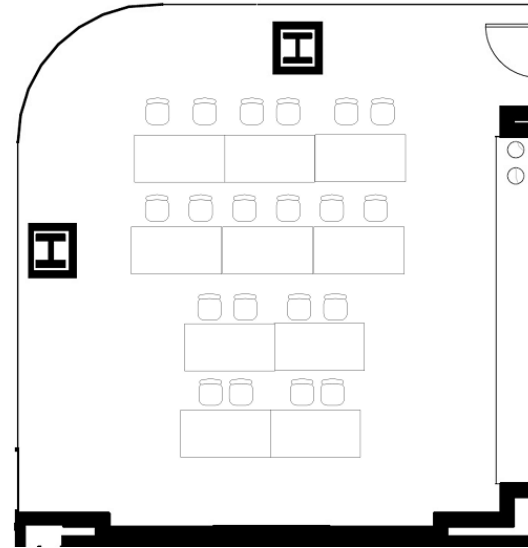
2-200 Conference Room



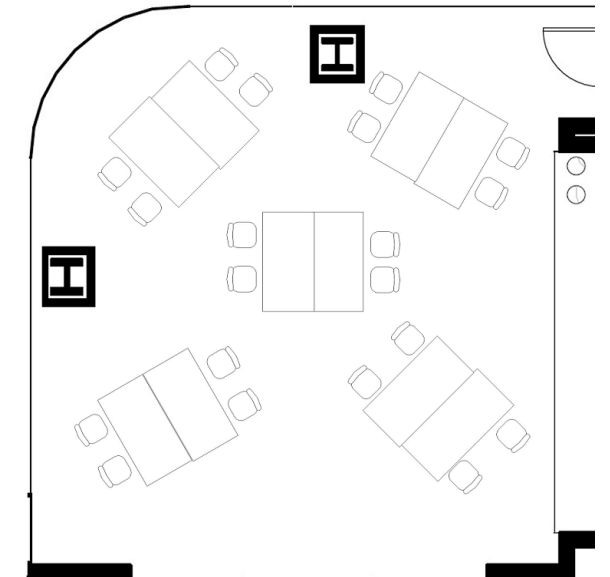
Standard Set Up
Hollow Square
20 Seats



U-Shape Set Up
18 Seats



Classroom Set Up
20 Seats



Pods Set Up
20 Seats