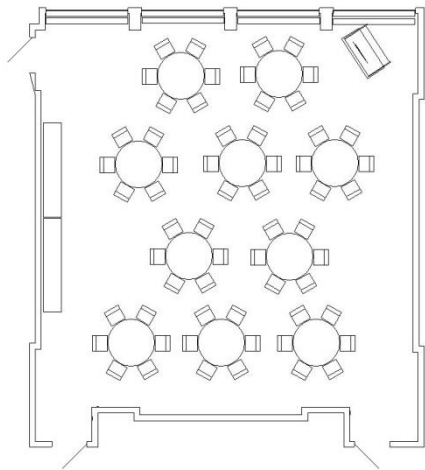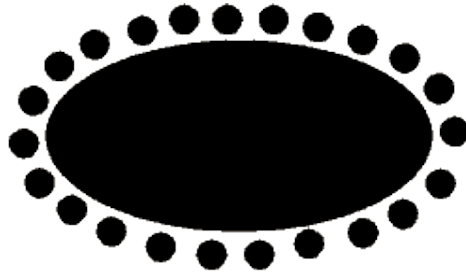# VirtualEMS Frequently Asked Questions

*Q) What is Setup Type and why do I have to specify one when looking for a room?*
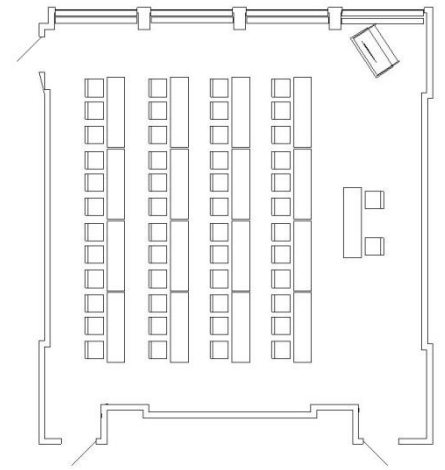
1) Every room has at least one standard Setup Type and many rooms can be configured in multiple ways. Each Setup Type can have a different minimum and maximum capacity. Here are the standard Setup Types:
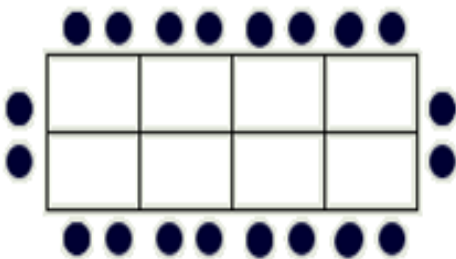
Boardroom – single permanent
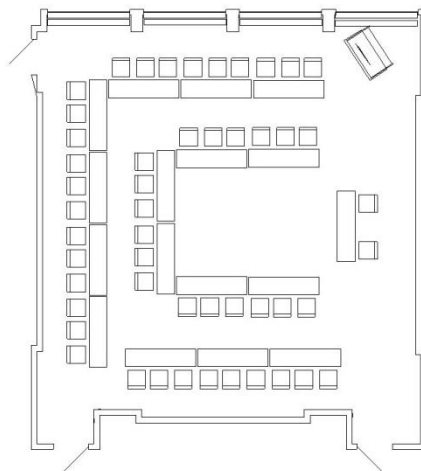table surrounded by chairs

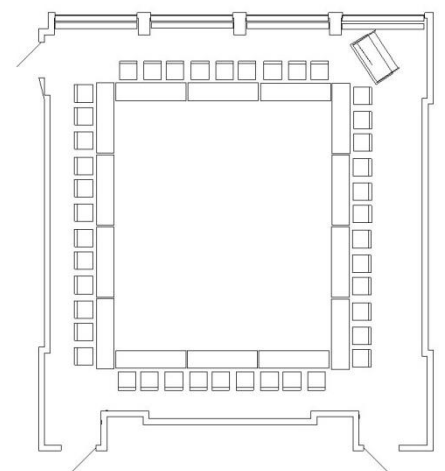Banquet – round tables & chairs

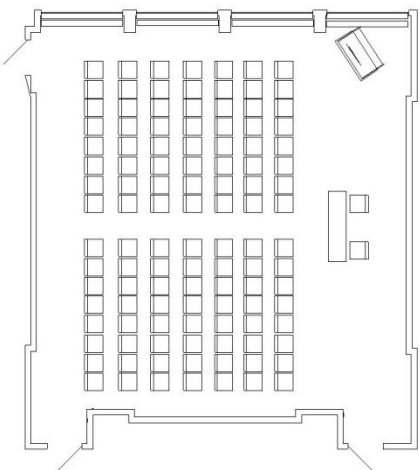Classroom – tables & chairs

Conference – multiple tables used
to form one large table

Double U – tables & chairs

Hollow Square – tables &
chairs in a square shape

Theater – chairs in a row

2) Additional Setup Types:
    Empty – no tables or chairs in the room
    To Be Determined – unsure at this time, but will complete a diagram at a later date

3) When you choose a Setup Type in VirtualEMS, you will only be presented with the rooms that have been configured with that Setup Type. *For example, if you choose Boardroom, you will **only** be presented with Taylor 303, 307, 311, Warren 403 or Festival Conference Room 5.*

4) For more information concerning maximum capacities for each Setup Type, see "**Room Setup Standards**" under the **Help** menu.