

### Meeting Rooms and Event Spaces

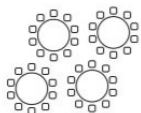
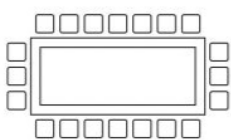
Forte de Gaia has 4 meeting rooms with a maximum capacity between 70 and 300 people, all equipped with a sound system and projection system. It also features a 220 m<sup>2</sup> Foyer, perfect for cocktails and coffee breaks. Our rooms:

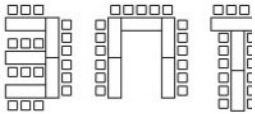
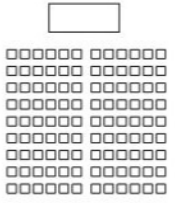
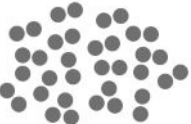
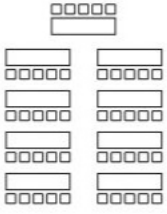
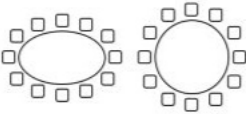
- Vintage 1994** - 110 m<sup>2</sup> - up to 80 people
- Vintage 1963** - 110 m<sup>2</sup> - up to 80 people
- Vintage 1945** - 240 m<sup>2</sup> - up to 175 people
- Vintage Magnum 2011** - 330 m<sup>2</sup> - up to 300 people

### Capacity chart

Room	Dimensions (LxWxH)	Area (m <sup>2</sup> )	Theatre	Classroom	Conference	U-Shape	Reception	Banquet
Vintage Magnum 2011	25,5x12,4x2,9	316,2	250	140	250	60	250	180
Vintage 1945	16,3x14,6x2,9	238,0	150	60	150	26	—	160
Vintage 1963	16,3x7,0x2,9	110,0	—	30	70	24	80	50
Vintage 1994	16,3x7,0x2,9	110,0	—	30	70	24	80	50
Sala dos Trinta	—	90,0	—	—	—	—	—	30
Sala dos Vinte	—	45,0	—	—	—	—	—	20

### Room set-up examples

Layout	Description andu sage recommendations
	<p><b>Banquet</b> Generally used for meals and sessions involving small group discussions. A five foot round table seats eight people comfortably. A six foot round table seats 10 people comfortably.</p>
	<p><b>Conference and Hollow Square</b> Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant "boardrooms" for 10 to 20 people, equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.</p>

Layout	Description and sage recommendations
	<p><b>E-Shape, U-Shape and T-Shape</b>  Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual is usually best set up at the open end of the seating.</p>
	<p><b>Theater</b>  Appropriate for large sessions and short lectures that do not require extensive note-taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.</p>
	<p><b>Reception</b>  Stand-up social function where beverages and light foods are served. Foods may be presented on small buffet tables or passed by servers. May precede a meal function.</p>
	<p><b>Schoolroom or Classroom</b>  The most desirable setup for medium to large-size lectures. Requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.</p>
	<p><b>Ovals and Rounds</b>  Generally used for meals and sessions involving small group discussions. A five foot round table seats eight people comfortably. A six foot round table seats 10 people comfortably.</p>