

Meeting Types & Requirements

Meeting Type	Attendance Range	Purpose	Facility Requirement	Typical Facility Used
Corporate Meetings	Less than 100	Training & informative	Meeting space (minimal)	Hotels/Resorts/Conference Centers
Conferences	50 to 2,000	Informative	Meeting space and banquet space	Hotels/Resorts/Conference Centers
Conventions	300 to 5,000	Informative & Sales Related	Meeting space and banquet space	Hotels/Conference & Convention Centers
Trade Shows	1,000 to 10,000	Sales	Exhibition & breakout meeting space for some events	Convention Centers/Fairgrounds
Assemblies	5,000 to 50,000	Informative	Stage, seating, breakout meeting rooms	Convention Centers, Arenas, Stadiums, Fairgrounds
Social Gatherings	500 to 10,000	Social & Entertainment	Banquet or multi-purpose space	Hotels/Resorts/Multipurpose Facilities