

# Asia Campus

## Room Layout & Logistics

INSEAD



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# Main Building >> Amphis

Rooms	Capacity	Location	Remarks
	Amphi 101 89 (fixed seating)	Main Building, Level 1, (near Camembert)	All amphis are equipped with the following :-  <b><u>IT/AV Equipment</u></b> - 1 desktop - 2 projectors & screens - 1 handheld, lavalier and ceiling mic  <b><u>Logistics</u></b> - Wall-mounted whiteboards - 1 kidney table - 1 mobile flipchart  * All amphis are VC capable except for Amphi 307 and 359
	Amphi 102 92 (fixed seating)	Main Building, Level 1 (near Camembert)	
	Amphi 103 85 (fixed seating)	Main Building, Level 1 (near Camembert)	
	Amphi 307 79 (fixed seating)	Main Building, Level 3 (near Creative Garage)	* 2 Handicapped Access Seats
	Amphi 104 58 (loose seating)	Main Building, Level 1 (South Foyer)	
	Amphi 105 53 (loose seating)	Main Building, Level 1 (South Foyer)	
	Amphi 106 58 (loose seating)	Main Building, Level 1 (South Foyer)	

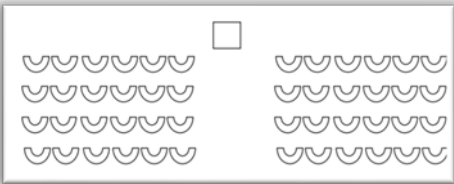
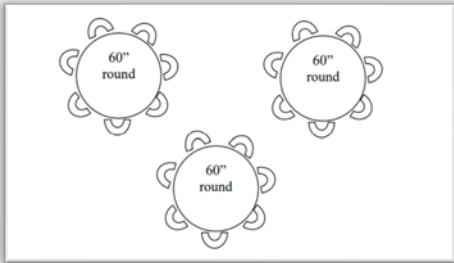
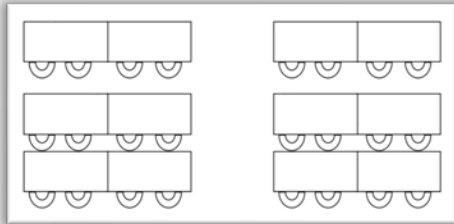
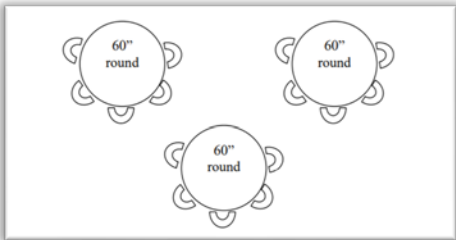
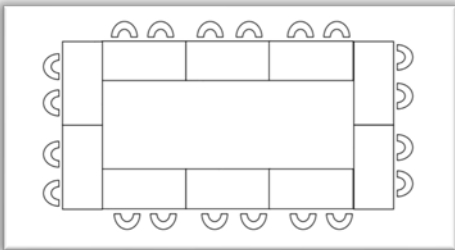
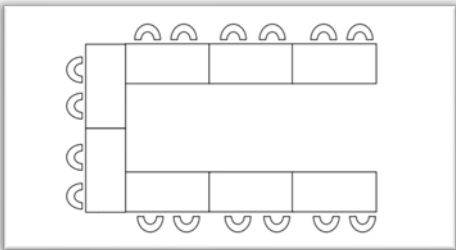
# Main Building >> Auditorium & Flatrooms

Rooms		Max Cap (Default)	Location	Remarks
	Auditorium	285 (fixed seating)	Main Building, Level 2 & 3 (above Tanoto Library)	- 1 desktop with lectern - 3 projectors & screen - VC capable - 4 handheld, 2 lavalier * 2 handicapped access seats
	Flatroom 1015	36 U-Shape (loose seating)	Main Building, Level 1	- 1 desktop with lectern - 1 flipchart - 1 kidney table - 2 projectors & screens - VC capable - 2 lavalier, 1 ceiling mic
	Flatroom 1017A	18 U-shape (loose seating)	Main Building, New Wing, Level 1	- 1 desktop with lectern - 1 flipchart - 1 kidney table - 3 TVs - VC capable - 2 lavalier, 1 ceiling mic
	Flatroom 1017B	16 Boardroom (loose seating)	Main Building, New Wing, Level 1	- 1 TV - 1 flipchart
	Flatroom 302 (Creative Garage)	48 Cluster (loose seating)	Main Building, Level 3 (near LDC link bridge)	- 2 projector & screen
	Flatroom 359	70 Classroom (loose seating)	Main Building, New Wing, Level 3	- 1 desktop with lectern - 2 projectors - 2 tier column whiteboard - VC capable - 6 x wireless mics

# LDC Building >> Amphi & Flatroom

Rooms	Capacity	Location	Remarks
	Amphi 1032 68 (loose seating)	LDC Level 1	All amphis are equipped with the following :-  <b><u>IT/AV Equipment</u></b> - 1 desktop - 2 projectors & screens - 1 handheld, lavalier and ceiling mic  <b><u>Logistics</u></b> - Wall-mounted whiteboards - 1 kidney table - 1 mobile flipchart
	Amphi 1031 58 (loose seating)	LDC Level 1	* All amphis and Flatroom in the LDC building are VC capable except for Amphi 3084.  * 2 Handicapped Access Seats for all amphis.
	Amphi 3083 54 (loose seating)	LDC Level 3	
	Amphi 3084 54 (loose seating)	LDC Level 3	
	Flatroom 2018 Cluster 40 (loose seating)	LDC Level 2	
	Flatroom 4078 Cluster 40 (loose seating)	LDC Level 4	

# Event Setup >> Seating Styles

Room	Default Setup	
	Theatre	Rows of Chairs only with center aisle.
	Banquet Rounds of 7	60" tables with 7 chairs per table.
	Classroom	6' rectangle tables placed in a Row with chairs facing the front of the room.
	Cluster	60" tables with 5 chairs per table, all facing the front
	Boardroom	6' rectangle tables placed in a rectangle/square with open space in the middle chairs placed around the outside. Recommend with no AV for this set-up.
	U-shape	6' rectangle tables placed in a U-shape with chairs placed around the outside of the U. This set-up is recommend for small groups with AV.

# Main Building >> Setup Style >> FR1015



**Setup**  
U-Shape  
(Default)

**Max Capacity**  
32  
Rectangular Tables: 12  
Chairs: 32



**Boardroom**

36  
Rectangular Tables: 14  
Chairs: 36



**Classroom**

40  
Rectangular Tables:  
20(5 rows x 4 tables per row)  
Chairs: 40 (2 chairs per table)



**Cluster**


48  
Square Tables:  
9 (3 rows x 3 tables per row)  
Chairs: 54 (6 chairs per table)




**Theatre**

60  
Tables: 0  
Chairs: 60  
(6 rows x 10 chairs per row)





# Main Building >> Setup Style >> FR1017

		Setup	Max Capacity
		Boardroom	32 Rectangular Tables: 12 Chairs: 32
		U-Shape	26 Rectangular Tables: 10 Chairs: 26
		Classroom	30 Rectangular Tables: 5 rows x 3 tables per row Chairs: 30 (2 chairs per table)
		Cluster	48 Round Tables: 6 Chairs: 48 (8 chairs per table)
		Theatre	60 Tables: 0 Chairs: 60 (6 rows x 10 chairs per row)

# Main Building >> Setup Style >> FR302 (Creative Garage)

Setup		Max Capacity
	Cluster	48 Tables: 4 rows x 2 per tables per row Chairs: 48 (5 to 6 chairs per table)
	Classroom	48 Tables: 8 Chairs: 6 per table

# Main Building >> Setup Style >> FR359

	Setup	Max Capacity
	Classroom (default)	70 Rectangular Tables: 35 High Chairs: 36 Low Chairs: 34 6 rows: Row 1: 10 low chairs + 5 tables Row 2-3: 12 low chairs + 6 tables Row 4-6: 12 high chairs + 6 tables
	Cluster	65 Rectangular Tables: 24 (12 sets) High Chairs: 31 Low Chairs: 34 4 rows: Row 1: 5 low chairs/table + 3 sets of table Row 2: 6 low chairs/table + 3 sets of table Row 3-4: 6 high chairs/table + 3 sets of table <i>*1 set of table = 2 rectangular tables combined</i>
	U-Shape	52 High Chairs: 30 Low Chairs: 22 2 rows: Row 1: 22 low chairs + 11 tables Row 2: 30 high chairs + 15 tables
	Theatre	70 Tables: 0 High Chairs: 36 Low Chairs: 34

# LDC Building >> Flatroom 2018 / 4078



## Setup

Cluster

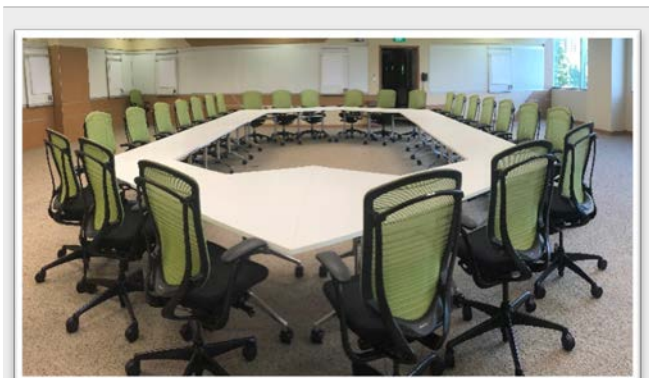
## Max Capacity

32 Pax  
Hexagon Tables : 8  
Chairs: 32 (4 x 8 tables)



Classroom

32 Pax  
Trapezium Tables:  
16 (4 rows x 4 per row)  
Chairs: 32



Boardroom

26 Pax  
Trapezium Tables: 16  
Chairs: 26



U-Shape












48 Pax  
Trapezium Tables: 15  
Chairs: 25









Theatre

60 Pax  
5 rows of 12 chairs












# Event >> Logistics >> Tables

Item Code	Description		Item Code	Description	
T1	Kidney Table		T6	Green INSEAD Rectangle Skirting	
T2	Rectangular table		T7	Black INSEAD Square Skirting	
T3	Square Table		T8	Black INSEAD Rectangle Skirting	
T4	IBM Table		T9	White Cocktail Table	
T5	Coffee Table		T10	Glass Cocktail Table	
			T11	Brown Cocktail Table	

# Event >> Logistics >> Chairs

Item Code	Description	
C1	Brown Panel Chair	
C2	Orange Panel Chair	
C3	Black Herman Miller Chair (with wheels)	
C4	Black Herman Miller Chair (without wheels)	
C5	Black High Chair	
C6	White High Chair	



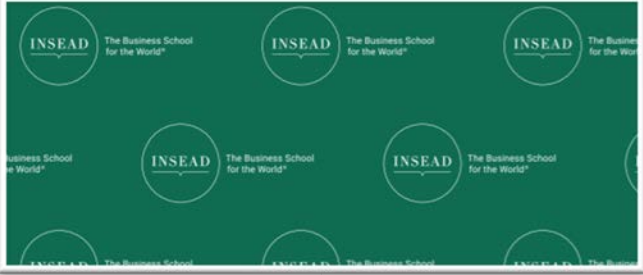
# Event >> Logistics >> Displays

Item Description Code			Item Description Code			
D1	Whiteboard (Horizontal)			D7	Black Platform	
D2	Whiteboard (Vertical)			D8	Brown Platform	
D3	Flipchart Stand			D9	T-Shirt Rack	
D4	A4 Signage Stand (Silver)			D10	Metal Retractable Queue Poles	
D5	A3 Signage Stand (Silver)			D11	Safety Barrier Queue Poles	
D6	A3 Signage Stand (Black)					

# Event >> Logistics >> Banners




Item Code	Description	Dimension (L x B) Quantity	
B1	Congratulations Graduates! (New Logo)	230cm x 360cm 1 Pc	
B2	Welcome MBA Class of July! (New Logo)	250cm x 300cm 1 Pc	
B3	Welcome to our new MBA Class! (New Logo)	290cm x 400cm 1 Pc	
B4	Welcome MBA Class of December (New Logo)	243cm x 298cm 1 Pc	
B5	Welcome Home (New Logo)	290cm x 400cm 1 Pc	
B6	Transformation for Good (New Logo)	399cm x 293cm 1 Pc	

# Event >> Logistics >> Banners

Item Code	Description	Dimension (L x B) Quantity	
B7	Happy Global INSEAD Day (New Logo)	290cm x 400cm 1 Pc	 A white banner with a green INSEAD logo at the top left. The text reads "Happy Global INSEAD Day!" and "#GlobalINSEADDay". On the right, there is a graphic of a globe made of colorful geometric shapes.
B8	Its time to be #SDGSMART (New Logo)	290cm x 400cm 1 Pc	 A white banner with a green header that says "IT'S TIME TO BE #SDGSMART". Below the header, it features the "Sustainable Development Goals" (SDGs) icons and the text "Sustainable Development Goals" and "Join with us today".
B9	INSEAD Logo	463cm x 556.5cm 1 Pc	 A green banner with a repeating pattern of the INSEAD logo and the tagline "The Business School for the World™".

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# Event >> Electrical

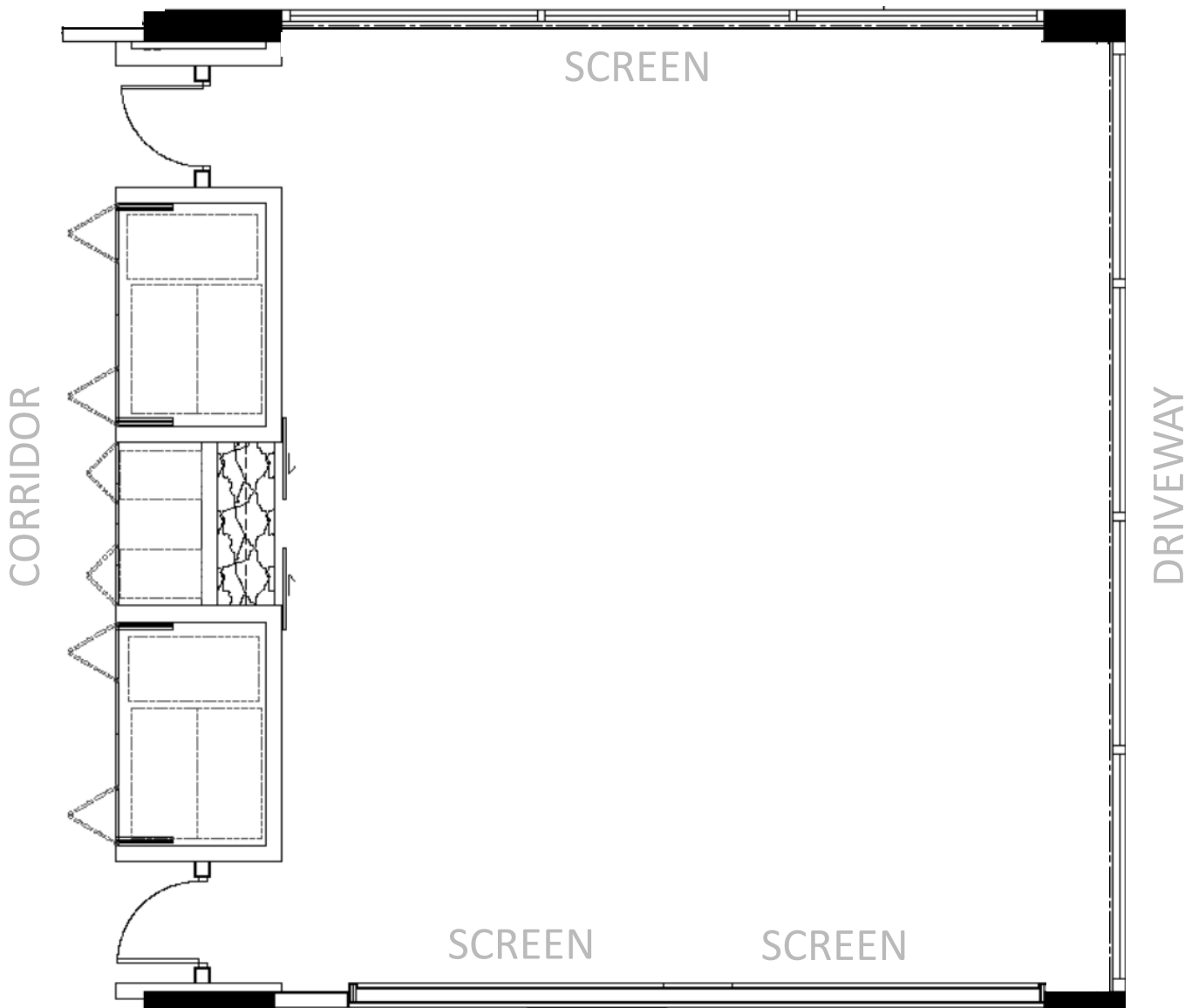
Item Code		Description
E1	Extension Plug	
E2	Ladder	
E3	Extension Plug	



# ROOM FLOOR PLAN

## FLATROOM 1015

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



**Default Setup**

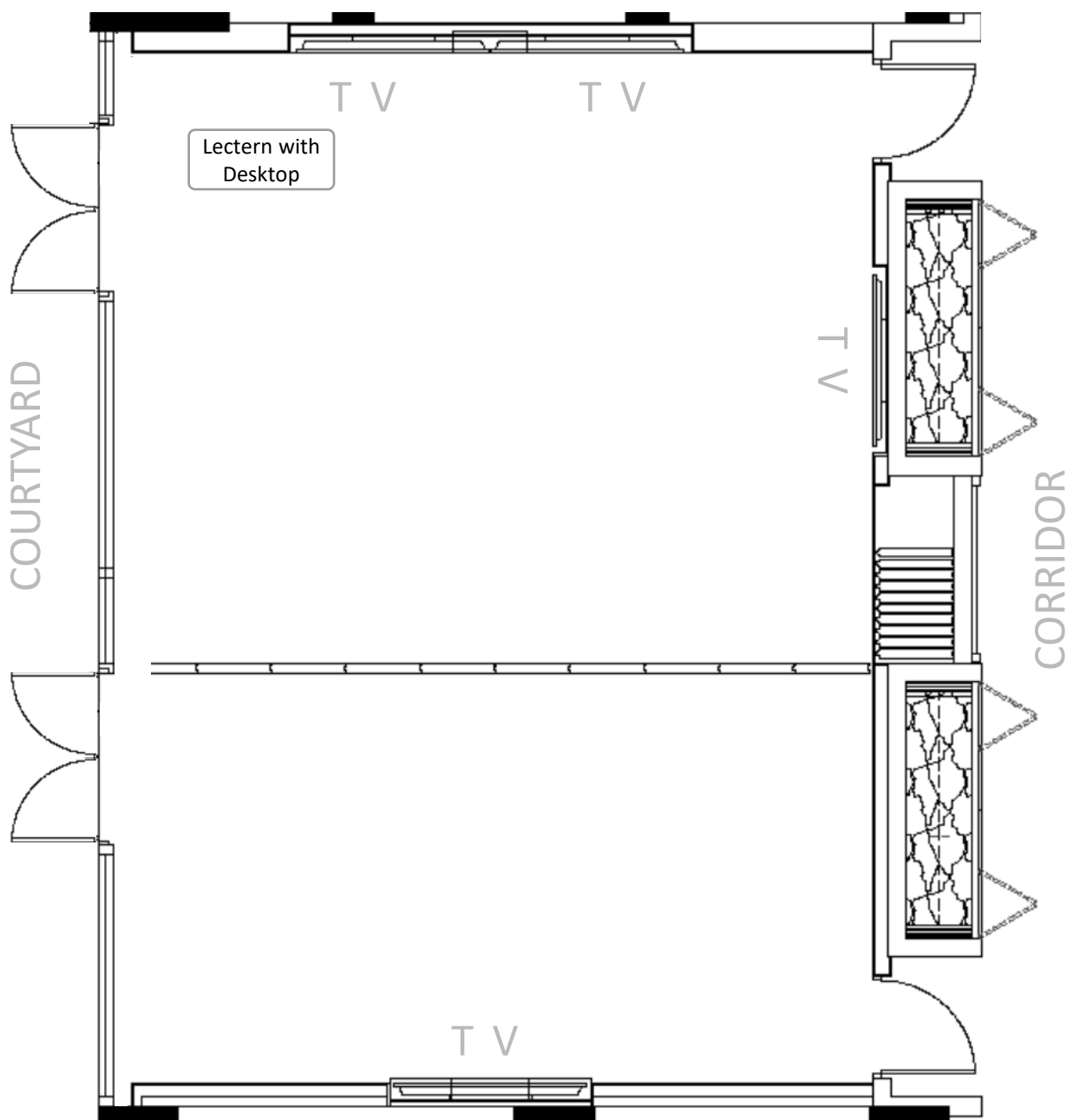
Boardroom style for 30 pax;  
16 rectangular tables with 30 chairs



# ROOM FLOOR PLAN

## FLATROOM 1017A & 1017B

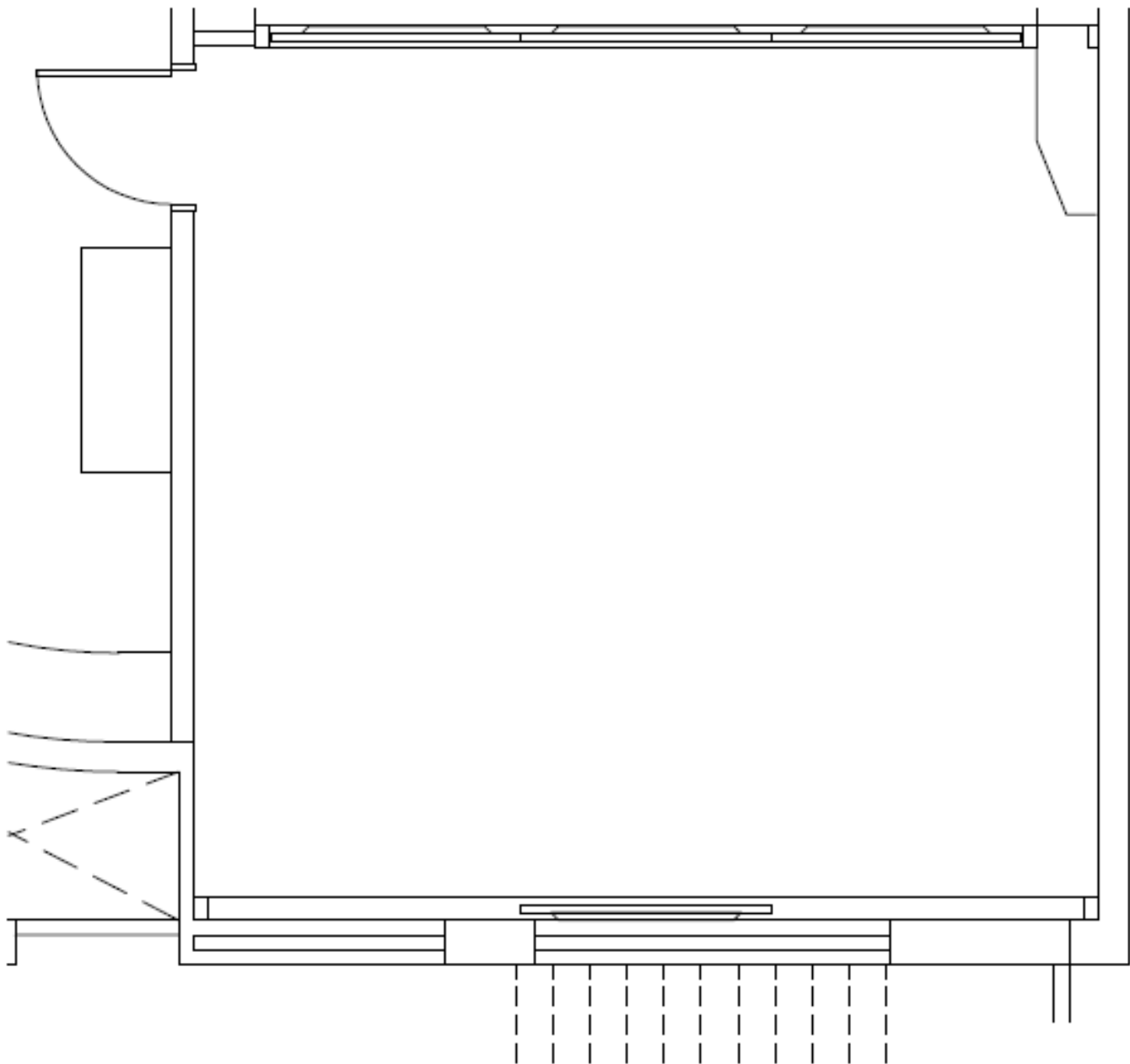
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### Default Setup

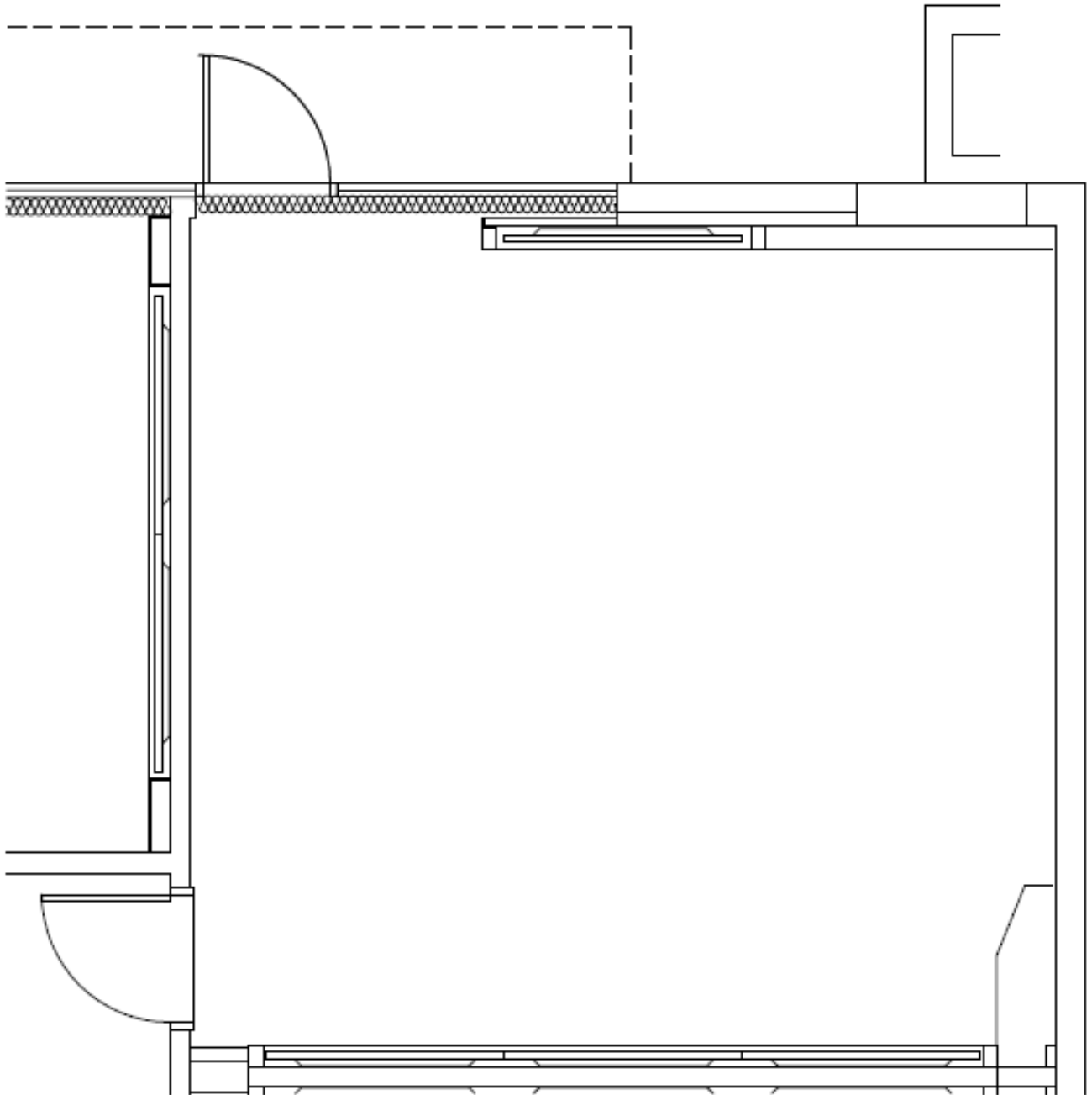
Flatroom 1017A	U-shape for 18 pax; 8 rectangular tables with 18 chairs
Flatroom 1017B	U-shape for 16 pax; 6 rectangular tables with 16 chairs

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



**Default Setup**  
Classroom setup for 18 pax;  
8 high rectangular tables with 2 chairs each

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



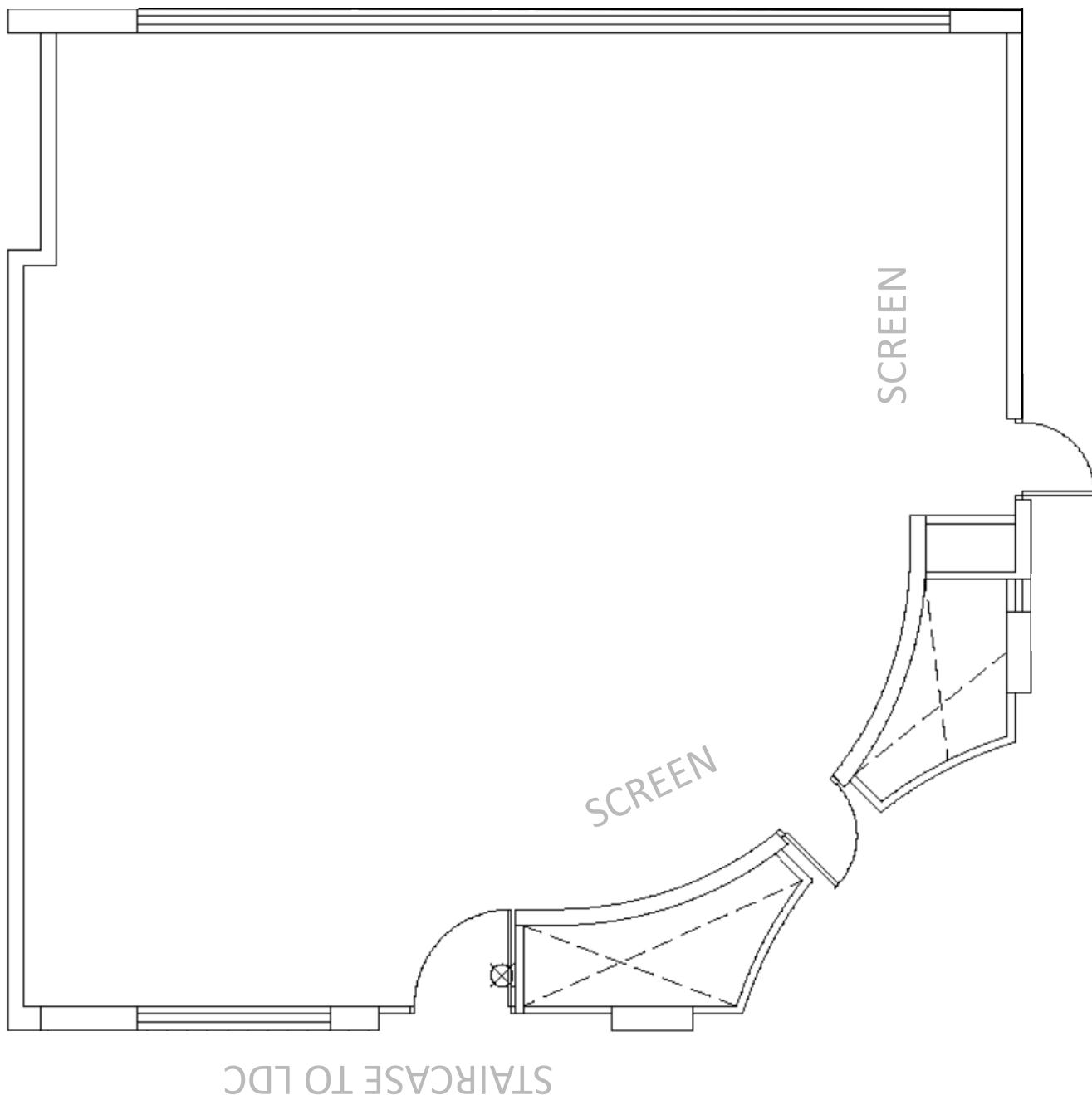
#### Default Setup

Classroom setup for 18 pax;  
8 high rectangular tables with 2 chairs each



## ROOM FLOOR PLAN FLATROOM 302 (CREATIVE GARAGE)

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



### Default Setup

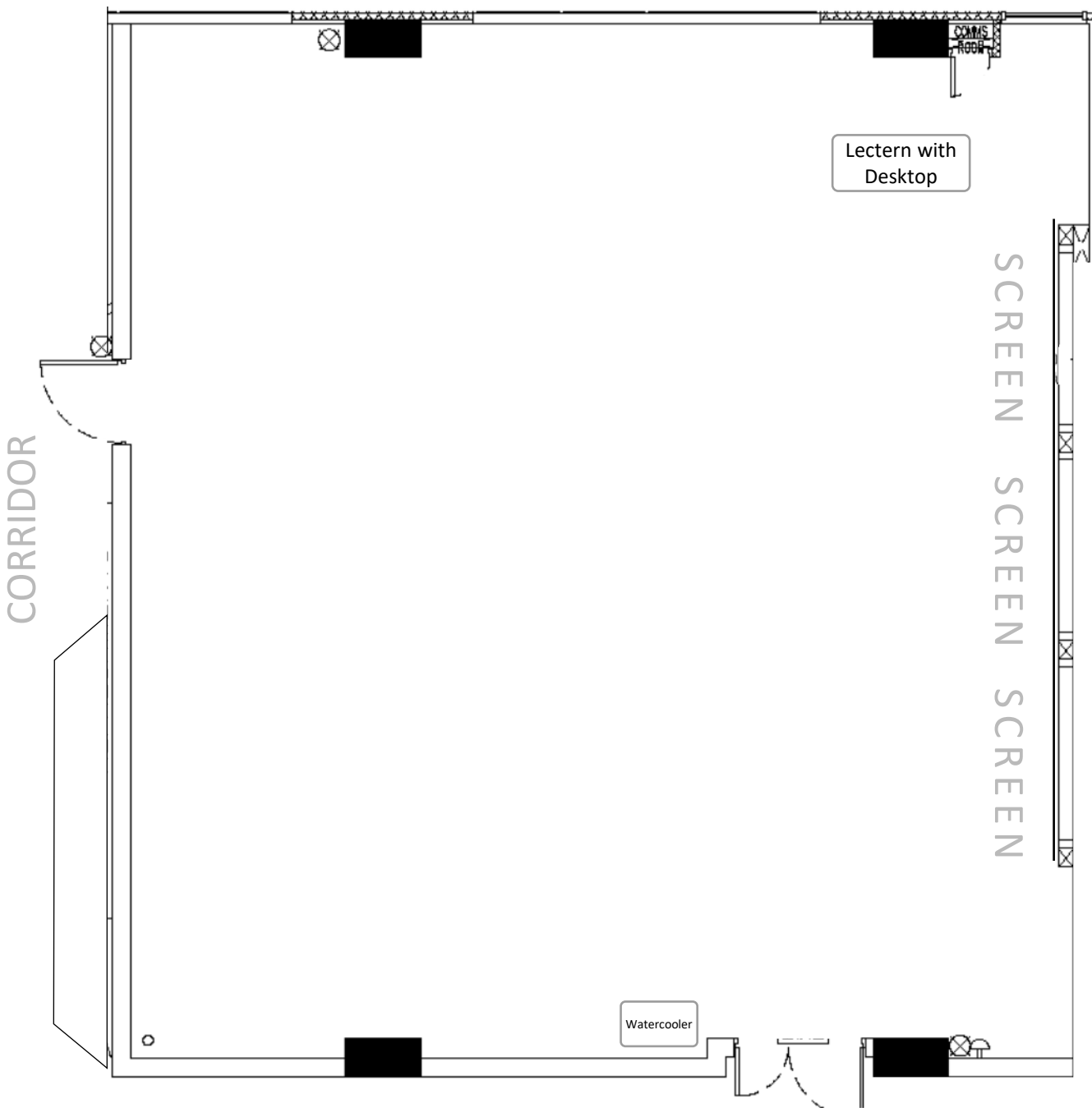
Classroom setup for 48 pax;  
8 rectangular tables with 6 chairs each



# ROOM FLOOR PLAN

## FLATROOM 2018

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



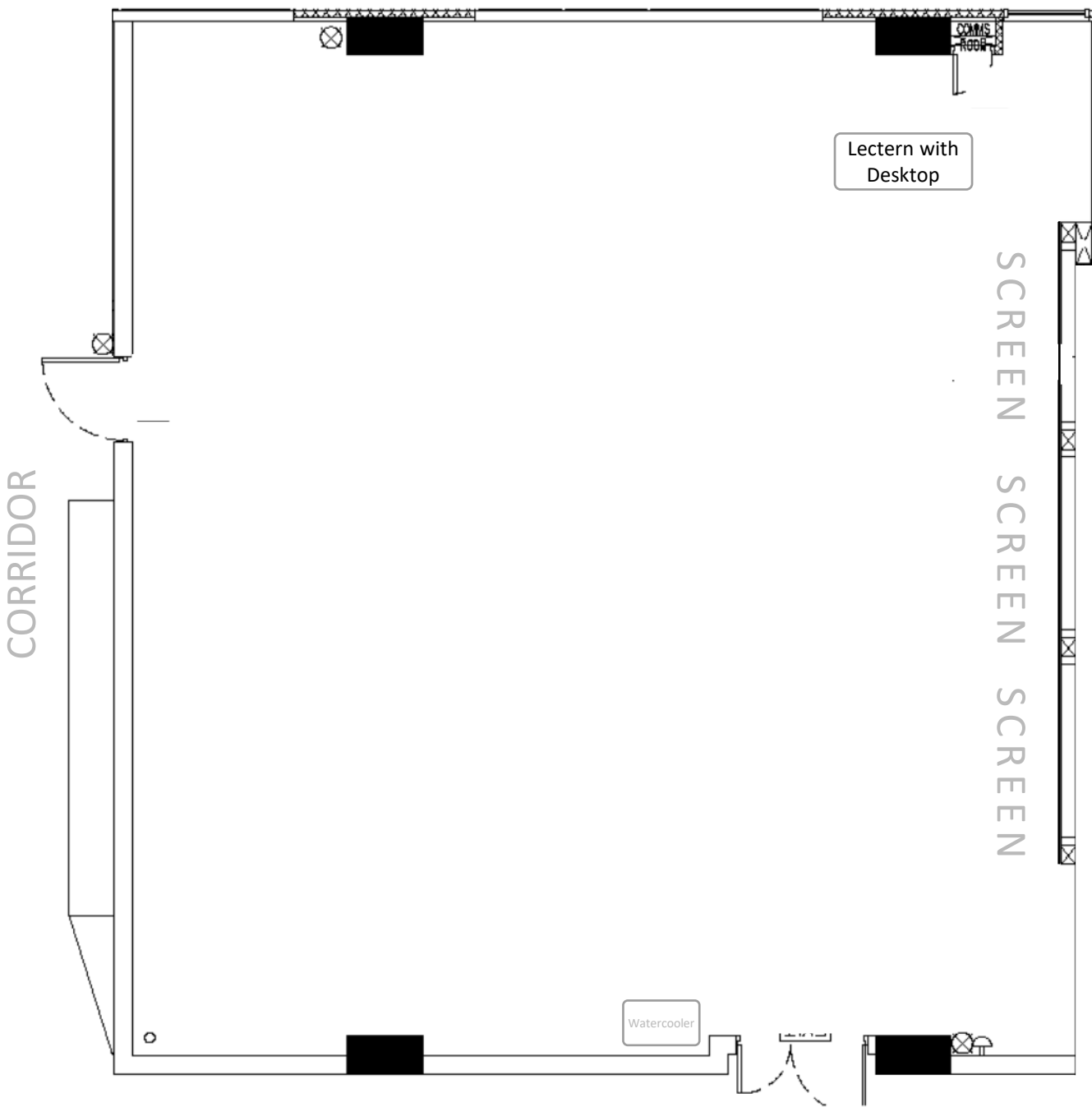
**Default Setup**  
Classroom setup for 40 pax;  
8 hexagon tables 5 chairs each



# ROOM FLOOR PLAN

## FLATROOM 4078

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



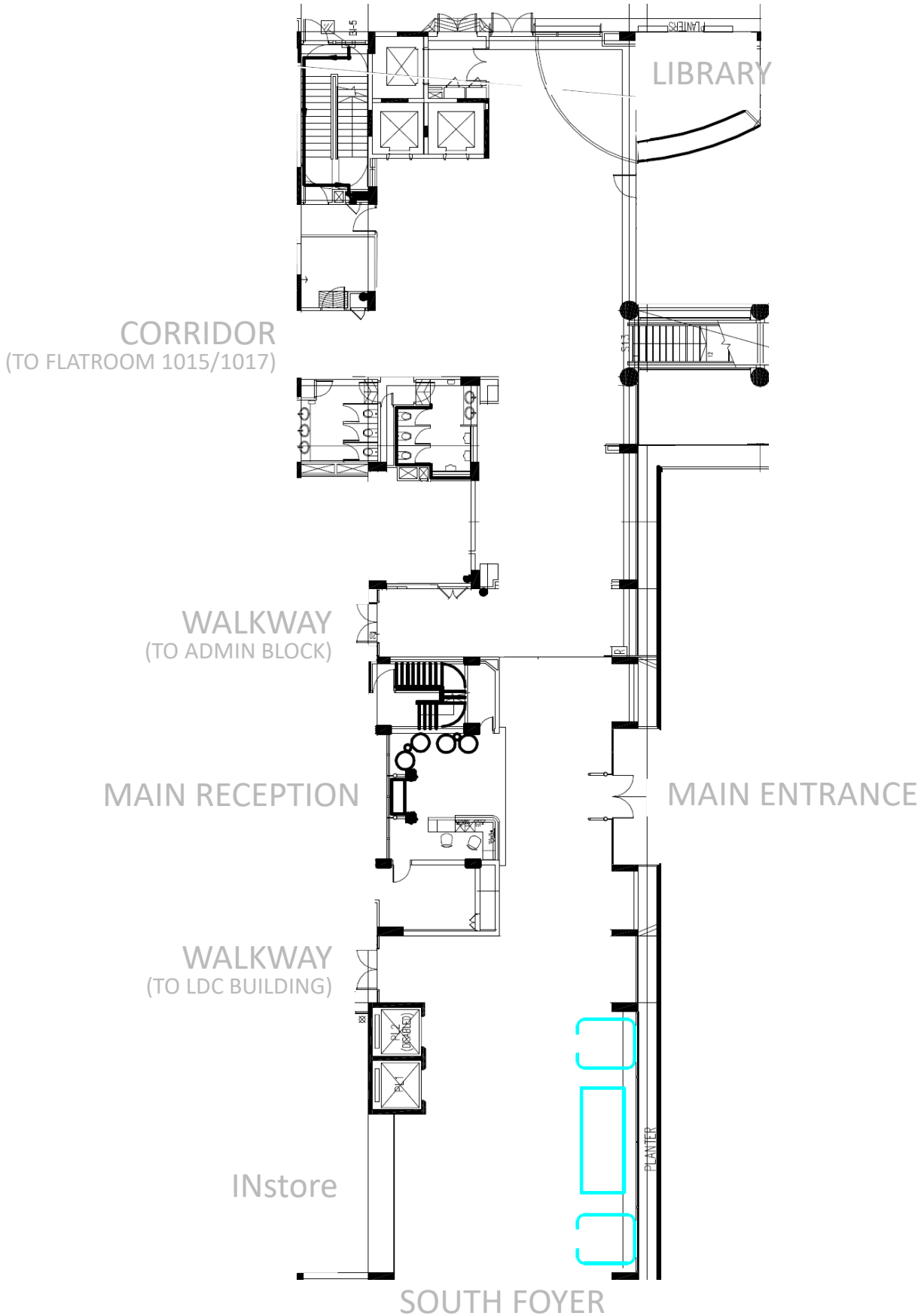
**Default Setup**  
Classroom setup for 40 pax;  
8 hexagon tables 5 chairs each



# FLOOR PLAN

## MAIN RECEPTION

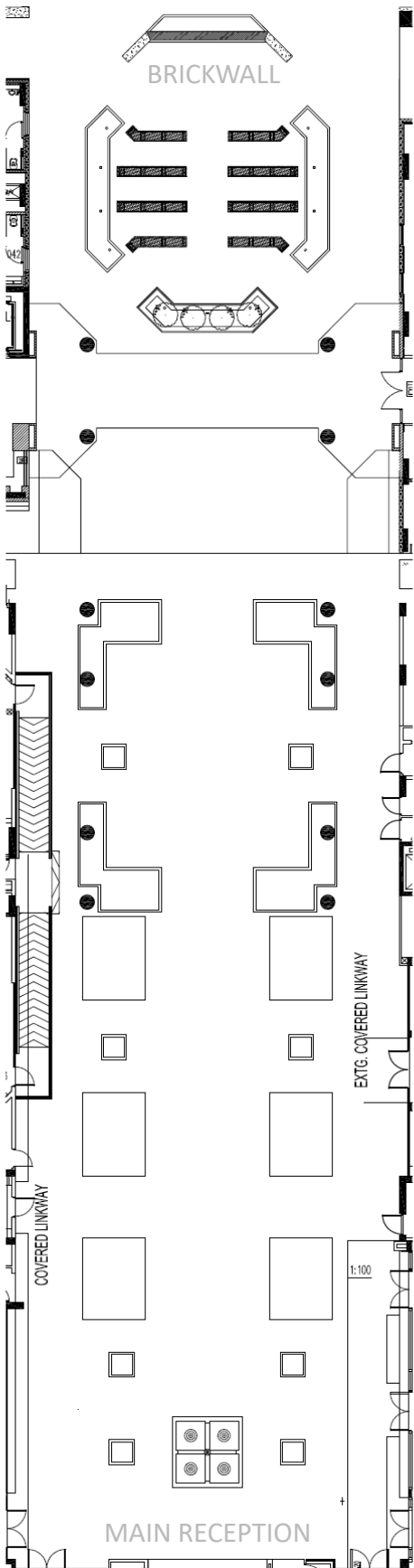
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# FLOOR PLAN CENTRAL AVENUE

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sq@insead.edu](mailto:operations.sq@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.

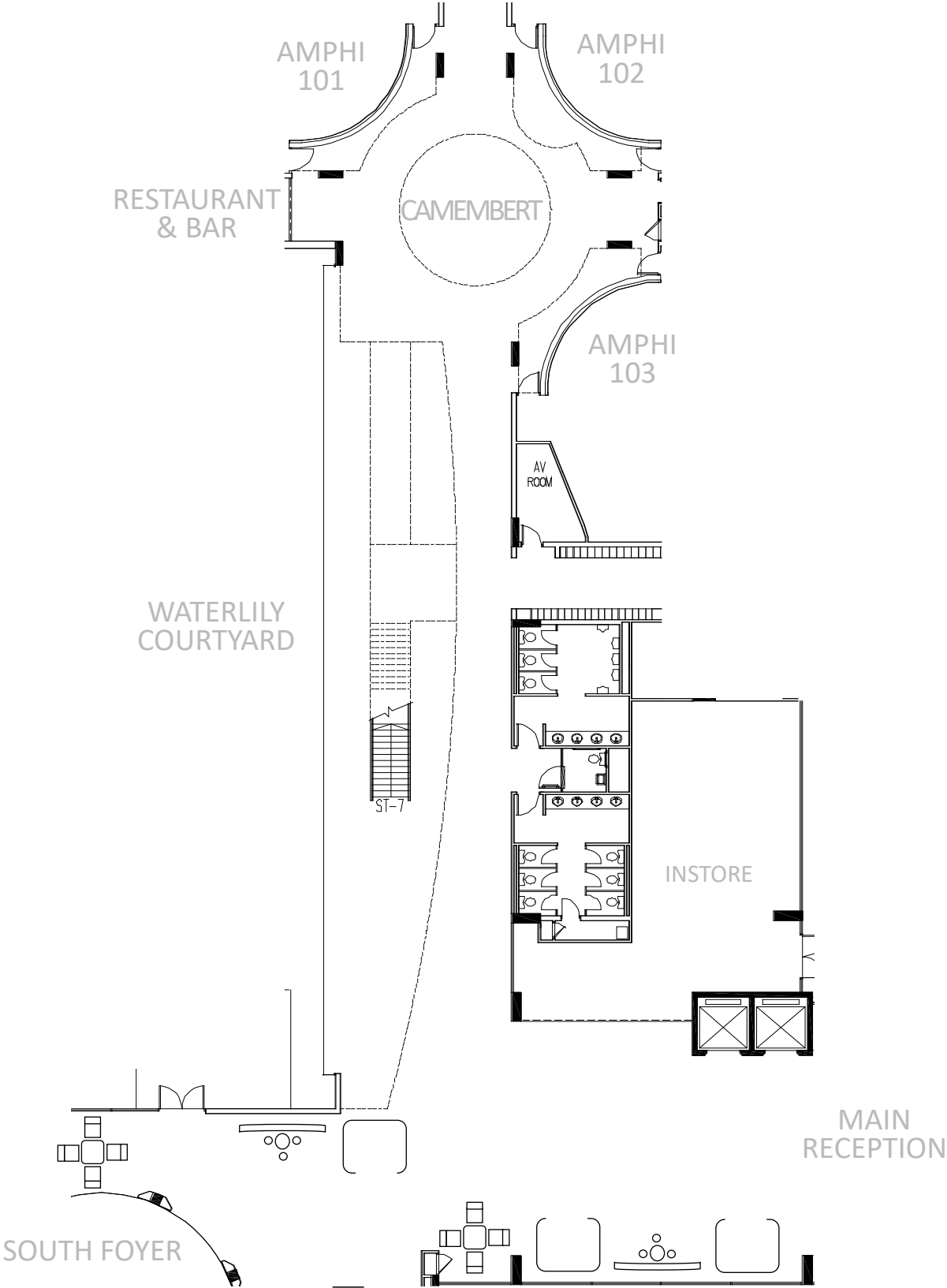




# FOYER FLOOR PLAN

## NORTH FOYER

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.

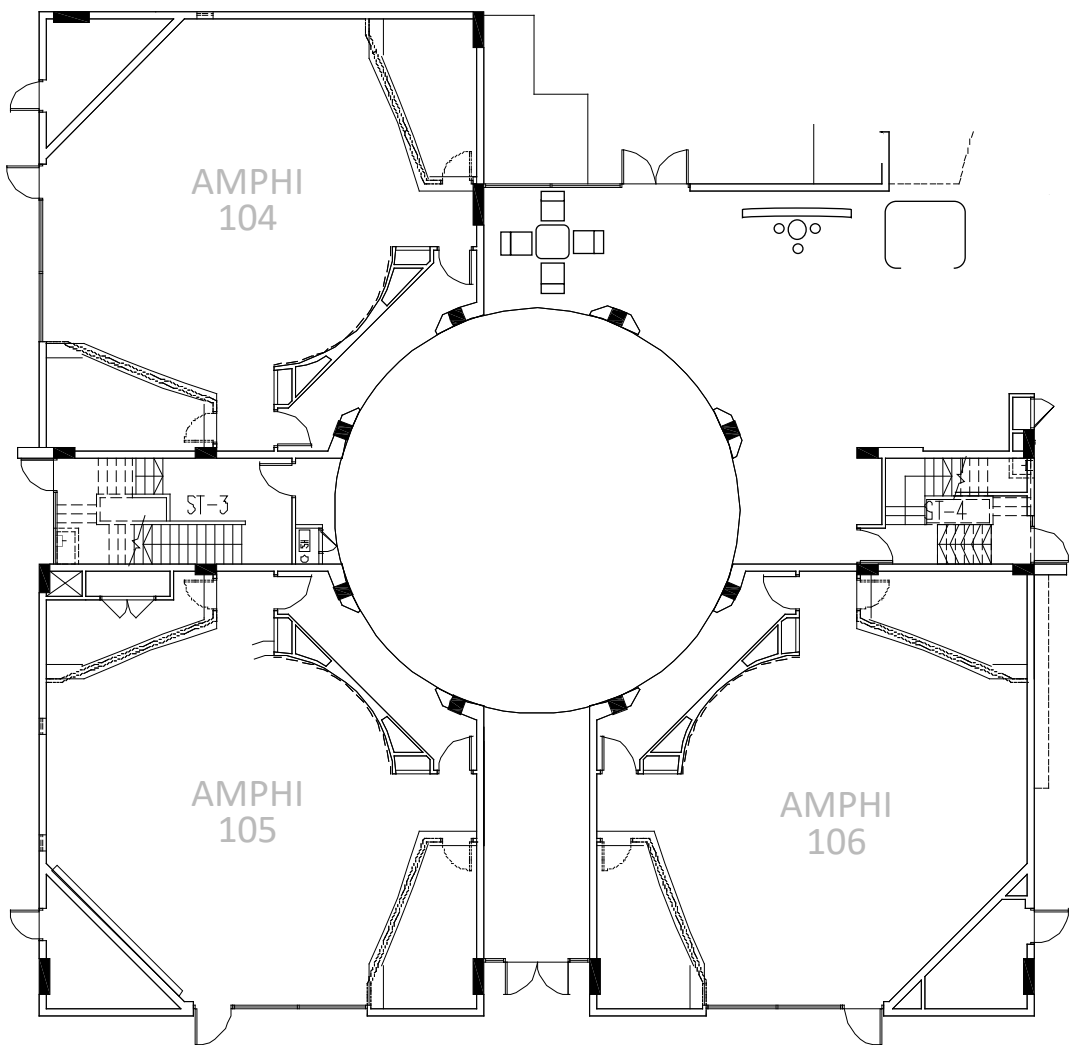




# FOYER FLOOR PLAN

## SOUTH FOYER

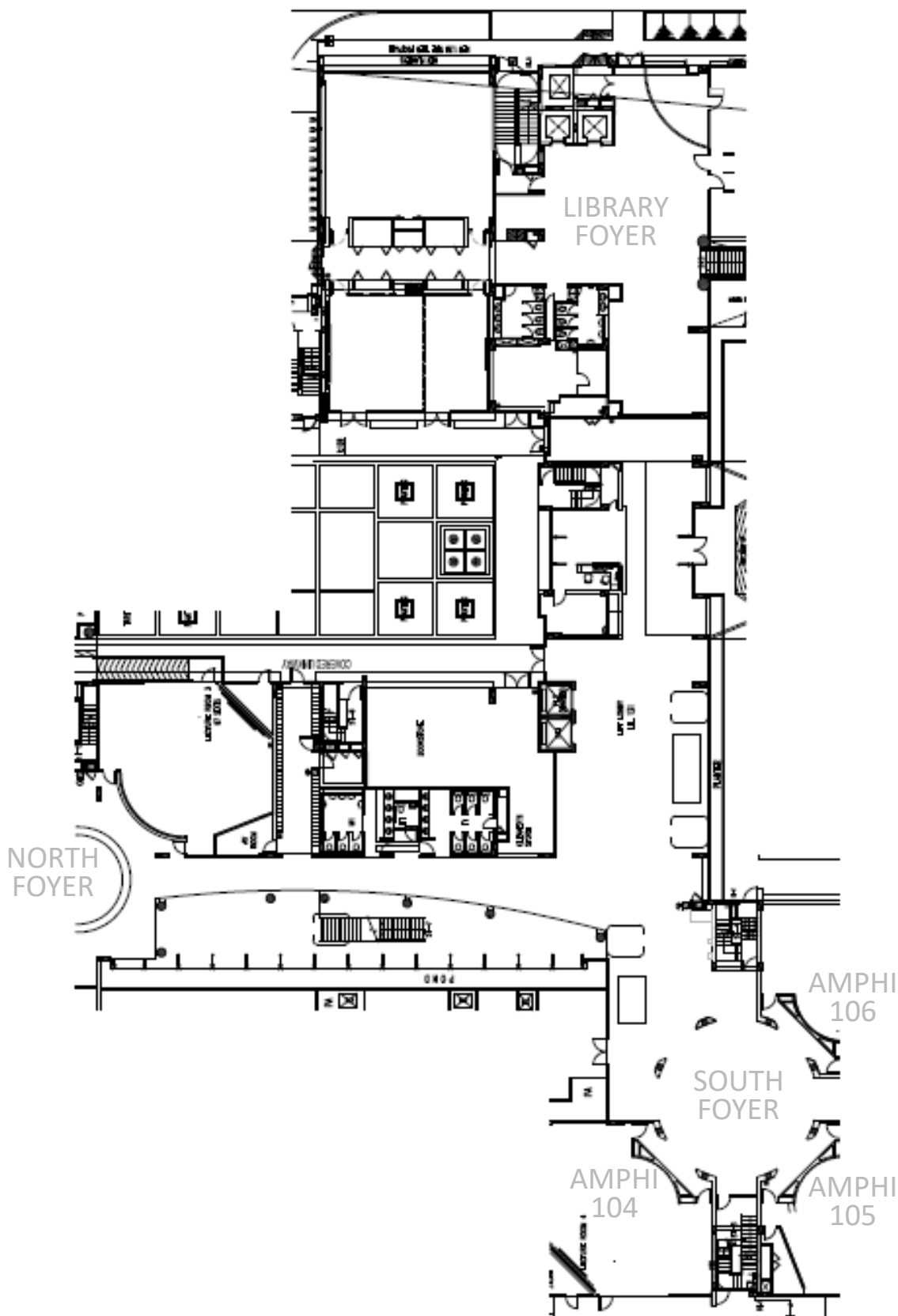
Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.





## FOYER FLOOR PLAN LEVEL 1 (OLD WING)

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sq@insead.edu](mailto:operations.sq@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.

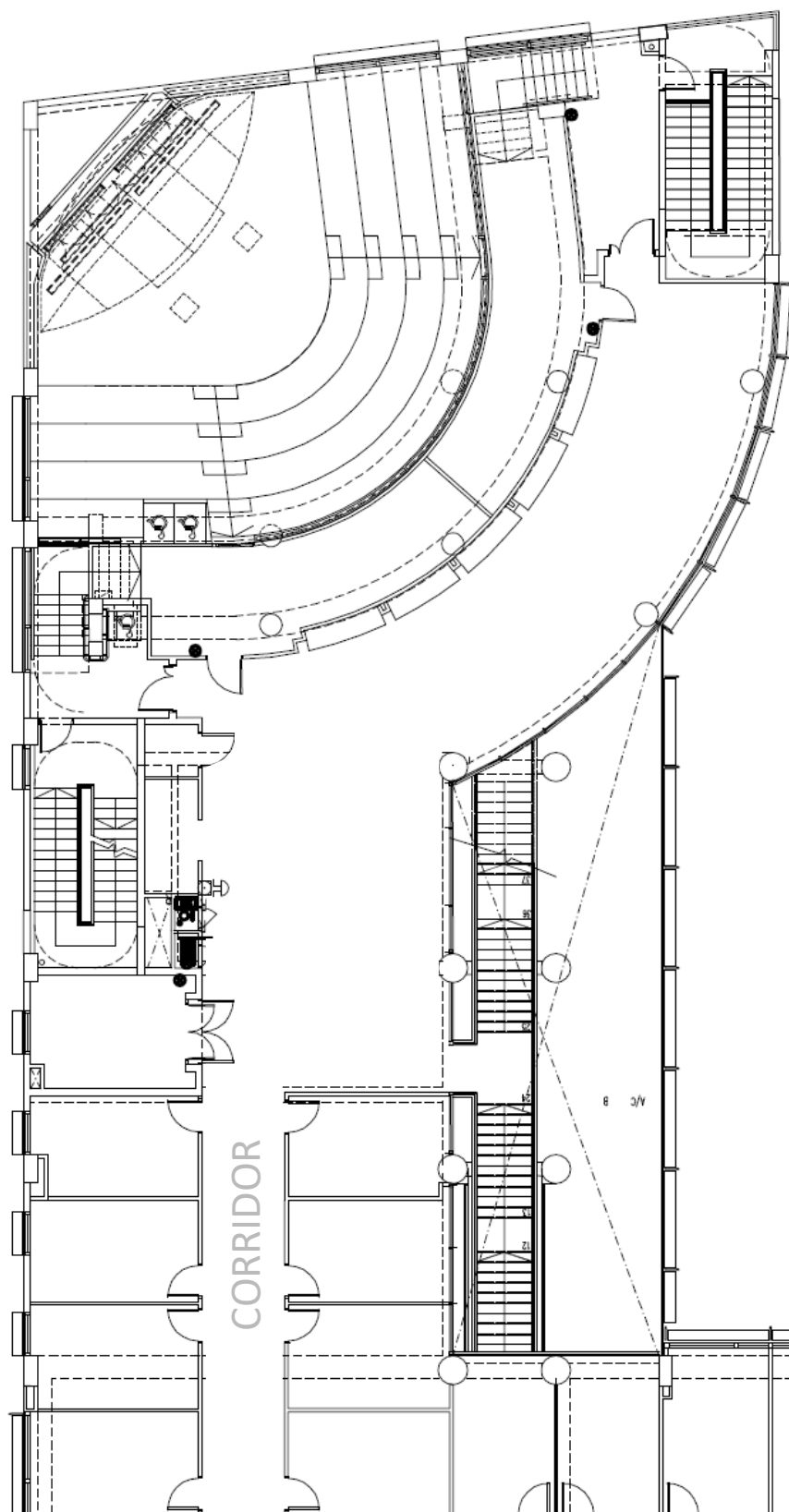




# FOYER FLOOR PLAN

## AUDITORIUM FOYER LEVEL 2

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sq@insead.edu](mailto:operations.sq@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



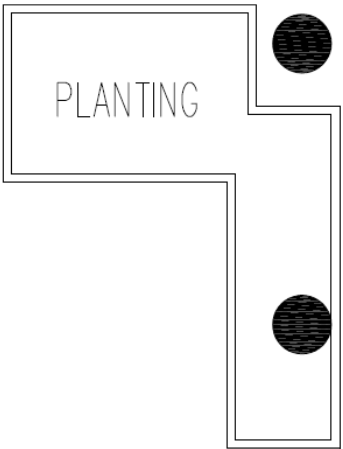
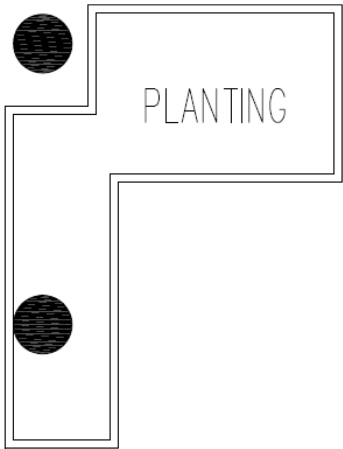


# COURTYARD FLOOR PLAN

## RESIDENCES COURTYARD

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.

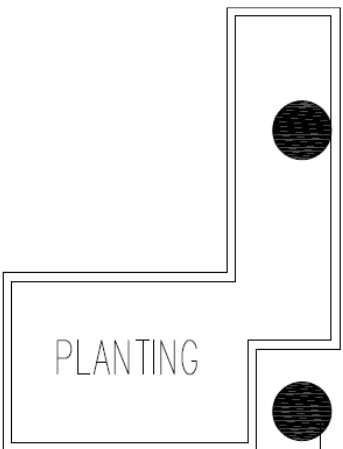
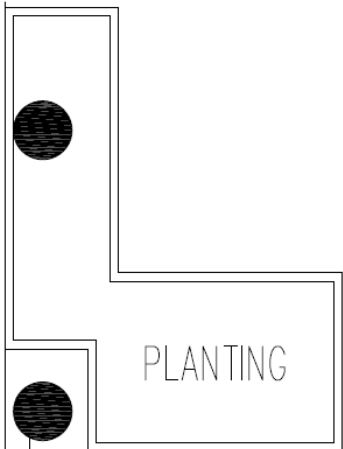
BRICKWALL



WALKWAY



WALKWAY



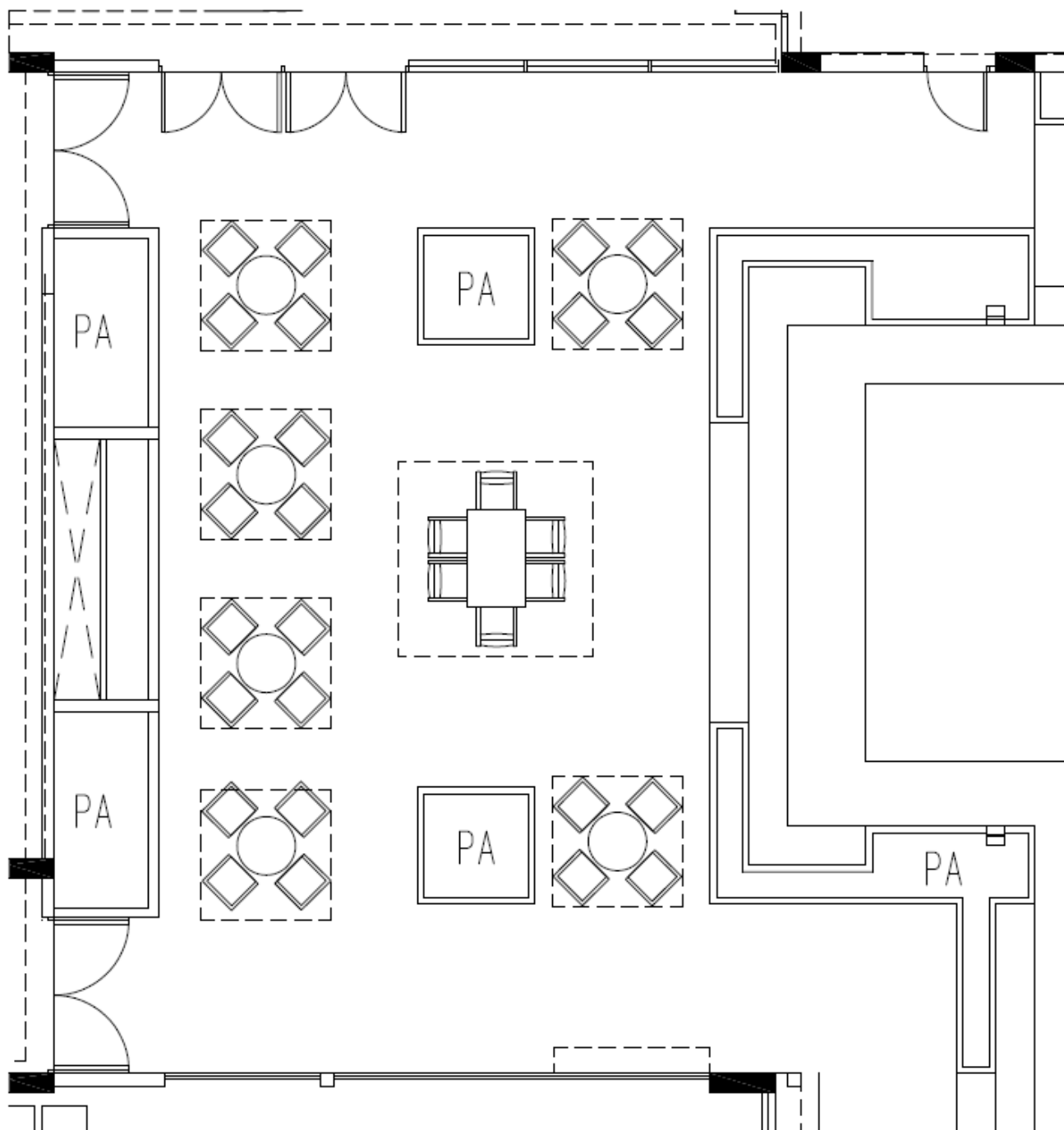
FOUNTAIN



# COURTYARD FLOOR PLAN

## WATER LILY COURTYARD

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



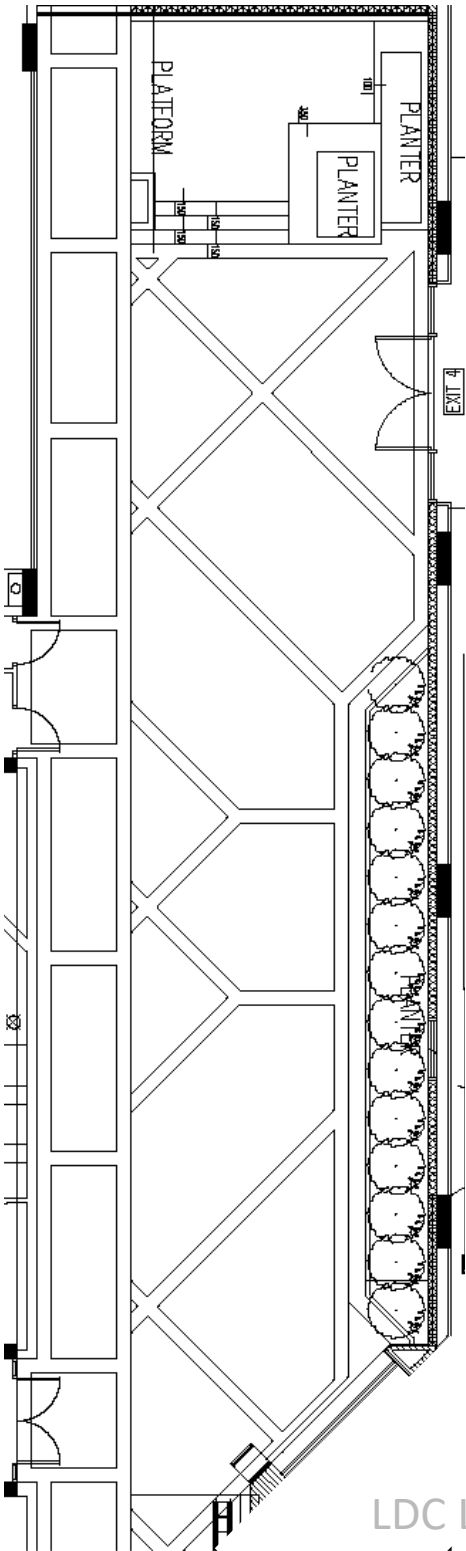


# COURTYARD FLOOR PLAN

## LDC COURTYARD

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.

MAIN BUILDING



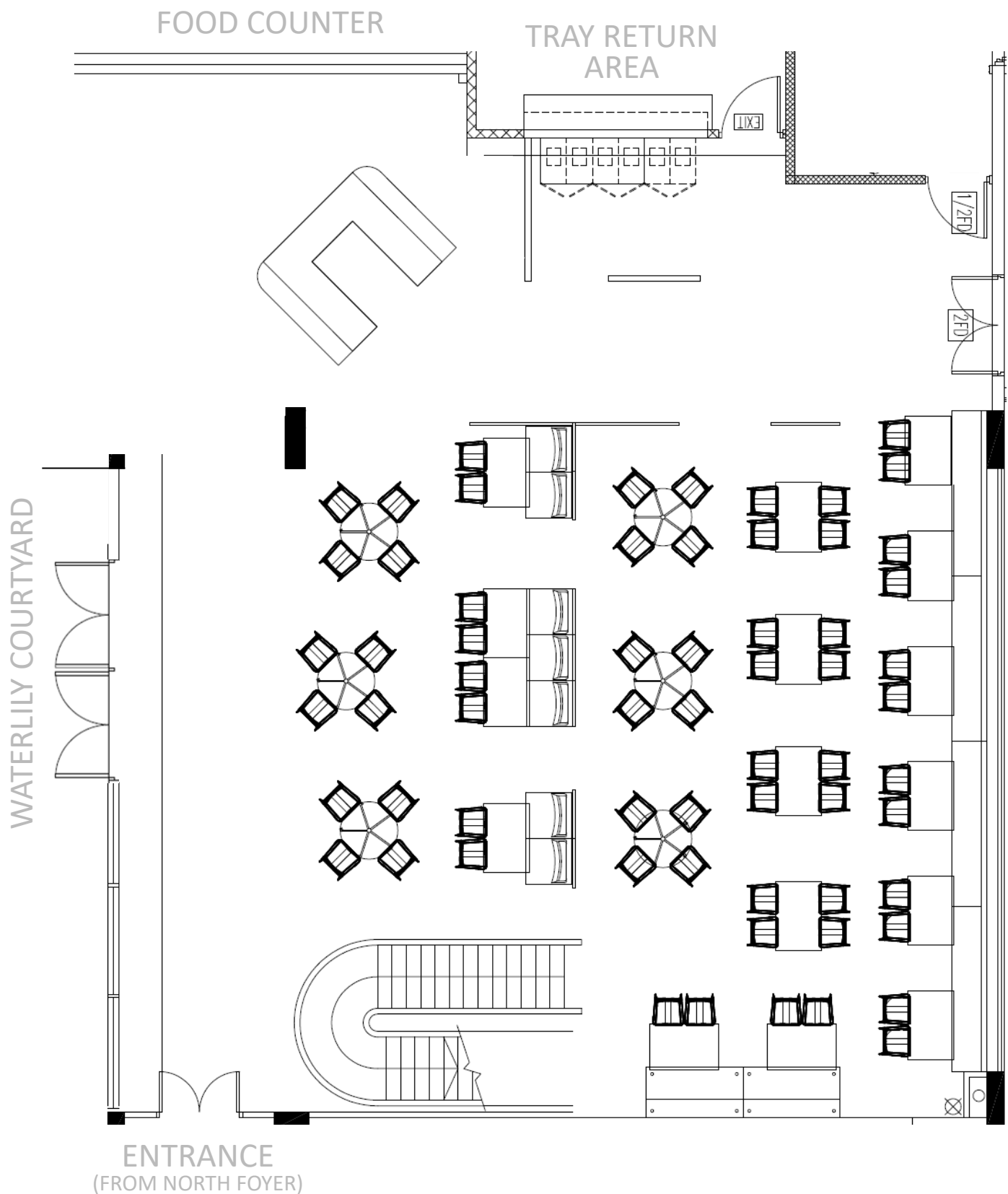
LDC LIFT LOBBY



# F&B FLOOR PLAN

## RESTAURANT LEVEL 1 (IN THE HUB)

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.

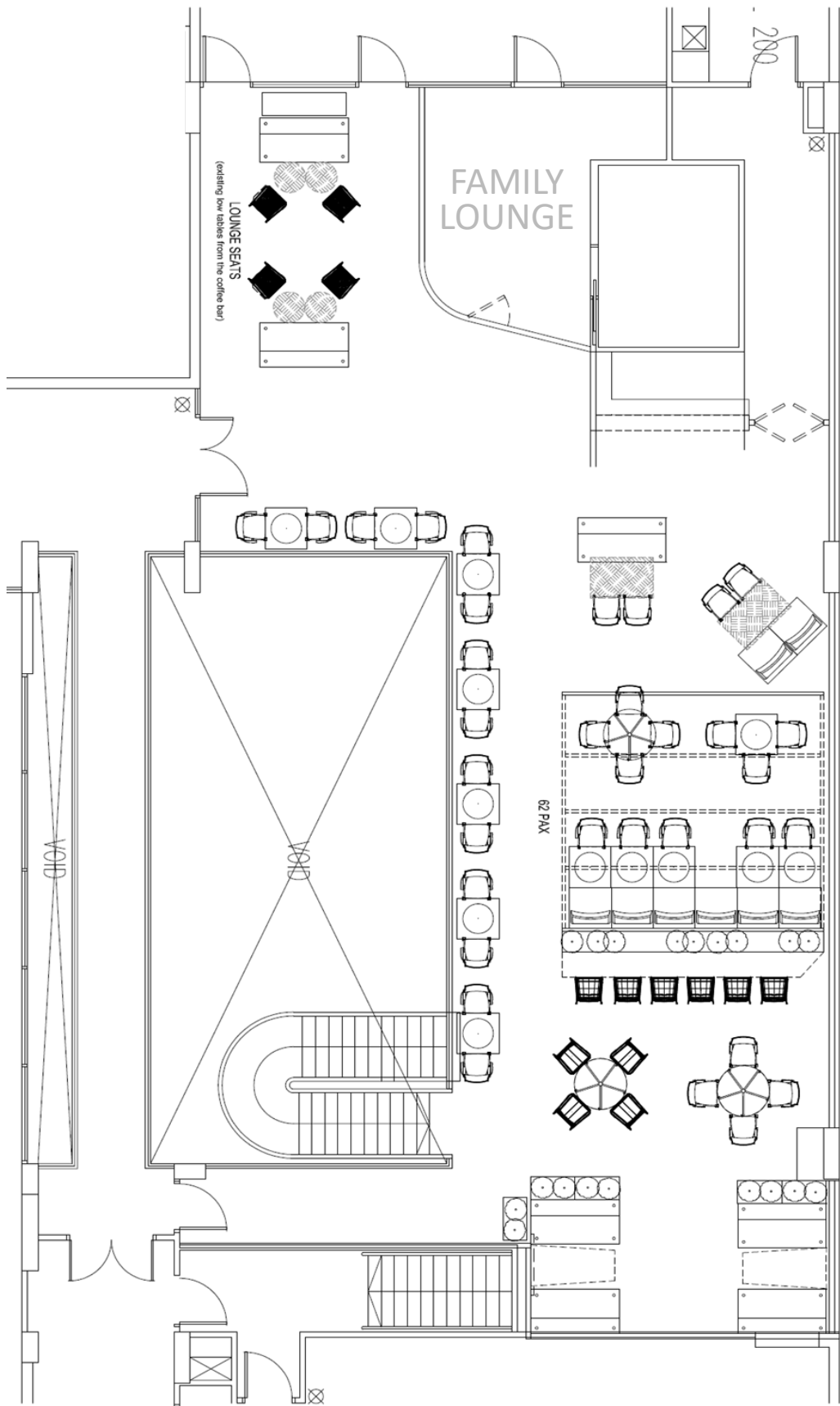




# F&B FLOOR PLAN

## RESTAURANT LEVEL 2 (MEZZA)

Kindly complete this form, indicate your desired room layout and email it to Operations & Campus Services ([operations.sg@insead.edu](mailto:operations.sg@insead.edu)) for verification. Please note that room setup is accordance to the room capacity and a minimum of **five working days** is required to process your request.



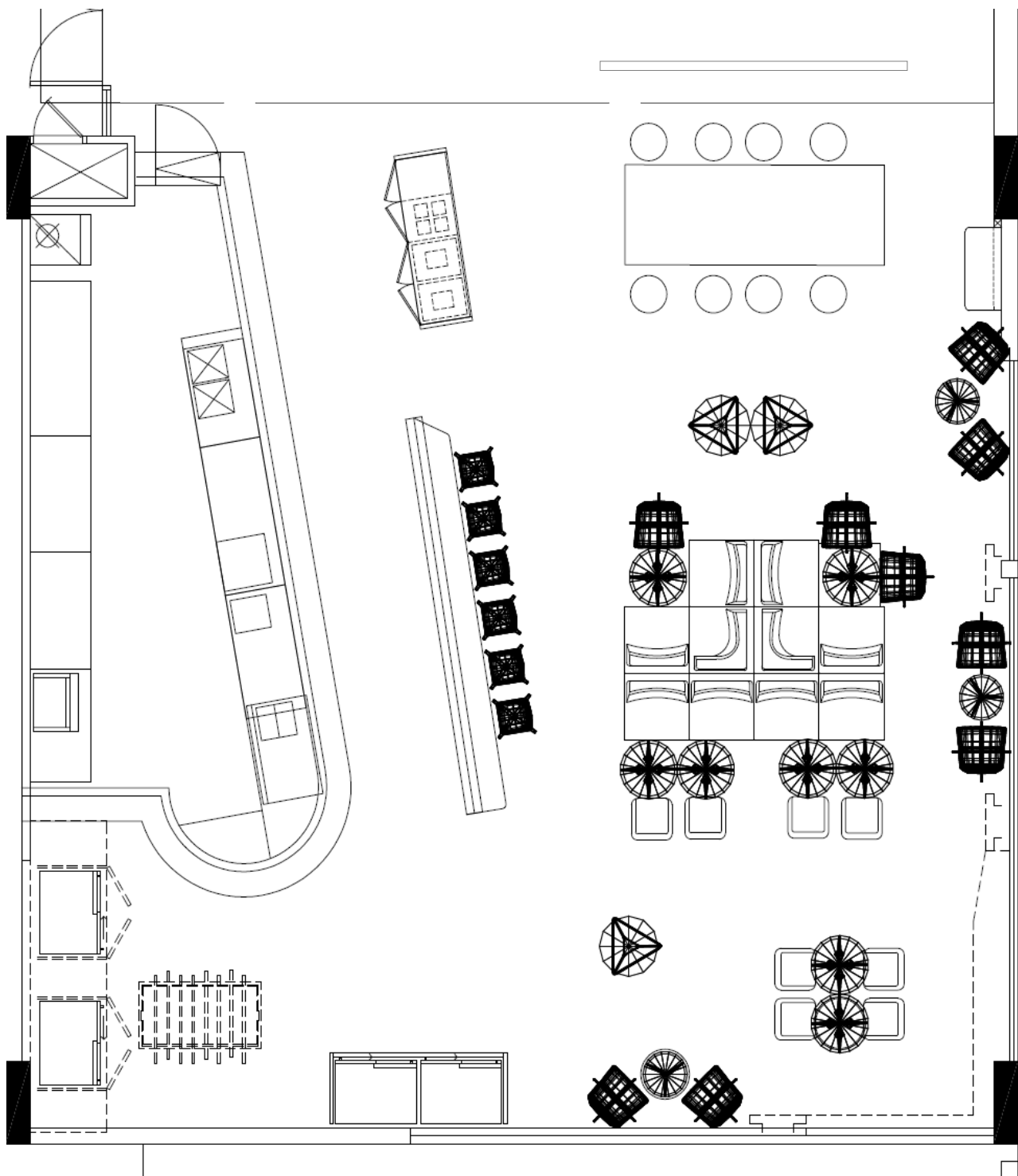


# F&B FLOOR PLAN

## BAR (grind&brew)

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EXIT  
(TO BAMBOO COURTYARD)

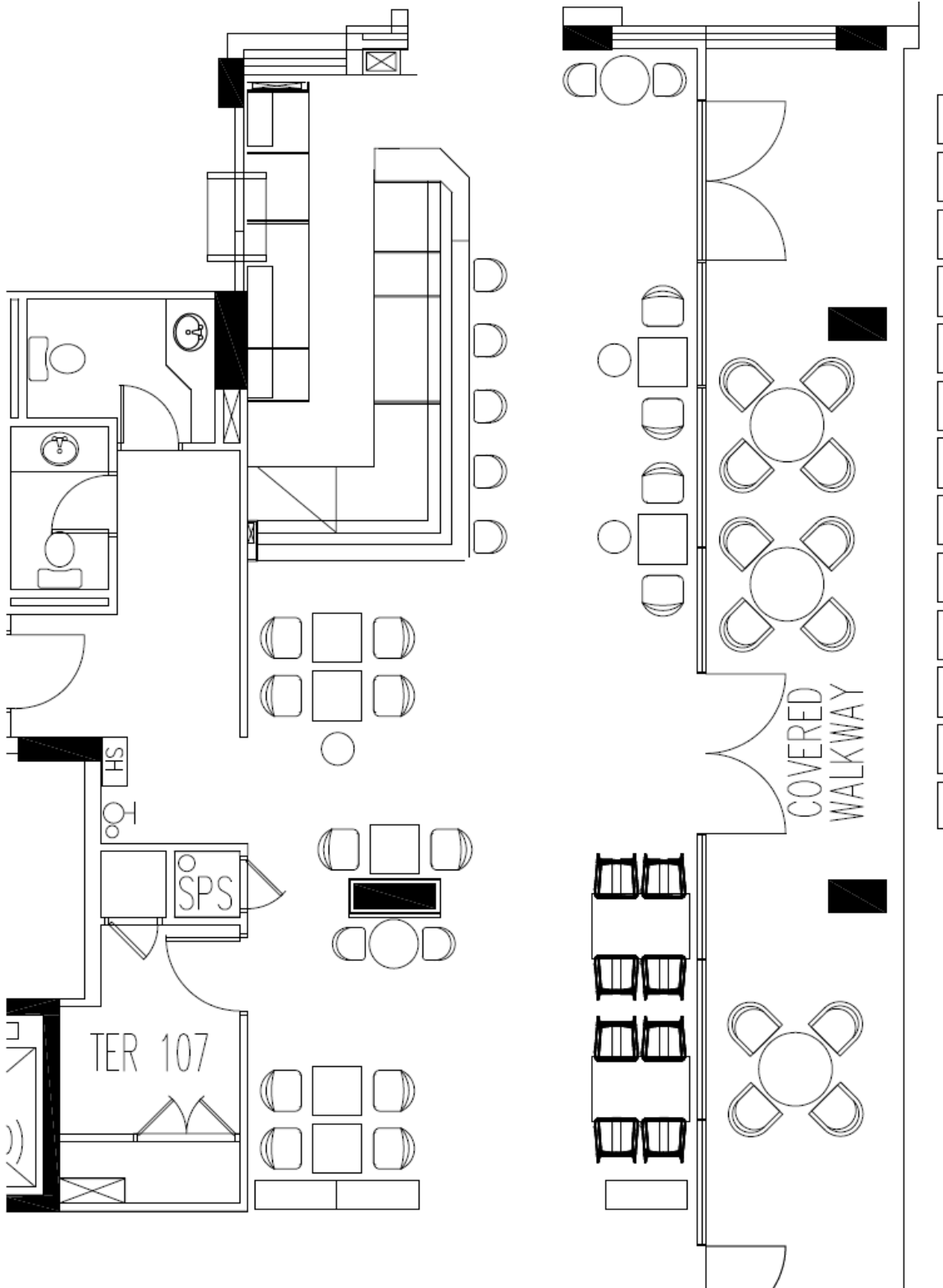




# F&B FLOOR PLAN

## RESIDENCES BAR (THE INSIDERS DEN)

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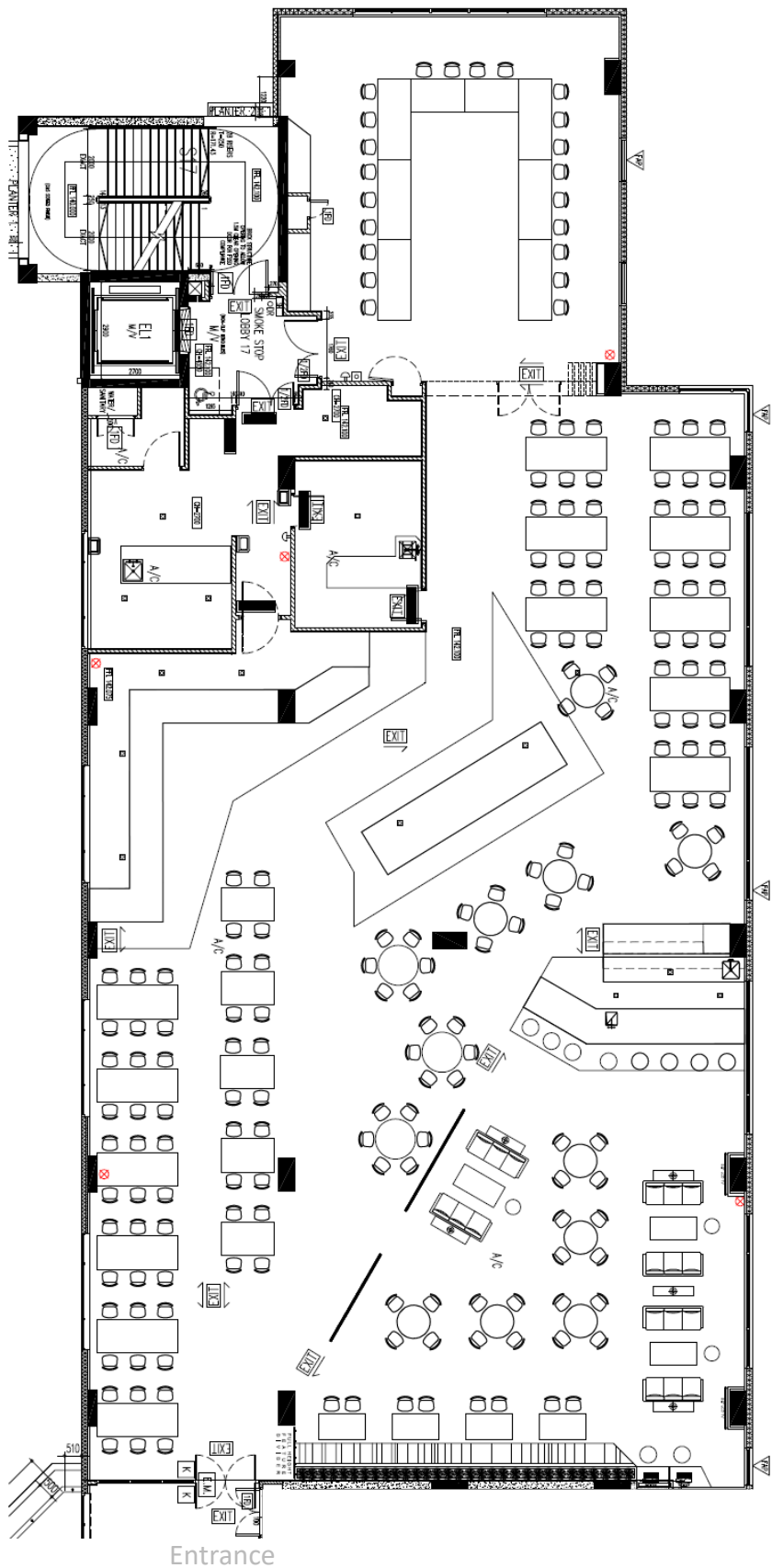




# F&B FLOOR PLAN

## LDC LEVEL 6 (IN THE GROVE)

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## ROOM SEATING PLAN AUDITORIUM LEVEL 2

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