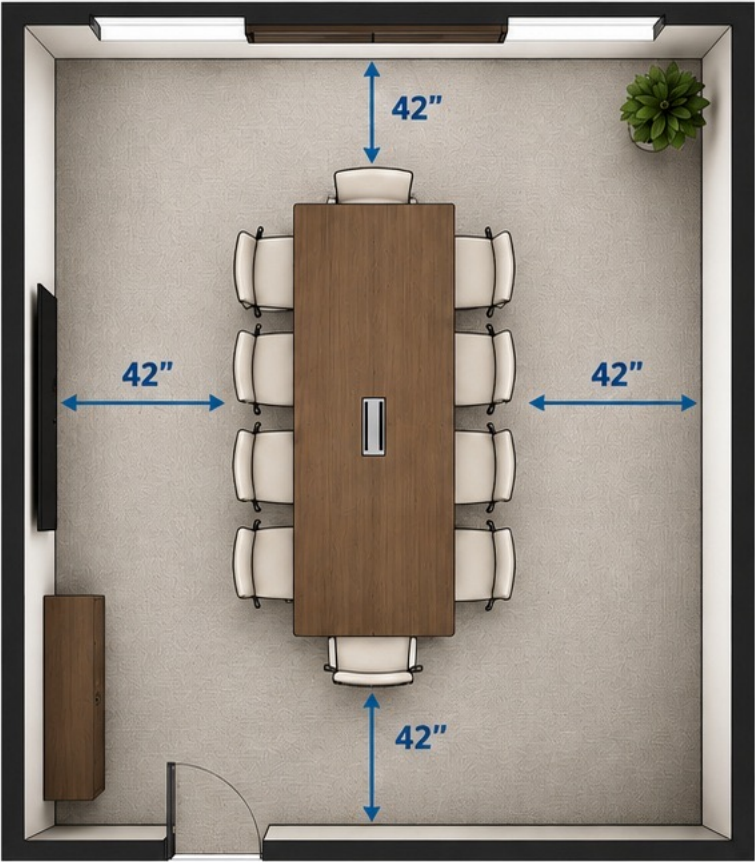


Conference Room Space Planning Guide

Create a comfortable, functional space for productive meetings.



Common Table Sizes & Seating

Table Length	Typical Seating	Minimum Room Size (Width x Length)
6 feet	6 chairs	11' x 13'
8 feet	8 chairs	11' x 15'
10 feet	10 chairs	11' x 17'
12 feet	12 chairs	11' x 19'
14 feet	14 chairs	11' x 21'
16 feet	16 chairs	11' x 23'

Key Guidelines

- 42" Walkway Space**
Provide at least 42 inches (3.5 feet) of clearance around the entire table for comfortable movement, chair pull-out, and accessibility.
- Table Length = Number of Chairs**
As a general rule, the table length in feet should equal the total number of chairs. Example: A 12' table typically seats 12 people (10 on the sides, 1 at each end).
- Chair Spacing**
Allow 24–30 inches of width per chair for comfortable seating.
- Room Size**
Add 7 feet (42" + 42") to the length of the table and use a minimum room width of 11 feet to determine the minimum room size.

Perspective View



Pro Tip

These are minimum dimensions. If space allows, more clearance (48" or more) can create a more open and comfortable environment, especially for larger rooms or high-end meeting spaces.

