SIZE AND SEATING CAPACITY
CONFERENCE ROOM LAYOUT

CONFERENCE TABLE SIZE	SEATING CAPACITY	SUGGESTED ROOM SIZE	MINIMUM ROOM SIZE
72"(6')LX48"W	4–6	15'–4"X13'–4"	14'–0"X12'–0"
84"(7')LX48"W	4–6	16'–4"X13'–4"	15'–0"X12'–0"
96"(8')LX48"W	6–8	17'–4"X13'–4"	16'–0"X12'–0"
120"(10')LX48"W	8–10	19'–4"X13'–4"	18'–0"X12'–0"
144"(12')LX48"W	10–12	21'–4"X13'–4"	20'–0"X12'–0"
168"(14')LX48"W	12–14	23'–4"X13'–4"	22'–0"X12'–0"
192"(16')LX58"W	14–16	25'–4"X14'–2"	24'–0"X12'–10"
240"(20')LX58"W	18–20	29'–4"X14'–2"	28'–0"X12'–10"
288"(24')LX58"W	22–24	33'–4"X14'–2"	32'–0"X12'–10"

SEATING CAPACITY: CHART SUGGESTS A RANGE FROM COMFORTABLE SEATING TO FULL SEATING.
SUGGESTED ROOM SIZE: ALLOWS 56" TO WALK BETWEEN WALL AND CHAIR BACK, 32" TO RISE FROM TABLE, AND 24" TO WALK.
MINIMUM ROOM SIZE: ALLOWS MINIMUM OF 48" TO WALK SIDEWAYS BETWEEN WALL AND CHAIR BACK, 32" TO RISE FROM TABLE, AND 16" TO PASS.

DISCLAIMER: THESE GUIDELINES ARE OFFERED FOR GENERAL REFERENCE PURPOSES ONLY; EACH SPACE PLANNING PROJECT IS DIFFERENT AND SHOULD BE MANAGED WITH THE GUIDANCE OF AN EXPERIENCED PROFESSIONAL.

GUIDELINES

- ALLOW 48" BETWEEN TABLE AND WALL FOR MINIMUM CLEARANCES
- ALLOW 56" BETWEEN TABLE AND WALL FOR MORE COMFORTABLE SPACE
- ALLOW 16" TO WALK SIDEWAYS BETWEEN CHAIR AND WALL
- ALLOW 24" TO WALK BETWEEN CHAIR AND WALL WITHOUT TURNING SIDEWAYS
- ALLOW 30" SIDE TO SIDE PER CHAIR
- ALLOW 32" TO 34" BETWEEN TABLE AND BACK OF CHAIR TO RISE FROM CHAIR
- ALLOW 38" TO 40" BETWEEN TABLE AND BACK OF CHAIR TO RISE FROM CHAIR WHEN CONFINED BY OTHER SITTERS
- ALLOW 56" BETWEEN TABLE AND VISUAL DISPLAY BOARD
- ALLOW 36" BENDING SPACE TO USE UNDER COUNTER CABINETS OR LOWER SHELVES OF BOOKCASE
- ALLOW 72" BETWEEN TABLE AND WALL FOR 24"–DEEP STORAGE TOWERS AND CREDENZAS
- ALLOW 30" BETWEEN TABLE AND BACK OF CHAIR TO USE KEYBOARD
- ALLOW 24" TO 30" FOR STANDING AND PRESENTING MATERIAL ON WALL
- TV OR MONITOR VIEWING RECOMMENDED AT 30 TO 45 DEGREES FROM CENTER OF THE SCREEN.