

## Conference Room Seating

- 1 One chair per 24in of table length is the standard commercial seating calculation. An 8ft (96in) table seats 4 per side = 8 chairs. A 10ft (120in) table seats 5 per side = 10 chairs. Add 1-2 chairs at each end for boardroom-style seating.
- 2 Chair arm height must clear the table apron to allow close-in seating. Conference chairs with fixed arms that are too tall prevent users from rolling close to the table. Measure the table apron height and confirm arm height clears it by at least 1in.
- 3 Test the chair at the actual table before placing a bulk order. Seat height, arm clearance, and visual scale all look different at the actual table versus a showroom display. Request a sample chair and test at your specific table before committing to a full set.
- 4 Upholstery fabric should be rated at minimum 250,000 double rubs for conference use. Conference chairs are sat in by multiple people per day. Fabric rated below 250,000 double rubs will show wear within 2-3 years of commercial use. Specify the double-rub rating before ordering.
- 5 Synchronize chair and table orders -- lead times differ and affect room completion. Conference tables can have 4-8 week lead times; chairs may ship faster or slower. Order both simultaneously and request coordinated delivery to avoid a room with one piece missing.
- 6 Casters work well in flexible conference rooms; glides are correct for formal boardrooms. Rolling casters allow easy repositioning for different meeting formats. Hard-floor glides in a formal boardroom prevent chair movement during presentations, maintaining the structured seating arrangement.
- 7 Mesh back conference chairs are better for meetings over 90 minutes. Mesh allows air circulation that significantly reduces lower-back heat buildup during long meetings. For rooms used primarily for quick stand-ups or short meetings, vinyl or fabric mid-back chairs are fine.
- 8 Stackable chairs are the only practical option for multi-use conference and training rooms. Rooms that convert between conference and classroom or training configurations need chairs that store compactly. A purpose-built stackable chair with a dolly is far more practical than folding or stacking traditional chairs.
- 9 Order matching chairs for guest seating and conference seating when possible. Many commercial seating manufacturers offer matching guest chair and conference chair models in the same series. Specifying from the same series ensures visual continuity across the building.
- 10 The visual scale of the chair must be proportional to the table. Low-back chairs at a formal 12-person boardroom table look visually small and informal. High-back chairs at a small 6-person table feel oversized. Match back height to table size and room formality.