

Conference Room Seating

These are the 5 most commonly asked questions about conference room seating for commercial office environments, with straightforward answers to help you make a confident, well-informed purchase decision.

Top 5 Questions — Conference Room Seating

1

How many chairs do I need for my conference table?

Calculate seats based on table length divided by 30–36 inches per chair along each side. A 30-inch allocation is appropriate for internal meetings with laptops; 36 inches is the standard for boardroom comfort. At standard spacing: a 6-foot table seats 4–6, an 8-foot table seats 6–8, a 10-foot table seats 8–10, and a 12-foot table seats 10–12. Always add 2 additional chairs per table for overflow — meetings consistently exceed planned headcount. Overflow chairs should match or closely coordinate with the primary set and be stored on a nearby dolly or in a closet rather than scattered across the office.

2

What is the difference between conference chairs and task chairs?

Conference chairs are designed for 1–4 hours of intermittent use in meetings, while task chairs are designed for 6–8 hours of continuous daily use at a workstation. Conference chairs prioritize visual consistency across a coordinated set, with moderate adjustability (seat height, tilt); task chairs prioritize individual ergonomic fit with a full range of adjustments. The most common mistake is placing task chairs in a conference room — they roll away from the table during meetings, look mismatched when different users have adjusted them differently, and are more expensive than purpose-built conference chairs. Use conference chairs in conference rooms and task chairs at workstations.

3**Will my conference chair arms fit under the table?**

Arm height clearance is the most commonly overlooked conference seating specification. Conference chair arm height must clear the table apron (the structural rail running under the table edge, typically 3–5 inches below the surface) to allow the chair to be pushed flush to the table. Standard conference chair arm height is 26–27 inches, while table aprons sit approximately 25–26 inches from the floor. Always verify the specific arm height measurement against the specific table apron height before ordering. If the chair arms are even slightly higher than the table apron, the chair cannot be pushed flush to the table — a frustrating and expensive ordering error.

4**What upholstery material is best for conference chairs?**

Contract fabric (rated 250,000+ double rubs on the Wyzenbeek scale) is the most practical choice for high-use conference rooms — it offers a wide color and texture range, is durable, and can be vacuumed and spot-cleaned. Vinyl or PU leather is the best practical choice for boardrooms where the premium look of leather is desired, as it is visually indistinguishable from genuine leather at conversation distance, significantly more durable, wipe-cleanable with disinfectant, and requires no annual conditioning. Genuine leather is appropriate only for executive boardrooms with a maintenance plan. Polypropylene shell chairs offer very high durability and are appropriate for modern, lower-formality settings.

5**Should I use casters or glides on conference chairs?**

The choice is determined by floor surface, not preference. On commercial carpet, use standard hard casters — they roll smoothly and carpet prevents scratching. On hardwood, tile, or LVT (luxury vinyl tile), use glides (stationary feet) or soft polyurethane casters — hard casters on hard floors scratch the surface and roll uncontrollably, preventing chairs from staying in position during meetings. On polished concrete, specify soft polyurethane casters — hard casters damage concrete and glides are nearly immovable. If the conference room has mixed flooring (carpet in the center, hard floor at the perimeter), soft polyurethane casters are the safest choice for both surfaces.

Have more questions? Our office furniture specialists are ready to help.

www.OfficeFurniture2go.com