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# Conference Room Layout for 12 People

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## Space Planning Guide

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A 12-person conference room — often called a boardroom — requires a table in the 10-to-12-foot range, deliberate planning of sight lines and AV positioning, and enough room-width clearance for people to exit each side of the table without squeezing. This guide provides the exact room dimensions, table sizes, chair clearances, and layout configurations needed to build a functional, professional 12-person conference room.

### Room Dimensions & Available Floor Space

A 12-person conference room requires a minimum room footprint of approximately 16'x22' (352 sq ft) for standard clearances, or 14'x22' (308 sq ft) at minimum acceptable clearances. The ideal boardroom is 16'x24' to 18'x26'.

Standard deductions for a 12-person boardroom:

- Door swing zone (42" arc for a 42" boardroom door): ~12 sq ft
- AV wall/presentation end depth (18"–24"): ~6–10 sq ft
- Window and HVAC clearances: ~6–8 sq ft
- Estimated net usable (16'x22' room): ~314 sq ft

Room Footprint	Usable After Deductions	Suitability
14'x20' (280 sq ft)	~248 sq ft	Minimum — tight, requires narrow table
14'x22' (308 sq ft)	~272 sq ft	Minimum standard — 12-person with 36" side clearance
16'x22' (352 sq ft)	~314 sq ft	Standard boardroom — comfortable clearances
16'x26' (416 sq ft)	~374 sq ft	Preferred — AV credenza + side buffer zone

### Recommended Furniture Layout

A 12-person boardroom is most commonly furnished with a 42"x120" to 48"x144" rectangular or boat-shaped conference table. The standard layout:

- 42"×144" (12-foot) rectangular or boat-shaped table centered in the room — provides 4 seats per 96" long side (24" per seat = 96" for 4) plus 2 end seats = 10, or at 120" per side it's 5 per side = 12 total including ends. A 144"-long table is recommended for 12 comfortable seats at 24" per person: 5 per side × 24" = 120" + 12" per end seat = 24" × 2 ends total.
- Twelve 24"×22" conference chairs — 5 per long side and 1 per end — each chair at 24" width with 12"–18" of elbow clearance to the next
- 72"×20"×29" AV credenza against the presentation (short) wall — holds AV components, provides cable management, and serves as a presentation staging surface
- 70"–75" flat panel display wall-mounted centered on the presentation wall, bottom edge at 44"–48" from floor
- Power/data integration: recessed table grommets at each seating position, or a central table power module

Chair spacing guide: At 42" table width with 5 chairs per long side, center-to-center spacing =  $144" \div 5 = 28.8"$  — providing approximately 5" of elbow space between 24"-wide chairs. This is standard boardroom density. For executive comfort, use 4 chairs per long side on a 144" table (36" per person).

## Clearance Requirements

- Side aisle clearance (36" ADA minimum; 48" recommended for 12-person rooms): In a 16' (192") wide room with a 42"-wide table, each side has  $(192" - 42") / 2 = 75"$  of clearance. With a chair pulling back 22"+ to stand, the standing-access aisle is  $75" - 22" = 53"$  — significantly above the 36" ADA minimum and the 48" recommended width for boardrooms.
- Chair pullback depth (36"–42" for boardroom chairs): Executive conference chairs typically measure 24"–26" in depth. Pulling back to stand requires 12"–16" additional = 36"–42" total from table edge. Plan 42" of clear floor between each table edge and the nearest wall or obstruction.
- ADA 60" wheelchair turning radius: In a 16'×22' room, the turning circle must fit alongside the table. With 75" of clearance on each side of a 42"-wide table (in a 16' room), the 60" turning diameter fits on both sides simultaneously — full ADA compliance.
- End-of-table clearance (42"–48"): With a 12-foot (144") table in a 22' (264") long room, each end has  $(264" - 144") / 2 = 60"$  — meeting the 42" end clearance minimum with 18" to spare, allowing an AV credenza at one end within the 60" zone.
- Emergency egress path (44" min per fire code for conference rooms over 49 occupants; 36" min for under 49): A 12-person room falls under the 49-occupant threshold. Maintain at least 36" from any pulled-back chair position to the nearest exit path.
- Presenter/facilitator zone at AV wall: Allow 48"–60" between the AV credenza face and the table end for a presenter to stand, gesture, and operate the display. In a 22' room with a 144" table and 60" end clearance, this space is available without modification.

## Option A: Modular/Segmented Table

Instead of a single-piece 12-foot table, a set of four 30"×60" modular conference tables (or three 30"×72" tables) joined end-to-end creates a 120"–144" combined surface. Modular tables can be repositioned into a U-shape or classroom configuration when the space needs to serve multiple functions. Each 30"×60" table weighs 40–60 lbs and can be moved by two people. Total footprint and clearance requirements are

identical to a single-piece table of the same dimensions.

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## Option B: Oval or Racetrack Table

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A 48"×144" racetrack (oval/rounded-end) table seats 12 with the same footprint as a rectangular table of identical length. The rounded ends eliminate the defined "head of table" position, support egalitarian boardroom cultures, and make it easier to see all participants from corner positions. The rounded ends also slightly reduce the clearance required at each end of the table — a 48"-wide rounded end requires only 32"–36" of clearance versus 36"–42" for a sharp rectangular end.

## Option C: Herringbone or V-Shape Configuration

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For boardrooms used primarily for presentations or video conferences, arrange three sets of four-person tables in a herringbone (angled) pattern facing the AV wall. Each angled table run is positioned at 30°–45° to the front wall, creating a "V" when viewed from above. This configuration improves sight lines to the presentation display compared to long rectangular seating, and makes the presenter visible to all 12 attendees without head turning. Minimum room requirement: 18'×20' for a herringbone configuration serving 12.