



Conference Room Layout for 8 People

Space Planning Guide

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An 8-person conference room is the most common meeting room configuration in commercial offices — typically scheduled for team meetings, client presentations, and working sessions. Planning it correctly means selecting a table that seats 8 comfortably, maintaining the required clearances behind each chair, accommodating AV equipment, and meeting ADA standards. This guide provides the exact measurements, table sizing, and layout configurations for a functional 8-person conference room.

Room Dimensions & Available Floor Space

An 8-person conference room typically requires a minimum room size of 14'x18' (252 sq ft) for comfortable seating with adequate clearances. Some layouts can work in a 12'x16' (192 sq ft) room, but with tighter clearances behind chairs. Ideal room size is 14'x20' (280 sq ft) or larger.

Standard deductions for conference rooms:

- Door swing (36"–42" arc): 9–12 sq ft; conference room doors are often 42" wide — larger than private office doors
- AV wall/presentation end: AV wall equipment (TV mount, whiteboard, screen) requires 18"–24" of effective depth clearance; this removes 6–10 sq ft from usable floor area
- HVAC and window clearances: 3–6 sq ft combined
- Net usable floor space (14'x18' room): approximately 220 sq ft

Room Footprint	Usable Area	Comfort Level
12'x16' (192 sq ft)	~165 sq ft after deductions	Minimum — tight chair clearance
14'x18' (252 sq ft)	~220 sq ft after deductions	Standard — comfortable 8-person layout
14'x20' (280 sq ft)	~248 sq ft after deductions	Preferred — AV wall + credenza possible
16'x20' (320 sq ft)	~285 sq ft after deductions	Spacious — media cabinet + lounge zone

Recommended Furniture Layout

For 8 people, a rectangular conference table in the range of 36"×96" to 42"×120" is standard. The recommended configuration for a 14'×18' room:

- 42"×96" rectangular conference table (3.5 ft × 8 ft) centered in the room — allows 3 seats on each long side (18" per person × 3 = 54" minimum, 96" provides 16" of space per person) plus 1 seat at each end
- Eight 24"×22" conference chairs with casters — 3 on each 96" side and 1 at each end
- 60"–72" AV credenza or media console against the short presentation wall: 18"–20" deep, 29" high — holds AV equipment and provides a service surface
- 55"–65" wall-mounted display centered on the presentation wall, 42"–48" from floor to bottom of screen
- 36"×24" whiteboard or combination whiteboard/tackboard on the side wall

Per-person space allocation: Each seated conference attendee requires: chair width (24") + 6" arm clearance on each side = 36" per person at table. With a 96" table serving 3 per side, each person gets 32" — slightly tight but standard for meeting rooms. For more comfort, a 120" (10-foot) table gives each side seat 40".

Furniture Piece	Dimensions	Placement
Rectangular conference table	42"×96" (8 ft) or 42"×120" (10 ft)	Centered in room, long axis along room length
Conference chairs × 8	24"×22" each	3 per long side + 1 per end
AV credenza/media console	60"–72"×18"–20"×29"	Presentation (short) wall
Wall-mounted display	55"–65" diagonal	Above credenza, 42"–48" from floor
Whiteboard	36"×24"	Side wall, visible from all seats

Clearance Requirements

Conference room clearances are more demanding than private office clearances because multiple people are seated simultaneously and must be able to exit efficiently in an emergency.

- Chair pullback clearance (36" minimum behind each seated position): A conference chair at the table occupies approximately 22" of depth when seated. Pushing back to stand requires an additional 14"–16" of clearance = 36"–38" total from table edge to any wall or obstruction behind each seat.
- ADA 60" wheelchair turning radius: At least one full 60" turning circle must be available in the conference room, accessible from the main path. In a 14'×18' room with a 42"×96" table centered, the clearance on each long side is: $(168" - 42") / 2 = 63"$ — which satisfies the 60" turning radius on both sides of the table simultaneously.
- ADA accessible seating position: At least one seat at the conference table must provide 30"×48" of floor space adjacent to it for a wheelchair user to transfer or pull up to the table.
- End-of-table clearance: Each end of the table needs 36"–42" of clearance from the table end to the wall — 36" for chair pullback when seated at the end position. In a 18' (216") long room with a 96" (8') table, each end has $(216" - 96") / 2 = 60"$ to the wall — well above the 36" minimum.
- Side clearance / circulation aisle (36"–48"): The aisle between chair backs on each side of the table and the nearest wall should be 36" minimum (ADA pathway) and 48" preferred (for safe emergency

gress). In a 14' (168") room with a 42"-wide table, each side has 63" of clearance — even with a 22"-deep chair pulling back 36", there is $63" - 22" - 36" = 5"$ of margin beyond the 36" ADA path. In tight 12'-wide rooms, this analysis becomes critical.

- Walking aisle to door: The path from any conference chair to the room's exit door must be at least 36" clear at all times, even when all chairs are occupied and pulled back. Map this path in your layout before finalizing furniture placement.

Option A: Boat-Shaped or Racetrack Table

A 42"×96" boat-shaped conference table (wider in the center, narrower at the ends) or a racetrack table (rectangular with rounded ends) seats 8 identically to a rectangular table but feels more open because the curved edges allow chairs to be positioned at slight angles. Boat tables are 42"–48" wide at center and 30"–36" at the ends — the narrower ends reduce the clearance requirement at table-end positions. Standard racetrack 42"×96" occupies the same floor footprint as a rectangular table; the rounded ends simply eliminate the corner positions, which can feel cramped.

Option B: Round or Square Table for 8

A 72" round table seats 8 people (22"–24" per person around a 226" circumference = 28" per person — slightly generous). In a room with 14' (168") in the shorter direction, a 72" table leaves $(168" - 72") / 2 = 48"$ on each side — meeting the 36" ADA minimum comfortably. A 72" round table occupies 28.3 sq ft vs. 28.0 sq ft for a 42"×96" rectangular table, so floor usage is nearly identical. The round configuration improves sight lines and collaborative dynamics but eliminates a defined "head of table" — a deliberate design choice for egalitarian meeting cultures.

Option C: U-Shape or Horseshoe Configuration

Three 30"×60" folding or modular tables arranged in a U-shape seat 8–10 people (4 on each side, 2–3 facing inward at the open end). The U-configuration opens an 84"×60" interior space for a presenter or facilitator. Total table footprint: approximately 36 sq ft. This layout works in 14'×20' or larger rooms and is especially effective for training-style meetings where a presenter needs to move to a whiteboard and interact with seated participants. The U interior needs a minimum 60"×60" clear floor area for the presenter to maneuver.