

# Conference Room Seating

## 1

### Buy Extra Chairs at Purchase Time

Conference chair product lines change. Buy 2–3 extras when you order the set so you have exact replacements on hand when a chair gets damaged or worn. Matching later is much harder.

## 2

### Match Casters to Floor Surface

Hard plastic casters on hardwood floors scratch the finish and roll too freely. Confirm your caster type matches your floor before the chairs arrive. It's easy to swap at order time — harder to fix after delivery.

## 3

### Allow 30" Behind Each Chair for Egress

Conference chairs need 30" of clear space from the table edge to the back wall to allow comfortable in and out movement during meetings. Plan this clearance before buying chairs or table.

## 4

### Consistent Chair Height Matters More Than You Think

In a long conference table, mismatched chair heights create an odd visual effect and make it awkward for some participants to sit at the correct height. Buy all chairs from the same product run to ensure height consistency.

## 5

### Mid-Back Is More Practical Than High-Back in Most Rooms

High-back conference chairs look imposing but can make rooms feel smaller and obstruct sightlines. Mid-back chairs hit the right balance of comfort and visual openness for most conference rooms.

## 6

### Order COM Fabric for Large Boardroom Installations

For a formal boardroom where perfect fabric coordination matters, use COM (Customer's Own Material) so the chairs exactly match other upholstered elements in the room. Lead time increases, but the visual result is significantly more polished.

## 7

### Mesh for Training Rooms, Fabric for Boardrooms

Training and education settings have people sitting for 3+ hours at a stretch — mesh ventilation matters here. Boardrooms and standard conference rooms see 60–90 minute meetings where upholstered fabric performs fine.

## 8

### Test Arm Height Against Your Table

If conference chair arms are too high, they bump the underside of the table, preventing the chair from rolling fully in. Measure the clearance between the arm height and the table underside before finalizing the selection.

## 9

### Label Chair Configuration in Your Seating Plan

For large conference rooms with flexible configurations, label the floor plan with chair positions and quantities. This helps staff reset the room correctly after events.

## 10

### Upholstered Chairs Are Quieter in Meetings

Hard-shell or polypropylene chairs make noise when people shift and slide them — distracting in quiet boardroom settings. Upholstered chairs absorb sound and movement better.