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Conference Room Layout for 20 People

Space Plan

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A 20-person conference room is a serious investment in space, furniture, and AV infrastructure. At this scale, small mistakes — wrong table proportion, inadequate clearances, undersized display — create daily friction for everyone who uses the room. This guide gives you the specific numbers to get it right the first time.

What You're Working With

A 20-person conference room requires a minimum room size of **18'×30' (540 sq ft)** for a single large table with code-compliant clearances. More comfortable rooms run 20'×32' (640 sq ft) or larger.

• **Table length for 20:** With 9 per long side + 1 per end = 20 seats; at 26" per person, that's 9×26" = 234" per side, so a **20'-long (240") table** is the standard

• **Table width:** 48"–54" for a 20-person table — allows across-table document sharing and video call visibility

• **Side clearance needed:** 36" ADA minimum + 30"–32" for chairs when pushed back = 66"–68" from table long-side edge to wall. In an 18' room, only 51" is available per side — too tight at 18' wide. A 20'-wide room gives 66" per side — the minimum needed.

Room Size	Table Size	Side Clearance	End Clearance
18'×30' (216"×360")	216"×48"	84" each side	72" each end
20'×32' (240"×384")	240"×48"	96" each side	72" each end
20'×36' (240"×432")	240"×54"	93" each side	96" each end — room for AV wall + credenza

The Best Layout

Best configuration for a 20-person boardroom in an 18'×30' room: a **216"×48" (18') modular conference table** assembled from multiple sections, centered in the room with an AV wall on the short end.

Top Pick: 216"×48" Modular Table + 20 Executive Chairs + Dual AV Displays

• **216"×48" modular table** (typically 4–6 sections) centered in an 18'×30' room — side clearance: (216" − 48") / 2 = 84"; end clearance: (360" − 216") / 2 = 72"

• **Seating: 9 chairs per long side + 1 per end** = 20 total; 24" per person along the side = 216" ÷ 9 = 24" per seat — comfortable for formal meetings

• **Executive conference chairs, 25"×24"**, casters, upholstered — high-back style communicates boardroom status appropriate for a 20-person room

• **Dual 75" flat panels** side-by-side on the short AV end wall — a 20-person table means the far seat is 216" + 72" = 288" (24') from the display; dual 75" panels together span ~150", ensuring visibility from all seats

• **Two 72"×20" credenzas** on the opposite end wall — provides beverage service and document storage; 72" × 2 = 144" total, fitting cleanly on an 18' (216") end wall with 36" between them

• **In-table power/data:** specify power grommets at 48" intervals — approximately 8–10 grommets for this table length

Don't Forget These Clearances

• **ADA accessible pathway — 36" minimum:** With 84" side clearance, the path between the table edge and the wall is 84" — nearly 2.5× the ADA requirement. People in wheelchairs can navigate the full perimeter without difficulty.

• **Chair rollback — 30"–32":** At 84" side clearance, there is ample room: 24" occupied chair depth + 32" rollback = 56" from table edge; 84" − 56" = 28" remaining between rollback zone and wall — comfortable buffer.

• **ADA 60" turning circle:** The 72" end clearance zones at each end of the table provide a 72"×216" open area — multiple 60" turning circles fit. Full ADA wheelchair turning clearance on both ends.

• **Dual AV display viewing distance:** For dual 75" displays, optimal viewing distance is 10'–18'. The near-end seat is ~72" from the display wall; the far-end seat is 288" away. Dual 75" panels handle this range adequately. Consider a third ceiling-mounted 75" display at table center for a 20'+ table.

• **Emergency egress:** Large conference rooms with 20+ occupants often require two clearly marked exit paths. Ensure both exits maintain 44" clear pathway width — wider than standard ADA requirements for high-occupancy assembly rooms.

Other Ways to Set It Up

Option 1: Theater Style — Maximum Capacity for Presentations

If the primary use is presentations rather than working meetings, arrange 20+ chairs in theater rows facing an AV wall. Five rows of 4 chairs (20"×18" stacking chairs with writing tablets) require approximately 20' of depth (5 rows × 36" row spacing + 48" front stage zone = 228"). Width: 4 chairs × 20" + 3 × 18" gap = 134" — fits in an 18' wide room with 41" on each side for ADA aisles.

Option 2: Hollow Square — Discussion Format

Four rectangular tables (60"×30") arranged in a hollow square seats 20 (5 per outer side) with a center open zone for AV equipment, a presenter, or just visual breathing room. The hollow square format encourages equal participation and easy eye contact across the table. Total footprint: approximately 180"×120" outer dimensions — fits in a 16'×12' space with standard ADA clearances.

Option 3: Herringbone — Best Sightlines for AV-Heavy Meetings

Angled tables in a herringbone (chevron) pattern facing an AV wall give everyone a natural forward orientation. Pairs of 30"×72" tables angled at 30–45° toward the display wall seat 3–4 per pair. Ten pairs = 20 seats in approximately 20'×18' space. This configuration is common in command centers, war rooms, and executive

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briefing centers where screen visibility is paramount.

Your Shopping List

- **216"×48" modular conference table** (6 sections, 36"×48" each), laminate or veneer, power grommets — *$2,800–$9,500*
- **Executive conference chairs ×20**, upholstered, casters, high-back — *$150–$550 each*
- **Dual 75" commercial flat panels** — *$900–$3,500 each*
- **AV wall mounts ×2** for 75" displays — *$80–$300 each*
- **72"×20" credenzas ×2**, laminate, 2-door — *$400–$1,100 each*
- **In-table power/data grommets ×10** — *$60–$180 each*

Estimated complete 20-person boardroom: $7,580–$25,000+ depending on chair grade, table finish, and AV investment. Call 888-719-4960 for a project quote.

Mistakes That Cost You

- **Buying a table that seats 20 by the numbers but not in practice:** A 216" table at 24" per person technically seats 9 per side. But if the chairs are wide (26"–27") and there's no gap, seated comfort suffers. Use 26" per person as your real-world minimum for executive chairs.
- **One display for a 20-person room:** A single 75" display is inadequate for anyone seated beyond 12' from the screen. For a 20-person table, plan on dual 75" panels or a primary 90"+ commercial display.
- **No video conferencing planning:** A 20-person room nearly always hosts hybrid meetings. Plan camera placement (typically above or below the AV display, wide-angle), microphone positions (conference mics at table or ceiling array), and speaker placement before the furniture is locked in.
- **Forgetting the assembly team:** A 216" modular conference table requires professional assembly and leveling. Factor in installation cost (typically $300–$800 for large tables) and ensure the installation team has access before the room is fully occupied.
- **Skimping on chair quality for a 20-person room:** In a room this visible, chair quality sends a message. Chairs that show wear after 6 months in a boardroom reflect poorly. Budget for commercial-grade upholstery rated for 250,000+ double rubs.

Quick Checklist

- Room minimum 18'×30'; ideally 20'×32' or larger
- Table: 216"–240" long × 48"–54" wide for 20 people
- Verified 84"+ side clearance (table to wall) in your room
- Confirmed 72"+ end clearance at both table ends
- AV planned: dual 75"+ panels or single 90"+ commercial display

- Video/audio conferencing hardware placement planned

- In-table power at 48" intervals (8–10 grommets)

- Two credenzas on opposite end wall for beverage service

- Emergency egress: two 44" clear exit paths

- Professional table assembly and leveling scheduled

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