



Conference Room Layout for 8 People

Space Plan

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An 8-person conference room sounds simple until you realize how much goes wrong when the table is the wrong size or the chairs are crammed against the wall. You need a table that seats 8 without making people elbow-to-elbow, enough clearance for people to scoot back and stand up freely, and an AV setup that doesn't require everyone to crane their neck. Here's how to nail all three.

What You're Working With

An 8-person conference room typically occupies a room in the **12'x16' to 14'x18' range** (192–252 sq ft). If your room is smaller, you may need to make trade-offs on table width or chair spacing.

- **Minimum recommended room for 8:** 12'x16' (192 sq ft) — tight but workable with a 96"x42" table
- **Comfortable size for 8:** 14'x16' (224 sq ft) — fits a 120"x42" table with generous chair rollback
- **Ideal size for 8 + AV + credenza:** 14'x18' (252 sq ft) — everything fits without compromise

The two non-negotiables in conference room sizing: **36" minimum clearance** between the table edge and any wall (ADA pathway), and **24" per person** of table length as the minimum seating increment.

Room Size	Best Table Size	Notes
12'x16'	96"x42"	Tight but code-compliant with 36" wall clearance
14'x16'	108"x42"	Good clearance; 42" width allows across-table conversation
14'x18'	120"x42"	Comfortable for 8; room for credenza on end wall

The Best Layout

The single most effective 8-person conference setup: a **rectangular 108"x42" conference table** centered in a 14'x16' room, oriented with the long axis running wall-to-wall along the 16' dimension.

Top Pick: 108"x42" Rectangle Table + 8 Upholstered Conference Chairs

- **108"x42" rectangular conference table** centered in room — in a 168"-wide (14') room, clearance on each 42" side: $(168" - 42") / 2 = 63"$ per side; far exceeds the 36" ADA minimum
- **Clearance along the 16' (192") room length:** Table end-to-wall clearance = $(192" - 108") / 2 = 42"$ per end — comfortable for ADA and for people pushing chairs back and walking to the door
- **8 upholstered conference chairs, 23"–24" wide x 22"–24" deep**, with casters — place 3 chairs per long side ($3 \times 24" + 2 \times 6" \text{ gaps} = 84"$ total) and 1 per short end; all 8 fit cleanly on a 108" table
- **AV screen or display:** Mount a 65"–75" flat panel on the short end wall, centered — 42" end clearance provides a comfortable viewing distance from the nearest seat (approximately $42" + 108" = 150"$ from

far-end chair)

- **Optional: 48"×18" credenza** on the AV-opposite short end wall — keeps water/coffee within reach without cluttering the table

Piece	Size	Placement
Conference table	108"×42"	Centered in room, long axis along 16' wall
Upholstered chairs ×8	24"×23" each	3 each long side + 1 each end; casters
AV flat panel (65"–75")	Wall-mount	Short end wall, centered at eye level (seated = 42"–48" from floor to panel center)
Credenza (optional)	48"×18"	Opposite short end wall

Don't Forget These Clearances

- **ADA accessible pathway — 36" minimum around the entire table:** With a 108" table in a 168"-wide room, there's 63" on each long side. On the short ends, there's 42". All sides clear 36" — ADA compliant with no special accommodations.
- **Chair rollback zone — 30" behind each seat:** Occupied chairs extend about 22"–24" from the table edge. Add 30" rollback = 52"–54" from table to wall needed. On the long sides, 63" is available — 9"–11" of margin. On the short ends, 42" is tighter: 42" – 24" (chair) = 18" rollback only. For the end seats, choose chairs with a shorter seat depth (20"–21") to preserve rollback room.
- **ADA 60" wheelchair turning circle:** In the entry zone (between the door and the end of the table), the 42" table-to-wall gap combined with the full 168" room width gives an open zone of 168"×42" — a 60" turning circle fits easily.
- **Door swing zone:** The conference room door must clear fully without hitting a pushed-back chair. Ensure 36"–42" between the door swing arc and the nearest table corner.
- **AV sightlines:** Everyone seated at the table should have a clear view of the display wall. Keep the wall clear for 72"+ above the floor — no tall shelving or credenza items blocking the lower display mount zone.

Other Ways to Set It Up

Option 1: Boat-Shaped Table — Better Sightlines for Presentations

A boat-shaped (convex center) conference table in the 96"–108" range gives each person slightly more elbow room at the widest point (typically 48"–54") while keeping the ends narrower (36"). This shape naturally focuses attention toward the display wall and gives a boardroom aesthetic even in a mid-size room. Ensure your 8 chairs still fit with the same 36"+ wall clearance on all sides.

Option 2: Round Table — Collaborative and Egalitarian

A 60"–66" round conference table seats 6–8 comfortably and works well in a 12'x12' to 14'x14' square room. A 66" diameter table in a 168"-wide room leaves $(168" - 66") / 2 = 51"$ of clearance on each side — solid ADA clearance all the way around. The round format encourages eye contact and equal participation. Downside: no head of table, which matters for some organizational cultures.

Option 3: Modular Flip-Top Tables — Flexible Multi-Use Room

If your conference room doubles as a training room, modular 30"x60" flip-top tables with nesting chairs let you reconfigure in minutes. Four 30"x60" tables joined end-to-end create a 120"-long conference surface. Pushed to the walls, they clear the center for standing events or presentations. Stacking chairs stored on a cart require about 30"x24" of floor space when stacked 8–10 high.

Your Shopping List

- **108" x 42" rectangular conference table**, laminate top, power/data grommets — \$600–\$2,200
- **Upholstered conference chairs x8 (24" x 23")**, mesh or fabric back, casters — \$120–\$450 each
- **Optional: 48" x 18" credenza**, laminate, 2-door storage — \$280–\$700
- **Optional: AV wall-mount bracket** for 65"–75" display — \$40–\$180
- **Optional: in-table power/data module**, 2 AC + 2 USB per position — \$60–\$180 per module

Estimated complete 8-person conference room: \$1,560–\$5,800 depending on chair quality and table grade. FindOfficeFurniture.com carries matched table-and-chair sets — call [888-719-4960](tel:888-719-4960) for recommendations.

Mistakes That Cost You

- **Ordering a table based on seating count alone:** "Seats 8" on a product listing often assumes 20"–21" per person — the bare minimum. For comfortable meetings, budget 24" per person. An 8-person table should be at least 96" long; 108" is better.
- **Forgetting chair caster type:** Hard-floor casters on carpet destroy flooring; soft casters on hard floors roll too freely. Specify caster type to match your floor surface when ordering.
- **Placing the AV display too high:** A display mounted with its center at 66"–72" forces seated viewers to tilt their heads back uncomfortably. For a seated audience, panel center should be at 48"–54" from floor (eye level when seated is approximately 43"–47").
- **No power at the table:** In-table power grommets or a floor box under the table are nearly essential for modern meetings. Retrofitting power after the table is in place is expensive and disruptive. Specify power-enabled tables from the start.
- **Oversized chairs in a small room:** Conference chairs with 27"–28" wide seats fill the table perimeter quickly. In a tighter room (12'x16'), choose 23"–24" wide chairs to maintain comfortable spacing between seats.

Quick Checklist

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- Confirmed room dimensions from finished wall to finished wall
 - Verified 36"+ ADA clearance on all four sides of the table
 - Confirmed 30"+ chair rollback zone on long sides; 18"+ on short ends (use shorter-depth chairs at ends)
 - AV display mount planned at 48"–54" panel center height for seated viewers
 - Door swing zone clear — no pushed-back chairs in the arc path
 - Caster type matches floor surface (hard vs. soft casters)
 - Power/data grommets in table or floor box under table
 - Lighting planned — avoid positioning display wall directly under a window (glare)

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