



## FIVE FAST FACTS

# OSBA Capital Conference and Trade Show housing

The Ohio School Boards Association uses 11 downtown Columbus hotels to house attendees of the OSBA Capital Conference and Trade Show. Attendees include school board members, school district personnel, exhibitors and presenters. OSBA provides convenient shuttle bus service that runs continuously each day of the conference between the convention center and most of the hotels.



Each hotel has a different number of rooms in its room block. Based on the law of supply and demand, you can increase your odds of getting multiple rooms at conference hotels by following the steps below.

### **1. Decide how many people will attend the conference.**

OSBA offers a unique registration fee structure in which the first six people who register pay \$295 per person. **Group registration — more than six people — is a flat fee of \$1,850.** Registration begins in July 11, after the conference brochure is mailed. When you register, *provide a contact person's name and email address to receive housing information.*

### **2. You must register *before* requesting housing.**

Once registered, your contact person will receive a confirmation email containing the link to the conference housing site, along with a unique housing code. To receive the link before housing opens, your registration must be received no later than 3 p.m. on Friday, Aug. 26. Housing reservations can be made beginning at 9 a.m. on Thursday, Sept. 1.

### **3. Attend a live housing webinar before housing opens.**

Encourage your contact person to view a webinar that shows them step-by-step how to use the housing system before the reservation window opens. They have the opportunity to attend multiple live sessions and ask questions, or watch the recorded webinar on our website. Visit <http://conference.ohioschoolboards.org/2016/> for information on the webinars, which take place in August.

# FAST FIVE FACTS ON OSBA CAPITAL CONFERENCE AND TRADE SHOW HOUSING

## RESOURCES

2016 OSBA Capital Conference Web page  
<http://conference.ohioschoolboards.org/2016/registration/housing/>

### Holy housing hysteria

#### Batman! Why do rooms fill up so fast?

Approximately 2,000 room reservations were made during the first day of the 2015 Capital Conference housing site opening up. Reservations range from one to three nights each. Room blocks fill up at a rapid pace because most people are booking multiple rooms at a time.

## 4. When booking rooms, consider block size.

We encourage you to make reservations for those who are staying overnight and not for those that *might* stay overnight. Districts or exhibiting companies may want all attendees in their group to stay in the same hotel; however, this can cause complications with the availability of rooms in hotels with smaller room blocks. If you have multiple reservations you'd like to book at the same hotel, we recommend trying to secure rooms at a hotel with a larger number of rooms in its block. Below are the hotels and their room block sizes:

Courtyard by Marriott	150 room nights
Crowne Plaza	571 room nights
Doubletree Guest Suites	160 room nights
Drury Inn & Suites	238 room nights
Hampton Inn & Suites	220 room nights
Hilton Columbus Downtown	1,040 room nights
Holiday Inn Capitol Square	250 room nights
Hyatt Regency	1,230 room nights
Red Roof Inn	260 room nights
Renaissance Hotel	490 room nights
Sheraton	400 room nights
<b>Total</b>	<b>5,009 room nights</b> (approximately 10,000 attendees)

The Capital Conference brochure lists the hotels' contact information and a map that shows their proximity to the convention center, as well as room and parking rates.

## 5. Know how to modify your reservation.

After making your reservations on Thursday, Sept. 1, you have until 5 p.m. on Friday, Sept. 2, to make any cancellations without penalty. You can modify your reservation for no charge at any time. Modifications include changing the date of arrival or departure, changing the name on the reservation or changing the hotel the reservations are made at if a closer hotel becomes available at a later date. If you have to cancel a reservation between 5 p.m. on Friday, Sept. 2, and 5 p.m. on Wednesday, Nov. 9, the credit card that was used to hold the reservations will be charged \$100 per room canceled. Cancellations made after 5 p.m. on Wednesday, Nov. 9, failure to check in on the scheduled arrival date or an early departure will result in a one-night's room and tax charge by the hotel.



## Ohio School Boards Association

8050 N. High St., Ste. 100  
Columbus, Ohio 43235  
(614) 540-4000  
[www.ohioschoolboards.org](http://www.ohioschoolboards.org)  
[facebook.com/OHschoolboards](https://facebook.com/OHschoolboards)  
[twitter.com/OHschoolboards](https://twitter.com/OHschoolboards)

*OSBA leads the way to educational excellence by serving Ohio's public school board members and the diverse districts they represent through superior service, unwavering advocacy and creative solutions.*