



# MEETING ROOM REQUEST FORM

## OSBA Capital Conference and Trade Show Meeting Policy

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All meetings held in conjunction with (ICW) the OSBA Capital Conference and Trade Show, at any of the three official conference locations — the Greater Columbus Convention Center (GCCC), the Hyatt Regency Columbus or the Hilton Columbus Downtown — are subject to the approval of OSBA to minimize conflict with Capital Conference events and other conference activities. Meetings include, but are not limited to, board meetings, committee meetings, organization meetings, receptions, open houses, demonstrations or training sessions. Meeting space may only be reserved by an exhibitor, sponsor or approved organization and cannot be used in lieu of exhibit space.

Please fill out the information below and email the completed form to **Scott Clay** at [sclay@ohioschoolboards.org](mailto:sclay@ohioschoolboards.org). If you have questions, contact him at (614) 540-4000.

### Restricted hours are:

Sunday, Nov. 12, 2022, 5:30 p.m.–6:30 p.m.  
Monday, Nov. 13, 2022, 5 p.m.–6 p.m.

### Requester's contact information

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Organization or business name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Booth number: \_\_\_\_\_

### Requested meeting overview

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Sunday, Nov. 12, 2023:

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Monday, Nov. 13, 2023:

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Tuesday, Nov. 14, 2023:

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

*continued*

Location requested: \_\_\_\_\_

Purpose of the meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of people: \_\_\_\_\_

Room set up: \_\_\_\_\_

AV needs: \_\_\_\_\_

\_\_\_\_\_

Food and beverage needs: \_\_\_\_\_

\_\_\_\_\_