



MEETING ROOM REQUEST FORM 2025

OSBA Capital Conference and Trade Show Meeting Policy

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. If you have questions, contact him at (614) 540-4000.

Restricted hours are:

Sunday, Nov. 16, 2025, 5 p.m.–6:30 p.m.

Monday, Nov. 17, 2025, 5 p.m.–6 p.m.

Company/requestor's contact information

School district, organization or business name: _____

Trade Show booth number or sponsor level, if applicable: _____

Contact name: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Meeting details

Name of event: _____

Anticipated number of guests: _____

Continued

Enter meeting/event date and times:

Sunday, Nov. 16, 2025 — Start time: _____ End time: _____

Monday, Nov. 17, 2025 — Start time: _____ End time: _____

Tuesday, Nov. 18, 2025 — Start time: _____ End time: _____

Event location requested:

☐ Greater Columbus Convention Center

☐ Hilton Columbus Downtown

☐ Hyatt Regency

Sales manager: _____ Room assigned: _____

Purpose of the meeting/event: _____

Food and beverage being served: ☐ Yes ☐ No

Room set up details (if using the using the Greater Columbus Convention Center for meeting space):

A/V needs: _____

OSBA only:

OSBA approval by: _____ Date: _____

Confirmed with contact by: _____ Date: _____

Confirmed with hotel by: _____ Date: _____

Notes: