



2023 ANNUAL MEETING / EXPO  
October 24 – 27, 2023  
Greater Columbus Convention Center

**REQUEST FOR MEETING SPACE**

**COMPLETE and E-MAIL to [mpawelski@nasgw.org](mailto:mpawelski@nasgw.org)  
No later than September 25, 2023**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E- mail: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

DATE: Circle Choice(s) SUN. 10/22 MON. 10/23 \*TUES. 10/24 \*WED. 10/25

HOURS: FROM: \_\_\_\_\_ AM / PM (circle one)  
TO: \_\_\_\_\_ AM / PM (circle one)

Number of People: \_\_\_\_\_ Set-up: Classroom \_\_\_\_\_  
Hollow Square \_\_\_\_\_  
Rounds \_\_\_\_\_  
Reception \_\_\_\_\_

Additional Needs: Catering YES \_\_\_ NO \_\_\_  
Audio/Video YES \_\_\_ NO \_\_\_  
Internet Access YES \_\_\_ NO \_\_\_

Special Requests, please describe: \_\_\_\_\_

Requests will be forwarded in the order in which they are received. **You will be contacted directly by Hotel/Convention Center Staff to finalize all further details.** We look forward to another great Annual Meeting & Expo in Columbus and are happy to assist you in your preparations.

**\*NOTE – Meeting Space is NOT available during our regular Expo hours or Tuesday's (10/24) Appreciation Reception and Dinner, beginning at 6:00 p.m.**  
Thank you for your cooperation.

Meg Pawelski | NASGW Vice President Operations  
[mpawelski@nasgw.org](mailto:mpawelski@nasgw.org)