



OHIO UNIVERSITY CONFERENCE & EVENT SERVICES OVERVIEW

Conference & Event Services office is responsible for the management of all event spaces within Baker University Center, Templeton Blackburn Alumni Memorial Auditorium, Walter Rotunda, 40 residence halls during the summer, and access to a variety of classroom spaces.

Our operations encompass full conference planning and contract development, registration support, event and classroom reservations, logistical support, coordinating staffing as needed and collaboration to execute your event.

This past year we successfully held multiple conferences ranging in size from 20 to 1,400, these conferences had various requests from meals, A/V needs, room set ups, signage, promotional materials, catering, Online registration, event logistics to housing accommodations all coordinated through our office. We have also successfully bid on and will host future large regional and national conferences. All events have unique requests and qualities, and we work with each conference committee to make the experience memorable for participants.

OVERNIGHT ACCOMMODATIONS/ HOTEL ACCOMMODATIONS

Ohio University can provide both traditional style or suite style housing options for your conference participants. Conference & Event Services can assist with the assignment process for all guests or provide your organization with floor plans and assignment spreadsheets prior to guests' arrival to manage the assignment process directly. Our staff will coordinate check-in/ out and be available for assistance throughout the participant's stay.

Below is an outline of the local hotels if there are needs for VIP guests, speakers, and staff. Conference and Event Services will work with the Athens County Convention and Visitor's Bureau to secure hotel bids that offer the best pricing structure for your group.

- Ohio University Inn and Conference Center
- Fairfield Inn and Suites by Marriott
- Hampton Inn by Hilton
- Baymont Inn
- Holiday Inn Express



CATERING

Ohio University Culinary Services offers a wide variety of meals and catering options. Campus dining halls offer all you can eat meals for breakfast, lunch, and dinner. Catering is able to customize meals, coffee service, and other culinary needs for each conference or event.

No matter how big or small the event or venue, we are pleased to consult with you regarding your event. We will gladly offer menu pairings that work with your event theme, season, and price point. Browse our menu page for a [sample list of offerings](#).

Whether planning and executing a full scale, high profile event, or helping create a memorable experience on a budget, Catering Services will work with you to make a lasting impression.

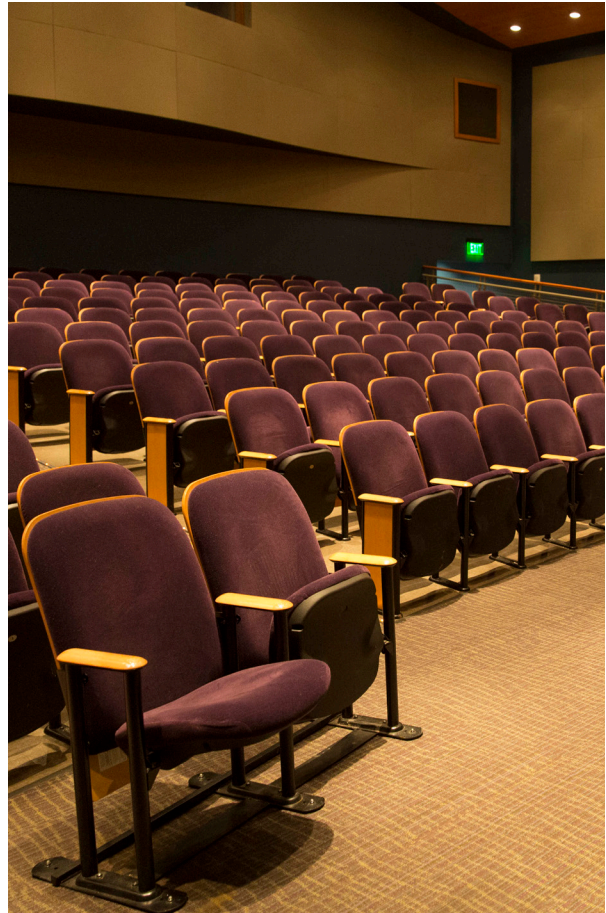


LARGE EVENT VENUES

CONVOCATION CENTER · WALTER FIELD HOUSE · PING RECREATION CENTER · BAKER UNIVERSITY CENTER BALLROOM · NELSON COMMONS · MEMORIAL AUDITORIUM

Ohio University offers several large events spaces on campus with seating capacities up to 10,000+. Most venues are centrally located on campus adjacent to overnight accommodations, classrooms, culinary venues, and parking. Large event venues offer the following:

- Unique and specialty set-ups based on conference needs (theater seating, banquet seating, classroom, staging, etc.)
- Specialty tech and lighting packages available from very basic needs to high end events
- Theatrical performance stages
- On-site designated event and tech support staff
- University-hosted open Wi-Fi network
- Custom catering options from Ohio University's Culinary Services



MEDIUM EVENT VENUES

BAKER UNIVERSITY CENTER 240/242 · BAKER UNIVERSITY CENTER THEATER · LIVING LEARNING CENTER 102/104 · NELSON COMMONS CONFERENCE ROOMS

Medium venues are located throughout campus and offer many of the same amenities as our larger venues but in a more intimate setting with capacities ranging from 40 to 200 depending on location and set-up. These spaces are ideal for breakout sessions, smaller banquets, lectures/keynotes, executive/committee meetings and more. Medium venues also include:

- Computer stations
- Dry erase boards and supplies
- Smaller theatrical performance stages



CONFERENCE MEETING VENUES

BAKER UNIVERSITY CENTER
CONFERENCE ROOMS · LIVING
LEARNING CENTER SPACES ·
JEFFERSON HALL SPACES

Conference rooms and specialty event rooms located adjacent to larger event venues are ideal for hosting small breakout sessions with capacities ranging from 10-40. General set-up configuration for these spaces is conference-style with one large central table and chairs around the perimeter. Special set-ups can be accommodated depending on resources and capacity needs. Smaller spaces offer the following:

- Standard set up as a conference room
- General tech/ AV
- University-hosted open Wi-Fi network
- Dry erase boards and supplies



CLASSROOM MEETING VENUES

MORTON HALL · SCHOONOVER
CENTER · WALTER HALL · BENTLEY
HALL · ELLIS HALL · TUPPER HALL

Larger Auditorium classroom spaces offer seating capacities ranging from 80 to 400 and are in close proximity to residence halls, culinary venues, Baker University Center, Uptown Athens restaurants and shopping.

Smaller classrooms offer a variety of seating options from fixed furniture to rolling desk stations with capacities ranging from 20 to 60. Smaller classrooms are ideal for breakout sessions, team building activities and can be within buildings that offer the larger lecture halls for ease of travel and timing with busy conference schedules.

- Fixed amphitheater seating
- Dimmable lighting
- Computer station
- University-hosted open Wi-Fi network
- Dry erase boards and supplies
- AV and sound managed with Crestron
- Swing desk surfaces



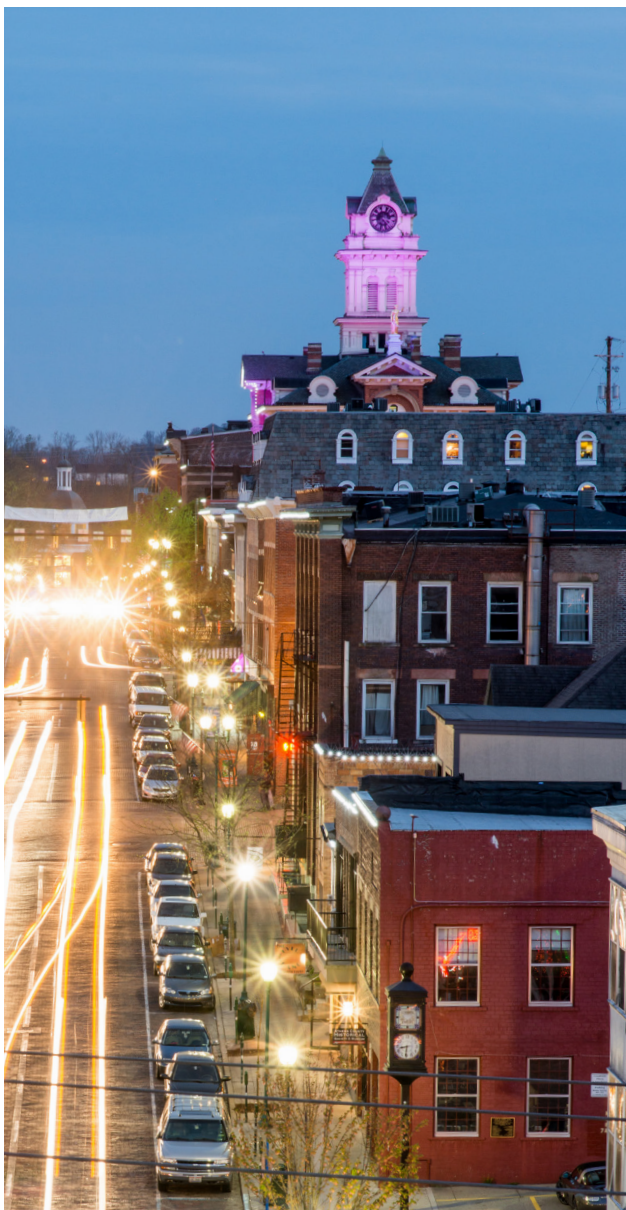
RECREATION VENUES

PEDEN STADIUM
CONVOCATION CENTER
WALTER FIELDHOUSE
PING RECREATION CENTER
PRUITT FIELD
INTRAMURAL FIELDS
AQUATIC CENTER
INDOOR/OUTDOOR TENNIS COURTS
ROPES COURSE

Ohio University offers a range of indoor and outdoor recreation facilities to fit any need. These facilities can be rented for your event or we can plan for use of the facilities on an individual basis.

PARKING AND SHUTTLE ACCOMMODATIONS

Conference Services will work directly with Ohio University Transportation and Parking to offer you parking options on campus. They can also provide shuttles for your event and to and from the Columbus International Airport and to and from local hotels. The Columbus Airport is approximately a 1.5-hour drive to campus.



ATHENS, OHIO

Athens, Ohio is nestled deep in the Appalachian foothills of Southeast Ohio. Located just a few hours from several major Ohio cities, Athens has become a popular destination for anyone who wants to escape the fast pace of the city and enjoy the local atmosphere. Soak up the beauty of Athens along one of several hiking and biking trails. The bricks of Court Street hold the largest collection of shopping, dining, and nightlife in the region. No matter what you are passionate about, Athens, Ohio has something to offer! To learn more about the city of Athens, please visit: <http://athensohio.com>.

Athens and Ohio University offers a true college town experience. Both the campus and community offer a variety of activities for conference guests.