Meeting Room Manager How-To

Welcome to the Meeting Room Manager. Please review this help document to assist you in requesting meeting room services at the LSBA Bar Center.

Step 1 – On the left side calendar grid, select the date you would like to have your meeting.

Step 2 – Review room availability for the room and time you would like to pick.

| | | | | | | | | | 0 | Rectan | gular Snip | D | | | = | - 41 | |
|--|-----------------|------------|-------------|-------------|-------------|------------|------------|------------|------------|-------------|-------------|-------------|------------|--------------------|------------|------------|----------------|
| | | | | | | LC | | sia | na | Sta | ate | Ba | IF A | LSS | OCI | ati | on |
| | | | | | | | | | | Meet | ina Re | auest | Form | l. | | | |
| | Day | | v v | Veek | | | | Mon | th | | | 1 | TimeLi | ine | | | |
| < November 2014 > | | | Thurs | day, N | lovembe | er 20, | 2014 | | | Fric | day, No | vembe | r 21, 2 | 014 | | | Monda |
| Su Mo Tu We Th Fr Sa | | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 9:00 AM | 10:00 1: AM |
| 2 3 4 5 6 7 8 | Founders Room | | | | Diversit | ty Con | | | | Sp | ecial Ne | eeds Tr | ust CLI | E <mark>(</mark> 1 | | | |
| 9 10 11 12 13 14 15 | Presidents Room | Secret | Santa (| (9:00 / | AM - 4:3 | 30 PM) | | | | | | | | | | ⊕ Sec | ret Santa |
| 23 24 25 26 27 28 29 | Lafayette Room | Secret | : Santa (| (8:30 / | AM - 4:3 | 30 PM) | | | | | | | | | | ⊕ Sec | ret Santa |
| 30 1 2 3 4 5 6 | LSBA Video | | | | | | | | | | | | | | | | |
| Cocations 💌 | | | | | | | | | • | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

Step 3 – Click on the "Meeting Request Form" link (highlighted below).

| Louisiana State Bar Association | | | | | | | | | | | |
|--------------------------------------|--|----------------|------------------------------|---------------------|--------------------|--------------|----------------------|-------------|-------------------|----------------|---|
| | | Mee | eting Request Fo | <u>rm</u> . | | | | | | | Serving the Public. Serving the Profession. |
| Day | Week | 1 | Month | 1 | FimeLine | | | | | | |
| < September 2013 > | Friday, September 20, 2013 | | Monday, Se | eptember 23, 20 | 013 | | Tuesday, S | Septembe | r 24, 2013 | | |
| Su Mo Tu We Th Fr Sa | 9:00 10:00 11:00 12:00 1:00 2:0 AM AM AM PM PM PM | 0 3:00 9 PM | 9:00 10:00 11:00 AM AM AM | 12:00 1:00 PM PM | 2:00 3:00 PM PM | 9:00 : AM | 10:00 11:00 AM AM | 12:00 PM | 1:00 2:0 PM PM | 0 3:00 4 PM | |
| 8 9 10 11 12 13 14 Founders.Room | Reserved | | Resen | | | | | | | | |
| 15 16 17 18 19 20 21 Presidents.Room | LSBA Auditors (9:30 AM - 5:30 PM) | Ð | • Reserved | Reserv | | | | | | | - |
| 29 30 1 2 3 4 5 Lafayette.Room | Reserved | | C LSBA Auditors | (9:30 AM - 5:30 | D PM) | € LS | BA Auditors | (9:30 AM | - 5:30 PM | 1) | |
| 6 7 8 9 10 11 12 | | | | | | _ | | | | | |
| Locations 🔹 | | | | | | | | | | | |
| | | | | | | | | | | | |

Step 4 – Review the Meeting Request Form.

| Request Meeting |
|--|
| Business Hours 830am to 430pm Monday to Friday ONLY Meeting Start: 9/11/2013 V 8:30:00 AM V Meeting End: 9/11/2013 V 4:30:00 PM V Location: LA Bar Center V Room Requested V |
| Display on LSBA Public Calendar Meeting Title |
| Reservation Type Contact Name Host Contact Phone |
| #Attending Contact Email |
| Equipment Needed |
| Conference Phone Power Strips or Extension Cord Video Conference |
| Food Setup Needed |
| Will Event Be Catered? Plastic Cups Plastic Plates and Utensils |
| Close Window Send Request |

Step 5 – Select your meeting date.

• Please note: If any of the Calendar Controls fail, please add this site to "Compatibility View" in your browser settings.

| Request Meeting | | Louisiana State Bar Association Serving the Public. Serving the Profession. |
|--|---|--|
| Sep 2013 3 Sep 2013 3 Sep 2013 3 S M T W T F S 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 Coday: 9/11/2013 Host | Aurs 830am to 430pm Monday to Friday ONLY 8:30:00 AM 4:30:00 PM Display on LSBA Public Calendar Contact Name Contact Phone | |

Step 6 – Select your conference room.

| | | Rectangular Snip |
|---------------------------|--------------------------------------|---|
| Business | Hours 830am to 430pm Monday to Frida | ay ONLY |
| Meeting Start: 11/20/2014 | 8:30:00 AM | |
| Meeting End: 11/20/2014 | 4:30:00 PM 🗸 | |
| Location: LA Bar Center | \checkmark | ValueList - Internet Explorer Attp://www.netsimplicity.net/lsba/valuelist.aspx?fld=Gen:General/Room Rei |
| Room Requested | ~ | Baton Rouge Bar (Video Room) Founders Room |
| | Display on LSBA Public Calendar | Lafayette Bar (Video Rm) Lafayette Room Presidents Room |
| Meeting Title | | Remote Video Meeting (No Room Required) Shreveport Video Rm (Video Rm) |
| | | |
| Reservation Type | 🔽 Contact Nam | ne |
| Host | Contact Phor | ne l |
| #Attending | Contact Ema | a |
| Event Description | Notes (Addi | |
| | ~ | Select |
| | | |
| Equipment Needed | | |
| Speaker Phone | Poly Com Speaker Phone 🔲 Wirel | |
| Conference Phone | Power Strips or Extension Cord | Video Conference |

Step 7 – Fill in your contact information.

| | Display on LSBA Public Calendar |
|-------------------|---------------------------------|
| Meeting Title | |
| | v |
| Reservation Type | Contact Name |
| Host | Contact Phone |
| #Attending | Contact Email |
| Event Description | Notes (Additional Room, etc) |

Step 8 – Fill in your equipment requests and catering information.

| Equipment Needed |
|--|
| Speaker Phone Poly Com Speaker Phone Wireless Access |
| Conference Phone Power Strips or Extension Cord Video Conference |
| Equipment Special Requests |
| Food Setup Needed |
| Will Event Be Catered? Plastic Cups Plastic Plates and Utensils |
| Coffee Water Soda Ice Napkins |
| Food Setup Special Requests |
| Close Window Send Request |

Step 9 – Click the "Send Request" button in the lower right corner of the form. You will receive an email confirmation to the email address provided.