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.

**Step 3** – Click on the “Meeting Request Form” link (highlighted below).
Step 4 – Review the Meeting Request Form.
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.

Step 6 – Select your conference room.
Step 7 – Fill in your contact information.

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

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.