

Step 4 – Review the Meeting Request Form.

Request Meeting



Serving the Public. Serving the Profession.

Business Hours 830am to 430pm Monday to Friday ONLY

Meeting Start:

Meeting End:

Location:

Room Requested

Display on LSBA Public Calendar

Meeting Title

Reservation Type Contact Name

Host Contact Phone

#Attending Contact Email

Event Description Notes (Additional Room, etc)

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

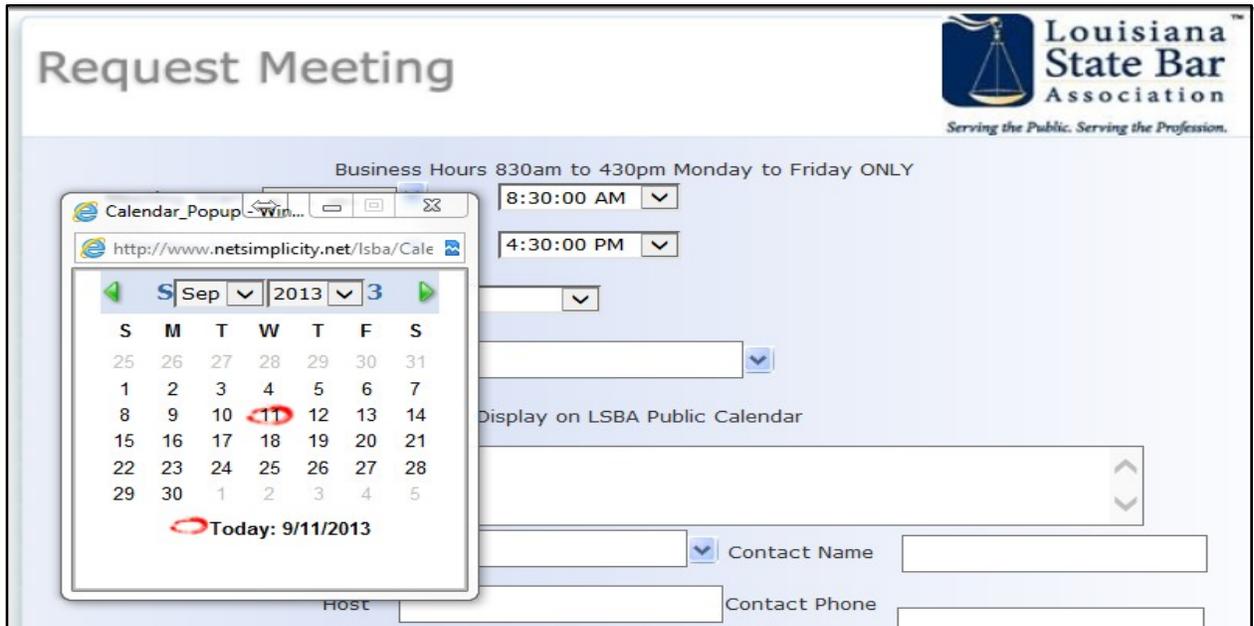
Coffee Water Soda Ice Napkins

Food Setup Special Requests

[? Help](#)

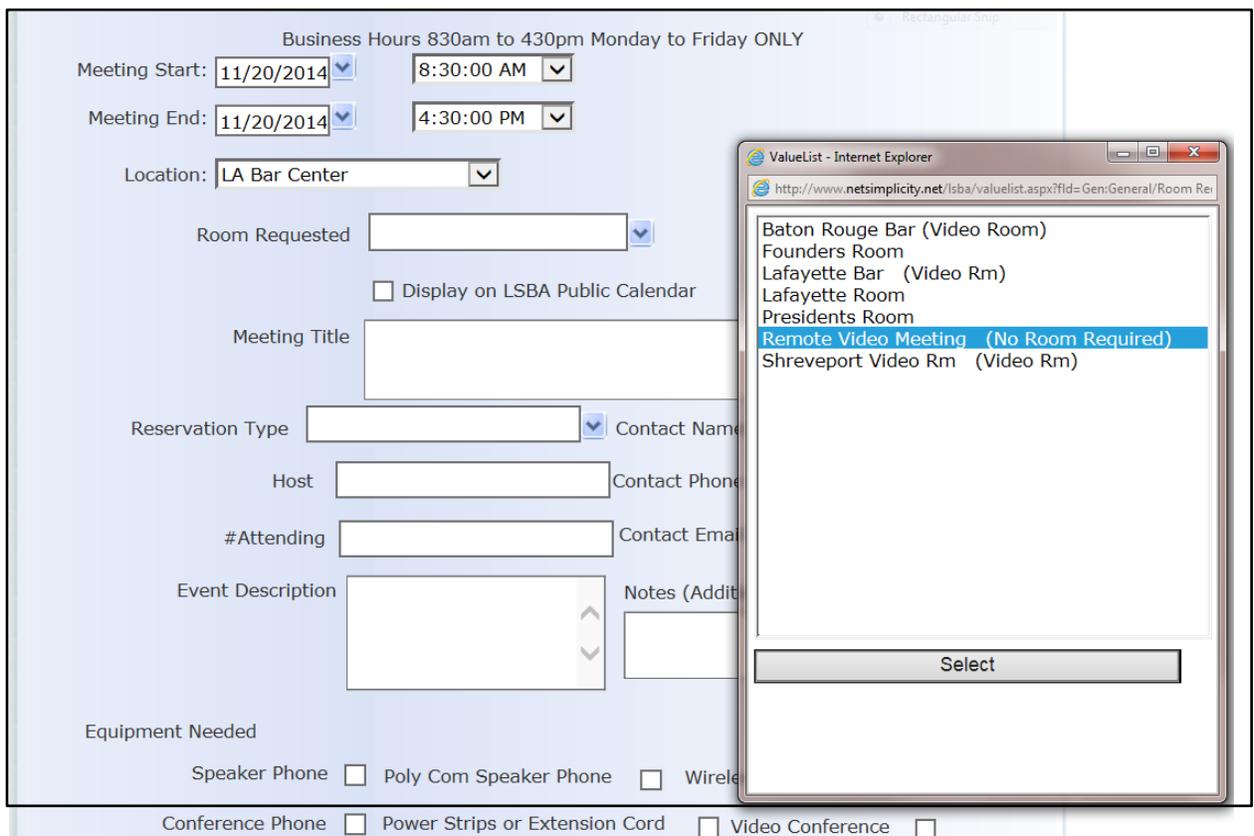
Step 5 – Select your meeting date.

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



The screenshot shows the 'Request Meeting' form for the Louisiana State Bar Association. The form includes fields for meeting start and end times (8:30:00 AM to 4:30:00 PM), a calendar popup for September 2013 with the 11th highlighted, and fields for contact name and phone. The Louisiana State Bar Association logo is in the top right corner.

Step 6 – Select your conference room.



The screenshot shows the 'Request Meeting' form with a dropdown menu open for selecting a conference room. The dropdown menu lists several options, with 'Remote Video Meeting (No Room Required)' selected. The form includes fields for meeting start and end times (11/20/2014, 8:30:00 AM to 4:30:00 PM), location (LA Bar Center), room requested, meeting title, reservation type, contact name, host, contact phone, # attending, contact email, event description, notes, and equipment needed (Speaker Phone, Poly Com Speaker Phone, Wireles, Conference Phone, Power Strips or Extension Cord, Video Conference).

Step 7 – Fill in your contact information.

Display on LSBA Public Calendar

Meeting Title

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

 Help

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.