Reserving Facility or Conference Room Space

1. Visit our portal log-in page https://msdfa-unifier.oracleindustry.com/portal
   - *Please also disable all pop-up blockers*
   - *If account becomes locked, please email Reservations@dfa.ms.gov*

1. Log in using the following information: (username and password are both case sensitive)
   a. **Username:** msconfreserve
   b. **Password:** **This password changes frequently**
      To find the current password: please visit http://www.dfa.ms.gov/reservations/
      The current password will be in red text on the left side of the page
      <u>**To view the current schedules, please scroll down and select the location you wish to view.**</u>
      Troubleshooting – If you cannot complete the log-in please try the following:
      1. Look for a message in the "loading" box that says a pop-up has been blocked.
      2. Click on the pop-up blocker message and select "Always allow pop-ups from this site"
      3. On the message that then comes up, choose to resubmit the information
      4. If you are told that you have exceeded the maximum number of allowed tries to login, please email Reservations@dfa.ms.gov.
      5. **You will be locked out after entering the wrong password three (3) times! Please use caution when entering the password!**

2. Click New (in the top left corner, under the blue bar and above the red words)
   a. Select "Facility/Conference Room Reservations"
      i. Fill out the form that comes up (see the next page for a list of required fields)

3. **When the reservation form has been completed please use the "Submit" button in the top left hand corner of the box to submit your reservation. Your request will not show up in the schedule until it has been approved.**

4. Unfortunately there is currently no way for you to print a copy of your application or make any changes to your application after it has been submitted. Any changes or cancellations must be submitted in detail via email to Reservations@dfa.ms.gov.

5. Once your application has been approved, you will receive a confirmation email with a printable PDF of your confirmed application. ***This process can take up to 5 business days*** *but is usually much faster.*

If you have any questions or difficulty utilizing the online reservations system, please do not hesitate to call 601-359-3402.

The following fields are required on this form:

1. Event Title
2. Primary Event Type
3. Event Purpose

ORGANIZATION DETAIL BLOCK

4. Organization Name
5. Organization Phone #
6. Organization Address
7. Organization City
8. Organization State
9. Organization Zip

CONTACT DETAIL BLOCK

10. Address Different from above?

    If yes is selected then the following fields will be required:

    a. Primary Contact
    b. Primary Address
    c. Primary City
    d. Primary State
    e. Primary Zip
    f. Primary Phone #
    g. Primary Email

11. Address Different from above?

    If no is selected then the following fields will be required:

    a. Alternate Contact
    b. Alternate Phone #
    c. Alternate Email

REQUESTED SCHEDULE BLOCK

12. Event Date
13. Access Time for Setup
14. Event Start Time
15. Event End Time

REQUESTED LOCATION BLOCK

16. Facility (What building?)
17. Location (What room or location?)

RESERVATIONS POLICIES AND PROCEDURES BLOCK

18. Requestor ID (Who is filling out this form?)

    If other contact is selected then the following fields will be required:

    a. Other Contact Name
    b. Other Phone #
    c. Other Email

19. I agree

COMMENTS BLOCK

20. None required

Information on Indoor Conference Spaces

Woolfolk Building

- **Room 117**
  - Large room has 20 executive chairs around a large conference table.
  - Upon request, up to 10 additional small chairs can be placed along the walls.
  - Has two small "breakout" rooms that each have small conference tables with 5 executive chairs
  - Has a large screen but No projector
  - No wireless internet
  - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
  - Has access to a full kitchen.

- **Room 138**
  - Has a large conference table with 20 executive chairs around it.
  - Upon request, up to 10 additional small chairs can be placed along the walls.
  - No projector
  - Has a large screen
  - No phone line and no internet capabilities (no wireless internet)

- **Room 145**
  - Can hold up to 80 people and is able to be set up in multiple arrangements
    - 17 – executive chairs
    - 65 – small chairs
    - 6 – 8' tables
    - 1 – 3' table
  - Has 3 projectors and screens
  - Has a desktop computer with internet (No wireless internet)
  - Has small wireless microphones
  - Has teleconferencing capabilities
  - Has a small kitchenette with an ice machine

Woolfolk Annex Building

- **Room 204**
  - Has a large conference table with 20 executive chairs around it.
  - Has a large credenza in the back and a small table in the room.
  - Upon request, up to 10 additional small chairs can be placed along the walls.
  - Has a projector and screen (projector cable is not provided)
  - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
  - No wireless internet
  - Has access to a full kitchen.

- **Room 207**
  - Has a large conference table with 20 executive chairs around it.
  - Upon request, up to 10 additional small chairs can be placed along the walls.
  - Has a projector and screen (projector cable is not provided)
  - Has a phone line and an internet outlet (phone is not provided, internet cable is not provided)
  - No wireless internet
  - Has access to a full kitchen.

Information on Indoor Conference Spaces (cont.)

Robert E. Lee Building

- **2nd floor Classroom A – wooden walls**
  - 15 – chairs
  - 6 – 18"x84" tables
  - No phone line
  - No Internet
- **2nd floor Classroom B**
  - 15 – chairs
  - 6 – 18"x84" tables
  - No phone line
  - No Internet
- **2nd floor Classroom C**
  - 20 – chairs
  - 8 – 18"x84" tables
  - No phone line
  - No Internet
- **12th floor Conference Room A**
  - 70 chairs
  - 14 round 60" tables
  - Tile floors
  - No phone line
  - No Internet
- **12th floor Conference Room B**
  - 10 chairs around a small conference table
  - No phone line
  - No Internet
- **12th floor Conference Room C**
  - 114 chairs
  - 57 – 24"x72" tables
  - Carpet Floors
  - No food or drink allowed
  - No phone line
  - No Internet

Central High School Building

- **Auditorium**
  - 250 seats
  - Projector screen (no projector)
  - Microphones
  - No internet
  - No phone line

War Memorial Building

- **Auditorium**
  - 374 seats
  - No projector or projector screen
  - No internet
  - No phone line
  - Microphone and sound system available