

Capitol Complex Conference Room Reservations

Note: The portal works best in Google Chrome or Mozilla Firefox.

Reservations can be entered by first visiting <http://www.dfa.ms.gov/reservations/>

1. To Reserve a Capitol Complex Conference Room:
 - Click on the State Reservation Portal Login or use the following link to login <https://msdfa-unifier.oracleindustry.com/portal>
 - Please also disable all pop-up blockers in your browser
 - If the account becomes locked, please email Reservations@dfa.ms.gov

2. Log in using the following information: *(username and password are both case sensitive)*
 - a. Username: msconfreserve
 - b. Password: Enter current password
*Please note that this password changes frequently. To find the current password visit: <http://www.dfa.ms.gov/reservations/>. The current password will be the **red text** on this page.*
 - c. If you are able to login successfully, continue to number 3 in this document. Otherwise, follow the steps below for troubleshooting.
Please try the following:
 - I. Look for a message in the “loading” box that says a pop-up has been blocked.
 - II. Click on the pop-up blocker message and select “Always allow pop-ups from this site”
 - III. On the message that then comes up, choose to resubmit the information
 - IV. If you are told that you have exceeded the maximum number of allowed tries to login, please email Reservations@dfa.ms.gov.
 - V. If you experience problems entering the request, you may need to clear your browser cache.
 - VI. You will be locked out after entering the wrong password three (3) times! Please use caution when entering the password!**

3. To submit a reservation request:
 - a. Click the **“Create”** button in the upper left corner to open the Request Details Form.
 - b. Fill out the form (see page 3-4 for a list of required fields)
 - c. Please complete the fields labeled “Is the address the same as above” for the primary and alternate contact prior to completing any other fields in the “Contact Details” block. **Otherwise, you will receive an error.**
 - d. Review your entry.

4. When the reservation form has been completely filled out, go to the top of the page and click the “Submit” button in the top left hand corner of the window to submit your

reservation.

5. Click "OK" in Notification Window. Your request will not show up in the schedule until it has been approved.
6. Unfortunately, there is currently no way for you to print a copy of your reservation request or make any changes after it has been submitted. **ALL** changes or cancellations must be submitted in detail via email to Reservations@dfa.ms.gov
7. 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 the Request Details Form (* required fields)

- Event Title
- Primary Event Type
- Event Purpose

ORGANIZATION DETAIL BLOCK

- Organization Name
- Organization Phone #
- Organization Address
- Organization City
- Organization State
- Organization Zip

CONTACT DETAIL BLOCK

In the Primary Contact Section

Is the address the same as above? If Yes is selected, then the following fields will be required:

- Primary Contact
- Primary Phone #
- Primary Email

If No is selected, then the following fields will be required:

- Primary Contact
- Primary Address
- Primary City
- Primary State
- Primary Zip
- Primary Phone #
- Primary Email

In the Alternate Contact Section

Is the address the same as above? If Yes is selected, then the following fields will be required:

- Alternate Contact
- Alternate Phone #
- Alternate Email

If No is selected, then the following fields will be required:

- Alternate Contact
- Alternate Address
- Alternate City
- Alternate State
- Alternate Zip
- Alternate Phone #
- Alternate Email

REQUESTED LOCATION BLOCK

- Facility (Select a building)
- Location (Select a room or location?)

REQUESTED SCHEDULE BLOCK

- Event Date

- Access Time for Setup
- Event Start Time
- Event End Time

RESERVATIONS POLICIES AND PROCEDURES BLOCK

- Requestor ID
- I agree

If Other Contact is selected, then the following fields will be required:

- Other Contact Name
- Other Phone #
- Other Email

COMMENTS BLOCK

- 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
 - Analog phone line available
 - 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’ tables
 - 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.

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