VIRTUAL EMS QUICK REFERENCE GUIDE

How to Find a Space

1. Select the appropriate request form from the Reservations Menu

2. To search for space, please enter your event date, event time, estimated attendance, and setup type. Click Find Space to see a list of available spaces that will meet your needs.
   a. **Search a specific building:** use the Facilities dropdown to search in a specific building
   b. **Send an Outlook invite:** Invite other faculty/staff by marking the Add to Calendar/Send Invitations checkbox and using Find Attendee to add those you would like to invite

3. Use the + to select the spaces that you would like to request.

4. Proceed to the Details tab to enter your event and contact information.
Adding event details to the request

After searching and selecting a space, the Details tab allows you to enter your event information, contact information, attachments, and additional information.

1. Enter the event name and event type in the Event Details section

   ![Event Details Section](image)

   - **Event Name:**
     - Status Meeting
   - **Event Type:**
     - Meeting

2. If you invited other faculty/staff to send a calendar invite, enter the name of the appointment and message of the appointment in the Calendaring Details section. You can also decide how it appears on the calendar and add an Outlook reminder. Attaching a file in this section will send the attachment within the Outlook Calendar meeting invite.

   ![Calendaring Details Section](image)

   - **Subject:**
     - Status Meeting
   - **Show Time As:**
     - Busy
   - **Reminder:**
     - (none)
   - **Message:**
     - [Private Attach File]

3. Use the Group Details section to select which group you’re representing and the first contact for the reservation.

   ![Group Details Section](image)

   - **Group:**
     - Jason Shank
   - **1st Contact:**
     - Jason Shank
   - **Phone:**
     - [Phone Number]
   - **Email:**
     - [Email Address]

4. Finally, attach any files that are necessary for the reservation (i.e.; custom event/space setup diagram, agenda) and answer any additional questions on the form (Other Information) and click ‘Submit’ to send your space request to the scheduler to review.
5. Once ‘Submit’ is clicked, a pop-up message will remind you that now it is time to add any services for your reservation, if needed.

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Adding Services to a space reservation

6. Click the + next to the room or space that you need to request services for. If you have multiple rooms for one reservation, you will need to add the specific services for each space.
7. Links for service requests will appear: If any links do not display then you are within the cutoff time window where services cannot be requested, please contact each service provider separately.
Example Facilities Services selected:

- **Bar**
- **Chairs**
  - 10 Folding Chairs
    - Special Instructions: Please stack chairs in corner of room, these are for backup.
- **Decorative Event Equipment**
- **Electrical Needs**
- **Podiums**
- **Presentation Items**
- **Staging**
- **Stanchions**
- **Tables**
  - 1 60" Round Table (Serves 0)
  - 1 Alt Table
    - Special Instructions: Please place this table against the wall, we are using as a registration table.
  - Cocktail Tables
  - High Tops

**Please Note:**
- Any **Facilities or Facilities Setup Notes** will automatically create a Work Order with Facilities. Facilities will notify you via email from the Work Order system of your status of your request.
- **Media Services** will receive an email that is sent to Support@babson.edu which creates a request ticket that you require their services; Media Services will follow-up with you directly to gather additional information and schedule your services providing that they have the equipment and staff to meet your needs.
- **Public Safety** will receive an email notification at publicsafety@babson.edu if you need their services for an event, but make sure to fill out a Detail Request online form separately on the Public Safety website, refer to EMS Home Page for additional details around timing and requests and a link to their website.
- **Sodexo Catering** will receive an email at catering@babson.edu if you will have food at your event. Make sure to always reserve your space first and then fill out your catering request online (refer to EMS homepage for additional information and a link to their website). Sodexo Catering will add their food tables and linens that they need for setup directly to the reservation; you do not have to request these items as part of your request.