

## 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

**When and Where**

Date: \*  
6/9/2014 Mon

Recurrence

Start Time: \*

End Time: \*

Facilities:  
(all)

Time Zone: \*  
Mountain Time

**Setup Information**

Attendance: \*  
0

Setup Type: \*

**Availability Filters**

Find Space

List


Grid

Floor Map

Friday, June 27, 2014 Mountain Time

12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Denver (Test) (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
+ Boardroom 1201	375												
+ Room 1202 (Test)	50												
+ Room 1203 (Test)	100												
+ Room 2203 (Test)	100												
+ TP Room 35 (Test)	10												
+ VC Room 30 (Test)	2												
+ VC Room 31 (Test)	10												
London (Test) (GMT)		2	3	4	5	6	7	8	9	10	11	12 AM	1
+ Room 1101 (Test)	0												
+ Room 1102 (Test)	18												
+ Room 2101 (Test)	18												
+ VC Room 50 (Test)	10												
+ VC Room 51 (Test)	10												
New York (Test) (ET)		9	10	11	12 PM	1	2	3	4	5	6	7	8
+ Room 2602 (Test)	20												
+ Room 3601 (Test)	12												
+ Room 3602 (Test)	20												
+ TP Room 45 (Test)	12												
+ VC Room 40 (Test)	12												
+ VC Room 41 (Test)	12												

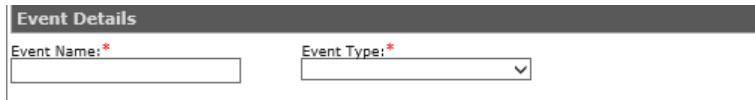
3. Use the  to select the spaces that you would like to request.

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

## Adding event details to the request

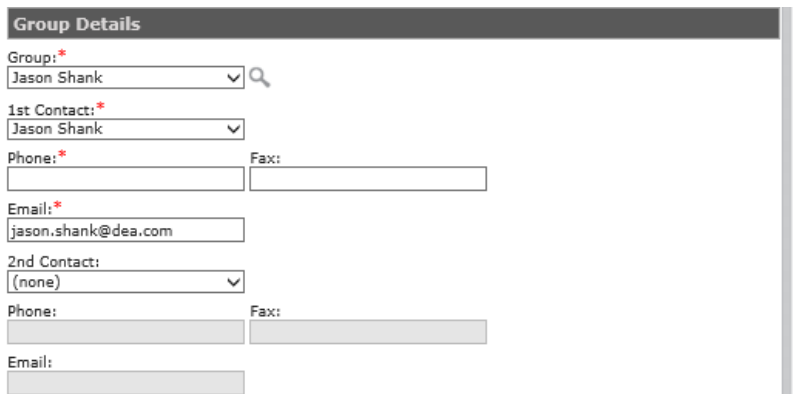
After searching and selecting a space, the Details tab allows you to enter your event information, contact information, and request services such as Facilities, Media Services, and Catering.

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



The 'Event Details' form contains two input fields: 'Event Name:' with an asterisk and a text box, and 'Event Type:' with an asterisk and a dropdown menu.

2. Use the Group Details section to select which department you're representing and the first contact for the reservation.



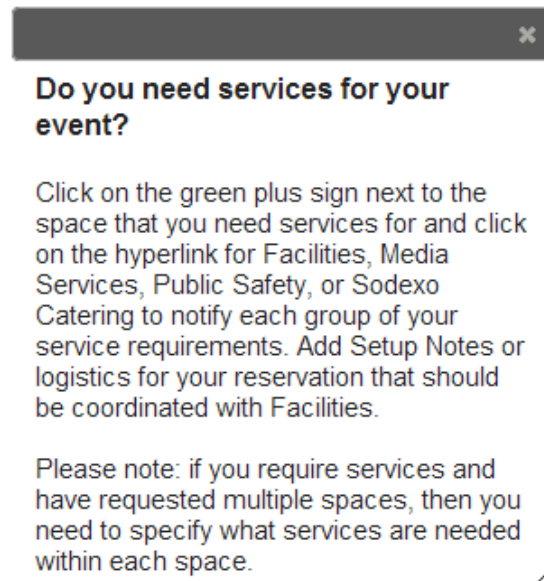
The 'Group Details' form includes several fields: 'Group:' with a dropdown menu and a search icon, '1st Contact:' with a dropdown menu, 'Phone:' and 'Fax:' text boxes, 'Email:' with a text box containing 'jason.shank@dea.com', '2nd Contact:' with a dropdown menu showing '(none)', and additional 'Phone:', 'Fax:', and 'Email:' text boxes at the bottom.

3. Finally, attach any files that are necessary for the reservation (i.e.; custom event/space setup diagram, agenda) and click 'Submit' to send your space request to the scheduler to review.




The 'Attachments' section features a dark header with the word 'Attachments' in white. Below it is a button labeled 'Attach File' and a yellow button labeled 'Submit'.

4. 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.



The pop-up message has a dark header with a close button (X). The main text asks 'Do you need services for your event?' and provides instructions: 'Click on the green plus sign next to the space that you need services for and click on the hyperlink for Facilities, Media Services, Public Safety, or Sodexo Catering to notify each group of your service requirements. Add Setup Notes or logistics for your reservation that should be coordinated with Facilities.' A note at the bottom states: 'Please note: if you require services and have requested multiple spaces, then you need to specify what services are needed within each space.'

## Adding Services to a space reservation

- 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.

Reservation Details    Additional Information    Attachments

Back to My Requests

Reservation Id

Event Name

Event Type

Group or Requestor Name

1st Contact Name

Phone

1001

Jill

Networking

Dean Evans & Associates


Jill Sohn

7812396386


Edit Reservation  
Manage Attendees  
Cancel All Bookings  
Add booking to personal calendar

All    **Current**    Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
Sunday, June 22, 2014 12:45 PM ET							
		6/22/2014 Sun	12:45 PM - 1:45 PM ET	Jill	Babson - Classroom 305	Web Request	Classroom Style (5)

Add or Edit Services

Powered by 

- 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.

Booking Details

Event Name

Date

Location

Event Time

Jill

Sunday, June 22, 2014

Babson - Classroom 305

12:45 PM - 1:45 PM ET

Group or Requestor

Setup Type


Status

Event Type

Available Services

Existing Services

Facilities  
Facilities Setup Notes  
Media Services  
Public Safety  
Sodexo Catering

Powered by 

**Example Facilities Services selected:**

**Facilities**

☒ 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

☐ 60" Round Table (Serves 8)

☒ 1 6ft 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](mailto: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](mailto: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](mailto: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.