



EMS FAQ for Space Requestors

Welcome to EMS, Babson's new space scheduling software, designed to allow Babson faculty, staff, and students to schedule space and/or campus related events. Requests can be made from any web enabled device. Additionally the new software will allow you to directly input room setup information and request services from facilities, and notify media services, catering, and public safety of your needs for the reservation.

External Events (events hosted by an external group)

If you are interested in scheduling an event on behalf of an external group, please contact the Events Management Office x5265 or EMO@Babson.edu. NO external events are to be booked through EMS.

1. Where do I go to request a space?

Go to <https://ems.babson.edu> and log in with your Babson user ID and password.

2. Do I have to put in a setup and number of attendees, when requesting an event?

Yes, it is important to consider such factors prior to requesting space to ensure the proper space for your activity. Any field marked with a red asterisk is a mandatory field to allow the system to search and return results applicable to your reservation needs.

3. What happens after I request a space?

Your request puts a temporary hold on the room's availability until the space owner has a chance to either approve or deny your request. Once you submit a request, no other request can be submitted for the same location and time to reduce conflicts and potential double bookings for the space.

4. How do I input my orders for Facilities, Catering, Media Services and Public Safety? When do I have to submit these requests by?

Hover on the Reservations drop-down menu, select 'View My Request' and select the reservation you would like to add services to. View the details of your room request. In order to do this, please select the green plus sign next to space; if you have more than one space in a reservation then you need to specify the services within each space separately. Click on the specific services hyperlink for the services that you need to request. For example, click on Facilities to select additional tables and chairs. Select Facilities Setup Notes to add additional details about how you would like the tables and chairs arranged. Please note that we recommend placing service requests when you originally request the space and that the following cutoff deadlines exist for submitting orders:

Facilities 36 hours

Public Safety 10 days

Catering 7 business days



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If you have missed the deadline to order service, please refer to the contact information on the EMS main page for contact information for the service providers to contact them directly.

5. How do I know when my request is approved?

You will receive an email confirmation from the space owner once the space is approved. You can also check the status of your space requests by accessing the 'View My Requests' in the 'Reservations' dropdown menu.

6. What if the room doesn't offer the setup I need?

In most cases if the setup isn't listed, it is because it has been determined that that setup is not feasible in that space. If you suspect this is an error and a particular setup should be added for the space to allow requests, please contact the Events Management Office at x5273 or EMO@babson.edu.