Introduction to Virtual EMS
Event & Classroom Management
Reservations- Who to Contact

- **Event and Classroom Management**: For all department administrators and contacts planning events and programming unrelated to a course registration number (CRN). Examples of non-course related programming: *symposia, department meetings, conferences, special events, panel discussions, and guest speakers*.
  - Phone: 275-4111

- **Registrar’s Office**: For course related room reservations and programming. Examples of course related programming: *review sessions, common exams, additional classes, and recitations*.
  - Contacts: Carol Amidon and Lori Reimherr
  - Phone: 275-9828

- **Wilson Commons Student Activities Office**: For student organizations and the Student Activities Office.
  - Contact: Saundra Peters
  - Phone: 275-2330
Virtual EMS 101

- All University employees have access to Virtual EMS
- A user with account login information has access to assigned templates
- Templates allow users to request space online
- Users can also schedule technology assistance, and a meeting request through Virtual EMS
ECM Templates

**ECM - Self Service**
(ideal for meetings)
AV and/or additional services are not requested
Submit by 12:30pm, 3 days prior to event

**ECM – Supported Reservations**
(ideal for simple events, panel discussions)
AV and/or additional services are requested or may be requested in the future
Submit by 4:30pm, 8 days prior to event

**ECM – Performance Venues**
(ideal for large scale events)
AV and/or additional services that require an extended coordination time
Submit by 4:30pm, 22 days prior to performance event
Virtual EMS Process

Step 1: Log in → Step 2: User searches for space → Step 3: Completes template

Step 4: Request sent → Step 5: Confirms space reservation → Step 6: If technology has been requested event support will confirm needs

Step 7: Estimate is sent → Step 8: User confirms → Step 9: Event is a huge success!
• A confirmation will be sent to the Virtual EMS user via e-mail with a PDF attachment.
• If technology support services are requesting an estimate will also be included.

Confirmation status can also be viewed in Virtual EMS by selecting View My Requests under the Reservations tab.
Tutorial

- https://www.calendar.rochester.edu/Login.aspx