Introduction to Virtual EMS
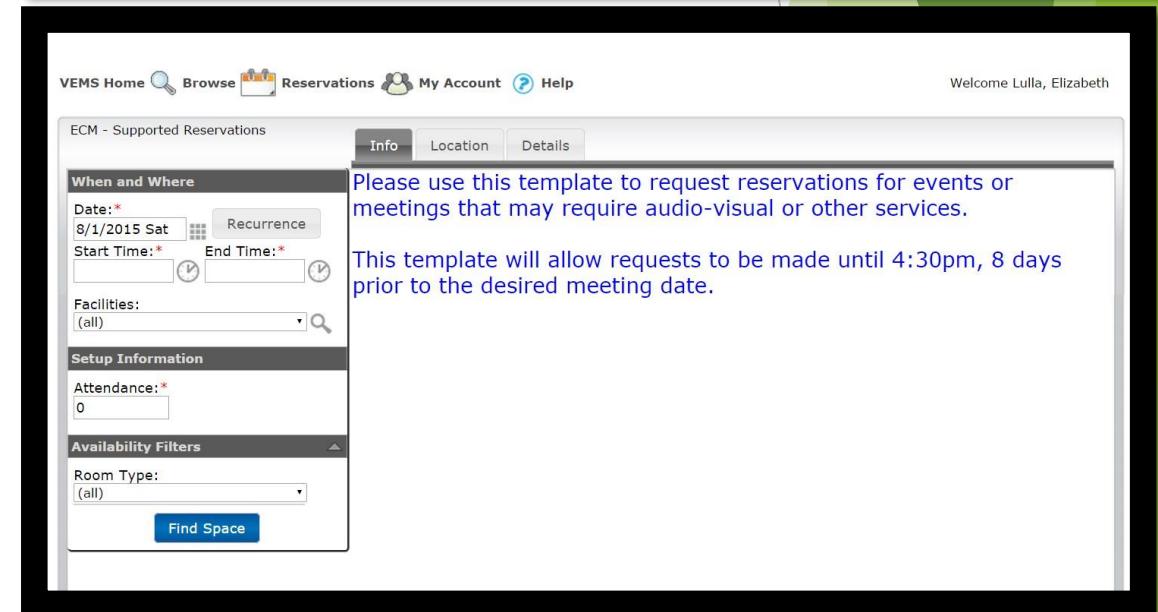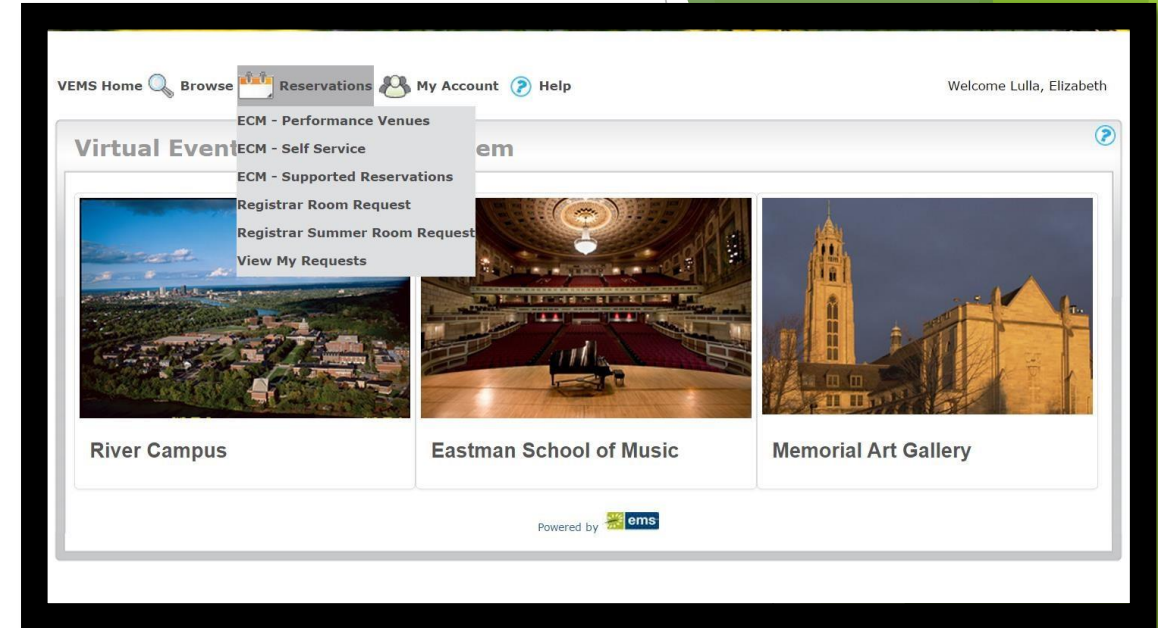
Event & Classroom Management

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

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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
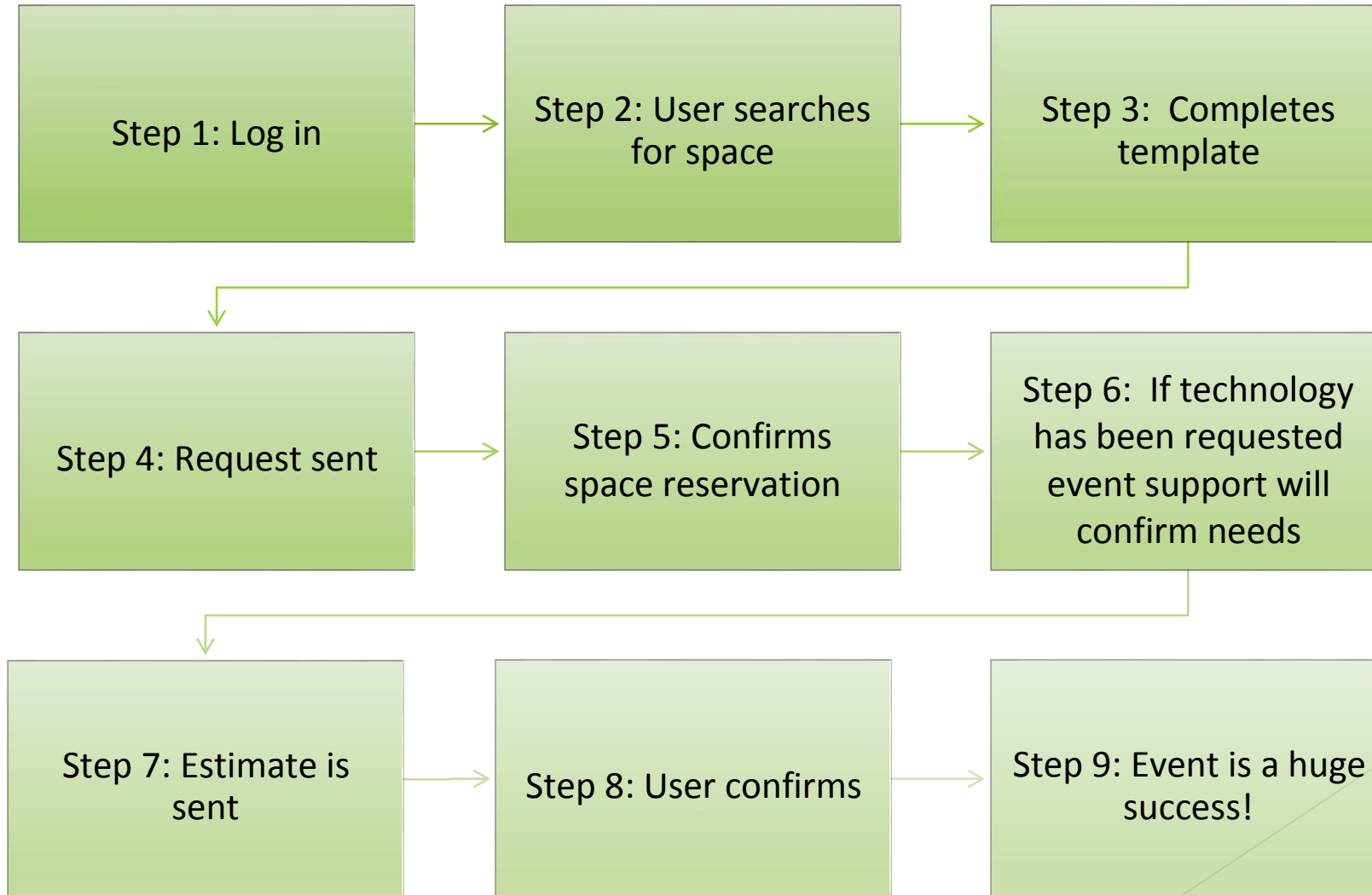Submit by 12:30pm, 3 days prior to event

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

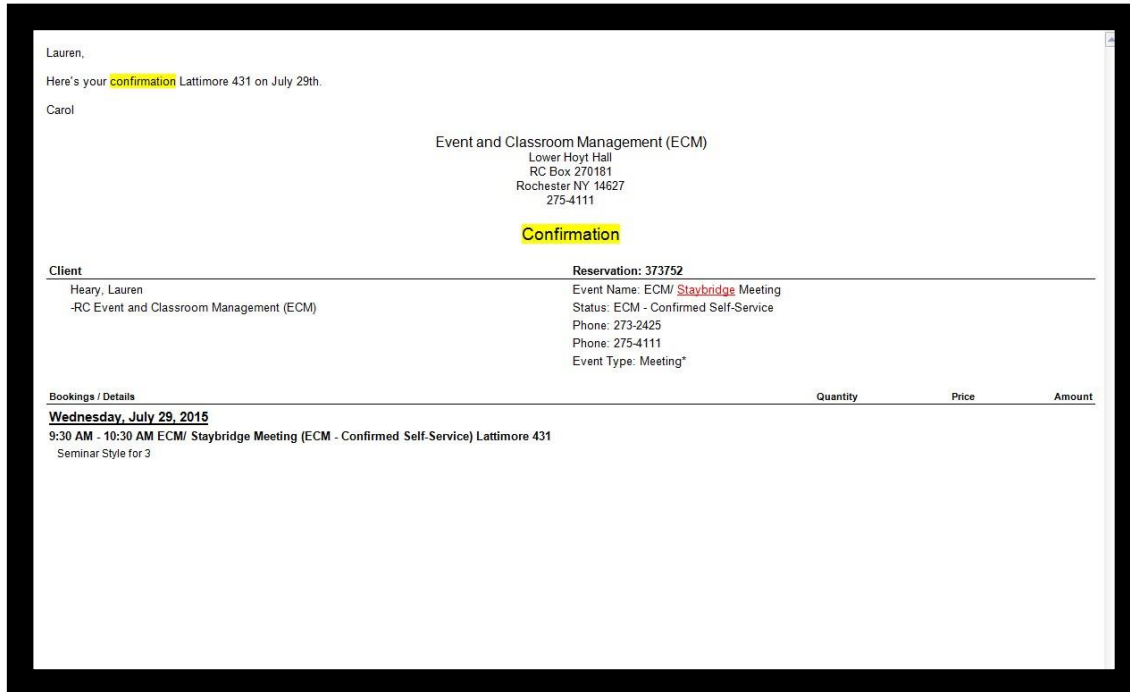**ECM – Performance Venues**
(ideal for large scale events)

AV and/or additional services that require an
extended coordination time
Submit by 4:30pm, 22 days prior to
performance event
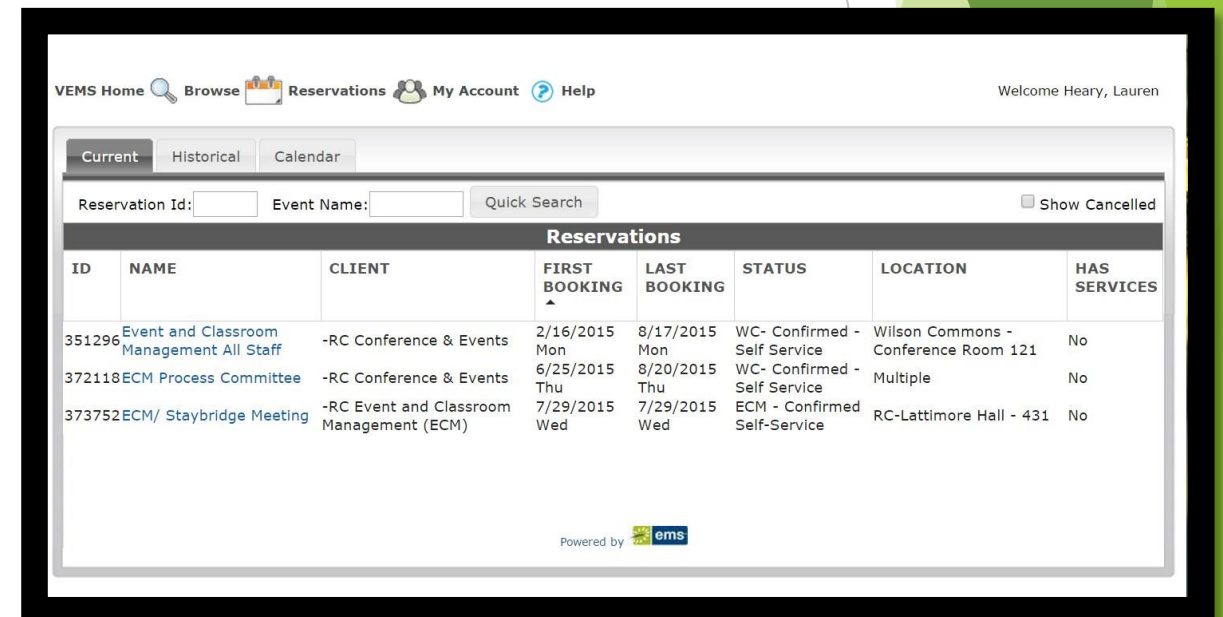
Virtual EMS Process

Confirmation

- 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