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



Lauren,					
Here's your confirmation Lattimore 431 on July 29th.					
Carol					
Event a	Ind Classroom Management (ECM) Lower Hoyt Hall RC Box 270181 Rochester NY 14627 275-4111 Confirmation				
Client	Reservation: 373752				
Heary, Lauren -RC Event and Classroom Management (ECM)	Event Name: ECM/ <u>Staybridge</u> Meeting Status: ECM - Confirmed Self-Service				
-RC Event and Classroom Management (ECM)	Phone: 273-2425				
	Phone: 275-2225 Phone: 275-4111				
	Event Type: Meeting*				
Bookings / Details		Quantity	Price	Amount	
Wednesday, July 29, 2015 9:30 AM - 10:30 AM ECM/ Staybridge Meeting (ECM - Confirmed Self-Service) L Seminar Style for 3	attimore 431				

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

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

_	rent Historical Caler							
Rese	ervation Id: Event	Name: Quick	Search			Sh	ow Cancelle	
Reservations								
ID	NAME	CLIENT	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS	
5129	eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	-RC Conference & Events	2/16/2015 Mon	Mon	Self Service	Wilson Commons - Conference Room 121	No	
7211	BECM Process Committee	-RC Conference & Events	6/25/2015 Thu		WC- Confirmed - Self Service	Multiple	No	
7375	S2ECM/ Staybridge Meeting	-RC Event and Classroom Management (ECM)	7/29/2015 Wed	7/29/2015 Wed	ECM - Confirmed Self-Service	RC-Lattimore Hall - 431	No	
			Powered by	ems				

Tutorial

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