

VIRTUAL EMS

CONFERENCE & EVENT SERVICES

<https://ohio.emscloudservice.com/web/>

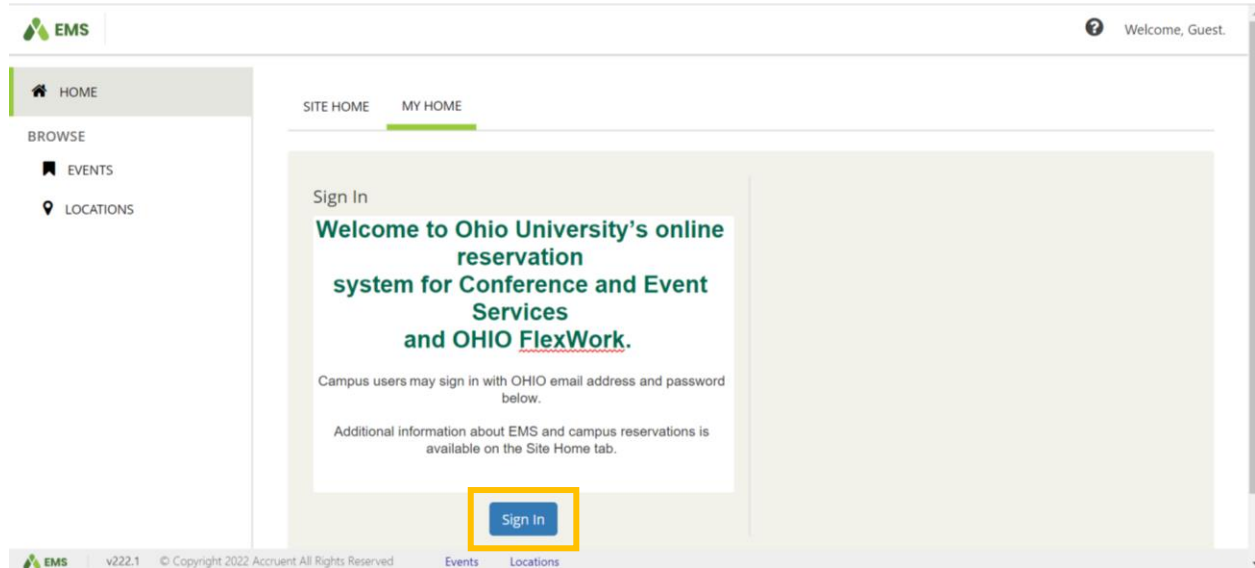


NOTES

- EMS accounts are managed by OIT. Access and edits to account details can be requested at ServiceDesk@ohio.edu.
 - Each university unit may select up to 10 individuals from their unit to have access to reserve space on Virtual EMS in Baker Center, Walter Rotunda, Galbreath Chapel, or outdoor spaces.
 - ALL full-time staff can reserve conference rooms in Baker Center and FlexWork spaces across campus. No account approval is required.
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STEP 1

SIGN IN WITH YOUR OHIO CREDENTIALS



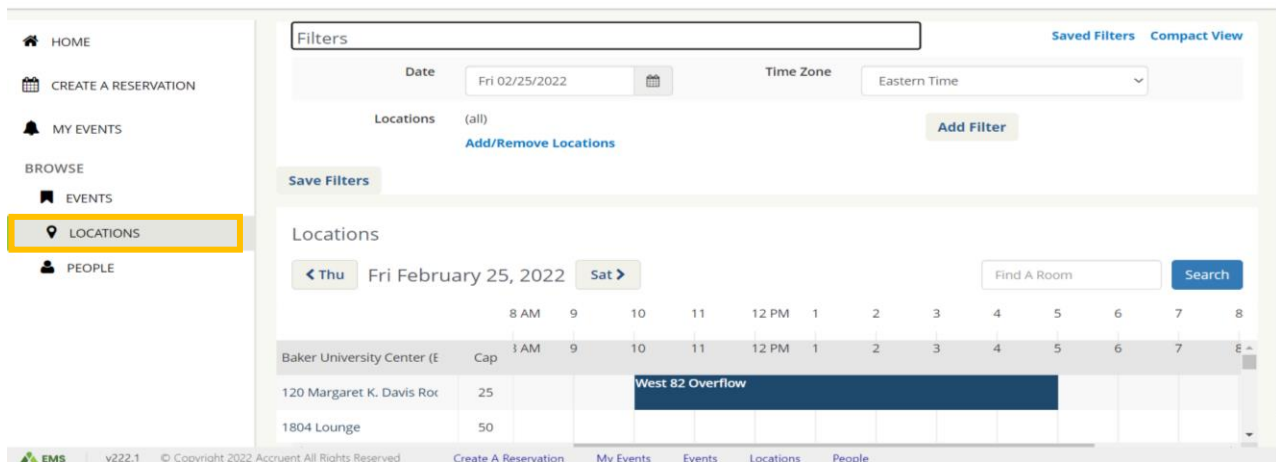
NOTES

- You can utilize the Browse features on the left side of your screen to see current reservations and location availabilities without signing in.

STEP 2

BROWSE SPACE AVAILABILITY

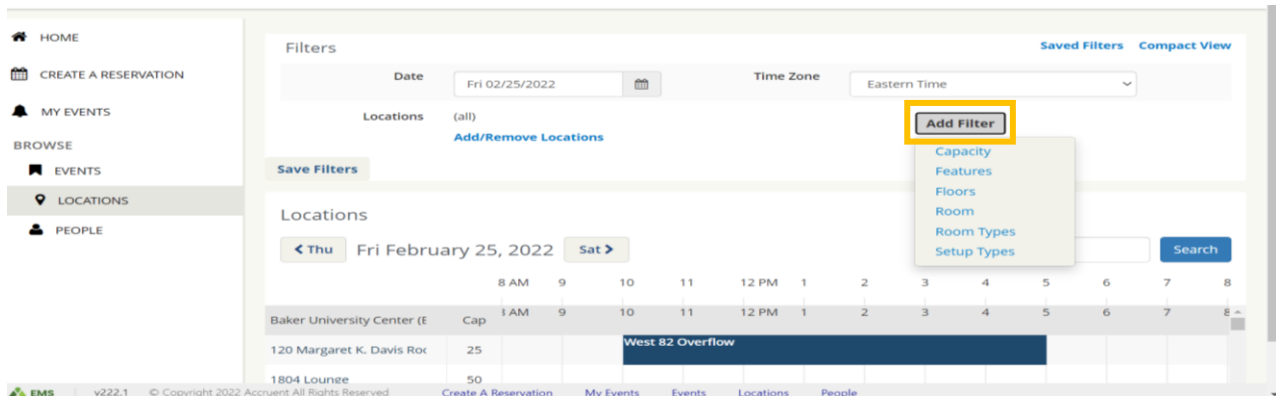
- Determine availabilities, hours of operation, and capacities for your desired venue by selecting *Locations* and viewing the calendar.



The screenshot shows the EMS system interface. On the left sidebar, the 'LOCATIONS' tab is highlighted. The main content area shows a calendar for Friday, February 25, 2022. The calendar displays room availability for three locations: Baker University Center (E), 120 Margaret K. Davis Rm, and 1804 Lounge. The 'Add Filter' button is highlighted in the top right corner of the calendar area.

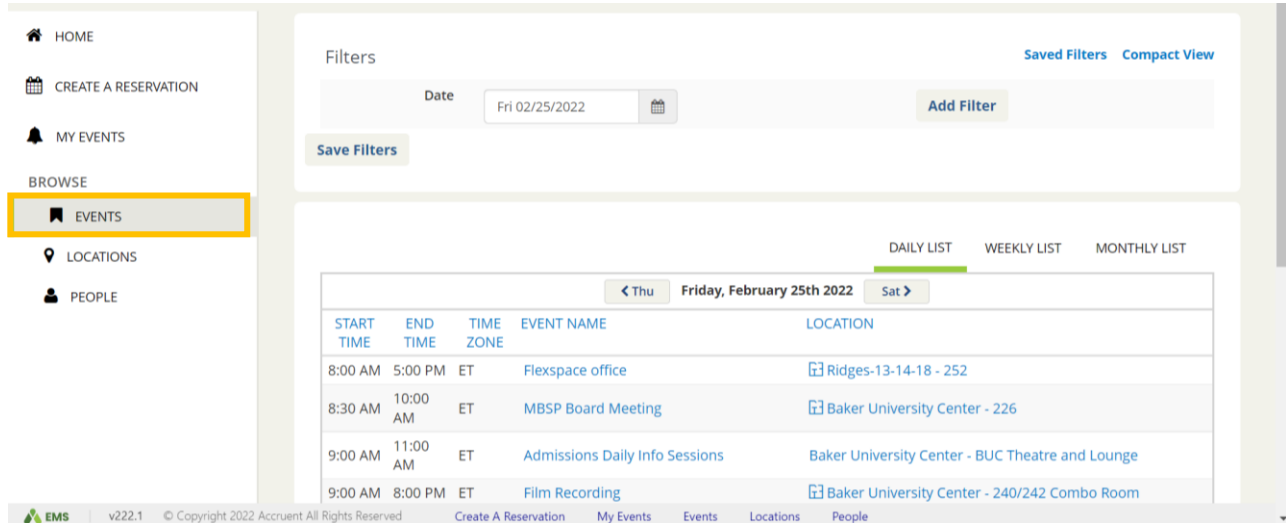
Location	Capacity	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8
Baker University Center (E)	Cap													
120 Margaret K. Davis Rm	25													
1804 Lounge	50													

- Apply a filter, like capacity, to further tailor your search.



The screenshot shows the EMS system interface with the 'Add Filter' button highlighted. A dropdown menu is open, showing the following options: Capacity, Features, Floors, Room, Room Types, and Setup Types.

BROWSE SPACE AVAILABILITY



The screenshot shows a web application for browsing space availability. On the left is a sidebar with navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS (highlighted with an orange box), LOCATIONS, and PEOPLE. The main content area has a 'Filters' section at the top with a date input set to 'Fri 02/25/2022' and buttons for 'Add Filter' and 'Save Filters'. Below the filters are three tabs: 'DAILY LIST' (selected), 'WEEKLY LIST', and 'MONTHLY LIST'. The 'DAILY LIST' tab displays a table of events for 'Friday, February 25th 2022'. The table has columns for START TIME, END TIME, TIME ZONE, EVENT NAME, and LOCATION. The events listed are:

START TIME	END TIME	TIME ZONE	EVENT NAME	LOCATION
8:00 AM	5:00 PM	ET	Flexspace office	Ridges-13-14-18 - 252
8:30 AM	10:00 AM	ET	MBSP Board Meeting	Baker University Center - 226
9:00 AM	11:00 AM	ET	Admissions Daily Info Sessions	Baker University Center - BUC Theatre and Lounge
9:00 AM	8:00 PM	ET	Film Recording	Baker University Center - 240/242 Combo Room

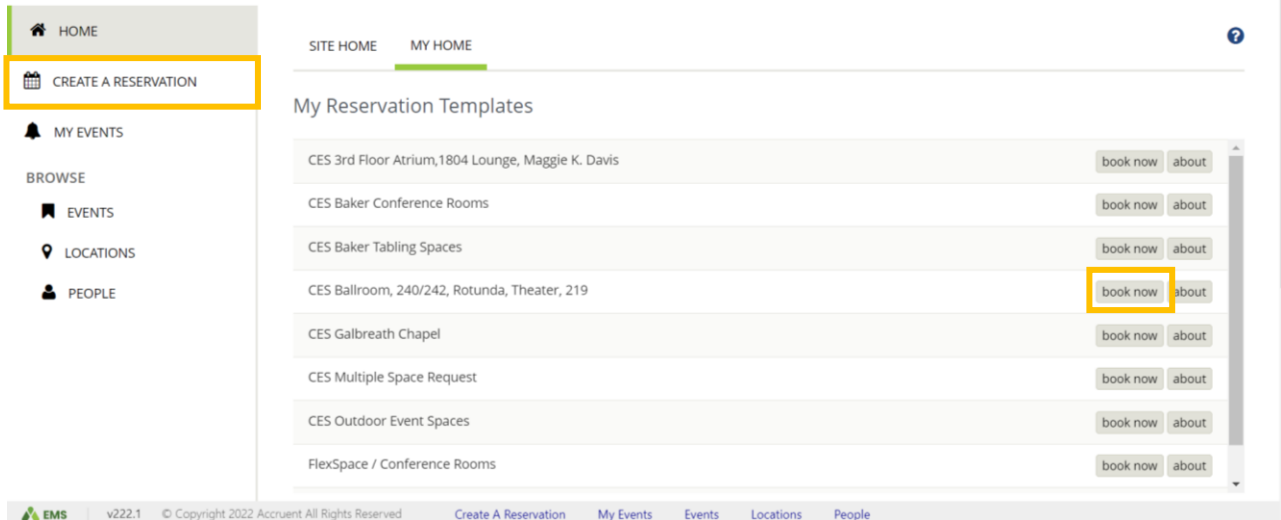
At the bottom of the page is a footer with the EMS logo, version v222.1, copyright information, and navigation links: Create A Reservation, My Events, Events, Locations, and People.

- Select *Events* to view a daily, weekly, or monthly list view of current reservations. Apply filters to further refine your search.

STEP 3

SELECT YOUR TEMPLATE

- Click *Create a Reservation*. Determine which space(s) you would like to reserve and click book now.



The screenshot shows a web interface for creating reservations. On the left, a sidebar contains navigation links: HOME, CREATE A RESERVATION (highlighted with an orange box), MY EVENTS, and BROWSE (with sub-links for EVENTS, LOCATIONS, and PEOPLE). The main content area is titled 'My Reservation Templates' and lists various spaces with 'book now' and 'about' buttons. The 'book now' button for 'CES Ballroom, 240/242, Rotunda, Theater, 219' is highlighted with an orange box. The footer includes the EMS logo, version v222.1, copyright information, and navigation links for Create A Reservation, My Events, Events, Locations, and People.

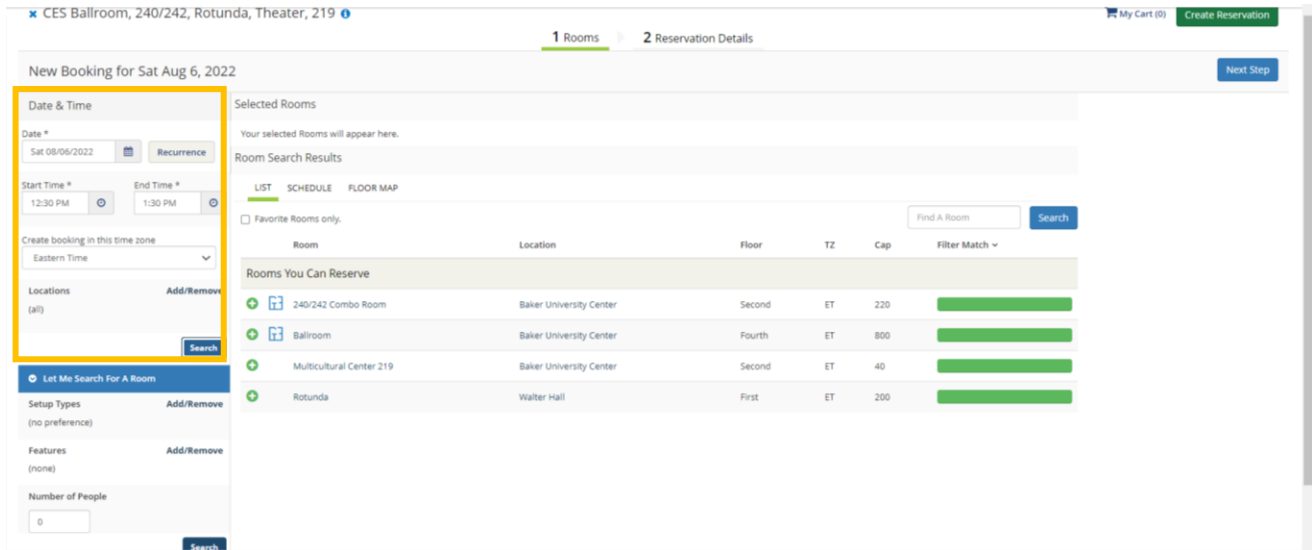
Space Name	book now	about
CES 3rd Floor Atrium, 1804 Lounge, Maggie K. Davis	book now	about
CES Baker Conference Rooms	book now	about
CES Baker Tabling Spaces	book now	about
CES Ballroom, 240/242, Rotunda, Theater, 219	book now	about
CES Galbreath Chapel	book now	about
CES Multiple Space Request	book now	about
CES Outdoor Event Spaces	book now	about
FlexSpace / Conference Rooms	book now	about

NOTES

- Major Event Spaces (Ballroom, 240/242, Rotunda, Theater, 219, and Galbreath Chapel) are only reservable at least 21 business days in advance of the event date, regardless of availability.
- Classroom spaces are managed by the Registrar's office and can be reserved at astra.ohio.edu.
- A full list of reservable spaces managed by Conference & Event Services is available at www.ohio.edu/student-affairs/event-services.

CREATE YOUR RESERVATION - SEARCH AVAILABLE SPACES

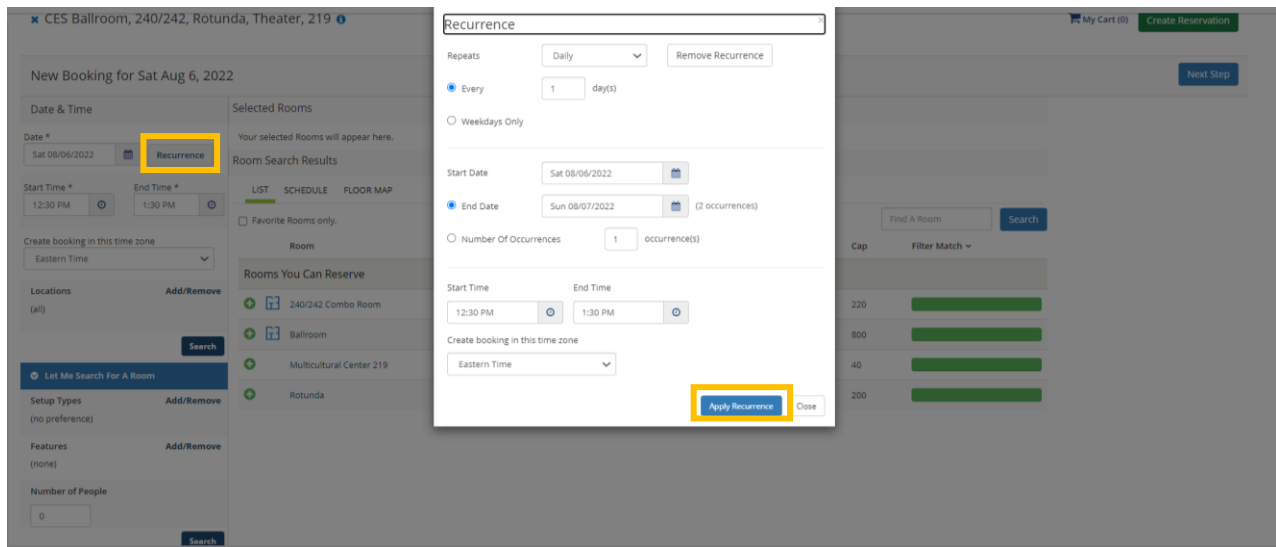
- Select your event date and time, and click *Search* to display available venues.



The screenshot shows the 'New Booking for Sat Aug 6, 2022' interface. The 'Date & Time' section on the left is highlighted with a yellow box. It includes fields for 'Date *' (Sat 08/06/2022), 'Start Time *' (12:30 PM), 'End Time *' (1:30 PM), 'Create booking in this time zone' (Eastern Time), 'Locations' (all), 'Setup Types' (no preference), 'Features' (none), and 'Number of People' (0). A 'Recurrence' button is visible next to the date field. The 'Room Search Results' section on the right shows a table of available rooms:

Room	Location	Floor	TZ	Cap	Filter Match
240/242 Combo Room	Baker University Center	Second	ET	220	[Green bar]
Ballroom	Baker University Center	Fourth	ET	800	[Green bar]
Multicultural Center 219	Baker University Center	Second	ET	40	[Green bar]
Rotunda	Walter Hall	First	ET	200	[Green bar]

- Recurring events can be easily created by selecting *Recurrence* and completing the pop-up menu.

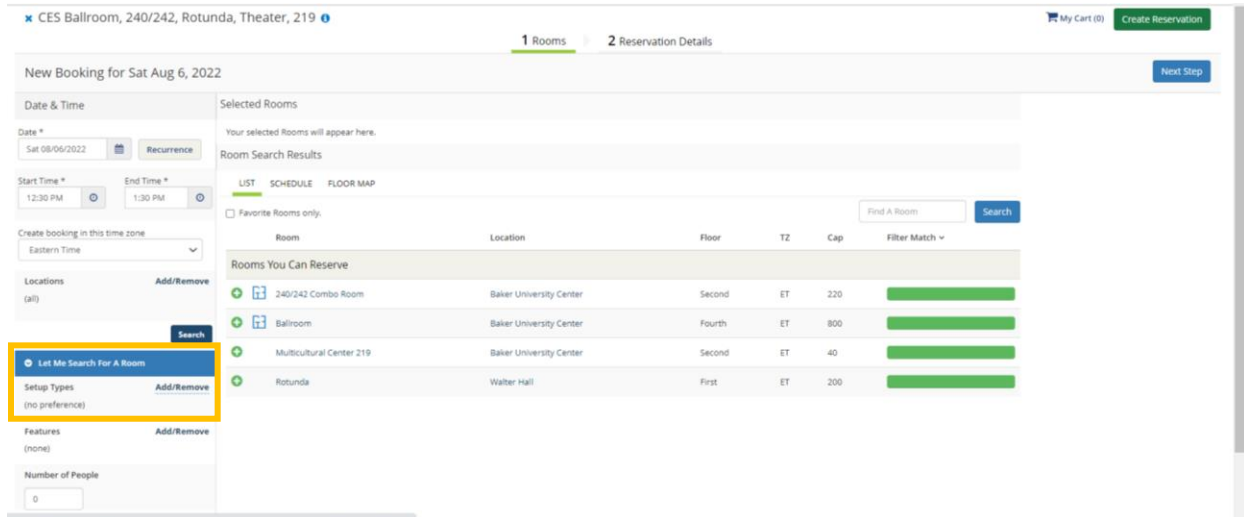


The screenshot shows the 'Recurrence' pop-up menu open over the reservation search interface. The 'Recurrence' button in the 'Date & Time' section is highlighted with a yellow box. The pop-up menu includes the following options:

- Repeats:** Daily (selected), Remove Recurrence
- Every:** 1 day(s)
- Weekdays Only:** (unselected)
- Start Date:** Sat 08/06/2022
- End Date:** Sun 08/07/2022 (2 occurrences)
- Number Of Occurrences:** 1 occurrence(s)
- Start Time:** 12:30 PM
- End Time:** 1:30 PM
- Create booking in this time zone:** Eastern Time
- Buttons:** Apply Recurrence (highlighted with a yellow box), Close

CREATE YOUR RESERVATION - SEARCH AVAILABLE SPACES

- Alternatively, you can search which venues would best suite your desired event setup by selecting setup types within *Let Me Search for a Room*.



CES Ballroom, 240/242, Rotunda, Theater, 219
 1 Rooms
2 Reservation Details
My Cart (0)
Create Reservation

New Booking for Sat Aug 6, 2022 Next Step

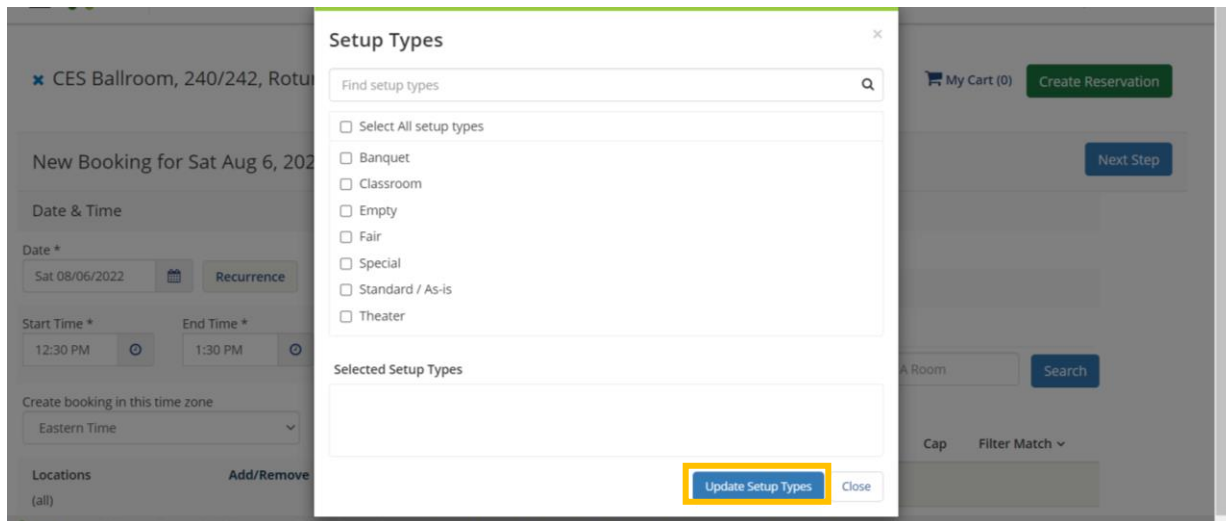
Date & Time
 Date * Sat 08/06/2022 Recurrence
 Start Time * 12:30 PM End Time * 1:30 PM
 Create booking in this time zone Eastern Time
 Locations (all) Add/Remove Search

Selected Rooms
 Your selected Rooms will appear here.
 Room Search Results
 LIST SCHEDULE FLOOR MAP
☐ Favorite Rooms only. Find A Room Search

Room	Location	Floor	TZ	Cap	Filter Match
240/242 Combo Room	Baker University Center	Second	ET	220	
Ballroom	Baker University Center	Fourth	ET	800	
Multicultural Center 219	Baker University Center	Second	ET	40	
Rotunda	Walter Hall	First	ET	200	

Rooms You Can Reserve
Let Me Search For A Room Add/Remove

Setup Types (no preference) Add/Remove
 Features (none) Add/Remove
 Number of People 0



CES Ballroom, 240/242, Rotunda, Theater, 219
 My Cart (0)
Create Reservation

New Booking for Sat Aug 6, 2022 Next Step

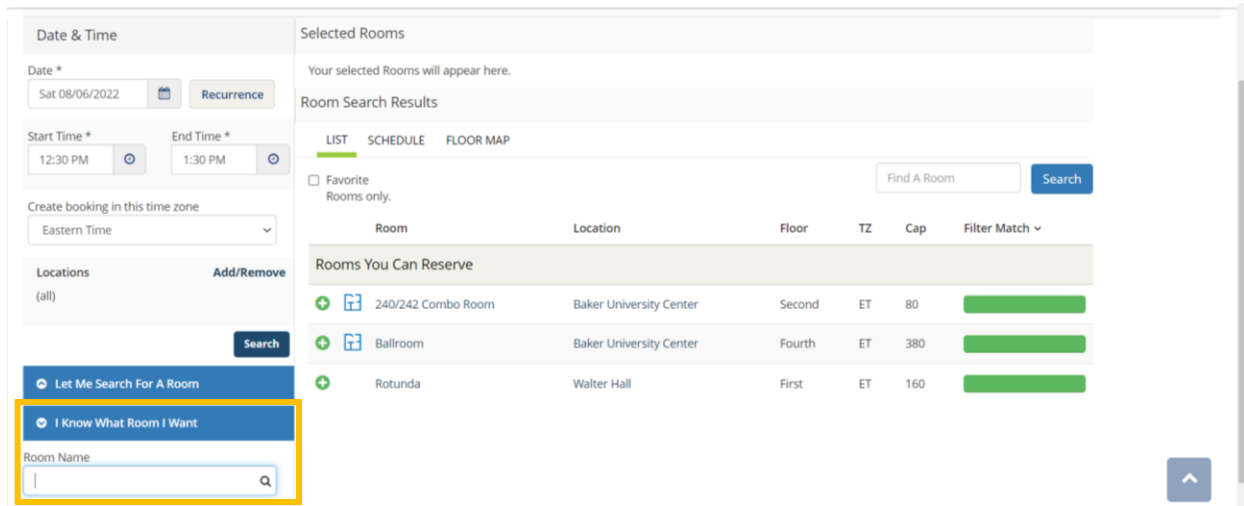
Date & Time
 Date * Sat 08/06/2022 Recurrence
 Start Time * 12:30 PM End Time * 1:30 PM
 Create booking in this time zone Eastern Time
 Locations (all) Add/Remove Search

Setup Types
 Find setup types Q
☐ Select All setup types
☐ Banquet
☐ Classroom
☐ Empty
☐ Fair
☐ Special
☐ Standard / As-is
☐ Theater
 Selected Setup Types
Update Setup Types Close


STEP 4


CREATE YOUR RESERVATION - SEARCH AVAILABLE SPACES


- Lastly, you can also search for your venue by name by typing it in the search bar below *I Know What Room I Want*.




Date & Time

Date *
Sat 08/06/2022  **Recurrence**

Start Time *
12:30 PM 

End Time *
1:30 PM 


Create booking in this time zone
Eastern Time 

Locations
(all) **Add/Remove**

Search

☒ Let Me Search For A Room

☒ I Know What Room I Want

Room Name 








Selected Rooms


Your selected Rooms will appear here.

Room Search Results

LIST **SCHEDULE** **FLOOR MAP**

☐ Favorite Rooms only. **Search**

Room	Location	Floor	TZ	Cap	Filter Match 
Rooms You Can Reserve					
 240/242 Combo Room	Baker University Center	Second	ET	80	
 Ballroom	Baker University Center	Fourth	ET	380	
 Rotunda	Walter Hall	First	ET	160	



STEP 5

CREATE YOUR RESERVATION - RESERVATION DETAILS

- Review the list of spaces, and click the *green plus sign* beside the room you would like to reserve.

✕ CES Ballroom, 240/242, Rotunda, Theater, 219 ⓘ

1 Rooms 2 Reservation Details

New Booking for Sat Aug 6, 2022

Date & Time

Date *
Sat 08/06/2022 Recurrence

Start Time *
12:30 PM

End Time *
1:30 PM

Create booking in this time zone
Eastern Time

Locations
(all)

Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

Selected Rooms











Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE FLOOR MAP

☐ Favorite Rooms only.

Find A Room Search

Room	Location	Floor	TZ	Cap	Filter Match
Rooms You Can Reserve					
  240/242 Combo Room	Baker University Center	Second	ET	220	
  Ballroom	Baker University Center	Fourth	ET	800	
 Multicultural Center 219	Baker University Center	Second	ET	40	
 Rotunda	Walter Hall	First	ET	200	

- Enter the *Number of Attendees*, select the room *Setup Type*, and click *add room*.

✕ CES Ballroom, 240/242, Rotunda, Theater, 219 ⓘ

New Booking for Sat Aug 6, 2022

Date & Time

Date *
Sat 08/06/2022 Recurrence

Start Time *
12:30 PM

End Time *
1:30 PM

Create booking in this time zone
Eastern Time

Locations
(all)

Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

Selected Rooms



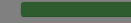


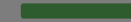

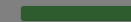


Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE FLOOR MAP

☐ Favorite Rooms only.

Find A Room Search

Room	Location	Floor	TZ	Cap	Filter Match
Rooms You Can Reserve					
  240/242 Combo Room	Baker University Center	Second	ET	220	
  Ballroom	Baker University Center	Fourth	ET	800	
 Multicultural Center 219	Baker University Center	Second	ET	40	
 Rotunda	Walter Hall	First	ET	200	

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

200

Setup Type *

Banquet

Fair

Theater

NOTES

- Virtual EMS will only permit you to *add room* if the Number of Attendees is within the acceptable capacity range of the space.

STEP 5

CREATE YOUR RESERVATION - RESERVATION DETAILS

- The room will be added to *My Cart* on the top right corner of your screen. Click *2 Reservation Details* to proceed.

Room Added to Reservation

My Cart (1) Create Reservation

1 Rooms2 Reservation Details

New Booking for Sat Aug 6, 2022Next Step

Date & Time

Date *
Sat 08/06/2022Recurrence

Start Time *
12:30 PMEnd Time *
1:30 PM

Create booking in this time zone
Eastern Time

Locations
(all)Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name
Q

Selected Rooms Attendance & Setup Type

Room Search Results

LIST SCHEDULE FLOOR MAP

☐ Favorite Rooms only.

Find A RoomSearch

Rooms You Can Reserve

Room	Location	Floor	TZ	Cap	Filter Match
+ 240/242 Combo Room	Baker University Center	Second	ET	220	
+ Ballroom	Baker University Center	Fourth	ET	800	
+ Multicultural Center 219	Baker University Center	Second	ET	40	
+ Rotunda	Walter Hall	First	ET	200	

CREATE YOUR RESERVATION - RESERVATION DETAILS

- Provide the following information.
- **IMPORTANT:** Your event approval is contingent upon the completeness, accuracy, and feasibility of the details provided.

✕ CES Ballroom, 240/242, Rotunda, Theater, 219 ⓘ

My Cart (1) [Create Reservation](#)

1 Rooms

2 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Customer Details

Customer *

1st Contact

Additional Information ⓘ

Please describe your event plans in detail. *

Please select your first contact. *

If Other/Special, please provide further information on your desired event set up:

Please provide a detailed description of your audio/visual needs (spaces are equipped with HDMI connections to projectors, 4 wireless microphones and a podium microphone). *

Do you have contracted speakers or performers? *

Is your event catered? *

Will there be alcohol at your event? *

Billing Information

Oracle Account # *

Go Back

[Create Reservation](#)

- Once completed, click *Create Reservation*.
- You will receive an email confirmation of your reservation request. Your request will be reviewed by Conference & Events Services, and you will receive an email confirmation of changes to the event status within 2-3 weeks.

RESERVATION DETAILS

The following customer information is required:

- Event Name
- Event Type (please select from the drop down menu)
- Customer (please select from the drop down menu)
- 1st Contact
- 1st Contact Phone
- 1st Contact Email Address

Virtual EMS will request the following required details:

- Please describe your event plans in detail
- Please select your event content:
 - *Keynote lecturer with PowerPoint presentation; Panel; Dance performance; Musicians/Acapella; Variety/Fashion Show; Other*
 - If *Other*, please describe.
- Who is your event audience/demographic:
 - *General Public; Students; Faculty & Staff; Students, Faculty & Staff*
- Please select your event design:
 - *Classroom; Banquet; Theater/Lecture; Fair; Empty; Other/Special*
 - If *Other/Special*, please describe.
- Please provide a detailed description of your audio/visual needs.
- Do you have contracted speakers or performers?:
 - *Yes; No*
- Is your event catered?:
 - *No; Ohio University Catering; Bringing food under \$250 (requires approval); External Catering (requires approval)*
- Will there be alcohol at your event?:
 - *No; Alcohol will be served; Alcohol will be sold*
- Oracle Account #
 - Select from the drop down menu or provide the full account number to which you would like the reservation charges to be applied