EVENTS PLANNING and ROOM SCHEDULING PROCESSES - Effective Sept. 1, 2017

**Academic Scheduling:**

Credit and non-credit scheduling is done in Banner. Once the schedules are built and finalized, they are brought into EMS and the courses become reservations with bookings. If any course or room changes are needed, they are done in Banner, which automatically updates to EMS every 45 minutes. [Because of this 45-minute gap between updates, we recommended schedulers double-check Banner (SLIAEVN) before booking the room.]

Instructors requiring a room change, and/or an alternate room (e.g. computer lab) for any reason should continue to work with their Division office.

**Event Scheduling:**

Requests are made online via [https://ems.commnet.edu/VirtualEms/default.aspx](https://ems.commnet.edu/VirtualEms/default.aspx)

1. **Browse** EMS to search for available space, based on the event requirements
   
   OR

2. **Log in** to EMS with your Net ID (number only minus the @ symbol) and password

3. **Proceed to Reservations.** Choose the appropriate drop down template to select and reserve the space(s) needed.

4. **Complete all necessary fields** (fields with * are required)

5. **Click Find Space.** Look for free space (the blue bar indicates the room is in use) and select the room(s) you want by clicking the green plus sign.

6. **Click Continue.** This brings you to the details of your request. Enter all the required usage information (including Set-up notes)

7. **Click Submit**

   - Be sure to include as much detail as possible with any requests for maintenance, equipment, and IT support services, etc.

   - Once approved, your reservation will be assigned an ID number and will be confirmed by the Events Planning Office. The confirmation will be emailed to you along with a copy to the department(s) whose support services are being requested, as well as any other offices deemed necessary.

   - Please note that the event sponsor will be responsible for meeting all deadlines associated with event support needs. **There will be no reminders sent regarding room set ups, equipment needs, etc.**

   - When access to smart technology is needed, internal sponsors must request guest accounts through the IT Help Desk. The Events Planning Office staff will request this on behalf of external groups. The system is not yet set up to receive requests from external groups; however, if you are an internal sponsor you may be able to process requests on their behalf.
Conference Rooms:

Employees may reserve many conference rooms directly in EMS, if open. However the rooms listed below need additional approval before they can be confirmed.

K714b: CFT Room (contact Sue DiMascia or Donna Collette)
L304: Library Conference Room (contact Elaine Milnor)
E422: Science Conference Room (contact Nancy Bell)
T608: STEM Conference Room (contact Sue Cassano)
F104 and F130: Founders Conference Rooms (contact Beth Monchun)

Process for Scheduling Conference Rooms:

Requests are made online via https://ems.commnet.edu/VirtualEms/default.aspx

1. **Log in** with your Net ID (number only minus the @ symbol) and password.
2. Proceed to **Reservations**, select **NV Conference Rooms** from the dropdown menu and enter your requirements.
3. Complete all necessary fields (fields with * are required)
4. Click **Find Space**. Look for free space (the blue bar indicates the room is in use) and select the room(s) you want by clicking the green plus sign +.
5. Click **Continue**. This brings you to the details of your request. Enter all the required usage information (including Set-up notes)
6. Click **Submit**
   - If the room is designed for direct booking, your reservation status will show as **Web Confirmed**. You are done!
   - If room authorization is required, your reservation status will show as **Web Request**. In these instances, please notify the room contact listed above that you have requested the space. If approved, the room contact will notify Events Planning, who will send out the confirmation. Your reservation will change to **Web Confirmed**. You are done!
   - For any of the conference rooms, support services (if needed) must be arranged by the party making the reservation once it has been confirmed.

Special Notes:

- You may view your requests, or edit your reservation at any time by simply logging in and selecting **View My Requests**. You may even cancel a reservation. Please notify the Events Planning Office if adjustments are made. Be considerate and cancel your reservation if a room is no longer needed.
- The system is currently set to receive requests no less than 24 hours in advance of bookings for classrooms and shared spaces and no less than 1 hour in advance for conference rooms. **Prior planning is key!** Any rare exceptions or late requests should be communicated directly with Events Planning. Please be informed that these late requests may not be able to be accommodated.

August 18, 2017