EMS Room Scheduling

Website EMS: https://myrooms.law.harvard.edu/VirtualEMS/

Reservation types:

Full Reservation: *Rooms with services (Catering, Media Services & room setup) that are booked at least 72 hours prior to the event start date.*

Express room: *Meeting rooms that only accommodate 20 people or less and are booked within 7 days of the event start date.*

Pub: *This is used only for booking space in the Pub*

Service only: *Services added to an academic course or non-event space.*

Booking Reservations

Date:

When selecting a date remember that Express room reservations can only be booked within 7 days of the event's start date and Full Service can only be booked **72 hours prior** to the event start date.

"Recurrence" is an option only available for Full Service reservations. This will help you select multiple days in particular Patterns *(Example: **Daily:** Monday-Sunday, **Weekly:** every Tuesday, **Monthly:** every first Monday of the month);* selecting a "random" pattern will give you the option of scheduling an event occurring on different days that do not create a particular pattern

This option is very helpful to meet many event needs. Particularly, department, selecting the option of "Daily" allows you to book every day for the entire week, rather than booking separately.

• Just by adding the start date and end date the system will include the dates falling with that range.

Time: (Building hours/Holidays)

When reserving rooms, keep in mind the building operation hours can vary over the course of the year. For example the earliest a room can be booked during the **academic school year is 7:00am -10:00pm is the latest Monday – Saturday. The building is open 8:00am - 4:00pm on Sunday** during the academic **school year.**

- Building operating hours are important because you will receive an error message in EMS if you are booking outside the building hours.
- Staff Holidays are important to know when booking a space because buildings will be closed and thus event space will be unavailable to book.
- Building Operation hours
    - Academic hours (Begin after Labor Day and end after Commencement):
        - Monday– Saturday 7:00am – 10:00pm & Sunday 8:00am – 4:00pm
    - Summer hours (Starts after commencement and end after Labor Day):
        - Monday– Saturday 7:00am – 7:00pm & Sunday 8:00am – 4:00pm

Facilities:

Selecting specific facilities helps you narrow down your search if you are looking for a particular room. For example, you can choose Austin Hall if you are looking to book Ames Courtroom and this will narrow your options down to the event spaces within Austin Hall. Selecting the option "All" will give you a broader scope of the event space available in all of the building containing event space for your given date.

Attendance:

Attendance is a required field that allows the system to locate the spaces available to accommodate your group.

Knowing the maximum capacity of a room is more useful than estimating capacity size. For example, some classrooms in WCC accommodate a max capacity of around 76 – 80, the max capacity for Austin West is 139; the function spaces in **Milstein East A: 72, Milstein East B: 144, Milstein East C: 72, Milstein West A: 80, Milstein West B: 72.**

Again, knowing the attendance of your event is highly useful in locating an event space that best suits your needs. Attempting to host an event in a space that insufficiently accommodates your groups size or trying to have an intimate meeting for two people in a large board room can infringe on the affects you want to achieve with your event; as well as cause safety and liability concerns.

Setup type:

Setup type is a useful option that can be used to narrow down your search if you are looking for a particular setup. (Hollow rectangle, boardroom, banquet, theater, etc.) Note: if you select a classroom setup type, the HLS function spaces (Milstein East or West) will not show up in your available space query.

After Selecting "Find Space"

Once you click on **"Find Space"**, you should see a list of options.

The "LIST" tab is the default where results will appear on the screen after you select **"Find Space"**. EMS will list the space that is available base on your search criteria submitted.
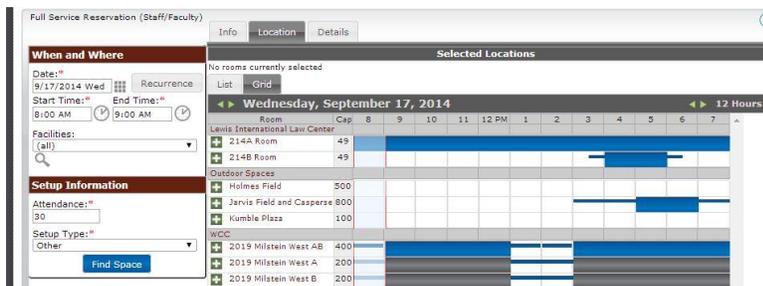
The "Grid" tab will show, with blocks of time when the space is already booked (reflected in a dark blue & gray blocking) and when they are available. If you hover over the blue blocking it will tell you what event is happening at that time.

Please note: the "Gird" option is not available when you have selected "Recurrence"

Availability:

Your search will give you a ratio. For example, 3/6 means 3 out of 6 days you selected are available. Ideally you want to find a space that is available 6/6 (6 out of 6 days).

- If you hover over the availability it will tell you why some of the rooms are not an option and only 3/3 are available.

Location:

Your query results will list the room that is available. You can click on the link and it will show you the details of the room, including more details/regarding the availability of the room.

Editing "My Reservations"

"View My Reservations":

Once you click on "View My Reservation" option, it will give you a list of your reservations. If you **click on the name** of the reservation it will bring you into that reservation and you can see all the bookings in list form that you have under that reservation.

Add booking: Will prompt you back to the search but will save you time since you will not have to enter all the information of the Details tab you entered when making the initial reservation.

Booking Tools: This option will allow you to change the date or time of your event.

Edit Additional Information: Will allow you to edit the details you initially provided. For example, if your billing code has changed it can be edited via the "Edit additional information Link".

Adding Services
Under the "Reservations" tab, click "View My Reservation". You will see a list of your reservations. Click on the "Name" of the particular reservation to which you wish to add services. Do so by clicking on the green "+".
You will then have the option to select Catering, Media Services, and Setup.

Delegates
Adding a person as a delegate gives said person permission to view your reservations. They will also have the ability to edit the bookings.

- To add a delegate: click on the "My Account" tab; select "Edit My Account " from the drop down menu. Then click the "Delegates" tab.
- A search engine will appear and you want to make sure you type the person's name who you wish to make a delegate. Properly: **Last name, First name.**
- Select your delegates name and move it over to the appropriate box. Then hit "Save" at the bottom. You will then need to log out and log back in and go to the welcome page. This will then give you a drop down menu option, in the right hand corner under **"Welcome (your name)"**

Fees
Late Cancellation Fee: (Full Service event cancelled within 72 hours) = $26.00
Late Room Request Fee: (request comes with 72 hours of the event) = $26.00
Delivery Fee: furniture delivery/setup to a space which is not managed by the HLS Events Office (example: Graduate Lounge) = $35.00 each way