Room Scheduling Users Guide

UCONN HEALTH

Parking, Transportation, and Event Services

All conference room scheduling requests are processed through our online system. FOAPAL coding must be provided at the time of the request. For those customers who do not have FOAPAL coding to provide, please email the appropriate scheduler to discuss your scheduling needs.

If a room reservation needs to be canceled, please complete the Room Cancellation Form on our Room Scheduling Homepage. If the room reservation included a setup, the reservation MUST be canceled at least 24 hours prior to the setup time or the setup fee will still be charged.

PLEASE NOTE: Due to constraints with parking availability, any request that will require parking spaces for outside attendees (regardless of the # of spaces required) MUST be approved by Parking Administration. The online request form has been updated and now requires all requestors to indicate the number of attendees, and any additional parking requirements. This information MUST be completed for all reservation requests. *NO EVENT IS CONFIRMED UNTIL A PARKING DIRECTIVE HAS BEEN DETERMINED AND A RESERVATION CONFIRMATION HAS BEEN RECEIVED BY THE REQUESTOR.*

Questions? Email the apropriate room scheduler:

roomscheduling1@uchc.edu (PTES)

195 Farmington Ave 3rd Floor Conference Room, ARB Large, ARB Small, Cafeteria Lobby Tables, Cafeteria Sections 1-5, Keller Auditorium, Keller Lobby, Low Learning Center, Main Hospital Lobby, Marbles Lobby, Munson Café, Munson Training Room, Onyiuke Dining Room, OP Main Lobby, OP 5th Floor Conference Room

roomscheduling2@uchc.edu (PTES)

Academic Lobby, Academic Mezzanine, Center Courtyard, Non-Academic Rotunda, OP 7th Floor Med Ed Center, OP 7 West, Tower Mezzanine

roomscheduling3@uchc.edu (PTES)

Academic Entrance, ASB Loading Dock Driveway, ASB Lobby, OP 2nd Floor Large Conference Room, OP 3rd Floor Medium Conference Room, OP 3rd Floor Large Conference Room

home@uchc.edu (SOM Clinical Affairs Rooms) Academic Rotunda, All Classrooms, Massey Auditorium, Walker Conference Room, Library Rooms (T2C2 Rooms and Learning Center Rooms)

umgroomscheduling1@uchc.edu (UMG Conference Rooms)

OP 1st Floor Small Conference Room, OP 1st Floor Large Conference Room, OP 2nd Floor Small Conference Room, OP 2nd Floor Medium Conference Room, OP 3rd Floor Small Conference Room, OP 4th Floor Medium Conference Room, OP 4th Floor Large Conference Room

To check room availability and reserve a room:

Users can check room availability and make room reservation requests via the *EMS Calendar*. This calendar includes both common rooms managed by Parking, Transportation, and Event Services, as well as classrooms managed by the Office of Medical Education, and conference rooms managed by UMG. The link to the *EMS Availability Calendar* is: https://virtualems.uconn.edu/EMSWebapp/BrowseEvents.aspx

🗱 ems	Browse Events						? Welcome, Guest.
A HOME	Filters						Compact View
BROWSE	D	Sun 04/01/2018	#		Add F	ilter	
EVENTS							
LOCATIONS LINKS			4	Mar April 2018 Ma		DAILY LIST WEEKLY LI	ST MONTHLY LIST
Student Union	SUN	MON	TUE	WED	THU	FRI	SAT
Dodd Research Center Facility Babbidge Library Rooms	1 Easter, All Buildings	2 8:30am Library class, Dod	3 9:00am RPH meeting, Do	4 8:30am Change Control,	5 6:00am Faculty Develop	6 8:00am Archives class, D	7:00am Aetna Health Pro
	9:00am Chinmaya Missio	10:00am Graduate Schoo 10:00am Stage 1, Block C	10:00am Student Group 10:00am DoCC, <i>Massey A</i>	10:00am Meeting, Dodd C 10:00am Stage 1, Block C	8:00am 2018 Career Fair, 9:30am Master Plan Prog	10:00am HRTS 4291, <i>Dod</i> 10:00am Stage 1, Block C	9:00am Tennis Doubles T 9:00am Tennis Doubles T
		12:00pm Meeting, DWTN	11:00am 2018 Summer A	11:00am 2018 Summer A	9:45am Interdisciplinary	10:00am Stage 1, Block C	9:00am Tennis Doubles T
		12:00pm Graduate & Pro + 8 more events	11:00am Fellowships for	11:00am Dissertation Def + 12 more events	11:00am YOGA: 1160 KIN + 10 more events	10:00am Dress Rehearsal + 8 more events	
	8	9	10	11	12	13	14
	9:00am Chinmaya Missio	8:00am Leadership TED T	9:00am 2018 Summer Ac	9:30am Fresh Check Day	8:00am IT Meeting, Acade	8:00am Responsible Con	7:00am Aetna Health Pro
	9:00am Tennis Doubles T	10:00am Stage 1, Block C	9:00am Attending Veteri	10:00am Stage 1, Block C	8:00am UConn ECE Biolo	8:00am OVPR Grantwriti	9:00am Tennis Doubles T
	9:00am Tennis Doubles T	12:00pm Meeting, DWTN	10:00am Student Group	10:30am Applying for ST	8:15am UConn ECE Biolo	8:00am Charlie Yarish Me	9:00am Tennis Doubles T
	9:00am Tennis Doubles T	. 1:00pm Stage 1, Block C	10:00am DoCC, Massey A	12:00pm Meeting, DWTN	8:30am YSEALI Program,	9:00am Attending Veteri	9:00am Tennis Doubles T
	5:30pm STA CPR Class, H	1:30pm YSEALI Simulatio	10:00am Luncheon with	1:00pm Athletics - Swim	9:00am Spring Showcase,	9:00am Spring Showcase,	9:15am Admitted Studen
	+ 1 more events	+ 10 more events	+ 11 more events	+ 15 more events	+ 14 more events	+ 10 more events	+ 3 more events
	15	16	17	18	19	20	21

The initial view in EMS defaults to all rooms at UConn and will look like this:

To change your view to rooms managed by UConn Health, click on the the word Events located on the left side under the monthly calendar, then click on Add Filter and select Location. The box will expand to show two filter drop-down boxes. See below:

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EVENTS	Da	te Sun 04/01/2018			Add F	ilter	
♀ LOCATIONS						tions	
INKS					Roor	n omer Name	
Student Union						It Name EEKLY L	IST MONTHLY LIST
Dodd Research Center Facility			<	Mar April 2018 Ma	/> Even	it Type	
Babbidge Library Rooms	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7
	Easter, All Buildings	8:30am Library class, Dod	9:00am RPH meeting, Do	8:30am Change Control,	6:00am Faculty Develop	8:00am Archives class, D	7:00am Aetna Health Pro
	9:00am Chinmaya Missio	10:00am Graduate Schoo	10:00am Student Group	10:00am Meeting, Dodd C	8:00am 2018 Career Fair,	10:00am HRTS 4291, Dod	9:00am Tennis Doubles T
		10:00am Stage 1, Block C	10:00am DoCC, Massey A	10:00am Stage 1, Block C	9:30am Master Plan Prog	10:00am Stage 1, Block C	9:00am Tennis Doubles T
		12:00pm Meeting, DWTN	11:00am 2018 Summer A	11:00am 2018 Summer A	9:45am Interdisciplinary	10:00am OL training, DW	9:00am Tennis Doubles T
		12:00pm Graduate & Pro	11:00am Fellowships for	11:00am Dissertation Def	11:00am YOGA: 1160 KIN	10:00am Dress Rehearsal	
		+ 8 more events	+ 9 more events	+ 12 more events	+ 10 more events	+ 8 more events	
	0		40	4.4	40	12	

Updated 06/23/2022

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EVENTS		Find locations	۹				
		Select All Buildings					
	Loc	Dodd Research Center	-		O Add Filter		
LINKS		FARM Academic Building					
Student Union		R FARM Main Building					
Dodd Research Center Facility		R FARM Off Campus Facilities					
Babbidge Library Rooms		FARM Outdoor Spaces			DAILY LIST WEEKLY LIS	T MONTHLY LIST	
		R FARM Outpatient Pavilion					
		Homer Babbidge Library	-				
	SUN	Selected Locations			FRI	SAT	
				5	6	7	
	Easter, All Buildings	FARM Academic Building FARM Main Building FARM Off Campus Facilities		evelop	8:00am Archives class, D	7:00am Aetna Health Pro	
	9:00am Chinmaya Miss	 FARM Outdoor Spaces FARM Outpatient Pavilion 		eer Fair,	10:00am HRTS 4291, Dod		
				lan Prog	10:00am Stage 1. Block C		
		Update Locations	Close	iplinary		9:00am Tennis Doubles T	
				160 KIN	10:00am Dress Rehearsal		

Select any or all of the FARM locations from the menu and click on *Update Locations*:

You may now check for availability in the buildings you selected by clicking on the calendar icon at the top of the page. You may further filter your view by day, week, or month:

💥 ems	Browse Events						Welcome, Gues
希 НОМЕ							
BROWSE	Filters						Compact View
EVENTS	Date	Sun 04/22/2018	**				
LOCATIONS INKS Student Union	Locations	FARM Academic Buildin Add/Remove Location	ng,FARM Main Building,	FARM Off Campus Facilitie	s,FARM Outd	• Add Filter	
Dodd Research Center Facility Babbidge Library Rooms			(Prev Sunday, Apri	22nd 2018- Saturday, Aj		DAILY LIST	MONTHLY LIST
	SUN	MON	TUE	WED	тни	FRI	SAT
		23 HEALTH ONE Training 7300am - 7280pm Massey Auditorium Stage 1, Block C - Class 2 1000am - 1000pm - 1000 - 1000 Academic Rotunda Stage 1, Block C - Class 2 1900am - 300pm - 1000 - 100	24	25 Stoge 1, Block C - Class 2 10:06am - 12:00pm Academic Relands Stoge 1, Block C - Class 2 Academic Relands UCHC AUP Retirement S 4:30pm - 7:30pm Massey Auditorium Environmental Neath 6:00pm - 9:00pm	26 Clinical Home 1:00pm - 4:30pm Academic Rotunda	27 All Day Lad doy of Classes All Buildings HEALTH ONE Training 7:00m - 7:20pm Massey Auditorium Stage 1, Block C - Class 2 Icolobini - 12:00m Academic Retunda COCR Review Session - BL 12:150m - 10:00m	28 TransAdvocacy Conference 7:00am - 5:00pm Massey Auditorium

Once you have checked the calendar for availability, you are now ready to complete the *Room Request Form.* Go to our Room Scheduling webpage and select the link for *Room Request Form.* Complete all fields and submit. You will get an automated email that your request has been received. This email is an acknowledgement that you have made a room request. The room reservation IS NOT CONFIRMED yet. All reservation requests are reviewed by the Room Scheduler. Any requests that require additional approvals (i.e. outside groups, or parking needs for outside guests) are routed for those approvals. Once all required approvals are secured, then a confirmation email will be sent. No reservation is confirmed until a confirmation email has been issued. See sample of *Room Request Form* below:

Room Request Form

Requester Name *
Sponsoring Department Name (no acronyms please) *
Sponsoring Department Name (no acronyms please) *
Requester Email *
Requester Email *
Requester Phone *
OAPAL INFORMATION
Fund *
of 6 max characters
of 5 max characters
Program *

PARKING NOTE:

If your request includes Outside Attendees who will require parking – you will receive a system generated email indicating what the outcome is of your parking request. This email will include information on where the individuals are required to park for the event, as well as any charges that will be assessed for parking. The event organizer is responsible for notifying the attendees of where they are to park.

SETUP CHARGE NOTE:

If your request includes a room setup – you will receive a system generated email indicating what type of setup was requested.

- If the setup is one of our standard setups (i.e. Theater Style, U-Shape, Herringbone, Open Square, Breakout Session, or Conference Style) you will be charged a flat \$50 setup fee.
- If the request is for a non-standard style the setup will be billed at a rate of \$50 per hour for setup & breakdown minimum 1 hour.