
Room Scheduling Users Guide



Parking, Transportation, and Event Services

Room Scheduling Users Guide

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 appropriate 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, Onyuke 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, OP 6th Floor Large Conference Room

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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>

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

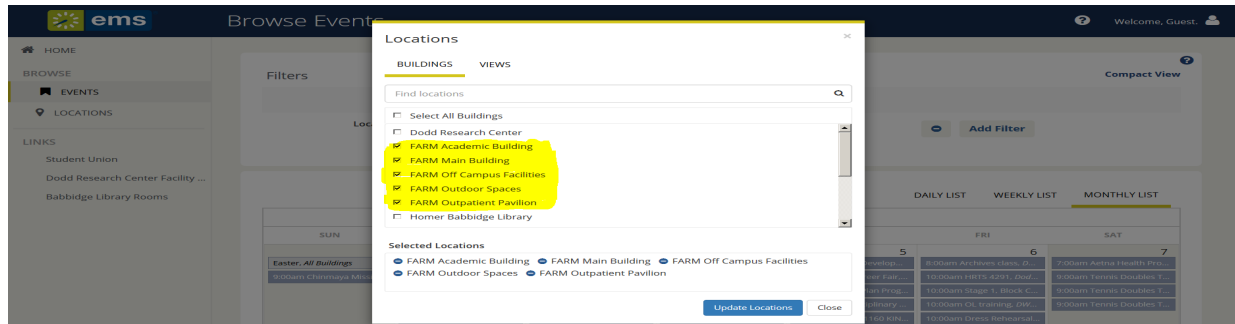
The screenshot shows the EMS Browse Events interface. On the left is a sidebar with navigation links: HOME, BROWSE, EVENTS (highlighted), LOCATIONS, and LINKS. The main content area has a 'Filters' section with a date picker set to 'Sun 04/01/2018' and an 'Add Filter' button. Below the filters is a calendar view for April 2018, with tabs for 'DAILY LIST', 'WEEKLY LIST', and 'MONTHLY LIST' (selected). The calendar grid shows events for each day, with some days having multiple events listed. For example, Sunday, April 1st, has events like 'Easter, All Buildings' and '9:00am Chinmaya Missio...'. The calendar also shows the number of more events for each day, such as '+ 8 more events' for Sunday, April 1st.

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:

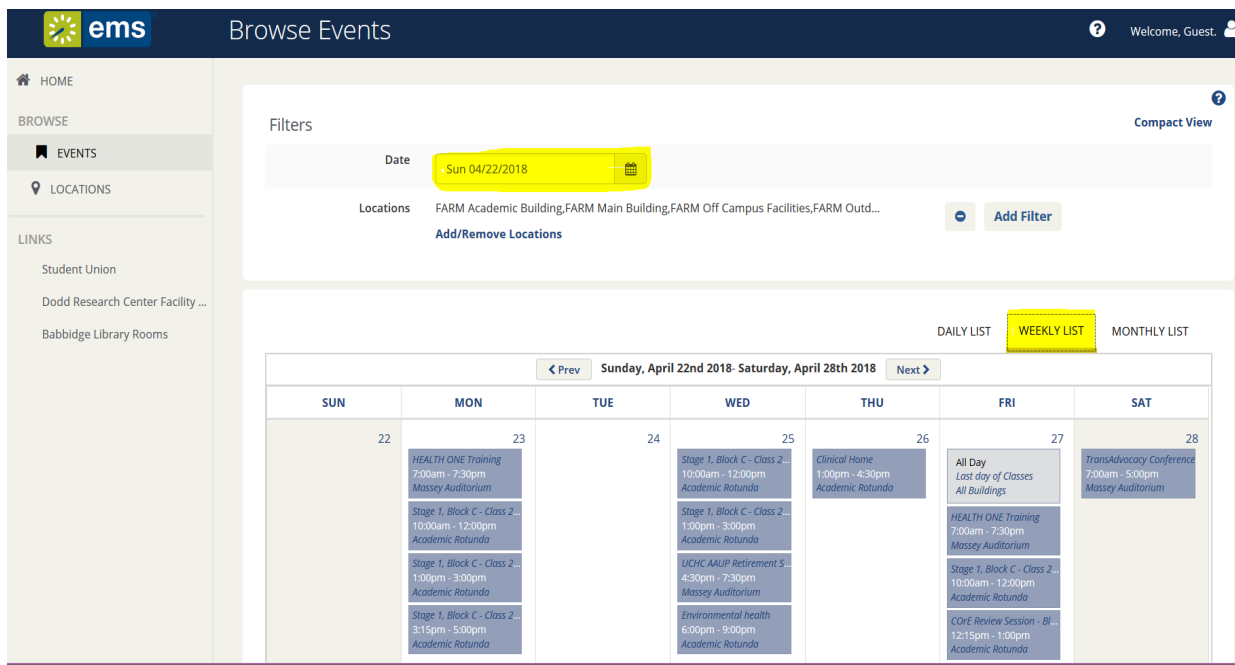
This screenshot shows the same EMS Browse Events interface, but with the 'Add Filter' dropdown menu expanded. The dropdown menu is located over the 'Add Filter' button and shows the following options: 'Add Filter', 'Locations' (highlighted), 'Room', 'Customer Name', 'Event Name', and 'Event Type'. The calendar view remains the same, showing the monthly calendar for April 2018.

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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:



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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

Basic Information

Requester Name *

First

Last

Sponsoring Department Name (no acronyms please) *

Requester Email *

Requester Phone *

FOAPAL INFORMATION

Fund *

0 of 6 max characters

Org *

0 of 5 max characters

Program *

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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.