WELCOME TO THE UNIVERSITY OF VERMONT
EMS PORTAL TRAINING
BY THE END OF THIS TRAINING YOU WILL BE ABLE TO:

1. Request space on campus for events
2. Set up reoccurring meetings on campus
3. Request additional services such as catering
4. Know who to call for help with EMS and events on campus

This training will take about 15 minutes.
PLANNING AHEAD:
WHAT TO KEEP IN MIND WHEN PLANNING YOUR EVENT

- Make your request as early as possible because space at UVM is limited and your desired space may not be available
- One year in advance for most non-classroom spaces
- Upon the Registrar release for classrooms (Spring, Summer, Fall)
- Outdoor, Alcohol, and Complex events require 3 weeks notice
- Catered events should be entered at least 2 weeks in advance
- All new events and event changes within 7 business days require a phone call, the EMS system will not allow you to enter or edit information
AN EXAMPLE PART 1:
YOUR EVENT WILL TAKE PLACE IN 5 MONTHS

- Start by requesting your desired space using the EMS portal
- Enter your information based on the best possible event scenario
  - Maximum number of people (plan for everyone to RSVP yes)
  - Take your best guess at technical needs (plan for sound/lights)
  - How would you like the room arranged (your current best info)
- Remember that adjusting your event details lower will always be easier than finding a bigger room, adding labor, or adding resources on short notice.
AN EXAMPLE PART 2:
YOUR EVENT WILL TAKE PLACE IN 5 MONTHS

• **5 months out**: Request the space early as possible, enter any know info

• **3-4 weeks out from your event:**
  • Provide menu details to your caterer
  • Bar or Alcohol requests must be entered
  • Update any know event details
  • Adjust your calendar text if needed

• **7 business days out from your event:**
  • Final catering numbers
  • Final setup details and A/V changes

• **Less than 7 business days**: Phone call required
TO START: SIGN INTO THE PORTAL USING YOUR UVM NET ID.

The University of Vermont’s EMS Portal

Your next campus event starts here!

Reserving a space on campus is easy using EMS, our virtual event reservation system. Within EMS, you can search for available rooms, browse room diagrams, and submit your catering request and more.

**UVM Faculty/Staff/Students:** Log in using your Net ID to submit a reservation request.

**Individuals outside of the UVM community:** please contact University Event Services at 802.656.5665 or EventServices@uvm.edu. We would be glad to assist you!

**New UVM Faculty/Staff/Students:** If you have not used the EMS Portal before please complete the training in the link below. Your EMS Portal account will be activated upon successfully completing the training and quiz:

**How to use the EMS Portal**

**Important Note:** This system is for REQUESTING space, and is not a guarantee of availability nor approved use of requested space.

You will receive a confirmation email after a staff member has had an opportunity to review your request.
THE WELCOME PAGE WILL PROVIDE YOU WITH CAMPUS UPDATES, SCHEDULING GUIDES, AND OTHER INFORMATION YOU MAY FIND USEFUL WHILE PLANNING YOUR EVENT.

EMS Portal at The University of Vermont

Welcome to The University of Vermont
EMS Portal

Click to revisit your EMS training: Learn how to use the EMS Portal

Construction News: Construction Updates
News about ongoing campus construction.

Facility News:
Information on building and room changes.

Other:
Space requests and event planning at UVM.
There are several groups on the UVM Campus that manage spaces and equipment.

Registrar: The Registrar schedules all accredited classes in General Purpose (GP) Classroom spaces. Accredited classes should be entered into Banner. All request for room changes for these classes should be directed to the registrar at classroom@uvm.edu

Athletics: Athletics approves all spaces in Athletic buildings and fields. If your event is not athletic related, UES will assist in coordinating your event after the space has been approved by Athletics.

Davis Center: DC schedulers Brian Wichert (4th floor) and Holly Pedrini (1st – 3rd floors) will schedule and assist you with coordinating all internal DC space event needs. Please contact them at 802-656-1204 or dcevents@uvm.edu

Scroll down for additional info
THE WELCOME PAGE WILL ALSO PROVIDE YOU WITH EASY-ACCESS POLICY LINKS TO HELP ANSWER QUESTIONS YOU MAY HAVE WHEN PLANNING YOUR EVENT
YOU CAN CREATE A NEW RESERVATION

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OR MODIFY ONE OF YOUR EXISTING EVENTS

Note: If you want to make changes to an event within 7 business days, a phone call is required. For events in the Davis Center, call 656-1204. For events elsewhere on Campus, call 656-6557.
Let’s start by creating a new request. Select ‘Create a Reservation’ and ‘Book Now’ in the request a room template. You may have more than one template available to you.
ENTER YOUR EVENT DATE(S) & TIMES

Note: If you want to schedule space within 7 business days, call our team for assistance. For events in the Davis Center, call 656-1204. For events elsewhere on campus, call 656-6557.

We always recommend you submit your reservation request as early as possible. At a minimum, requests must be submitted at least 7 business days prior to the event date.

If the event requires catering, requests should be submitted 14 business days prior to your event date.

If the event is outdoors, high profile or high risk in nature, or requires onsite police services, requests should be submitted 21 business days prior to your event date.
You may narrow down your room search by selecting any number of parameters. Please remember that your search results will not show rooms that do not meet the parameters you have set.

Example: If you select a specific building, you will not see any available rooms in other buildings. If you select boardroom style, you will only see rooms setup boardroom style or with the ability to be setup boardroom style (not standard).
ENTER YOUR EXPECTED ATTENDANCE

Attendance numbers will assist you finding the appropriate space. Search results will not show rooms that do not meet your minimum expected attendance numbers.
SELECT SEARCH TO SEE AVAILABLE SPACES
YOUR SELECTED TIME RANGE APPEARS BETWEEN THE RED LINES
**REVIEW SPACE AVAILABILITY DURING YOUR SELECTED TIMES**

The image shows a Room Request page with a grid layout for selecting available spaces. The grid displays timeslots from 7 AM to 11 PM, with columns labeled by hours. Rows represent different rooms, such as Aiken Center and Allen House. The availability status is indicated by colors: spaces in use (not available) are shaded, while available spaces appear empty.

- **Available spaces appear empty**
- **Spaces in use (not available) are shaded**
SELECT THE AVAILABLE ROOM(S) YOU WANT

You may select multiple rooms (bookings) in one reservation

Click on the room names to see their photos and details

Click the + symbol to select a room
ROOM SETUP TYPE: DEFAULT VS SPECIAL REQUEST SETUP

The default room setup will appear automatically. Some rooms have multiple setup options, any option other than the room default (standard setup) will incur labor charges.
YOUR SELECTED ROOM(S) WILL MOVE TO THE TOP

Tip: You can select multiple rooms on one reservation. You may also select a room and then change your search parameters (date, time, attendance) to find additional spaces.
LET’S PRETEND YOUR EVENT IS A RECURRING MEETING

[Image of a room request form with options for date and recurrence]
WE RECOMMEND SELECTING RANDOM FOR RECURRING MEETINGS BECAUSE IT PROVIDES BETTER SEARCH RESULTS
THAT WAY, YOU CAN EASILY SKIP UNIVERSITY HOLIDAYS, CLOSURES, OR FINAL EXAM WEEK DATES

After selecting your dates, apply recurrences
### Review the Room Availability Across Your Dates

**Available 3 of 3 requested dates**

<table>
<thead>
<tr>
<th>Room</th>
<th>Available</th>
<th>Location</th>
<th>Floor</th>
<th>TZ</th>
<th>Cap</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aiken Center 21B (Solarium)</td>
<td>3/3</td>
<td>Aiken Center</td>
<td>02</td>
<td>ET</td>
<td>48</td>
<td>100.00 Half Day, 200.00 Full Day based on Reserved hours with 100% Discount</td>
</tr>
<tr>
<td>Cohen Hall 101</td>
<td>2/3</td>
<td>Cohen Hall</td>
<td>01</td>
<td>ET</td>
<td>35</td>
<td>220.00 Half Day, 440.00 Full Day based on Reserved hours with 100% Discount</td>
</tr>
<tr>
<td>Cohen Hall 102</td>
<td>2/3</td>
<td>Cohen Hall</td>
<td>01</td>
<td>ET</td>
<td>35</td>
<td>220.00 Half Day, 440.00 Full Day based on Reserved hours with 100% Discount</td>
</tr>
</tbody>
</table>

**Available 2 of 3 requested dates**

<table>
<thead>
<tr>
<th>Room</th>
<th>Available</th>
<th>Location</th>
<th>Floor</th>
<th>TZ</th>
<th>Cap</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aiken Center</td>
<td>2/3</td>
<td>Aiken Center</td>
<td>01</td>
<td>ET</td>
<td>60</td>
<td>160.00 Half Day, 320.00 Full Day based on Reserved hours with 100% Discount</td>
</tr>
</tbody>
</table>
IF THE ROOM YOU WANT IS NOT AVAILABLE ON ALL DATES, SELECT THE ROOM YOU WANT AND THE SYSTEM WILL SEARCH FOR AVAILABLE ROOMS ON THE DATES YOUR PREFERED ROOM IS NOT AVAILABLE.
ONCE YOU HAVE SELECTED YOUR ROOM(S), CLICK NEXT STEP.
Enter all of your event information and requirements, such as:
- Additional pre/post event time
- Room setup
- Sound & Lighting
- Tables, chairs, trash & recycling
- Technical details
- Electrical details
- Transportation & Parking needs

Give us a brief overview of your event or enter any event details you were unable to request in the above fields.
EVENT DETAIL REQUESTS WILL EXPAND WHEN YOU SELECT ‘YES’

Selecting ‘YES’ will expand the follow up questions. Selecting ‘NO’ will allow you to move forward without additional questions.

Selecting ‘YES’ will expand the follow up questions. Selecting ‘NO’ will allow you to move forward without additional questions.
Select if you would like your event to show on the UVM Campus Calendar

Selecting ‘YES’ will display your event on the UVM calendar. Selecting ‘NO’ will bypass the calendar.
NEXT, IT’S TIME TO INPUT YOUR CATERING SERVICES. LET’S REVIEW HOW TO REQUEST UVM DINING SERVICES

TIP: If you don’t know your menu selections yet, you can log in at a later date (outside 7 business days) and update your reservation with a catering request.

Remember: All catering requests should be submitted in EMS at least 7 business days before your event. With 14 days preferred. If you are within 7 business days of your event, you must call University Dining Services.

Select your account option (you may have more than one option)

Your estimated attendance will pre-fill this field
EXTERNAL PRE-APPROVED CATERING.

If a catering company is not listed under the pre-approved group, there is a process to address this on the next section.

<table>
<thead>
<tr>
<th>External Approved Caterer</th>
<th>Start Time (ET)</th>
<th>End Time (ET)</th>
<th>Service Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00 AM</td>
<td>10:00 AM</td>
<td>(Select Service Type)</td>
</tr>
</tbody>
</table>

Caterers you may contact:

Bar Service (UVM Dining)

<table>
<thead>
<tr>
<th>Start Time (ET)</th>
<th>End Time (ET)</th>
<th>Service Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>10:00 AM</td>
<td>(Select Service Type)</td>
</tr>
</tbody>
</table>

Expanding this field will show you the current pre-approved external caterers. External approved caterers are updated frequently. You will need contact the caterer directly with your order as the EMS system will not capture menu information for external caterers.
OTHER FOOD OR CATERING WAIVER REQUESTS

This is where you will find all other catering options available along with the Catering Waiver request for vendors not pre-approved in the previous section.

Remember:
All catering waiver requests must be made at least 14 days in advance.
ENTER THE CHARTSTRING (REQUIRED) THAT WOULD BE BILLED FOR ANY EVENT OR UVM DINING RELATED CHARGES.

Note: Chartstrings are required for ALL events on campus
An event may fall into multiple event types, ex: dinner/fundraiser. Select the one you would prefer to see listed.
2nd Contact Information and Attaching Files to Your Reservation

Departments and Colleges should select your Business Manager for the 2nd contact. Student Clubs, Fraternities and Sororities should select your Faculty Advisor. If the 2nd contact is not listed in the drop down, select ‘temporary contact’ and write in the persons name.

Attach any event related documents here. Contracts, Insurances Certificates, Diagrams, Band/Performer Rider Contracts.
CHARTSTRING NUMBER AND SUBMITTING YOUR REQUEST

Some fields are required

Chartstring numbers will always have the same number of digits in the respective fields. The number shown below is for reference only. 12/12345/123/123456/123///1234/1234

* Unit / Project / Activity may also be included if you have a specific number, if not, leave the ///./.
YOU WILL RECEIVE AN AUTOMATED EMAIL SUMMARIZING YOUR EVENT REQUEST IMMEDIATELY FOLLOWING THE SUBMISSION OF YOUR REQUEST.

OUR EVENT SERVICES SCHEDULING TEAM WILL REVIEW THE REQUEST AND FOLLOW UP WITH A CONFIRMATION EMAIL OR AN EMAIL REQUESTING ADDITIONAL EVENT INFORMATION.
CONGRATULATIONS ON COMPLETING YOUR INTRODUCTION TO EMS TRAINING

PLEASE TAKE THE FOLLOWING QUIZ TO TEST YOUR KNOWLEDGE & ACTIVATE YOUR ACCOUNT IF YOU PASS.

TAKE THE EMS PORTAL QUIZ

If clicking on the link doesn't automatically open the quiz, check your browser pop up blocker, or copy and paste the link into a new tab.
QUESTIONS?

CONTACT OUR TEAM
AT CAMPUSEVENTS@UVM.EDU OR BY PHONE AT 802.656.5667