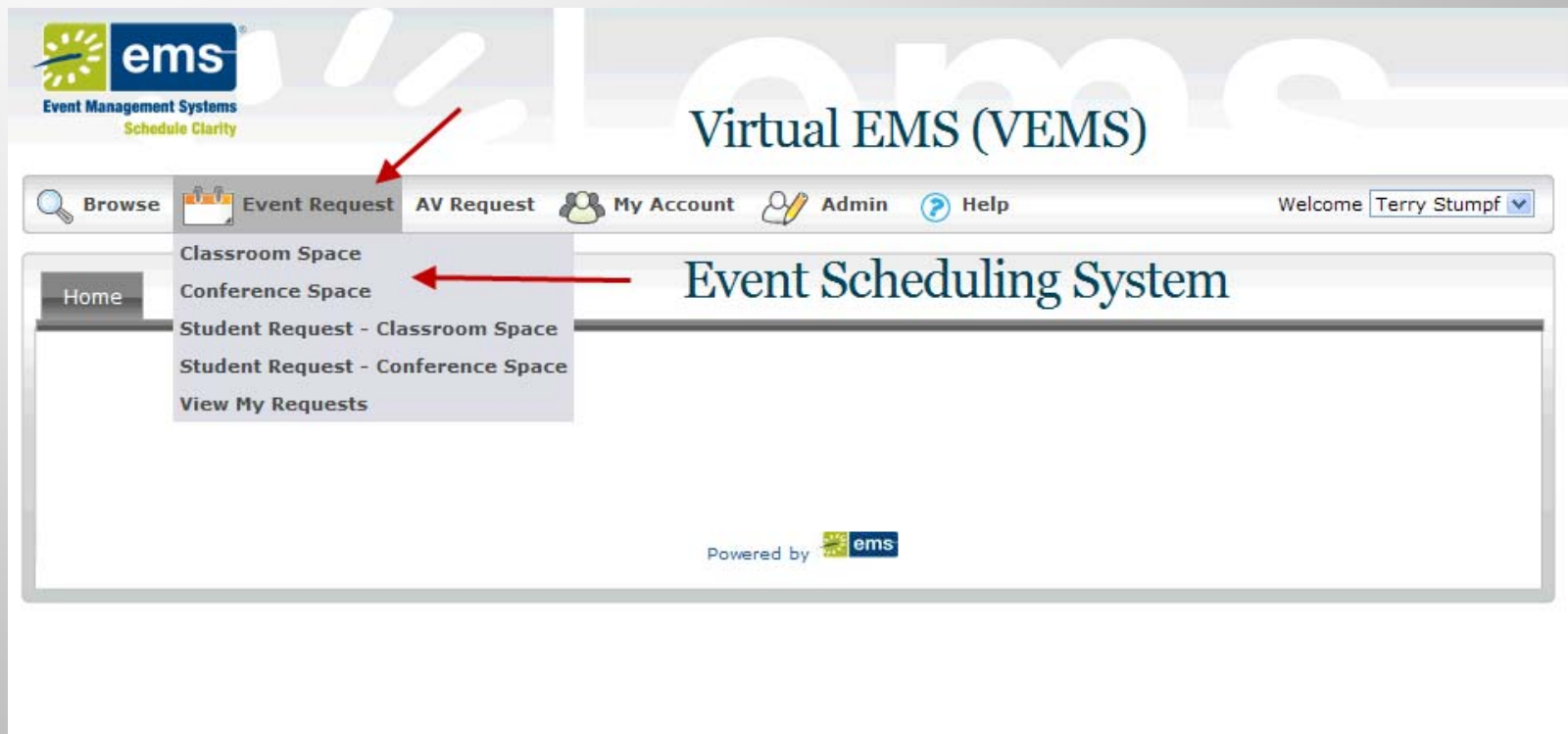


# Getting Started

- Log into VEMS (See “Logging onto VEMS” Instructions)
- Click on the “Event Request” drop down box and select either “Classroom Space” or “Conference Space”.



# Find Available Space

- Input required information in the “When and Where” and “Setup Information” sections.
- Click on “Find Space” to view all available space matching you criteria.

The screenshot shows the Virtual EMS (VEMS) web application interface. The page is titled "Conference Space" and includes a navigation bar with "Browse", "Event Request", "AV Request", "My Account", "Admin", and "Help". The main content area is divided into several sections:

- When and Where:** Includes fields for Date (8/15/2011 Mon), Start Time (7:30 AM), End Time (1:00 PM), and Facilities (Business Center).
- Setup Information:** Includes an Attendance field (12) and a "Find Space" button.
- Availability Filters:** Includes a list of features with checkboxes: Audio Infrastructure, Aux connection, AV Control Panel, Computer w/mon- PC Instructor, Document Camera, and DVD Player.

On the right side of the page, there is an "Instructions:" section with 8 numbered steps and a "Note: If your request is *within 48 hours* of your event date, please contact Conference Services at x5718 or x5142." Below the instructions is a "Continue" button.

# Choose Space(s)

- Choose a room(s) from the list of available space by clicking on the “+”. When your room(s) appears in the “Selected Locations” section, click on “Continue”.

Virtual EMS (VEMS)

Conference Space

Info Location Details **it Scheduling System**

**Selected Locations**

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
8/15/2011 Mon		7:30 AM	1:00 PM	Business Center - 139 - Conference Room	Request	12	
8/15/2011 Mon		7:30 AM	1:00 PM	Business Center - 141 - Conference Room	Request	12	

List Grid

**Availability**

SELECT	AVAILABLE	LOCATION	CAPACITY
	Request		
<input type="checkbox"/>	1/1	Business Center - 015 - Computer Lab	NA
<input type="checkbox"/>	1/1	Business Center - 129 - Conference Room	NA
<input type="checkbox"/>	1/1	Business Center - 131 - Conference Room	NA
<input checked="" type="checkbox"/>	1/1	Business Center - 133 - Conference Room	NA
<input type="checkbox"/>	1/1	Business Center - 3rd Floor Student Lounge	NA
<input type="checkbox"/>	1/1	Business Center - Auditorium	NA

Continue

# Event Details

- Input information in the "Event Details", "Group Details", and "Other Information" sections.

The screenshot displays the Virtual EMS (VEMS) web application interface. The page title is "Virtual EMS (VEMS)" and the subtitle is "Event Scheduling System". The user is logged in as "Terry Stumpf". The main navigation bar includes "Browse", "Event Request", "AV Request", "My Account", "Admin", and "Help".

The "Event Details" form is divided into several sections:

- When and Where:** Date: 8/15/2011 Mon, Start Time: 7:30 AM, End Time: 1:00 PM, Facilities: Business Center.
- Setup Information:** Attendance: 12, Find Space button.
- Availability Filters:** Features: Audio Infrastructure, Aux connection, AV Control Panel, Computer w/mon- PC Instructor, Document Camera, DVD Player.
- Event Details:** Event Name: Test Reservation, Event Type: Training/Workshop/Seminar.
- Group Details:** Group: Conference Services, Primary Contact: Terry Stumpf, Phone: 410-837-6635, Email: tstumpf@ubalt.edu, Back-Up Contact: Dan Nagle, Phone: X 5142, Email: dnagle@ubalt.edu.
- Other Information:** Will you be using the A/V that is built into the room?: Yes, Describe In Room A/V You are Using (i.e. Computer, Projector, Screen etc.): Computer, Projector, Screen, Will you be ordering catering for your event?: No, Are there items and/or tickets being sold at or for this event?: No, Will there be alcohol at your event?: No, Are high profile individuals attending your event?: Yes, Government Official/UB VIP.

Red arrows point to the "Event Details", "Group Details", and "Other Information" sections.

# Set-Up & A/V Information

- Input Set-up Information in “Set-Up Notes” and choose requirements for “AV Assistance” & “Portable Basic AV Equipment”.
- Click on “Submit Reservation”

The screenshot displays the Virtual EMS (VEMS) interface. At the top left is the logo for 'ems Event Management Systems Schedule Clarity'. The main title is 'Virtual EMS (VEMS)'. The interface is divided into several sections:

- Set-Up Notes:** A text area containing the following text:

BC-139 - Please setup conference style for 12 people.  
BC-141 - Please setup conference style for 12 people.  
In addition, we will need a table (skirted) with 2 chairs in the hallway between the two rooms for handouts and registration.
- AV Assistance:** A section with a dropdown menu set to 'AV Assistance'. It includes:
  - 1 Room check
  - Special Instructions: Please check the computer and projector at 7:00 am to make sure they work.
  - Tech help
  - Training
- Portable Basic AV Equipment:** A section with a dropdown menu set to '(none)'. It includes:
  - Video
  - Audio
  - Services
- Submit Reservation:** A yellow button at the bottom of the form.

# Request Receipt

Conference Services  
1420 N. Charles Street  
Baltimore MD 21201  
Phone: 410-837-5718 / Fax: 410-837-6570

## Request Summary

Group	Reservation 16177
Terry Stumpf Conference Services 1420 N. Charles Street Business Center Room 127 Baltimore, MD 21201	Event Name: Test Reservation Phone: 410-837-6635 Email Address: <a href="mailto:tstumpf@ubalt.edu">tstumpf@ubalt.edu</a> Back-Up Contact Dan Nagle Event Type: Training/Workshop/Seminar Status: Request Estimated Attendance: 0

Bookings / Details	Quantity
--------------------	----------

*Thank you for submitting your Event Request.  
Please take a moment to review the details of your event which are outlined below.  
If you need to make changes, please feel free to do so within Virtual EMS (VEMS).  
Thank you!*

### **Monday, August 15, 2011**

#### **7:30 AM - 1:00 PM Test Reservation (Request) BC 139 - Conference Room**

Portable Basic AV Equipment:

Computer	1
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Set-Up Notes:  
BC-139 - Please setup conference style for 12 people.  
BC-141 - Please setup conference style for 12 people.

In addition, we will need a table (skirted) with 2 chairs in the hallway between the two rooms for handouts and registration.

#### **7:30 AM - 1:00 PM Test Reservation (Request) BC 141 - Conference Room**

Portable Basic AV Equipment:

Computer	1
----------	---

Set-Up Notes:  
BC-139 - Please setup conference style for 12 people.  
BC-141 - Please setup conference style for 12 people.

In addition, we will need a table (skirted) with 2 chairs in the hallway between the two rooms for handouts and registration.

If you have any questions please contact Nicole (x5718 [nmassie@ubalt.edu](mailto:nmassie@ubalt.edu)), Dan (x5142 [dnagle@ubalt.edu](mailto:dnagle@ubalt.edu)), or Terry (x6635 [tstumpf@ubalt.edu](mailto:tstumpf@ubalt.edu)).

Thank you!!

## IMPORTANT Note(s):

- You will automatically receive a “Request Summary” via e-mail.
- A “Request Summary” **does not mean** that your request has been approved. Please watch for an e-mail that states that you reservation has “Final Approval”.