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”.

Virtual EMS (VEMS)
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 your criteria.

Note: If your request is within 48 hours of your event date, please contact Conference Services at x5178 or x5142.
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) Scheduling System](image)
Event Details

- Input information in 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”
Request Receipt

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

Request Summary

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

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 your reservation has “Final Approval”.

Monday, August 15, 2011
7:30 AM - 1:00 PM Test Reservation (Request) BC 130 - Conference Room
Portable Basic AV Equipment:
Computer
Quantity: 1
Set-Up Notes:
BC-130 - 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
Quantity: 1
Set-Up Notes:
BC-135 - 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 (x.5718 mmasie@ubalt.edu), Dan (x.5142 dmarle@ubalt.edu), or Terry (x.6635 tstumpf@ubalt.edu).

Thank you!!