

# Event Management System (EMS) Quick Start Guide

All rooms in both the MBH Adult & Children's Hospital as well as select rooms in Moffitt, Mount Zion, Children's Oakland Hospitals, and all Campus Life Services Event Venues can be viewed, reserved, or requested using EMS.

The tool can be accessed behind the UCSF firewall by either logging into EMS via MyAccess (<http://myaccess.ucsf.edu>) or directly at [reservations.ucsf.edu](http://reservations.ucsf.edu).

- Your name should appear in the upper right-hand corner once logged into the system.



UCSF Meeting and Conference Room Reserva...



YOUR NAME HERE

**TO START NEW RESERVATION or REQUEST** - Click on the **CREATE A RESERVATION** tab to start the process



CREATE A RESERVATION

Select the appropriate **Reservation Template** based on your needs:

- Central Room Reservation Form - allows you to
    - Immediately book
      - any open room on the 2nd - 6th floors of the Adult or Children's Hospitals at Mission Bay
      - select locations in the Moffitt Hospital - M169\*, M286, M715, M1015, M1219, M1319\*
      - select locations at Mount Zion Hospital – Herbst Hall (B Building, B248), H3805, H3906
    - Request use of select locations in Gateway & PCMB Buildings – M1230, L610\* & L6112A
  - MBH Conference Center Request - used to request a room in the Conference Center\* on the 1st floor of the MB Adult Hospital. Requests will be reviewed and responded to within 2 business days
  - Recurring/Standing Meeting Request - used to schedule a room for a recurring meeting that follows the same date & time pattern on and on-going basis. Once established this reservation is guaranteed and renewed annually.
  - Campus Life Services Venues Event Request - used to request a room in the Millberry Union Conference Center at Parnassus Heights, the Wayne & Gladys Valley Center for Vision, and the Mission Bay Conference Centers at Mission Bay. Requests will be reviewed and responded to within 2 business days.
  - WGVCV Interview Rooms - is used to reserve small, shared, publicly accessible rooms on the 1st & 2nd floors of the South Tower that are physically separate from workstations that are intended to be used to perform interviews or focused discussion. Maximum reservation time is a 2-hour block.
  - BCH Oakland Room Request – allows you to
    - Immediately book Bertha Wright\* & Café Conference Rooms, OPC Auditorium, OPC Boardroom\*, OPC Conference Rooms A, C & D and the HIS Computer Lab
    - Request use of Mable Weed Conference Room and the Staff Education Skills Lab
  - BCH Oakland Recurring/Standing Meeting Request - used to schedule a room for a recurring meeting that follows the same date & time pattern on and on-going basis. Once established this reservation is guaranteed and renewed annually.
- \* At the direction of UCSF Health Administration, these rooms will be designated as a command center in the event of a major emergency or a regulatory visit. Your reservation may be rescinded with short notice to support these emergency and regulatory activities. We would encourage you to plan for an alternate location should this occur.

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Once you've determined which Reservation Template is appropriate click the "book now" button.

This example is for the **Central Room Reservation Form**:

Central Room Reservation Form

book now

## Step 1 - select your Booking Date

UCSF

Create A Reservation

YOUR NAME HERE

Central Room Reservation Form

My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Tue Nov 16, 2021

Next Step

Date & Time

Selected Rooms

Date \*

Tue 11/16/2021

Recurrence

Your selected Rooms will appear here.

Room Search Results

## Step 2 – set your meeting start & end time (double check AM/PM)

Start Time

End Time

8:00 AM

9:00 AM

08

:

00

AM

09

:

00

AM

## Step 3 – click Add/Remove Location (campus) where you'd like a room.

Locations

(all)

Add/Remove

Search

Locations

BUILDINGS VIEWS

Filter By Area

Find locations

☐ Select All Buildings

☒ Mission Bay Adult Hospital

☐ Mission Bay Benioff Children's Hospital

☒ Moffitt Hospital

☐ Mount Zion B Building

☐ Mount Zion Comprehensive Cancer Center

☐ Ron Conway Family Gateway Medical Building

Selected Locations

☒ Mission Bay Adult Hospital ☒ Moffitt Hospital

Update Locations

Clo

Select 1 or more locations from the list.  
(You can book multiple locations at one time if needed) Click Update Locations

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## Step 3 – (cont.)

If you require specific features in the room, Click Add/Remove Features and select from the list.

[Let Me Search For A Room](#)

Features

Add/Remove

Click Update Features

Features

Find features

☐ Select All features

☐ 55" Display Screen

☐ 70" Display Screen

☐ Built-In Computer

☐ Conference Call Phone

☐ Display Screen

☐ Large Screen HDMI Input

☐ LCD Projector

Selected Features

Update Features

Close

A list will populate showing all rooms available for the date/time you selected.

Select which room(s) you'd like by clicking the + sign next to the room(s) and input the attendee count when prompted ensuring the number is appropriate for the listed **capacity\*** and click Add Room

| Rooms You Can Reserve     |    | Cap | 7 AM | 8       | 9 | 1 |
|---------------------------|----|-----|------|---------|---|---|
| Mission Bay Adult Hosp... |    |     |      |         |   |   |
| + A3459 - Birth Center    | 4  |     |      |         |   |   |
| + A3753 - Labor and...    | 16 |     |      |         |   |   |
| + A4527 - Adult Surg...   | 18 |     |      |         |   |   |
| + A4530* - Adult Sur...   | 8  |     |      |         |   |   |
| + A5528* - Adult Ac...    | 10 |     |      |         |   |   |
| + A5599 - Adult Acut...   | 15 |     |      |         |   |   |
| + A6599 - Adult Care      | 15 |     |      |         |   |   |
| Moffitt Hospital (PT)     |    |     |      |         |   |   |
| + M169 - Conferenc...     | 29 |     |      | Private |   |   |
| + M281 - Computer ...     | 8  |     |      |         |   |   |
| + M286 - Park Room        | 25 |     |      |         |   |   |
| + M715 - Orthopedics      | 18 |     |      |         |   |   |
| + M1015 - Conferen...     | 20 |     |      |         |   |   |
| + M1219 - Conferen...     | 10 |     |      |         |   |   |
| + M1319 - Conferen...     | 20 |     |      |         |   |   |
| + M1519 - Conferen...     | 20 |     |      |         |   |   |

**\* All West Bay occupancy counts have been updated to reflect UCSF Guidelines regarding physical distancing**

The rooms you selected will populate the top of the Reservation Template

New Booking for Wed Aug 1, 2018

Selected Rooms

Attendance & Setup Type

A5599 - Adult Acute Care

M281 - Computer Training and Charting Room

Next Step

Click Next Step

**Step 4** - on the next page you will have the option of entering any special notes regarding the event or request any services. Please note that 24 business hours lead time is required for special requests submitted through EMS


Next Step

to finalize your request.

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## Step 5 – Reservation Details

Complete the form being sure to include the required information and reading the Terms & Conditions and click Create Reservation

 Create A Reservation

YOUR NAME

Central Room Reservation Form

1 Rooms2 Reservation Details

My Cart (0) Create Reservation

Reservation Details

Event Details

Event Name \*  
EMS Quick Start Guide

Event Type \*  
Meeting

Group Details

Group \*  
YOUR GROUP

1st Contact  
YOUR NAME

1st Contact Phone \*  
1st Contact Email Address \*  
YOUR EMAIL

2nd Contact  
(none)

2nd Contact Phone  
2nd Contact Email Address

1st Contact Fax  
2nd Contact Fax

- YOUR HOME DEPARTMENT WILL POPULATE BASED ON YOUR HR INFORMATION.
- SELECT YOUR NAME FROM DROP-DOWN LIST (LISTED IN ALPHA ORDER BY LAST NAME)
- INPUT TELEPHONE/CONTACT NUMBER
- INPUT A 2<sup>ND</sup> CONTACT IF NEEDED. \*IF THE INDIVIDUAL IS NOT INCLUDED IN THE DROP-DOWN LIST CHOOSE (TEMPORARY CONTACT) AND INPUT NAME/EMAIL MANUALLY

Additional Information

Do you plan to have external guests? \*  
Choose one

Do you need catering services for this event? \*  
Choose one

- ANSWER REQUIRED QUESTIONS RE: ATTENDEES & CATERING
- READ & ACKNOWLEDGE THE TERMS & CONDITIONS
- CLICK CREATE RESERVATION

☐ I have read and agree to the terms and conditions

Create Reservation

Rooms that are available to Reserve will confirm automatically and you will receive an email confirmation. Rooms that are Request only go into the queue for review and you'll be contacted within 2-business days.

## Reservation Booking Guidelines

After your meetings are confirmed, please be aware of the following guidelines:

- It is the meeting point of contact responsibility to cancel meetings when your group cancels. This is courtesy to everyone else who might want to use the room.
- If you are no longer going to be the meeting contact (e.g. your role changes, you leave UCSF, etc.), your reservations need to be transferred to someone else. Please contact one of the individuals below for assistance in transferring meetings.

For questions or comments about this guide, please contact the following individuals:

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