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.

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



UCSF Meeting and Conference Room Reserva...



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



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

- Central Room Reservation Form allows you to
 - Immediately book
 - o any open room on the 2nd 6th floors of the Adult or Children's Hospitals at Mission Bay
 - o select locations in the Moffitt Hospital M169*, M286, M715, M1015, M1219, M1319*
 - o 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.
- <u>Campus Life Services Venues Event Request</u> 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
- <u>BCH Oakland Recurring/Standing Meeting Request</u> 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.

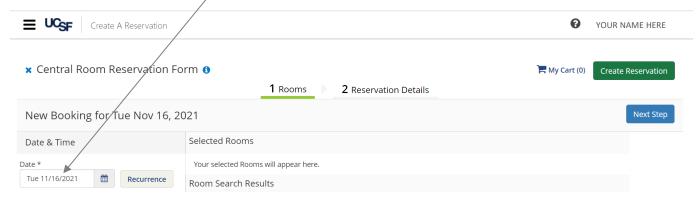


Once you've determined which Reservation Template is appropriate click the "book now" button.

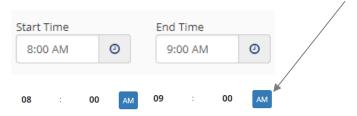
This example is for the Central Room Reservation Form: -

Central Room Reservation Form

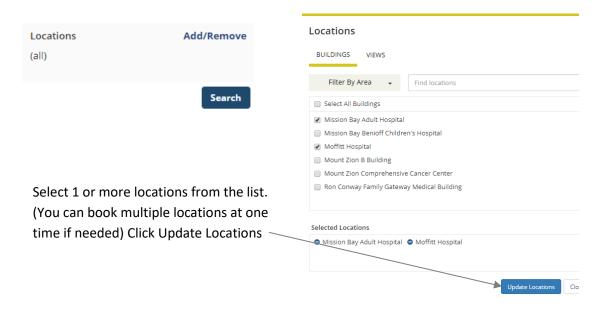
Step 1 - select your Booking Date,



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



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





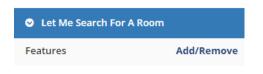
UCSF_EMS_Quick_Start_Guide_2021_11_15

Last revised: 11/15/2021

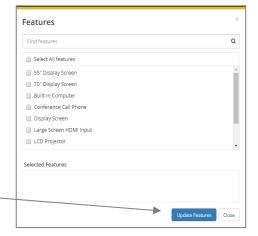
Page 2 of 4

Step 3 – (cont.)

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



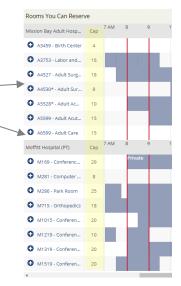
Click Update Features



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

* 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



<u>Step 4</u> - 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

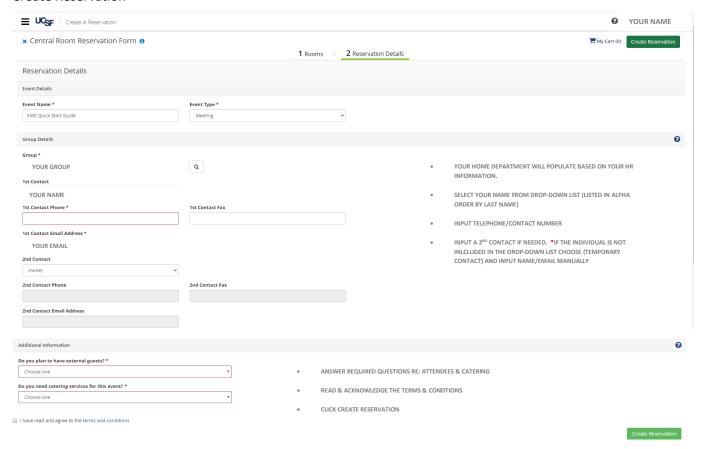


to finalize your request.



Step 5 – Reservation Details

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

Dan Henroid, MS, RD Director, Nutrition and Food Services **UCSF Medical Center** (415) 353-1348 Dan.Henroid@ucsf.edu

Heather Weeks Sampior Catering and Conference Services UCSF Medical Center (415) 502-9790 Heather.WeeksSampior@ucsf.edu

