

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 Millberry Union 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 <http://reservations.ucsf.edu/virtualems/>.

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



CREATE A NEW RESERVATION

Click on CREATE A RESERVATION tab to start the reservation process and select the appropriate Reservation Template:

My Reservation Templates

Central Room Reservation Form	book now	about
Recurring/Standing Meeting Request	book now	about
MBH Conference Center Request	book now	about
Millberry Union Conference Center Event Request	book now	about
BCH Oakland Room Request	book now	about
BCH Oakland Recurring/Standing Meeting Request	book now	about

- 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, L6104 & L6112A

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- 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.
- 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.
- Millberry Union Conference Center Event Request - used to request a room in the Millberry Union Conference Center at Parnassus Heights. Requests will be reviewed and responded to within 2 business days.
- 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.

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

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

Step 1 - select your Booking Date

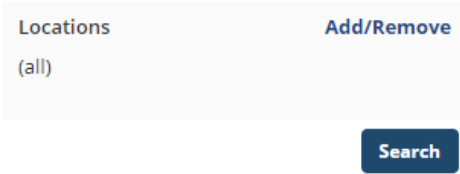
The screenshot shows the 'Room Request' form in the EMS system. The breadcrumb trail indicates the current step: '1 Rooms', '2 Services', and '3 Reservation Details'. The 'Date & Time' section is active, showing a date of 'Wed 08/01/2018' and a 'Recurrence' button. A 'Next Step' button is visible in the top right corner of the form area.

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

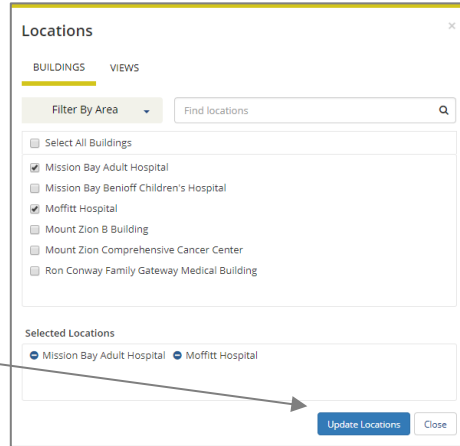
The screenshot shows the 'Start Time' and 'End Time' selection interface. The 'Start Time' is set to 8:00 AM and the 'End Time' is set to 9:00 AM. Below these, a digital clock display shows '08 : 00 AM' and '09 : 00 AM', with 'AM' buttons highlighted in blue. An arrow points to the second 'AM' button to emphasize double-checking the time period.

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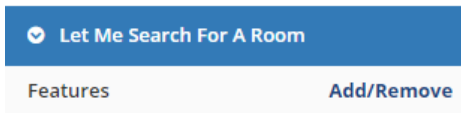
Step 3 – click Add/Remove Location (campus) where you'd like a room.



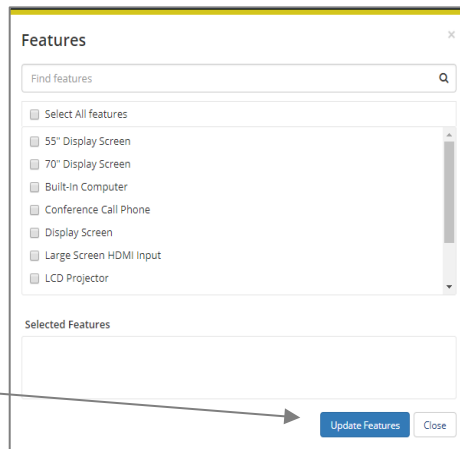
Select 1 or more locations from the list. (You are able to book multiple locations at one time if needed) Click Update Locations



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.

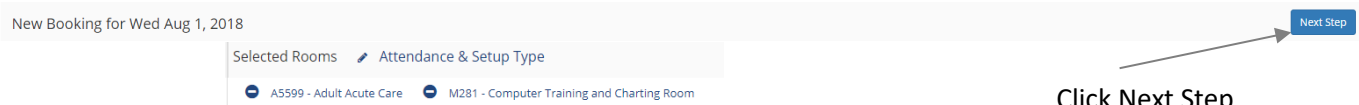
Select which room(s) you'd like by clicking the + sign next to the room(s) and input the attendee count when prompted ensuring the number is appropriate for the listed **capacity*** and click Add Room

Rooms You Can Reserve				
	Cap	7 AM	8	9
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)	Cap	7 AM	8	9
+ 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



Click Next Step

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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.

Step 5 – Reservation Details

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

The screenshot shows the 'Room Request' form in the EMS system, specifically the 'Reservation Details' step. The form is titled 'Room Request' and 'YOUR NAME HERE'. It has a progress bar with three steps: '1 Rooms', '2 Services', and '3 Reservation Details'. The 'Reservation Details' section includes 'Event Details' with 'Event Name' (pre-filled with 'EMS Quick Start Guide') and 'Event Type' (pre-filled with 'Meeting'). Below is 'Group Details' with fields for 'Group *' (pre-filled with 'YOUR GROUP'), '1st Contact' (pre-filled with 'YOUR NAME'), '1st Contact Phone *' (pre-filled with 'YOUR PHONE'), and '1st Contact Email Address *' (pre-filled with 'YOUR EMAIL'). There is also a '1st Contact Fax' field. A search icon is next to the 'Group *' field. To the right of the search icon, there are instructions: 'IF A GROUP NAME DOES NOT PREPOPULATE CLICK ON THE MAGNIFYING GLASS AND BEGIN TYPING YOUR DEPARTMENT (GROUP) NAME.' and 'IF YOUR NAME DOES NOT APPEAR IN THE DROP DOWN MENU FOR A GROUP INPUT YOUR INFORMATION AS "TEMPORARY USER" *'. Below these instructions, there is a note: '*TO BE ASSIGNED TO A GROUP DROP DOWN MENU EMAIL A REQUEST TO EMS-SUPPORT@UCSF.EDU. INCLUDE YOUR GROUP AND PHONE NUMBER. BOTH ARE REQUIRED FOR ASSIGNMENT.' Below the 'Group Details' section is 'Additional Information' with two dropdown menus: 'Do you plan to have external guests? *' and 'Do you need catering services for this event? *'. At the bottom left, there is a checkbox 'I have read and agree to the terms and conditions'. At the bottom right, there is a green 'Create Reservation' button.

Rooms that are available to Reserve will confirm automatically and you will receive an email confirmation. Rooms that are Request only go in to 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 additional information

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