

# Event Management System (EMS) Quick Start Guide

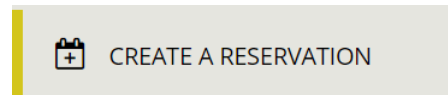
All rooms in both the MBH Adult & Children's Hospital as well as select rooms in Moffitt, Mount Zion, Children's Oakland Hospitals, and all Campus Life Services Event Venues can be viewed, reserved, or requested using EMS.

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

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



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



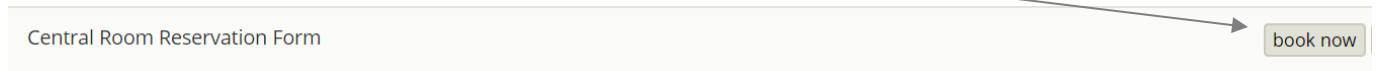
Select the appropriate **Reservation Template** based on your needs:

- Central Room Reservation Form - allows you to
    - Immediately book
      - 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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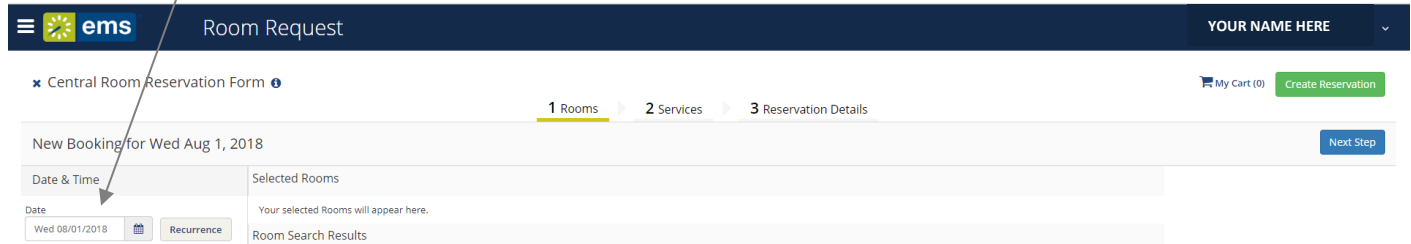
Once you've determined which Reservation Template is appropriate click the "book now" button.

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



Central Room Reservation Form book now

## Step 1 - select your Booking Date



ems Room Request YOUR NAME HERE

Central Room Reservation Form My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

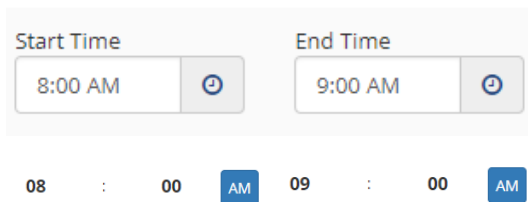
New Booking for Wed Aug 1, 2018 Next Step

Date & Time Selected Rooms

Date: Wed 08/01/2018 Recurrence Your selected Rooms will appear here.

Room Search Results

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

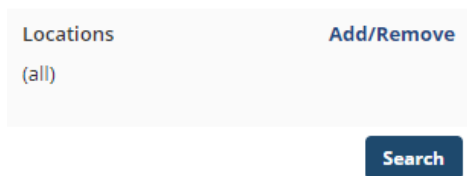


Start Time End Time

8:00 AM 9:00 AM

08 : 00 AM 09 : 00 AM

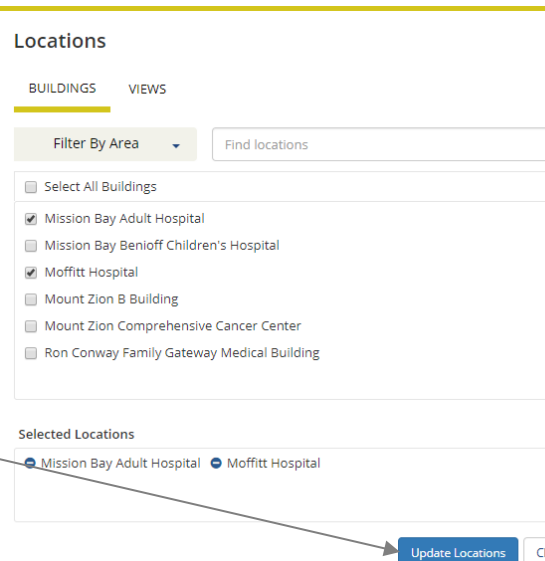
## Step 3 - click Add/Remove Location (campus) where you'd like a room.



Locations Add/Remove

(all)

Search



Locations

BUILDINGS VIEWS

Filter By Area

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

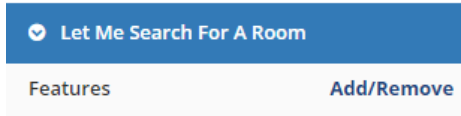
Update Locations Close

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

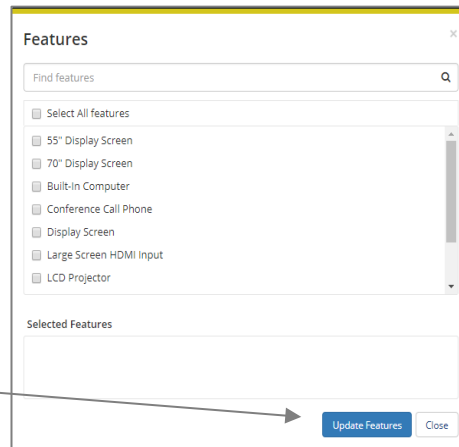
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## Step 3 – (cont.)

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

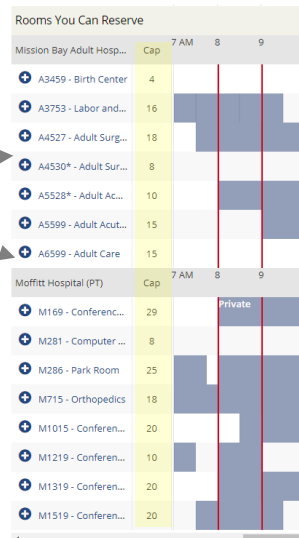


Click Update Features



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

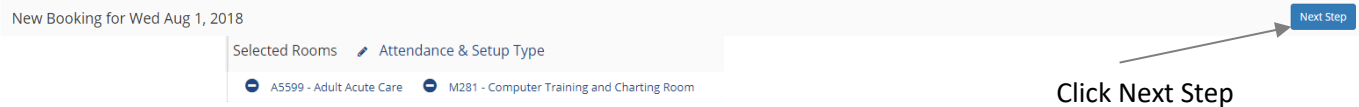


The 'Rooms You Can Reserve' table shows a list of rooms with their capacities and availability for dates 7 AM, 8, and 9. The table is divided into two sections: 'Mission Bay Adult Hosp...' and 'Moffitt Hospital (PT)'. Each room has a '+' icon and a capacity value. Availability is indicated by blue shading in the date columns.

Room	Cap	7 AM	8	9
Mission Bay Adult Hosp...	Cap			
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			
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

**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

**Event Details**

Event Name \* EMS Quick Start Guide

Event Type \* Meeting

**Group Details**

Group \* YOUR GROUP

1st Contact YOUR NAME

1st Contact Phone \* YOUR PHONE

1st Contact Email Address \* YOUR EMAIL

1st Contact Fax

**Additional Information**

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

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

I have read and agree to the terms and conditions

**Annotations:**

- IF A GROUP NAME DOES NOT PREPOPULATE CLICK ON THE MAGNIFYING GLASS AND BEGIN TYPING YOUR DEPARTMENT (GROUP) NAME.
- IF YOUR NAME DOES NOT APPEAR IN THE DROP DOWN MENU FOR A GROUP INPUT YOUR INFORMATION AS "TEMPORARY USER" \*
- \*TO BE ASSIGNED TO A GROUP DROP DOWN MENU EMAIL A REQUEST TO [EMS-SUPPORT@UCSF.EDU](mailto:EMS-SUPPORT@UCSF.EDU). INCLUDE YOUR GROUP AND PHONE NUMBER. BOTH ARE REQUIRED FOR ASSIGNMENT.

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 additional information

**TO BE ASSIGNED TO A GROUP DROP DOWN MENU:** Email a request to [EMS-SUPPORT@UCSF.EDU](mailto:EMS-SUPPORT@UCSF.EDU). Include your Group and an active phone number. Both are required for assignment

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

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