

RESERVING ROOMS WITH EMS

A GRADUATE STUDENT GUIDE

1 WHAT IS EMS?

EMS is a room reservation system through which faculty, staff, and graduate students are able to reserve non-instructional spaces. Rooms can be filtered by required features.

ROOMS THAT GRAD STUDENTS ARE ABLE TO RESERVE ARE LISTED BELOW!

ACCESS EMS HERE.

2 LOGGING ON

Click the **Sign In** button

Next, enter your credentials.



You are now HOME

3 PICK A TEMPLATE

Choose your preferred reservation template based on the type of meeting and click

book now

Let Me Search For A Room

ALLOWS FOR MORE PERSONALIZED FILTERS!

CLICK ON THE ROOM NUMBER FOR LOGISTICS AND INFO!

4 FIND A SPACE

Select the **date/time** & if the **meeting recurs**

Under 'Locations' click **Add/Remove** to filter by building

Click the **Search** button for a list of accessible spaces

5 CHOOSE A SPACE

From the list, choose your preferred room by clicking

the green plus

Input the **number of attendees** & the **set up type** and click

Add Room

REMINDER: YOU CAN BOOK MORE THAN ONE ROOM/MEETING AT A TIME!

FOR MORE ROOM DETAILS & PHOTOS, VISIT OUR SPACES HERE.

6 FINAL STEPS

If applicable, choose services then click **Next Step**

Name your reservation and choose the **reservation type**

Click **Create Reservation** when you are ready!

QUESTIONS? FURTHER RESOURCES CAN BE FOUND AT [ROOMS.UCMERCED.EDU](https://rooms.ucmerced.edu) AND [LIBRARY.UCMERCED.EDU](https://library.ucmerced.edu)

GRADUATE STUDENT MEETING ROOM LIST

Within EMS, there are reservation templates. There should be a template for graduate student meeting rooms listed, but if not, these are the spaces that are accessible to graduate students through EMS.

DESCRIPTION

BUILDING

039 - Conference Room	Biomedical Sciences and Physics Building
053 - Conference Room	Biomedical Sciences and Physics Building
101 - Conference Room	Biomedical Sciences and Physics Building
102 - Activity Center	Science and Engineering 2
102 - Conference Room	Biomedical Sciences and Physics Building
102 - Redwood Room	Castle 1200
103 - Multipurpose Room	Granite Pass
109A - Sequoia Room	Castle 1200
115 - Conference Room	Academic Office Annex
117 - Wawona Conference Room	Social Sciences and Management
119 - Conference Room	Kolligian Library
121 - Video Conference Room	Arts & Computational Sciences
151 - Conference Room	Biomedical Sciences and Physics Building
152 - Conference Room	Biomedical Sciences and Physics Building
154 - Conference Room	Biomedical Sciences and Physics Building
162 - Conference Room	Granite Pass
170 - Conference Room	Granite Pass
172 - Conference Room	Granite Pass
184D - Conference Room	Kolligian Library
202 - Conference Room	Biomedical Sciences and Physics Building
204 - Conference Room	Biomedical Sciences and Physics Building
205 - Conference Room	Sustainability Research & Engineering
207 - Huddle Room	Sustainability Research & Engineering
217 - El Capitan	Social Sciences and Management
220 - Conference Room	Science and Engineering 2
230B - Conference Room	Arts & Computational Sciences
233 - Conference Room	Classroom Office Building 2
249 - Conference Room	Biomedical Sciences and Physics Building
250 - Video Conference Room	Biomedical Sciences and Physics Building
265 - Video Conference Room	Sustainability Research & Engineering
290 - Colloquy Space	Classroom Office Building 2
298 - Conference Room	Science and Engineering 1
300 - Conference Room	Science and Engineering 1
304 - Conference Room	Biomedical Sciences and Physics Building
306 - Conference Room	Arts & Computational Sciences
306 - Conference Room	Biomedical Sciences and Physics Building
31 - Almond Room	Castle 1200
312 - Conference Room	Arts & Computational Sciences
316 - John Muir Conference Room	Social Sciences and Management
317 - Half Dome Conference Room	Social Sciences and Management
320 - Willow Conference Room	Classroom Office Building 1
334 - Conference Room	Classroom Office Building 2
34 - Cedar Room	Castle 1200
349 - Conference Room	Biomedical Sciences and Physics Building
35 - Dogwood Room	Castle 1200
350 - Video Conference Room	Biomedical Sciences and Physics Building
359 - Conference Room	Kolligian Library
360 - Conference Room	Kolligian Library
362 - Conference Room	Kolligian Library
365 - Conference Room	Arts & Computational Sciences
367 - Conference Room	Sustainability Research & Engineering
390 - Colloquy Space	Classroom Office Building 2
390 - Conference Room	Science and Engineering 1
390 - Conference Room	Science and Engineering 2
392 - Conference Room	Classroom Office Building 2
397 - Conference Room	Kolligian Library
404 - Conference Room	Biomedical Sciences and Physics Building
406 - Conference Room	Biomedical Sciences and Physics Building
407 - Conference Room	Sustainability Research & Engineering
409 - Huddle Room	Sustainability Research & Engineering
449 - Conference Room	Biomedical Sciences and Physics Building
450 - Video Conference Room	Biomedical Sciences and Physics Building
475 - Conference Room	Sustainability Research & Engineering
75 - Oak Room	Castle 1200

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