

# RESERVING ROOMS WITH EMS

## A GRADUATE STUDENT GUIDE

### 1 WHAT IS EMS?

EMS stands for Event Management System. EMS is an online 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 template from the list under

My Reservation Templates

and then 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

039 - Conference Room  
 053 - Conference Room  
 101 - Conference Room  
 102 - Activity Center  
 102 - Conference Room  
 102 - Redwood Room  
 103 - Multipurpose Room  
 109A - Sequoia Room  
 115 - Conference Room  
 117 - Wawona Conference Room  
 119 - Conference Room  
 121 - Video Conference Room  
 151 - Conference Room  
 152 - Conference Room  
 154 - Conference Room  
 162 - Conference Room  
 170 - Conference Room  
 172 - Conference Room  
 184D - Conference Room  
 202 - Conference Room  
 204 - Conference Room  
 205 - Conference Room  
 207 - Huddle Room  
 217 - El Capitan  
 220 - Conference Room  
 230B - Conference Room  
 233 - Conference Room  
 249 - Conference Room  
 250 - Video Conference Room  
 265 - Video Conference Room  
 290 - Colloquy Space  
 298 - Conference Room  
 300 - Conference Room  
 304 - Conference Room  
 306 - Conference Room  
 306 - Conference Room  
 31 - Almond Room  
 312 - Conference Room  
 316 - John Muir Conference Room  
 317 - Half Dome Conference Room  
 320 - Willow Conference Room  
 334 - Conference Room  
 34 - Cedar Room  
 349 - Conference Room  
 35 - Dogwood Room  
 350 - Video Conference Room  
 359 - Conference Room  
 360 - Conference Room  
 362 - Conference Room  
 365 - Conference Room  
 367 - Conference Room  
 390 - Colloquy Space  
 390 - Conference Room  
 390 - Conference Room  
 392 - Conference Room  
 397 - Conference Room  
 404 - Conference Room  
 406 - Conference Room  
 407 - Conference Room  
 409 - Huddle Room  
 449 - Conference Room  
 450 - Video Conference Room  
 475 - Conference Room  
 75 - Oak Room

## BUILDING

Biomedical Sciences and Physics Building  
 Biomedical Sciences and Physics Building  
 Biomedical Sciences and Physics Building  
 Science and Engineering 2  
 Biomedical Sciences and Physics Building  
 Castle 1200  
 Granite Pass  
 Castle 1200  
 Academic Office Annex  
 Social Sciences and Management  
 Kolligian Library  
 Arts & Computational Sciences  
 Biomedical Sciences and Physics Building  
 Biomedical Sciences and Physics Building  
 Biomedical Sciences and Physics Building  
 Granite Pass  
 Granite Pass  
 Granite Pass  
 Kolligian Library  
 Biomedical Sciences and Physics Building  
 Biomedical Sciences and Physics Building  
 Sustainability Research & Engineering  
 Sustainability Research & Engineering  
 Social Sciences and Management  
 Science and Engineering 2  
 Arts & Computational Sciences  
 Classroom Office Building 2  
 Biomedical Sciences and Physics Building  
 Biomedical Sciences and Physics Building  
 Sustainability Research & Engineering  
 Classroom Office Building 2  
 Science and Engineering 1  
 Science and Engineering 1  
 Biomedical Sciences and Physics Building  
 Arts & Computational Sciences  
 Biomedical Sciences and Physics Building  
 Castle 1200  
 Arts & Computational Sciences  
 Social Sciences and Management  
 Social Sciences and Management  
 Classroom Office Building 1  
 Classroom Office Building 2  
 Castle 1200  
 Biomedical Sciences and Physics Building  
 Castle 1200  
 Biomedical Sciences and Physics Building  
 Kolligian Library  
 Kolligian Library  
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 Arts & Computational Sciences  
 Sustainability Research & Engineering  
 Classroom Office Building 2  
 Science and Engineering 1  
 Science and Engineering 2  
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 Biomedical Sciences and Physics Building  
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