Stern Undergraduate Student Organization
Room Reservation Process Using EMS

The Virtual Event Management System (EMS) is a resource made available to registered Stern Undergraduate student organizations to request space for programming within Tisch Hall and the Kaufman Management Center (KMC). This document serves as an informational tool and should be referenced by student leaders when requesting space.

Submitting a Request

1. Log on to Virtual EMS (virtualems.stern.nyu.edu) using club login
2. Under *Reservations*, select *Request an Event Space*
3. Input the date and time of your request. If this is a reoccurring meeting (e.g. weekly, biweekly, etc.), click the *Recurrence* button to add these details. If requesting multiple rooms for a single event (e.g. breakout session rooms), please submit a new request per location
4. Indicate the anticipated attendance and preferred room location and select *Get Services*
5. Under *Group Details*, select *Temporary Contact* as the 1st Contact and input the submitter's information
6. Complete the *Other Information* section, providing a description of the event and clear explanation of your A/V and setup needs for the space (if needed)

Submitted requests will be sent to the Office of Student Engagement (OSE) for review. Based on the information provided in your request, a search will be conducted for the best available space. An email will be sent to your organization's Stern email address when your reservation is approved or denied. To review the status of your request, go to *Reservations* and select *View My Requests.*

General Reservation Guidelines*

Request Deadlines
Classroom requests must be submitted at least 5 business days in advance. New requests within 5 business days of the reservation date will not be accepted. Special event space requests must be submitted at least 4 weeks in advance to provide ample time for planning and coordination.

Setup and A/V
Review the *Room Setup and A/V Reference Sheet* attached for capabilities within each classroom and special event space. All new setup and A/V needs must be requested at least 7 business days in advance of the reservation date. No changes will be accepted to setup or A/V requests within 5 business days of the reservation. Please provide a thorough description of your setup and A/V needs when submitting a request using the Virtual EMS room request form.

Reservation Time
Meetings and events open to the Stern community are hosted Monday through Thursday during Common Hour and Evening Hour (between 6:00pm-9:00pm). In addition to weekly general meetings, clubs may host one event outside of their assigned meeting time during Common Hour or after 6:00pm, Monday through Friday. Internal Education hours begin after 3:30pm on Friday and serve as an opportunity for clubs to host internal workshops for their members. Students may request internal executive board meetings when most convenient for board members, Sunday through Friday between 9:00am and 9:00pm.

*Full reservation guidelines, event planning tips and policies are outlined in the OSE Student Organization Handbook

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OFFICE OF STUDENT ENGAGEMENT

Additional Notes

Adding Services to an Existing Request
To request setup or A/V needs for an existing reservation, under *Reservations* select *View My Requests,* click the request name and *Edit Additional Information*. Please note that selecting *Yes* when asked *Do you require AV services or special setup for your event?* triggers a notification that a new service request has been submitted. If you are editing a setup request for a reservation you previously identified as needing services, please send a follow up email to OSE.

Canceling a Booking
If you no longer need use of a space, please cancel the request in Virtual EMS at least one week in advance. From *Reservation Details*, select the *X* under *Actions*. This releases the space for potential use by another club or organization.

Advanced Semester Requests
Student organizations can begin requesting space in August for the fall semester and December for the spring semester. Weekly meeting requests are processed closer to the start of the semester after academic class space is confirmed. When requesting evening meeting space, please note that you may experience a delay in receiving approval and may receive approval for different rooms each week. This is because evening space availability is very limited and evening MBA class locations are not solidified until the 3rd or 4th week of each semester.

Frequently Asked Questions (FAQs)

How quickly are new requests processed?
New requests are reviewed by OSE within 1-2 business days of submission. These requests are passed along to Stern Special Events or Records and Registration, depending on the room. On average, requests are approved within 4-5 business days after submission by the club.

It's been over a week and my request is still "Pending". When will my request be approved?
There may be multiple reasons why your request is still pending. The most common reason is that there may be a limited number of rooms available with multiple requests coming in from other areas within Stern. If there is concern, please follow up with OSE to look into the matter and review other space options.

The status of the reservation says "Reviewed". What does that mean?
When on the main *View My Requests* page and you see a reservation status listed as *Reviewed*, click on the actual reservation and the status of your reservation will be clarified.

How can I confirm that my setup and A/V request was processed?
When you click on a reservation that has services (setup or A/V) added, there will be a magnifying glass under *Services*. Click on this icon to view the details that have been submitted to Special Events and the building staff. If you do not see a magnifying glass and your event is only a week away, please contact OSE.

I have an event in a special event space. When can I access the room to begin setup?
Special event reservations have a built in 45 minute setup time prior to the event start time. If you require additional time for setup, please contact OSE to review available options.

Questions regarding the room reservation process or Virtual EMS should be communicated to Karen Lee, Assistant Director of Student Engagement, klee@stern.nyu.edu.

Room Setup and A/V Reference Sheet for
Stern Undergraduate Student Organizations

TISCH HALL

ROOM	MAX CAPACITY	SETUP TYPE	NOTES	A/V PROVIDED	A/V AVAILABLE UPON REQUEST
LC-21	40	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
LC-25	75	Lecture		Computer and projection	Up to 2 lapel mics
UC-01	20	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-03	20	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-04	54	Lecture		Computer and projection	Up to 2 lapel mics
UC-05	20	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-07	24	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-09	24	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-11	24	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-15	36	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-19	42	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-21	54	Movable Furniture	Please return furniture to original setup	Computer and projection	Up to 2 lapel mics
UC-24	54	Lecture		Computer and projection	Up to 2 lapel mics
UC-25	73	Lecture		Computer and projection	Up to 2 lapel mics
T200	98	Lecture		Computer and projection	Up to 2 lapel mics
T201	97	Lecture		Computer and projection	Up to 2 lapel mics
T303 Conference Room	12	Conference Room		VGA cable and TV projection	Up to 2 lapel mics

KAUFMAN MANAGEMENT CENTER (KMC)

ROOM	MAX CAPACITY	SETUP TYPE	NOTES	A/V PROVIDED	A/V AVAILABLE UPON REQUEST
KMC - M1-70	130	Lecture		Computer and projection	Max 4 wireless pieces - up to 2 lapel mics and 4 handheld mics
KMC - M2-60	171	Lecture		Computer and projection	Max 4 wireless pieces - up to 2 lapel mics and 4 handheld mics
KMC - M2-65	70	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M2-70	70	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M2-80	40	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M2-90	68	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-110	71	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-120	71	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-130	40	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-50	70	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-55	70	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-60	40	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-65	70	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-70	70	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-80	40	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M3-90	70	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M4-110	37	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M4-120	53	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M4-60	65	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M4-80	65	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M4-90	64	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M5-140	53	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M5-75	37	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M5-80	40	Lecture		Computer and projection	Up to 2 lapel mics
KMC - M5-90	72	Lecture		Computer and projection	Up to 2 lapel mics

SPECIAL EVENT SPACES

ROOM	MAX CAPACITY	SETUP OPTIONS	NOTES	A/V PROVIDED	A/V AVAILABLE UPON REQUEST
Tisch - L101 (Commerce)	50	Banquet Style/Rounds	Up to 5 rounds with 10 chairs each	Computer and TV projection Podium mic	Max 4 wireless pieces - up to 2 lapel mics and 4 handheld mics
	70	Cocktail/Reception Style	Open space/standing with cocktail tables		
	75	Lecture/Theatre Style	Rows of chairs		
KMC - M1-100 (Commons)	130	Banquet Style/Rounds	Up to 13 rounds with 10 chairs each	Computer and projection Podium mic	Max 4 wireless pieces - up to 2 lapel mics and 4 handheld mics
	180	Cocktail/Reception Style	Open space/standing with cocktail tables		
	164	Lecture/Theatre Style	Rows of chairs		
KMC - M5-50 (Lounge)	150	Banquet Style/Rounds	Up to 15 rounds with 10 chairs each	Computer and projection Podium mic	Max 4 wireless pieces - up to 2 lapel mics and 4 handheld mics
	200	Cocktail/Reception Style	Open space/standing with cocktail tables		
	190	Lecture/Theatre Style	Rows of chairs		
KMC - M11-185 (Abbe-Bogen Faculty Lounge)	80	Banquet Style/Rounds	Up to 8 rounds with 10 chairs each	Computer and TV projection	Max 4 wireless pieces - up to 2 lapel mics and 4 handheld mics
	100	Cocktail/Reception Style	Open space/standing with cocktail tables		
	80	Lecture/Theatre Style	Rows of chairs		
KMC - M11-75 (Cantor Boardroom)	130	Banquet Style/Rounds	Up to 13 rounds with 10 chairs each	Computer and projection Podium mic	Max 4 wireless pieces - up to 2 lapel mics and 4 handheld mics
	150	Cocktail/Reception Style	Open space/standing with cocktail tables		
	130	Lecture/Theatre Style	Rows of chairs		