EMS Guide for LSSO Leaders: Reserving Space for Events
(Last Revised 08/22/21)

1) To access EMS, go to the following link in your browser:

2) Login to EMS using your CNetID & password. Two-factor authentication will be required.

3) Once you log in, click the “Create a Reservation” button.

4) Select “Request a room for a student event”. Click the “book now” option located on the right side of the template.
NOTE: LSSOs should enter their event into EMS after the speaker is approved by the Office of Dean of Students. LSSOs should reserve their space in EMS at least 1 week before the event.

5) Search for available rooms by including the preferred date and time for your event. **Important:** Laird Bell Law Quadrangle is the default location for all events at the Law School.

![Search for available rooms](image)

**NOTE:** lunch hour is from 12:15 to 1:20 pm. Therefore, you should insert 12:15 pm as your start time and 1:20 pm as your end time.
6) On the next screen, you may view the available spaces for your event. On the left side, you will see the room number/letter/name in blue. Next to each room, you will see the number of seats each room is suitable for your event in black.

<table>
<thead>
<tr>
<th>Room</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room I</td>
<td>85</td>
</tr>
<tr>
<td>Room II</td>
<td>118</td>
</tr>
<tr>
<td>Room III</td>
<td>103</td>
</tr>
<tr>
<td>Room IV</td>
<td>85</td>
</tr>
</tbody>
</table>

On the right side, a red margin will show you the time block for your event—e.g. 12:15 – 1:20 PM if you’re reserving a lunch event. Scroll down to see the available rooms at that time. If a green or gray block appears within the red margin, then the room has already been reserved and is not available for your event. Remember, booking rooms in EMS is a first-come, first-serve process.

NOTE: Some rooms may be blocked with a “Dean’s Hold”. These rooms are not available for LSSO reservations

7) Select the “Virtual Student Room” if you wish to host a fully virtual LSSO event. Only two virtual rooms are available per day.
8) Once you find a room available for your LSSO event, click on the green plus sign on the left side of your screen to continue with the booking process.

![Image showing a scheduling chart with available rooms and time slots]

9) A new pop-up window will open. Update the number of attendees for your LSSO event. For the setup type, leave the “Covid Standard/As is” on it. Click the “Add Room” button to continue with the booking process.

![Image showing the attendance and setup type pop-up window]

Page 4 of 8
10) Scroll up to see the room that has been selected. If you wish to delete or change the room, click on the red button next to the selected room. Once you have selected the right room for your LSSO event, click the blue “Next Step” button on the right side of the screen.

11) On the next screen, you will see the available services for your reservation, including options for AV and catering. Select the AV equipment or services needed for your event by selecting from the menu options. Once you choose the AV service, it will be added to your “services summary.” The IT department will assist LSSOs with AV services. LSSOs must request any AV needs at least 3 business days prior to your event.

12) For catering options, enter the start time and end time of your event, select “Delivery” as the service type, and then enter the estimated catering count for your event. Finally, select one of the pre-approved catering options.
13) After selecting the desired AV and catering services, EMS will provide a “Services Summary.” The summary shows the services chosen for the LSSO event and the estimated delivery time. To delete any unwanted services, click the red minus icon that appears next to the selected services. If the “services summary” contains the desired AV and catering services, click the “Next step” blue button (top right side of the screen to continue with the booking process.

NOTE: AV and catering services will incur charges to your event. The charges will be deducted from your LSSO account. For questions regarding service charges, email deansofstudents@law.uchicago.edu for more information.

IMPORTANT: Event cancellations must be made in EMS AND you must also notify the Events team by emailing LawEvents@law.uchicago.edu. Failure to cancel food orders 48 hours in advance and via email to the Events team will result in the LSSO being billed for the food order.
14) On the next screen, add the event name. You should include the abbreviation for your LSSO followed by the event title and speaker name. The event type for all LSSO events should be “Student Org Talk”.

In the additional information section, indicate if the event features a high profile speaker, the intended audience for the event, and what source of funds you plan to use for event charges.

You may also indicate if you would like support from the Communications Office for event promotion.
15) To complete the booking process in EMS, click the “Create Reservation” button. Your event request will not be finalized and your space reserved until you take this step.

![Create Reservation Button](image)

16) After creating your reservation, an email confirmation will be sent to the person requesting the room. The email will come from noreply.uchicagolaw@emscloudservice.com and will contain a “request summary,” (i.e. the EMS reservation number, requester’s name, event’s date, catering and AV services, etc.).

If you find any errors in the request summary, (e.g., wrong date, wrong time, etc.), login to your EMS account to delete the event reservation and create a new one with the correct details.

NOTE: only the person who creates the EMS reservation can delete the event.

For more information, please contact deanofstudents@law.uchicago.edu