

Business Students:

Reserving Team Meeting Space in Miller Hall

Team meeting rooms in Miller Hall are specially designed and technologically equipped to facilitate group work, and priority is given to teams and groups over individual study. First floor and Lower-Level team rooms may be reserved and from 7:00 am – 10:00 pm on weekdays and from 7:00 am – 7:00 pm on weekends. All room reservations can be made up to seven days in advance and are restricted to a **time limit of two hours** per day

To make a reservation follow these procedures:

Go to <http://reservations.wm.edu/VirtualEMS/>

- Click the **MY HOME** tab.
- In the **User Id** box type campus\ followed directly by your WMuserid.
Example: campus\tjefferson
- Enter your campus password.

To review reservations you have previously made, select the **MY EVENTS** option on the left of the page.

You may search for events, spaces, or groups by selecting the appropriate heading on the left of the screen under the BROWSE option.

To make a reservation:

- On the **MY HOME** tab or from the **CREATE A RESERVATION** option, select the room type from the list of reservation templates shown by clicking the corresponding **book now** button to the right.
- Fill in the information in the date and time information on the left side of your screen. Note that EMS will auto fill “AM” into the start and end times if you do not specify AM or PM.
- Click **Search**
- A list of rooms now appears under the heading **Rooms You Can Reserve**.
Rooms with a blue and white **+** are available to reserve. Rooms without this sign are unavailable. If no rooms appear, there are no available rooms and you should try a different date or time, or contact events@mason.wm.edu.
- Click on the blue and white **+** to select your room and click the **Next Step** button at the top right.
- Fill in the **Event Name** which must include your name or assigned team number. Example: Team 22, MSBA 2 -11, Study/Su Wong
- Select the **Event Type**.
- Select the **Group**. CMason Students. **If no group appears on the drop-down menu, select the magnifying glass. Type CMAS in the field and click the magnifying glass. Scroll down and select the group **CMASON Students**. Click **Close** at the bottom of this window. The selected CMason*

group should now appear in the dropdown list for the Group field. You will only need to designate your group one time. The system will auto-fill all future reservations with this selection.

- Select the **1st Contact** from the dropdown list, or select **(temporary contact)** to enter your contact information.
- Answer **Additional Information** questions.
- Click **Create Reservation** button at the lower right of the page.

Students can only use EMS to reserve team meeting rooms. Other rooms should be reserved through your program office or events@mason.wm.edu. Team rooms are for use by business students for study, coursework, projects, etc. Club meetings and other activities should be reserved through the program office.

Please Remember:

The group name and contact information must reflect the person or group who is actually occupying the room for the reserved time. **Student reservation event names should include the student's name or assigned team number.** For example: Team 6, or EP Meeting- Moen/Banks, or Jim Waters.

Event types must be accurate.

Incorrect reservations will be cancelled without notice.

Repeated violations of EMS policies may result in the termination of your EMS scheduling privileges.

To have your contact information added to the contact list for the group CMason Students, or for assistance, please contact events@mason.wm.edu.