

VIRTUAL EMS – GUIDEBOOK

EVENT REQUESTS

- *The Office of University Events (UE) and Department of Student Involvement assign space according to the most appropriate use of the venue as the event is described on the request form. The demands on the venue as well as the nature and the size of the event will be considered in determining space assignments.*
- *Some large scale events may require comprehensive review by University Events (UE) or Student Involvement and the Campus Events Planning Committee (CEPC).*
- *The Event Request form is a request only. Your event is not confirmed until you have received an official, confirmation email.*
- *Event requests are taken on a first come, first served basis and on space availability.*

CAMPUS EVENT REQUEST

To request space for an event at the Kennesaw or Marietta Campus:

1. Visit Virtual EMS via the link: <https://reservations.kennesaw.edu>
2. Click on 'My Account' to log in with your KSU net id and password.
3. In the dropdown menu, point to 'Event Requests' and click on 'Request a Campus Event'.
4. Fill out and submit the event request form.

Please Note: University Events makes every effort to contact the event requester between 4 - 5 business days. However, sometimes due to the high volume of requests we receive daily and/or the complexity of the event, it may take us anywhere from 5 - 7 business days to acknowledge the request and begin the process. This will ensure thorough event coordination for a smooth and successful event.

CONVOCATION CENTER EVENT REQUESTS

To request space for an event in the Convocation Center:

1. Visit Virtual EMS via the link: <https://reservations.kennesaw.edu>
2. Click on 'My Account' to log in with your KSU net id and password.
3. In the dropdown menu, point to 'Event Requests' and click on 'Request the Convocation Center'.
4. Fill out and submit the event request form.

KSU CENTER EVENT REQUESTS

To request space for an event at the KSU Center:

1. Visit Virtual EMS via the link: <https://reservations.kennesaw.edu>
2. Click on 'My Account' to log in with your KSU net id and password.
3. In the dropdown menu, point to 'Event Requests' and click on 'Request the KSU Center'.
4. Fill out and submit the event request form.

KSU SPORTS AND RECREATION REQUESTS

To request space for an event at any of the Sports and Recreation Spaces:

1. Visit Virtual EMS via the link: <https://reservations.kennesaw.edu>
2. Click on 'My Account' to log in with your KSU net id and password.
3. In the dropdown menu, point to 'Event Requests' and click on 'Request the Sports and Recreation Space'.
4. Fill out and submit the event request form.

SIMPLE MEETINGS

- *A simple meeting is defined as a booking that does not require any type of setup, special audio/visual needs, an audio/visual technician, parking, food/catering, or additional support from any other campus entity.*
- *The rooms are "as-is" and reserved immediately.*
- *When booking a simple meeting, there is no need to contact the room approver.*
- *If you need more than one room for the same day, it is no longer considered a simple meeting. You must submit your request using the Campus Event Request Form.*
- *If you need a space that requires any kind of setup, special Audio and Visual needs, special parking needs or food/catering, it is not considered a simple meeting. You must submit your request using the Campus Event Request Form.*
- *If you wish to secure a meeting space for a Registered Student Organization (RSO), you must submit your request using the Campus Event Request Form.*

To reserve space for a simple meeting at the Kennesaw or Marietta Campus:

1. Visit Virtual EMS via the link: <https://reservations.kennesaw.edu>
2. Click on 'My Account' to log in with your KSU net id and password.
3. In the dropdown menu, point to 'Quick Reserve'
4. Click on 'Reserve A Simple Meeting'.
5. Fill out and submit the form to confirm your online booking for the meeting instantly.

INFORMATION TABLES

- *An information table consists of 1 table and 2 chairs only. No additional items can be fulfilled through reserving an information table.*
- *The table will be set up 15 minutes prior to the booking start time.*
- *Information tables must be reserved at least 48 hours in advance.*
- *No amplified sound is permitted at information tables.*
- *There is to be no selling of food, tickets or other items. If you wish to sell anything at your information table, submit a campus event request form*
- *Raffles are prohibited at KSU.*

To reserve an information table at the Kennesaw or Marietta Campus:

1. Please go to Virtual EMS via the link: <https://reservations.kennesaw.edu>
2. Click on 'My Account' to log in with your KSU net id and password.
3. In the dropdown menu, point to 'Quick Reserve'
4. Click on 'Reserve an Information Table'.
5. Fill out and submit the form to confirm your online booking for the meeting instantly.

******* PLEASE NOTE*******

If the desired space for an event does not show up on the form for you to select, it is possible that the space is not available for the date and time needed. Users can 'browse for space' before submitting a request to see if the desired space is available.

BROWSE FOR SPACE

The Browse for Space page is a read-only page that allows users to check whether a desired space is available for a certain date and time. To browse for space:

1. On Virtual EMS, point to 'Browse All' then click on 'Browse for Space'.
2. Click on 'Filter' on the right hand side of the screen and enter the date, the name of the building and click 'Apply' to see room availability.