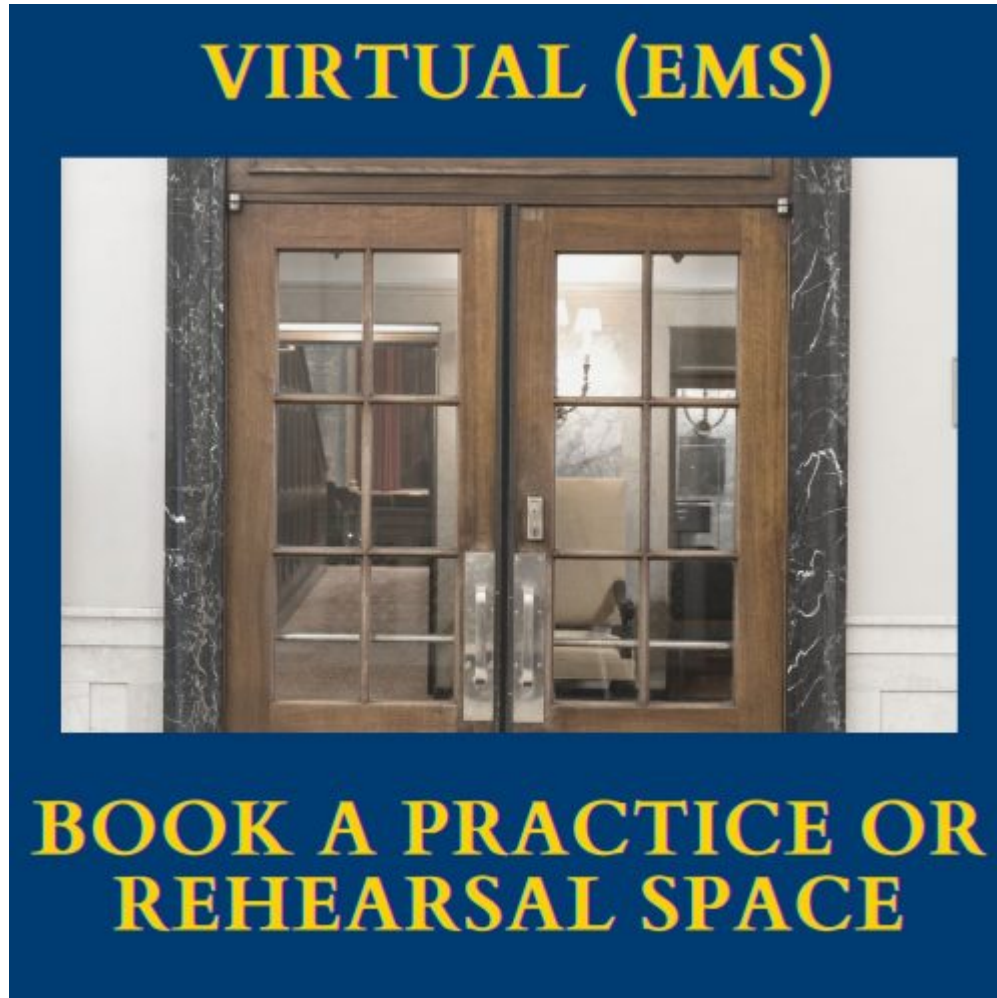


Room Request-Virtual EMS (Student)

Description



You are now able to book a room from the convenience of your personal computer or smartphone with access to the [Virtual Event Management System \(V-EMS\)](#).

[Book a Practice, Rehearsal, or Recording space using V-EMS](#)

LOGGING IN INSTRUCTIONS

- Students may schedule a practice/rehearsal room using V-EMS, no more than one week in advance. This includes requests for non-degree recitals in these spaces.
- Piano students can book a maximum of two, 3-hour blocks per day.

- All other students can book a maximum of two, 2-hour blocks per day.
-

- This restriction does not apply to teaching assistants requesting space for instructional use, or to faculty and staff.

Eastman Practice Room Breakdowns

- [Non-Reservable Practice Rooms \(First Come/ First Served\)](#)
- [Piano Practice Rooms: Reservable in V-EMS](#)
- [Piano Practice Rooms: Non-Reservable in V-EMS \(first come, first served\)](#)
- [Student Rehearsal Rooms: Reservable in V-EMS](#)
- [TA STUDIOS: Must be reserved through the Registrar's Office](#)

[Non-Reservable Practice Rooms \(First Come/ First Served\)](#)

Non-Reservable Spaces (first come, first served)

A326
A327
A328
A329
A330
A331
A332
A333
A334

[Piano Practice Rooms: Reservable in V-EMS](#)

ESM Piano Practice Rooms: Reservations

A001
A005
A006
A007
A009
A010
A011
A016
A017
A018

A019
A020
A022
A217
A417
A604
A614

Piano Practice Rooms: Non-Reservable in V-EMS (first come, first served)

ESM Piano Practice Rooms: Non-reservable

A003
A014
A015
A023
A317
A611

Student Rehearsal Rooms: Reservable in V-EMS

ESM Student Rehearsal Reservation

A004
A021
A221
A322
A323
A324
A411
A412
A413
A414
A415
A416
A419
A420
A421
A422
A423
A426
A428

A429
A430
A431
A432
A433
A434
A435
A513
A514
A515
A516
A517
A519
A521
A522
A524
A527
A528
A529
A704
A707
A708
A709
A710
A902
ESM 209
ESM 305
ESM 320
ESM 404
ESM 514
ET 404
ET 410
ET 412
ET 603
OSL 101
OSL 204

TA STUDIOS: Must be reserved through the Registrar's Office

ESM TA STUDIOS (only bookable by our office for TAs)

A204
A205
A207
A208
A214
A215
A216
A218
A335

****When using the V-EMS system to log in please use your**

STUDENT E-MAIL for the USERNAME and your

STUDENT ID number for your PASSWORD (*NOT YOUR NET ID*)**

- For complete instructions on how to use Virtual EMS (V-EMS), please review the [V-EMS Instructions](#)
- When making a reservation in the “Event Name field” YOU MUST ENTER YOUR FIRST AND LAST NAME, improperly doing so may result in SECURITY not allowing you to use the space.

Please remember to fill in your name for security purposes (see picture below)



The screenshot shows the 'ESM Student Rehearsal Reservation' interface. It has two tabs: '1 Rooms' and '2 Reservation Details'. The 'Reservation Details' tab is active. Under 'Event Details', the 'Event Name *' field is highlighted with a red box. Below it is a placeholder text 'Enter your name here'. To the right is the 'Event Type *' dropdown menu, which is currently set to 'Rehearsal'. Below these are 'Client Details' fields for 'Client *' and 'Tel Contact *'. At the bottom left, there is a checkbox for 'I have read and agree to the terms and conditions'. A red callout box with the text 'PLEASE FILL IN BOX WITH YOUR NAME' has an arrow pointing to the 'Event Name' field.

ESM Practice Room Policies

- The Registrar’s Office does not provide set up of chairs or stands for rehearsals. Student

ensembles should plan to provide their own folding stands.

- Room availability is extremely limited during certain times of the day and certain weeks of the year. Please be aware that there may not be any space available at your preferred time.
- Requests for the Eastman Theatre, Kilbourn Hall, Hatch Recital Hall, Ray Wright Room, Howard Hanson Hall, Ranlet Lounge, and Ciminelli Lounge should be made via the [Concert Office](#).
- Note that if your event requires technical support, such as laptop & projector or recording equipment, you must arrange this separately with [ESM Technology and Media Production](#).

Non-Instructional Classroom or Meeting Room Request Link

Date

2024/05/14