Event Management System (EMS) Tutorial

Revised 8/14/2014
1. Go to the website [https://gtevents.gatech.edu/](https://gtevents.gatech.edu/) for the GT EMS system and log in using your GT account and password.
2. Select “Request Space” and choose one of the following options:
   a) **Request Classroom Space** – this will bring up a list buildings & their classrooms
   b) **Request Event Space** – this will bring up buildings & event / meeting spaces
• Fill out the “When and Where” information with date/time
• Choose “ES&T – Events” on the Facilities drop down menu
• Enter set up information and select “as is” for setup type.
• Click the blue “Find Space” button.

REQUEST A ROOM REQUIRING SET-UP

Please allow for up to 3 business days for processing space requests.

A few important notes to make the process go smoother:

○ Please make sure attendance reflects the expected number of people.

○ You do not need to request tables and chairs for meeting spaces unless you want them
outside normal setups. Leave a note in the reservation details explaining what you want if you
are unsure.

○ Please review our catering policy before making any reservation where food will be served. If
you plan to serve food, please explain in the notes what you are planning to serve. No
reservation will be approved without this information, and serving unauthorized food may lead
to loss of reservation privileges for a group.

○ If you request additional equipment, please include a note explaining where you would like it
placed and how you intend to use it. Requests will not be approved without this information.

○ Confirmed use of the Klaus Atrium will generally incur the Facilities set-up fee. Weekend use of ALL spaces
in the Klaus building will generally incur an additional fee.
Selecting an available location

- After clicking “find space,” a list of available rooms will pop up under the availability window based on your criteria entered. You can also view this in grid (schedule) mode.
- To learn more about each room, click the name of the room.
- To reserve a room, click the green plus sign next to the room you’re choosing. The room will move up to the top of the screen.
- You must click the plus sign to move to the next step of the reservation process.
Optional “Grid” view allows you to see vacant times for each available room.
• Once you have clicked on the green plus sign, your room will go to the “selected locations” above the list.
• Click “I have read and agree…” to the policies in the checkbox below and then click continue.
Add “Event Details”
Once a location has been selected, fill out the information in the “Details” tab then click the yellow “Submit” button at the bottom of the screen (you may need to scroll down to see it).
You will see this pop-up message after you submit.

Please click on View Reservation
Summary to check your requests for accuracy and applicable charges.

You will receive a response to Web Request within 3 business days.

Serving ALCOHOL at your event?


** Reimbursement for your event will not be issued by GT Foundation without prior alcohol approval from EVP for Administration and Finance. Approval from VP for Student Affairs is also required for student-attended events.
• Your reservation details will note that you have submitted your “web request.”
• Once you receive your email confirmation, your status will change to “Confirmed” if accepted by the administrator.
• The menu at the right allows you to edit reservations, cancel bookings, or add to your calendar.
• Shortcut buttons to cancel or edit also available under “Actions”
• You can view a summary of your requests by clicking “Back to My Requests”
• You will receive confirmation or non-approval of your reservation by email within 3 business days.
• Last minute requests may be fulfilled, but we cannot guarantee response time.

Capital Planning & Space Management
225 North Avenue, N.W.
Atlanta GA 30332
Phone: 404-894-4802

Confirmation

Group
Federico, Lori
Chemical and Biomolecular Engineering

Reservation 449547
Event Name: ChBE Family Weekend
Event Type: Special Event
Status: Confirmed
Estimated Attendance: 0

Bookings/Details
Friday, September 12, 2014
1:30 PM - 6:00 PM ChBE Family Weekend (Confirmed) Outdoor - Bio-Tech Quad Courtyard
School of Chemical and Biomolecular Engineering
Ford Environmental Science & Technology (ES&T) Building Event Reservation Policy

Classrooms:  L1105, L1255, L1118, L1125
The use of food/refreshment is not allowed in any classroom. Desk, chairs, furniture, etc. should be neatly placed and ready for use when you exit the room. Custodial service is required for any classroom reservation after 8:00 pm during the week or anytime on the weekend. Contact custodial regarding fees: taffie.maynard@facilities.gatech.edu

Atriums:  L1, First, Second, and Third
Trash receptacle rental is required when serving food/refreshments/alcohol during normal business hours. Contact custodial regarding receptacles and fees associated with rental: taffie.maynard@facilities.gatech.edu (outdoor space is handled by Space Planning department)

Custodial service is required when serving food/refreshments/alcohol after 8:00 pm during the week or anytime on the weekends. Contact custodial regarding fees associated with service. taffie.maynard@facilities.gatech.edu

If alcohol will be served, please review the Campus Alcohol Policy and submit the Alcohol Authorization Form prior to the event for approval. Please submit a copy of the approval to patricia.wade-gordon@chbe.gatech.edu prior to the event.

Please DO NOT slide or push furniture along the floor as this leaves scratch marks in the floor. Cost associated with any repair will be the responsibility of the reservation holder. Replace all furniture to the original location and notify the facility manager of any damages: todd.clarkson@coe.gatech.edu

General:
Access required for other than normal building access times should be requested from the facility manager. Normal ES&T building access is 7:30 am – 7:00 pm weekdays: todd.clarkson@coe.gatech.edu

For any space questions, please contact patricia.wade-gordon@chbe.gatech.edu