Event Planning Process: Start to Finish Overview:

1. Submit a room request on the Event and Room Request System
2. Wait for a USF email confirmation for your space (Q’s contact Reg. Office)
3. Send an email to the Program Assistant for Student Affairs (Alakoka Kailahi) with the event title and a description of the event. This will publish your event to the School of Law Events Calendar.
4. Completing step 4 will also ensure that your event is added to “This Week’s Events” email.
5. Advertise (notify others about) your event!
### LAW SCHOOL ROOMS

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>CLASSROOMS</th>
<th>CAPACITY</th>
<th>ROOM TYPE</th>
<th>WHO APPROVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kendrick Hall</td>
<td>100</td>
<td>115</td>
<td>Lecture / Classroom</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Kendrick Hall</td>
<td>101</td>
<td>83</td>
<td>Lecture / Classroom</td>
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<td>Kendrick Hall</td>
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<td>75</td>
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<td>Kendrick Hall</td>
<td>104</td>
<td>42</td>
<td>Lecture / Classroom</td>
<td>Registrar’s Office</td>
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<tr>
<td>Kendrick Hall</td>
<td>Moot Court (No food allowed)</td>
<td>60</td>
<td>Classroom / Courtroom</td>
<td>Registrar’s Office</td>
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<tr>
<td>BUILDING</td>
<td>SEMINAR CLASSROOMS</td>
<td>CAPACITY</td>
<td>ROOM TYPE</td>
<td>WHO APPROVES</td>
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<tr>
<td>Kendrick Hall</td>
<td>105</td>
<td>8 - 12</td>
<td>Seminar Classroom</td>
<td>Registrar’s Office</td>
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<tr>
<td>Kendrick Hall</td>
<td>240</td>
<td>22</td>
<td>Seminar Classroom</td>
<td>Registrar’s Office</td>
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<td>Registrar’s Office</td>
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<td>Kendrick Hall</td>
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<tr>
<td>Zief Library</td>
<td>012</td>
<td>19</td>
<td>Seminar Classroom</td>
<td>Registrar’s Office</td>
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<tr>
<td>Zief Library</td>
<td>017</td>
<td>24</td>
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<td>Registrar’s Office</td>
</tr>
<tr>
<td>BUILDING</td>
<td>COMPUTER LABS</td>
<td>CAPACITY</td>
<td>ROOM TYPE</td>
<td>WHO APPROVES</td>
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<tr>
<td>Zief Library</td>
<td>105 North</td>
<td>12</td>
<td>Computer Lab</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Zief Library</td>
<td>105 South</td>
<td>12</td>
<td>Computer Lab</td>
<td>Registrar’s Office</td>
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<tr>
<td>BUILDING</td>
<td>LAW FACULTY MEETING ROOMS</td>
<td>CAPACITY</td>
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<tr>
<td>Kendrick Hall</td>
<td>212</td>
<td>12</td>
<td>Law Faculty Meeting</td>
<td>Registrar’s Office</td>
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<td>Zief Library</td>
<td>Terrace Room</td>
<td>35</td>
<td>Law Faculty Meeting</td>
<td>Registrar’s Office</td>
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<tr>
<td>BUILDING</td>
<td>PUBLIC SPACES</td>
<td>CAPACITY</td>
<td>ROOM TYPE</td>
<td>WHO APPROVES</td>
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<td>Kendrick Hall</td>
<td>Atrium <em>(1st Floor entryway)</em></td>
<td>TBD</td>
<td>Public Space</td>
<td>Registrar’s Office</td>
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<tr>
<td>Kendrick Hall</td>
<td>Rotunda 1st Floor*</td>
<td>TBD</td>
<td>Public Space</td>
<td>Registrar’s Office</td>
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<tr>
<td>Kendrick Hall</td>
<td>Rotunda 2nd Floor*</td>
<td>TBD</td>
<td>Public Space</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Kendrick Hall</td>
<td>Rotunda 3rd Floor*</td>
<td>TBD</td>
<td>Public Space</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Kendrick Hall</td>
<td>Student Boulevard <em>(1st floor Hall)</em></td>
<td>TBD</td>
<td>Public Space</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Patio between Kendrick &amp; Zief</td>
<td>Zief Plaza</td>
<td>TBD</td>
<td>Public Space</td>
<td>Registrar’s Office</td>
</tr>
</tbody>
</table>

*Not available when classrooms are in use. Law School use only.

All classrooms are ADA compliant and are equipped with A/V technology (excluding KN 105 and KN 340; these rooms have no technology) which includes (DVD, VDR), computer, projector screen, and a telephone. The lecture rooms contain a wireless microphone and a fixed microphone in the podium.

**Questions:** Room Questions? Please contact the appropriate office:
Law Registrar’s Office: Email: lawregistrar@usfca.edu

**Room Request Restrictions --Students are subject to the following room restrictions:**

**Room 100:** Cannot be reserved more than a week in advance.

**Moot Courtroom:** There is NO food allowed. Groups that host events with food in the Moot Courtroom will be banned from the room for the remainder of the academic year.

**Time-Frame:** Student groups may only submit requests through the current year (fall 19, spring 20, and summer 20 only)

**Priority:**

Once a reservation request has been submitted, use of classrooms and seminar rooms will be scheduled according to the following priority:

1. Regularly scheduled semester-long or 7 week law school courses;
2. Tutorial sessions scheduled by the Academic Support Program;
3. Final examinations for law school courses;
4. Make-up classes scheduled by law school faculty;
5. Review sessions for final examinations scheduled by law school faculty;
6. Single session or multiple session events in support of the academic program scheduled by law school administrative offices (i.e. Admissions, Office of Career Planning, Dean’s Office, Development, etc.);
7. Student groups.
Step 1: Log into Virtual EMS & Enter School of Law Reservation System

1. Go to http://ems.usfca.edu/

2. Sign In:
   - User ID = myUSF username
   - Password = myUSF password

3. In the top left hand corner select Create a Reservation. Under My Reservation Templates select: “Book Now” icon to the right of School of Law (to book rooms at the law school).

Step 2: Create & Submit your Request

1. Enter or select the event date. If it’s a re-occurring meeting, click on “Recurrence;” otherwise you can select the date manually. Remember that all users of this system cannot schedule more than one year in advance.
2. Enter the start and end times. *All reservations must end 10 minutes before the hour/half-hour* (Ex. 1:00pm-2:30pm becomes 1:30pm-2:20pm).
3. Under Locations, select Kendrick Hall or Zief Library
4. Enter the estimated Attendance. (Note: the system will only populate available rooms based on the attendance count.)
5. List of rooms will populate. Two red lines indicate the time you are requesting.
6. Select the plus sign next to the Room(s) that you wish to request.
7. A pop-up screen will populate confirming the number of attendees. Click Add Room. You will return to the main page. At the top right corner click the blue Next Step button. The next screen will populate a message. Hit the blue Next Step button again at the top right corner.

8. Type the **Event Name**: Please write a short but descriptive Event Name so that users from the community will be able to understand the nature of the event/meeting. You must enter the student group/class name in the title.

9. Select one of the following appropriate **Event Types** (use only these options):
   → Student Organization Event
   → Student Organization Meeting

10. The system knows what group you belong to due to your log-in. The **Group** will automatically populate.

11. Select the **Contact Person**. *Note: If no contact name is entered your reservation will be canceled!* For reporting purposes, this should be for whom the reservation was made. **Students**: The phone number we use is the SBA phone & e-mail address will automatically populate from the information we receive from the Deans’ Office.

12. Under **Additional Information**, enter:

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**Examples of Event Names**
- SBA: 1st General Meeting
- PILF: Auction Event
• **Food/Beverage** – indicate if you will be having food or beverages at your event. (Note: *there is no food/drinks allowed in Moot Courtroom.*) If you select “Yes” to this question it will alert Bon Appetit. Do not choose “Yes” unless you plan to order from Bon Appetit.

• **Include your event in the USF Calendar** – This will indicate if you would like your event to be featured on the calendar. **You cannot change this once you’ve made a selection!** If you decide later that you would like to add your event to the USF calendar after the initial reservation you will need to cancel that reservation and make a new room request.

• **Actual Start and End Times** – you may include any additional information that we may need to know here (such as if your room is reserved from 2-5pm, but your event will actually start at 3pm., etc.).

• **Classroom Technology Assistance** – Any additional assistance (A/V set-up, etc.) is needed, if applicable. If you need assistance with classroom technology, please contact the ITS Help Desk at itshelp@usfca.edu or (415) 422-6668. Please note that 1 week advance notice is required.

13. Select green **Create Reservation** button.

14. The message **Reservation Created** will populate. Under that it will say it has been reserved.

![Reservation Created](image)

**NOTE:** As soon as a request is submitted, the space will be “held” in the room schedule system until confirmed or denied. Other users will be able to see that the space is not available.

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**Confirmations**

Confirmations will be sent to the USF email address on file for the Event Contact from the approving office.

<table>
<thead>
<tr>
<th>Approving Office</th>
<th>Spaces</th>
<th>Approving Office</th>
<th>Confirmation Duration</th>
<th>Questions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar’s Office</td>
<td>KN 100 – 105, 240, 301, 340, Moot Court, Zief 002, 012, 017, 105 (lab).</td>
<td>Registrar’s Office</td>
<td>1 business day (During the first and last two weeks of the semester &amp; during final exams: 3 business days)</td>
<td><a href="mailto:lawregistrar@usfca.edu">lawregistrar@usfca.edu</a> Kendrick 220 (415) 422-6778</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>KN 212, Terrace Room &amp; Public Spaces <em>(Atrium, Rotundas, Student Boulevard, Zief Plaza)</em></td>
<td>Registrar’s Office</td>
<td>1 business day</td>
<td><a href="mailto:lawregistrar@usfca.edu">lawregistrar@usfca.edu</a> Kendrick 220 (415) 422-6778</td>
</tr>
</tbody>
</table>

**Definitions:**

- **Reservation** = the overarching name of the event (i.e. “School of Law Lecture Series”).
- **Booking** = the individual subset of dates/rooms (i.e. individually titled lectures) tied to a reservation.
Editing a Reservation

1. To Edit a Reservation (the overall event heading, i.e. “Lecture Series”).
2. Select Log-in.
   a. Login = myUSF username
   b. Password = myUSF password
3. In the top left hand corner select My Events.
4. Depending on when you scheduled your event, you may find it under the Current or Past tab.
5. All requests, confirmed & cancelled events that you have submitted will be listed here.
6. Select the reservation that contains the booking that you wish to edit by clicking on the event name. This will pull up the event details.
7. Edit Reservation Details (the overall event heading i.e. “Lecture Series”) – Edit the event name, type, group, contact person here.
8. Select Save Reservation Details.

Edit a Booking/ Adding a Booking

1. To Edit an Individual Booking (i.e. a subset of a reservation, i.e. an individual title of a specific lecture, that falls on a specific date).
2. Select Log-in.
   a. Login = myUSF username
   b. Password = myUSF password
3. In the top left hand corner select My Events.
4. Locate event, will be under Current or Past (depends on booking date) tabs.
5. All requests, confirmed & cancelled events that you have submitted will be listed here.
6. Select the reservation that contains the booking that you wish to edit. This will pull up the event details.
7. At the bottom left of the screen select the pencil icon to the left of the individual booking that you wish to edit.
8. You can edit the date, time, room, or attendance as desired.
9. Select Update Booking, at top right of the screen.

To ADD a New Booking(s) under a reservation (this is how you can request rooms for events that may be recurring but have multiple rooms and/or differing times or have multiple rooms and times on the same day)

1. Select Log-in.
   a. Login = myUSF username
   b. Password = myUSF password
2. In the top right hand corner select My Events.
3. All requests, confirmed & cancelled events that you have submitted will be listed here.
4. Select the reservation that contains the booking that you wish to edit. This will pull up the event details.
5. Click on blue New Booking button on the right hand side of the screen and you will be brought back to the page where you can request rooms/times.
6. Enter in your start & end times as well as attendance.
7. Select the room(s) you would like to request and submit.

Cancelling a Reservation

1. Select Log-in.
   a. Login = myUSF username
   b. Password = myUSF password
2. In the top right hand corner select My Events.
3. All requests, confirmed & cancelled events that you have submitted will be listed here.
4. Select the request/reservation that you wish to cancel. This will pull up the event details.
5. At the top right, select **Cancel Reservation** to cancel the entire reservation (including all subset bookings that belong to that reservation).

### Cancelling a Booking

1. Select **Log-in**.
   a. Login = myUSF username
   b. Password = myUSF password
2. In the top right hand corner select **My Events**
3. All requests, confirmed & cancelled events that you have submitted will be listed here.
4. **Find the request/reservation** that you wish to cancel. Select the circle icon to the left of the date. This will delete your booking. A pop-up box will confirm that you are cancelling a booking.
5. You may also delete all bookings by selecting **Cancel Bookings** under the tabs and above the list of bookings.

### Next Steps:

After receiving a USF email confirmation of your room:

1. Check your USF email for an email notification confirming your event.
2. Send an email to the Program Assistant for Student Affairs, Alakoka Kailahi (takailahi@usfca.edu) confirming your event to the calendar. Include the title of your event as well as a description of your event. This will publish your event to the School of Law Events Calendar.
3. Completing step 2 will also ensure that your event is added to “This Week’s Events” email.
4. Advertise your event!