

Kean University Recognized Student Groups and Organizations

RESERVING MEETING SPACES: VIRTUAL EMS

Virtual EMS

- Student groups may reserve meeting spaces through Virtual EMS, Kean University's online room and space reservation system.
- Please note that student group leaders may only reserve meetings directly in Virtual EMS and events or programs must be submitted through the event submission feature in Cougar Link.
- Involvement Center student managers and graduate assistants will reserve the spaces for events after the event is approved on Cougar Link by professional Kean staff. To have your space reserved, it must be fully approved AT LEAST 5 business days in advance of the start of the program.

Logging In to Virtual EMS

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Event Management Systems
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Kean University's Room Reservation System

Browse My Account Links Welcome Guest

Home

Welcome to the Kean University Room Reservation System. Please visit a request.

For instructions on how to use the system, please visit the Help page.

Classroom Request: Due to the add/drop period during the academic semester, classroom requests cannot be approved until after the third week of each semester. Requests are accepted on Wednesdays from 3:30pm.-4:20pm. For more information, please contact the Registrar's Office at (908) 732-2222.

Home Log In

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Virtual EMS URL: <http://events.kean.edu>

When logging in for the first time, you must activate your account.

Logging In to Virtual EMS

Virtual EMS URL: <http://events.kean.edu>

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Kean University's Room Reservation System

[Browse](#) [My Account](#) [Links](#) Welcome Guest

Login

Please login with your Kean Google username (without the @kean.edu) and password.

User Id:

Password:

Powered by **ems**

Activating Your Account

The image shows a 'User Info' form with the following fields:

- Email: * cougark@kean.edu
- Name: * Kean Cougar
- Phone: 908-737-5326
- Fax:
- Time zone: * Eastern Time
- Notes:
- How are you affiliated with the University?: * Student
- What University Group/Department/Unit(s) or Company/Organization are you affiliated with?: * Sample Organization of Kean University

A 'Save' button is located at the bottom left of the form. A blue overlay on the right contains the following text:

When logging in for the first time, you will need to activate your account by providing some additional information.

How are you affiliated with the University?
Answer: STUDENT

What University Group or Organization are your affiliated with?
Answer: YOUR STUDENT GROUP NAME

Once submitted, your account will be pending until verified.

A success message box on the right says: 'Your data was saved successfully, but your account is currently pending.'

The account may remain pending for up to 24 business hours. Organization membership and executive board roles will be verified by checking the organization's Cougar Link roster. The request must be currently listed on the Cougar Link organization roster and in their executive board position.

Student Group Meeting Request



Kean University's Room Reservation System

 Browse  Submit a Request  My Account Links  Help

 Submit a Request  My A

Home

Student Group Meeting Request

Welcome to the Kean University Room Reservation system! Please log in to submit a request.

View My Requests

For instructions on how to request an event [click here](#).

Classroom Requests:

Due to the add/drop period during each semester, requests for classrooms or labs cannot be approved until after the third week of each academic semester, unless during **college-fair on Mondays, Tuesdays and Thursdays from 3:30pm.-4:20pm.** For more information, please contact the Registrar's Office at (908) 737-3290.

Student Group Meeting Request

Review Student Group Event Authorization Process

Enter Date, Start time, End time, Facility, Attendance and Setup Type.

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Kean University's Room Reservation System

Browse Submit a Request My Account Links Help

Student Group Meeting Request

Info Location Details

When and Where

Date: 6/19/2014 Thu Recurrence
Start Time: End Time:
Facilities: UNIVERSITY CENTER
Time zone: Eastern Time

Setup Information

Attendance: 0
Setup Type:

Availability Filters

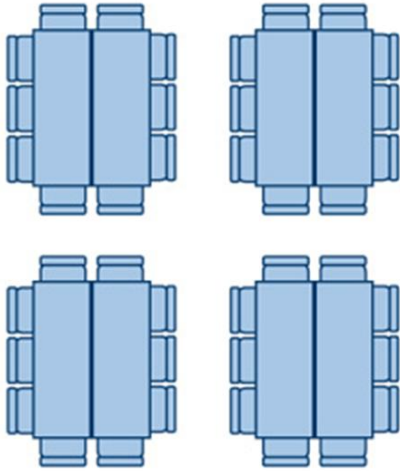
Find Space

STUDENT GROUP EVENT AUTHORIZATION PROCESS

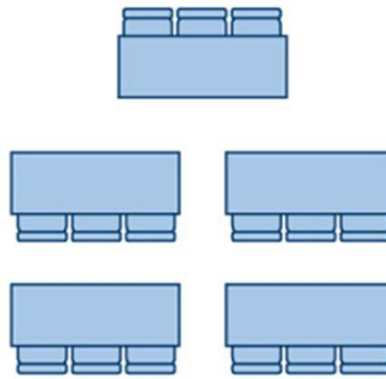
1. An Executive Board member of the **recognized student group or organization** will submit a concept program proposal form on **Cougar Link** outlining a general layout of the program they would like to implement. For additional event authorization information, please visit <http://www.kean.edu/KU/Event-Planning-Process>.
2. The Director, or designee, of the specific department would review the concept proposal and approve or deny the concept via **Cougar Link** within three (3) business days by 5 p.m. of receipt of the proposal.
 - o It is expected that the Director or designee considers the availability of campus resources, risk management, the mission of the University, the impact of the student and external community.
 - o Use of facilities or grounds must not interfere with or disrupt educational, academic or other University activities.
3. For Regular meetings the Executive Board member is required to enter the space request in **Virtual EMS**.
4. For all other Program Types the Event requests will be transferred from **Cougar Link** into **Virtual EMS** by an Involvement Specialist.
 - o For events in the University Center that require a special set up, set up preferences must be submitted to the University Center Administration ten (10) business days prior to the event start date.
 - o For events that require a special set up in all other locations, the host organization Events Board representative must submit set up preferences to the Office of Campus Planning and Facilities at least ten (10) business days prior to the event start date.

Setup Types

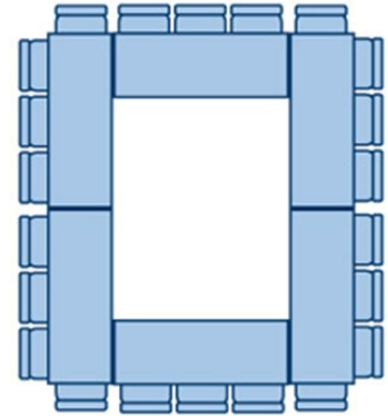
Banquet Style



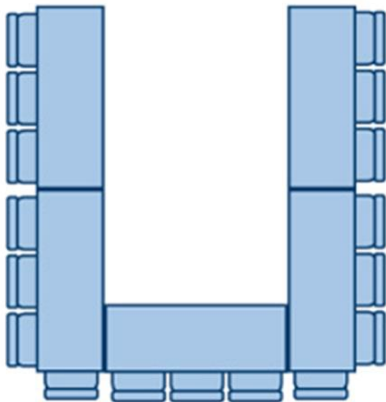
Classroom Style



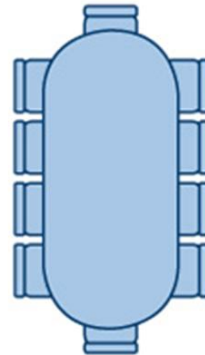
Conference Square



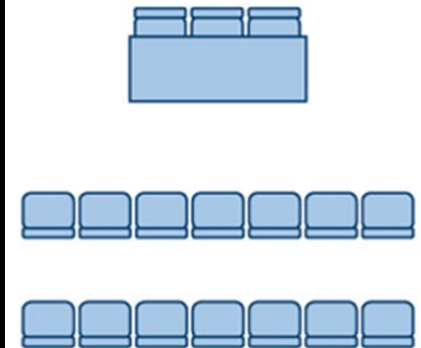
Conference U Shape



Conference Square - Closed



Lecture Style



Search for Spaces

The screenshot displays the 'Request an Event/Meeting' interface. On the left, there are several filter sections: 'When and Where' with fields for Date (6/19/2014 Thu), Start Time (1:30 PM), and End Time (2:30 PM); 'Areas' set to '(all)'; 'Facilities' set to 'UNIVERSITY CENTER'; and 'Time zone' set to 'Eastern Time'. Below these are 'Setup Information' fields for Attendance (15) and Setup Type (Classroom Style). At the bottom left, there is an 'Availability Filters' section and a 'Find Space' button. The main area shows 'Selected Locations' with a 'No rooms currently selected' message and a 'Grid' view. A calendar grid for Thursday, June 19, 2014, is visible, with a blue box highlighting the 10 AM to 12 PM slot. A blue bar labeled 'KFT Pro-Sta' is overlaid on the grid. A large blue button labeled 'Find Space' is positioned at the bottom center of the interface.

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Browse Submit a Request My Account Links Help

Welcome Kerrin Lyles

Request an Event/Meeting

Info Location Details

When and Where

Date: 6/19/2014 Thu Recurrence

Start Time: 1:30 PM End Time: 2:30 PM

Areas: (all)

Facilities: UNIVERSITY CENTER

Time zone: Eastern Time

Setup Information

Attendance: 15

Setup Type: Classroom Style

Availability Filters

Find Space

Selected Locations

No rooms currently selected

List Grid

Thursday, June 19, 2014

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5
UNIVERSITY CENTER (ET)												
UC*226	60											
UC*226A	30											
UC*226B	30											
UC*228	81											
UC*315	60											
UC*315A	30											
UC*315B	30											

KFT Pro-Sta

Find Space

Search Results

The screenshot shows the 'Student Group Meeting Request' page. On the left, there are input fields for 'When and Where' (Date: 9/16/2014 Tue, Start Time: 3:15 PM, End Time: 4:45 PM, Facilities: UNIVERSITY CENTER, Time zone: Eastern Time) and 'Setup Information' (Attendance: 20, Setup Type:). A green arrow points to a green '+' icon next to the room 'UC*315' in the 'Selected Locations' table. The table shows room availability for Tuesday, September 16, 2014, Eastern Time, from 7 AM to 10 PM. Rooms are listed with their capacity and occupancy status (Full, Gen, Cath, Rese).

Room	Cap	7	8	9	10	11	12	P	1	2	3	4	5	6	7	8	9	10
UNIVERSITY CENTER (ET)																		
+ UC*226	46										Full	Se						
+ UC*226A	28										Full	Se						
+ UC*226B	28										Full	Se						
+ UC*228	64										Gen					Delta	Phi	
+ UC*315	46										Cath					Omega	Phi	
+ UC*315A	28										Cath					Omega	Phi	
+ UC*315B	28															Omega	Phi	
+ UC*Greek Lounge	50																Rese	

+ UC*315	ROOM OCCUPIED ▶	Cath
+ UC*315A	ROOM OCCUPIED ▶	Cath
+ UC*315B	ROOM FREE ▶	

Click Green +
to Select the Room

Room Selected

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Browse Submit a Request My Account Links Help Welcome Eduardo Bustamante

Student Group Meeting Request

Info Location Details

When and Where

Date: 9/16/2014 Tue Recurrence

Start Time: 3:15 PM End Time: 4:45 PM

Facilities: UNIVERSITY CENTER

Time zone: Eastern Time

Setup Information

Attendance: 20

Setup Type: Conference Square

Availability Filters

Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
9/16/2014 Tue		3:15 PM	4:45 PM	UC*315	Request	20	

Tuesday, September 16, 2014 Eastern Time 16 Hours

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6	7	8	9	10
UNIVERSITY CENTER (ET)																	
UC*226	46									Full S							
UC*226A	28									Full S							
UC*226B	28									Full S							
UC*228	64									Gen					Delta Phi		
UC*315	46									Cath					Omega Phi		
UC*315A	28									Cath							
UC*315B	28														Omega Phi		
UC*Greek Lounge	50														Res		

I have read and agree to the terms and conditions [View](#)

I have read and agree to the terms and conditions [Continue](#)

When your room is selected, review and check the box for the "Terms and Conditions" and click "Continue"

Enter Event Details

The screenshot shows a web form titled "Student Group Meeting Request" with tabs for "Info", "Location", and "Details". The "Details" tab is active, showing two main sections: "Event Details" and "Group Details".

Event Details Section:

- Event Name:** A text input field with a red asterisk, highlighted by a green arrow.
- Event Type:** A dropdown menu with "Meeting" selected, highlighted by a green arrow.

Group Details Section:

- Group:** A dropdown menu with a search icon, highlighted by a green arrow.
- 1st Contact:** A dropdown menu.
- Phone:** and **Fax:** text input fields.
- Email:** text input field.
- 2nd Contact:** A dropdown menu with "(none)" selected.
- Phone:** and **Fax:** text input fields.
- Email:** text input field.

On the left side of the form, there are sections for "When and Where" (Date, Start/End Times, Facilities, Time zone), "Setup Information" (Attendance, Setup Type), and "Availability Filters" (Find Space button).

Enter your "Event Name" (Include Organization Acronym or Name in Event Name).

Event type is "Meeting".

Enter or select your and your advisor's contact information.

Event Name Tips

- Make your event name descriptive! Do not allow your event name to be so general or so cryptic that students viewing the calendar will not know what it is
 - Bad Examples:
 - Meeting
 - KTC General Body Meeting
 - FUNK E-board Meeting
 - Good Examples:
 - Kean Theatre Council General Body Meeting
 - Filipinos Uniting Nations at Kean Executive Board Meeting

ALWAYS USE CORRECT GRAMMAR AND SPELLING. WHEN POSSIBLE, AVOID ABBREVIATIONS

Enter Event Details

The screenshot shows a web form for 'Student Group Meeting Request'. The form is divided into several sections:

- When and Where:** Includes fields for Date (9/14/2014 Tue), Start Time (3:15 PM), End Time (4:45 PM), Facilities (UNIVERSITY CENTER), Time zone (Eastern Time), and Setup Type (Conference Square).
- Attachments:** A section titled 'Attachments' with a sub-section 'Attach File' where users can upload documents.
- Other Information:** A section titled 'Other Information' with a text area for providing event details to be displayed on the university's online calendar (e.g., admission fee, website, registration information).
- University Center - Equipment:** A section titled 'University Center - Equipment' with a list of equipment categories: Audio Visual Equipment, Misc., and Tables & Chairs. There are also checkboxes for 'Presentation Format', 'Visual Display', and 'Wires & Cables'.

Three green arrows point to the 'Attach File' button, the 'Other Information' text area, and the 'Audio Visual Equipment' checkbox, respectively.

Attach a group logo or meeting flyer.

Enter a description for the calendar.

Include any special MSC equipment needs (ex: tables and chairs).

Event Description Tips

- Make your event description informative! What you enter will be visible to anyone viewing the Virtual EMS calendar. It is a marketing opportunity for your organization.
 - Bad Example:
 - Meeting
 - Good Example:
 - Join the Accounting Club for our biweekly General Body Meetings.

ALWAYS USE CORRECT GRAMMAR AND SPELLING. WHEN POSSIBLE, AVOID ABBREVIATIONS

Enter Event Details

Identify any special audio visual technology needs.

Review and check the box for "Terms and Conditions".

Click "Submit"

The screenshot shows a web form titled "Student Group Meeting Request" with tabs for "Info", "Location", and "Details". The "Details" tab is active, showing sections for "When and Where", "Event Details", "Group Details", "Setup Information", "Availability Filters", and "Audio Visual Tech. Support". The "Audio Visual Tech. Support" section is highlighted with a white box and contains the following fields and options:

- Start Time: [] [clock icon]
- End Time: [] [clock icon]
- Service Type: [dropdown menu]
- Audio & Video
- Computer
- Microphone
- Presentation Format
- Visual Display
- Wires & Cables
- I have read and agree to the terms and conditions [View](#)
-

Two green arrows point to the "Terms and Conditions" checkbox and the "Submit" button.




Review Meeting Requests

Reservation Details [Back to My Requests](#)

Reservation Id	1013	Group Name	Lambda Theta Phi	Edit Reservation
Event Name	Virtual EMS Workshop	1st Contact Name	Ojilvis Nunez	Add Booking
Event Type	Meeting	Phone	7324238458	Cancel Bookings
		2nd Contact Name		Cancel All Bookings
		Phone		Service Availability
				View Reservation Summary
				Add booking to personal calendar
				Booking Tools

All **Current** Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		2/15/2013 Fri	1:30 PM - 2:30 PM	Virtual EMS Workshop	UC*226B	Web Requests	Classroom Style (15)



Cancel a Request



Edit a Request

Virtual EMS Statuses

- **Web Request**
 - Your event is pending review by the Miron Student Center Operations and Event Management Office or the Office of Conference in Event Services. Your request is neither approved nor denied, it is pending.
- **Tentative**
 - Your event has been reviewed and appears to be ready for approval, but required documentation has not been submitted (ex: Food Waivers). Your event is NOT fully approved or confirmed and will be deleted if the necessary documents are not submitted in a timely manner prior to the event start.
- **Confirmed - Master Calendar**
 - Your reservation is fully approved and visible to others on the Virtual EMS calendar.

Kean University Recognized Student Groups and Organizations

VIRTUAL EMS LOCATION SEARCH TIPS

Browse For Spaces

The screenshot displays the Virtual EMS interface. On the left, a sidebar menu is visible with the following items: **Browse** (highlighted), **View Events**, **Browse Events**, **Browse Facilities**, and **Browse for Space**. Below the menu is a list of rooms under the heading "MIRON STUDENT CENTER (ET)".

Room	Availability
MSC*226	
MSC*226A	
MSC*226B	
MSC*228	
MSC*303B	
MSC*303C	
MSC*303D	
MSC*303E	
MSC*312	
MSC*314	12
MSC*315	46
MSC*315A	28
MSC*315B	28
MSC*Alumni Atrium	0
MSC*Alumni Atrium 1	2
MSC*Alumni Atrium 2	2
MSC*Alumni Atrium 3	2
MSC*Alumni Atrium 4	2

The main content area shows a calendar view with a header "16 Hours | Filter" and a grid of days (1-10). A large purple box is overlaid on the calendar, containing a magnifying glass icon and the text "Browse". Below this box, a smaller version of the sidebar menu is shown, with "Browse for Space" highlighted. Two purple arrows point from the sidebar menu in the sidebar to the "Browse" box and the "Browse for Space" option in the smaller menu.

After logging in to Virtual EMS, you will have access to the “Browse” menu. You can select “Browse for Space” to check room availability.

Location Details

The screenshot displays a web interface for 'Virtual EMS - Location Details'. On the left, a sidebar lists various rooms under 'MIRON STUDENT CENTER (ET)'. The room 'MSC*228' is highlighted with a green box, and a green arrow points from it to the main content area. The main content area shows the 'Building Details' for 'UC' (MIRON STUDENT CENTER) and the 'Room Details' for 'MSC*228'. The room details include a description, room type (Conference), floor (2nd Floor), square footage (3303), and setup/teardown hours (0.50). Below the text, there are seven room layout icons with labels: UC 228, 228 Classroom, 228 Conference Style Square-Open, 228 Conference U, 228 Lecture Style, UC 228 Empty Room, and UC 228 Banquet-Round.

Room Code	Room Description
UC	MIRON STUDENT CENTER
MSC*228	Conference

Room Code	Room Description	Room Type	Floor	Sq. Ft.	Phone	Setup Hours	Teardown Hours	Notes
228	MSC*228	Conference	2nd Floor	3303		0.50	0.50	

By selecting the room location, you can view the Location Details. The Location Details will provide you with an overview of the location including setup types and capacities.

Location Details

Virtual EMS - Location Details

Building Details

Building Code UC

Description [MIRON STUDENT CENTER](#)

Notes Conveniently located in the center of campus, the Miron Student Center houses the Computer Lab, the Cougars' Den, the Food Court, TV Lounge, a game room, a theatre, and multiple offices and meeting rooms. The Miron Student Center hosts the majority of the cultural, educational and social programs on campus. Also serves as home to offices of Student Conduct, Center for Leadership and Service, Office of Student Government and Miron Student Center Operations and Event Management.

Room Details **Setup Types** Features Availability

Setup Types and Capacities

SETUP TYPE	MIN CAPACITY	MAX CAPACITY
Banquet Style	0	120
Conference Square (Default)	0	64
Conference U-Shape	0	56
Custom	0	100
Lecture Style	0	176

Within the Setup Type tab of Location Details, you can view the various room setup options with the maximum capacities.

QUESTIONS?

For More Information

- **Virtual EMS Support**
 - uca@kean.edu or philbers@kean.edu
- **Involvement Center**
 - Miron Student Center rm 303 – 908-737-5270
- **Miron Student Center Operations and Event Management Office**
 - Miron Student Center rm 6 – 908-737-5200