Virtual EMS (V-EMS) enables you to instantly reserve conference rooms and breakout rooms and request reservations for classrooms.

1. Go to the V-EMS web page: https://ems.cuit.columbia.edu/Social/

2. To view available rooms, go to **Browse** on the menu bar and select **Browse for Space**.

3. To request/reserve space in the Social Work building go to **Log in** on the menu bar and use your Columbia email address in the User Id field and password.

4. Under the **Reservations** tab select **Reserve Classrooms, Conf.Rooms & Breakout Rooms**. Enter the date of event, start time, end time and number of attendees. Red asterisks are required fields. If the event is non-recurring, go to step 6 below.

5. If the event is recurring (daily/weekly/monthly/random), click **Recurrence** and
   a) enter recurrence pattern
   b) under Range of Recurrence enter number of recurrences. Select **Apply Recurrence**.

6. Select **Find Space** at the bottom of the **When and Where** column. You are now at the availability screen that displays available rooms and capacity. For more information regarding room details, setup types, and features, click on the room name. To select the room you would like to request/reserve click on the green plus sign to the left of the room. The selected rooms and dates will be displayed at the top of the screen under **Selected Locations**. To de-select a room click on the red X. Scroll down and click on **Submit**.

7. You are now at the **Details** screen which requires event contact information. Red asterisks are required fields. **Submit**.

8. Log out of EMS.

**Note:**

1. **Reservation**: no approval is necessary. If the room is available the reservation is automatically confirmed.

2. **Request**: a room confirmation will be sent once approved within 2 business days. If you have not received confirmation, please email swrooms@columbia.edu with your Reservation ID.

3. If any updates need to be made to your room reservation you can log in and Edit Reservation as needed. To add/cancel/edit reservation, click **Reservations**. Click **View My Requests** and click on the name of the event. Under Reservation Details click edit (clock icon)/add (green +) or cancel bookings (red X).