Event Management System (EMS)

Summary

The Event Management System (EMS) allows SOM faculty, staff and students the ability to book events, classrooms, conference rooms, in the SOM buildings.

Features

- Ability to reserve rooms
- Ability to request Media Services support for your event, class, or lecture
- Ability to search for spaces based on resources needed for your event, class, or lecture

Who can use it?

This service is available to the entire SOM community

**Breakout Rooms** are able to be booked by SOM Students at any time.

**Conference Rooms** are able to be booked by SOM Faculty/Staff at any time.

- Students are able to book conference rooms after 5:00 p.m. and on weekends.
- If a conference room is not booked and not in use (the display reads **OPEN**, students may use the room unless or until a SOM Faculty/Staff reserves/needs the room.

Students needing assistance booking rooms beyond their scope should contact AASL to make appropriate arrangements.

How much does it cost?

This service is available at no charge to the Yale School of Management community.

How do I get it?

You can access EMS through the website here

Related Policy and Procedures

- All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. For additional information, please familiarize yourself with the Policies and Procedures related to HIPAA Security.

Related Knowledge Articles

- Booking Space at SOM
- EMS Desktop Client Freezes
- EMS Mobile App Configuration
- Giving others admin access to your event