Booking Space at SOM

This article describes how you can book space at SOM by using the event management system.

CREATE A RESERVATION

1. You can begin making a reservation by clicking the CREATE A RESERVATION option (on the left menu) or the Book Now button next to one of your reservation templates (on the right).

SPECIFY WHEN AND WHERE

1. To specify When, select dates, times, recurrence (optional), and time zone for the reservation in the upper left panel.
2. To specify Where, in lower left panel, select one of the following:
   - Let Me Search for a Room
   - I Know What Room I Want
3. Once you have located a room to reserve, click the Add (+) icon to add the booking to your cart. You can delete or change the room before finalizing your Reservation.

SPECIFY WHO AND WHAT
1. In the Attendees area (near the center of the screen), specify headcount and attendees.

![Image of Attendees area](image1.png)

2. Once you complete all required fields on this tab, click Next Step in the upper-right corner.

**CHOOSE SERVICES (OPTIONAL)**

1. Under the Services tab in the Create Reservation screen, specify any services you wish to associate with the reservation (if available, you can click Skip Services). The example below showing a workspace booking may differ from your administrator settings, such as catering options and billing.
Services For Your Reservation

AV Denver (TEST)

- AV Items
- VTC
- Resource Technician

Catering Denver (Breakfast)

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Service Type</th>
<th>Estimated Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>4:00 PM</td>
<td>Catering Delivery</td>
<td>4</td>
</tr>
</tbody>
</table>

Do you have any special requests?


Beverages

- Assorted juices (serves 15) $20.00
- Assorted Soda (serves 15) $20.00
- Coffee Service (serves 15) $20.00
- Juice - Single (serves 1) $1.25
- Single Coffee Service (serves 1) $1.25
- Water - Single (serves 1) $1.25
- Pastries

Catering Denver (Meals)

<table>
<thead>
<tr>
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<th>Service Type</th>
<th>Estimated Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>4:00 PM</td>
<td>Catering Delivery</td>
<td></td>
</tr>
</tbody>
</table>

Do you have any special requests?

I have read and agree to the EMS catering terms and conditions.

Beverages/Snacks

- Lunch Items
- Equipment

Notes

Billline Information
FINALIZE RESERVATION DETAILS

The Reservation Details screen finalizes information about your reservation. Invitations to bookings and attachments will be sent to all attendees. The example shown below may differ from your implementation.

Complete all required information. Then click Save Reservation Details and Create Reservation.
Reservation Details

Event Details

Event Name *
Ryan's workspace for Jan 12, 2016

Event Type *
Hotelling

Comment

Calendaring Details

Subject
Ryan's workspace for Jan 12, 2016

Show Time As
Free

Reminder
None

Message

Private

Requestor Details

Group/Employee *

First Name Lastname

First Contact *

First Name Lastname

Second Contact

First Contact Phone
111-222-3333

First Contact Mobile

First Contact Email Address *
email@domain.com

Attendee Attachment

Participant Instructions.docx - 100%

Only one attachment can be sent to attendees per reservation.

Reservation Attachments

User Testing In Progress Sign.pdf - 100%

Billing Information

Billing Reference

PO Number

Add this reservation to my calendar.

I have read and agree to the terms and conditions.

Save Reservation Details