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

A brief description of the parameters to book each type of room is found on the Home page of the EMS Portal. Each room type is listed and the parameters are found by clicking the About button.

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

Faculty and Staff needing assistance booking rooms beyond their scope should contact the Events Management Team (asomevents@yale.edu) 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 for Outlook FAQ

EMS for Outlook Plug In for Faculty and Staff - Windows Only

EMS - Invite Attendees, Check Free/Busy, and Book Space from a Browser

EMS Meeting Check In

EMS Mobile App Configuration

EMS Mobile requires you to enable browser cookies

Giving others admin access to your event

Media Services Requests in EMS