# Room Reservations & Event Registrations

## Summary

The SOM Information Technology Services department provides a variety of services to the SOM community. The Communication and Collaboration Services cover the ability to book meeting rooms and related resources for events, meetings, lectures, panel discussions, live conferences, webinars and more. We also have breakout rooms at SOM you can book through EMS. A description of those facilities is offered here.

<table>
<thead>
<tr>
<th><strong>EMS</strong></th>
<th>The Event Management System (EMS) allows SOM faculty, staff and students the ability to book classrooms, conference rooms, and events in the SOM buildings of Evans Hall and any rooms at 121 Whitney Avenue.</th>
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<tbody>
<tr>
<td><strong>Breakout Rooms</strong></td>
<td>There are 22 breakout rooms in Evans Hall located on the second and fourth floors. Each breakout room has a large touchscreen LCD including built-in computer which contains software used in SOM courses. Wireless screen sharing software is installed for easy collaboration.</td>
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<td><strong>EMVD</strong></td>
<td>The Event Management and Visitor Database is used in conjunction with EMS to gather information around events and VIPs to aid in publicizing and promoting events to the school.</td>
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