

# Bowdoin implements EMS and Virtual EMS, the new scheduling system and online calendar!

EMS and Virtual EMS, Bowdoin's new scheduling and online calendar system, is available on line. These two products replaced Reserve which served us for the past four years but became unstable. From a web browser (such as Internet Explorer) on your computer, you may look at the schedule or availability of any common campus space using the Virtual EMS interface. If you see that a space is available, you can call or e-mail the Campus Scheduler (Roberta Davis, x3421) to reserve the space and request related services such as audiovisual equipment.

## 1) How do I access Virtual EMS?

All you need is a PC with Internet Explorer 5.0 or a Macintosh with Internet Explorer 5.1. Netscape 4.7 is adequate for simple web calendar viewing. If you need to upgrade your browser version, please call the CIS Help Desk at x3030.

The URL for EMS is <http://www.bowdoin.edu/calendar>. You may want to bookmark this page in your browser. There is no need to log in to Virtual EMS - simply follow the instructions below to search for events or available space.

## 2) What can I do with Virtual EMS?

### a. Check the online calendar

Virtual EMS includes two ways to search for events taking place on campus, **Browse Events** and **Advanced Search**.

The **Browse Events** function allows you to search by date (day, week, or month views), location, event type, and department or organization type. Click on the **Browse Events** link in the left-hand column to utilize this function.

Fields at the top of the window allow filtering of the list by Building (and Room if you select a specific building), Event Type and Department/Organization Type.\* The **Show Events** button refreshes the screen.

Arrows on either side of the date let you scroll to a different date. At the bottom of the window is a link for printing the list.

Start	End	Event
10:00 AM	10:15 AM	<b>Rosh Hashanah</b>
10:00 AM	10:30 AM	<b>Exhibit: In Cod We Trust-Labrador's Early 20th Century Cod Fishery</b>
10:30 AM	1:00 PM	<b>Exhibition: Rockwell Kent &amp; His Contemporaries</b>
12:30 PM	3:00 PM	<b>Jewish High Holiday Services</b>
7:00 PM	11:00 PM	<b>Jewish High Holiday Dinners</b>
		<b>Bowdoin Film Society</b>

\* There four types of departments/organizations that hold events on campus. *Academic* includes all academic departments, academic affairs, the Bowdoin College Museum of Art, and the Peary-MacMillan Arctic Museum. *Administrative* refers to all administrative offices, including student affairs, residential life, alumni relations, and more. *Outside Client* refers to off-campus organizations that hold programs or events on campus. *Student Organizations* are groups and clubs run by students. If you're not sure what to select, just leave the default "all" selected.

**Figure 1: Results of a Browse Events search**

Clicking the highlighted event name takes you to an Event Details window, which lists any other (future) bookings for the event. At the bottom of the window are links for printing the information on that event and for adding the event to your personal calendar. (Note: The personal calendar option is designed to work with Microsoft Outlook™.)

**Bowdoin College Online Event Calendar**  
Event details

**Event:** Jewish High Holiday Services  
**Date:** Saturday, September 7, 2002  
**Time:** 10:30 AM to 1:00 PM  
**Room:** Moulton Union, Lancaster Lounge  
**Building:** Moulton Union  
**Department/Organization:** Student Affairs  
**Event type:** Religion/Spirituality

**Additional information**

**Additional Information:** Rosh Hashanah

**Other related events**

Date	Start	End	Event
09/15/2002	6:00 PM	8:30 PM	<a href="#">Jewish High Holiday Services</a> Room: Moulton Union, Lancaster Lounge Building: Moulton Union
<b>Yom Kippur</b>			
09/16/2002	6:00 PM	6:30 PM	<a href="#">Jewish High Holiday Services</a> Room: Moulton Union, Lancaster Lounge Building: Moulton Union

[Close window](#)      [Print](#)      [Add to personal calendar](#)

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**Figure 2: Event Details Screen**

The **Advanced Search** option lets you use event name, department/organization name, date, building and room (if you have selected a specific building) criteria to locate specific events. A date or date range is required in each search; event or department/organization name and building/room are optional. When event name or department/organization name is used, there are options for searching for text that appears at the beginning of the name or text that appears anywhere within the name. Once your criteria have been entered, click **Search** to see the resulting list. As with the Browse Events function, “drill into” an event by clicking the event name. Having drilled in, you can print the event or add it to your personal Microsoft Outlook™ calendar.

**Bowdoin College Online Event Calendar**

**Events**  
 Browse Events  
 Reservation book  
 Advanced Search

**My account**  
 Log in

**Links**  
 Bowdoin Home  
 System News

**Search criteria**

**Search for:**  Events  Departments/Organizations    **Matching:**     **Which:**  Starts with  Contains

**Event and Department/Organization types**

**Event type:** (all)    **Department/Organization type:** (all)

**Dates**

**Start:** September 5 2002    **End:** December 5 2002

**Building and Room**

**Building:** (all)

**Search results**

Date	Start	End	Events
Sat 11/23/2002	7:30 PM	10:30 PM	<a href="#">Bowdoin College Chorus Concert</a> Department/Organization: Music Building: Visual Arts Center Room: Visual Arts Center, Kresge Auditorium

[Print](#)

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**Figure 3: Results of an Advanced Search**

**b. Check availability of campus spaces**

Virtual EMS includes a feature called the **Reservation Book**. The Reservation Book allows you to view the schedule for particular rooms on campus – you may use the reservation book to determine whether the space you'd like to reserve is available. Once you've determined that a space is available, call the Campus Scheduler at x3421 to schedule your event.

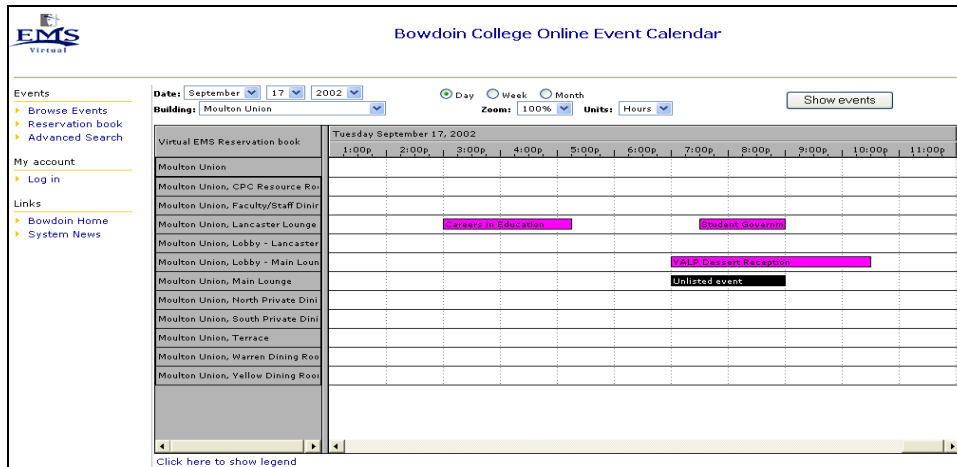


Figure 4: Reservation Book view

The **Reservation Book** shows events as colored bars on a room/timeline grid. When the **Reservation Book** is first opened, today's date is in the date field. To see today's events, click the **Show Events** button. To see events for another date or in another building, make the appropriate changes and click **Show Events**. Other options allow you to see the events for one day, or scroll through a week (beginning with Sunday) or a month (starting with the first day). You can also set the "zoom" for the display and select hours or days as the "unit." To see the related events for an event shown on the **Reservation Book**, double-click the colored bar. At the Event Details window, you can review the list of bookings and also print it or add it to your personal Microsoft Outlook™ calendar.

### 3) Will I be able to schedule spaces directly through Virtual EMS?

If you scheduled spaces directly through Reserve, you will be able to schedule those same spaces by logging into Virtual EMS, or in some cases, by using an EMS client installed on your computer. You will also have the ability to request other spaces using this new system. Training will be available at two sessions to be held during the week of August 26<sup>th</sup>, or at other times by arrangement with the Campus Scheduler. The information contained herein is intended for the general campus community – specific instructions for users of EMS and Virtual EMS will be provided during training.

Eventually, we hope to allow all faculty, staff, and student group leaders to log into Virtual EMS to request space.

### 4) Whom should I call when I want to reserve a campus space and related services?

Roberta Davis (rdavis@bowdoin.edu), the Campus Scheduler (x3421), schedules all spaces and services (Audiovisual, Facilities Management, and Security) except the following:

- Initial classroom and final exam assignments are handled by the Office of Student Records, x3142. Following initial assignments, all classroom changes and additions will be handled by Roberta.
- Chapel weddings are handled by Events & Summer Programs, x3433,

- Events sponsored by community or professional groups during the academic year are handled by Events & Summer Programs, x3433.
- Summer Programs inquiries should be directed to Melanie Race, x3307.
- The Language Media Center is scheduled by Carmen Greenlee, x3286, AND Daniel Hope, x3398.
- The Videoconferencing Room in the Hawthorne-Longfellow Library is scheduled by Eugenia King, X3847, and Diane Gutscher, x3385, with clearance from Carmen Greenlee, x3286.
- The Electronic Classroom at Hawthorne-Longfellow Library is scheduled by Phyllis McQuaide, x3173.
- The Adams 310 Multimedia Lab is scheduled by the Educational Technology Center, x7074.
- The Hatch Computer Lab may be booked before noon only thru Roberta Davis, x3421. After 12:00 noon, contact Patrick Jensen, x3503
- The following computer labs are scheduled by Sue Theberge, x3567:
  - Searles 117
  - Searles 128
  - Searles 216
- The Bowdoin College Museum of Art. Call Suzanne Bergeron at the Museum, x3124.
- Peary-MacMillan Arctic Museum. Call the Museum, x3416.
- Athletic Events. Call Lynn Ruddy, x3623.

## 5) How do I schedule a space?

Scheduling is done on a first-come, first-served basis, so it is in your best interest to make your request as early as possible. By checking the Virtual EMS **Reservation Book** before calling the Campus Scheduler, you can find a space that is appropriate and available. Otherwise, the Campus Scheduler will select a space for you. To schedule a space and associated services, please contact Roberta Davis, Campus Scheduler, in one of the following ways:

- E-mail Roberta (rdavis@bowdoin.edu) with the information outlined in the checklist below.
- Call Roberta at x3421 between 8:00 a.m. and 5:00 p.m., Monday through Friday. Please have ready the information outlined in the checklist below.
- Send a dated memo to Roberta Davis, Events and Summer Programs, (FAX x3925) with the information outlined in the checklist below. This is especially helpful for multiple bookings, such as a language table for dinner meetings on a regular basis, etc.

## 6) CHECKLIST - What information do I need to provide in order to schedule a space?

When scheduling an event, you will need to provide all of the following information:

1. Room desired (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices)
2. Date of event
3. Open and close times (i.e. when the room should be unlocked)
4. Start time of event
5. Title of event and lecturer's name (if applicable)
6. Number of attendees expected
7. Setup (e.g. lecture-style chairs, round tables, registration tables, etc.)
8. Contact name and extension
9. Sponsoring department or group
10. Account number (mandatory)
11. To whom the event is open (campus community, general public, etc.)
12. Facilities Management needs
13. If you need dining service, you must contact dining directly at x3211.

14. A/V needs

15. For inclusion in Bowdoin's calendars, please classify your event type as one of the following:

Athletic Event	Movie/Film
Breakfast	Overnight
Concert	Performance
Dance	Presentation
Dinner	Reading
Discussion	Reception
Exhibit	Religion/Spirituality
Lecture	Seminar
Luncheon	Symposium
Meeting	Workshop

16. In order to properly publicize campus events, the Office of Communications and Public Affairs requests that everyone refer to the following checklist when reserving space with the Campus Scheduler. This will ensure that you are providing enough information to publicize your event through the online calendar, Bowdoin Bulletin, SUN online, Sun e-mail, and newspaper/radio calendar listings. Please note that if no ticketing information is provided, your event will be publicized as having free admission. (Call Sue Danforth x3832 with questions.)

Tickets required/No tickets required

Ticket price

Reservations required?

What time does the event start? (as opposed to time room set-up starts)

Title of lecture, performance, or film

Name of speaker or performer

Does the speaker (or performer) have a title?

Program details (names of music selections, dances, etc.)

Open to....(general public, students only, etc.)

Telephone number for more information

Other pertinent info (reception to follow, not appropriate for young children, etc.)

Brief description of event

Samples of listings created by the Office of Communications and Public Affairs to publicize events, with information pulled from the online calendar:

For a lecture taking place in Beam Classroom, VAC: "Environmental Degradation in Ancient Greece," by Boston University professor Curtis Runnels, a world-renowned scholar of Eastern Mediterranean prehistoric archaeology. Reception and book signing to follow. 725-3782.

For a concert taking place in Pickard Theater: The Aardvark Jazz Orchestra will perform Duke Ellington classics, as well as original compositions by music director Mark Harvey and Brunswick's Richard Nelson. Tickets: \$10 general admission, \$8 seniors 65+, \$7 Association of Bowdoin Friends, free with Bowdoin ID. 725-3375.

### **7) May I reserve a space before I know all of the details of my event?**

Yes, you may. Unless you have already used the Virtual EMS **Reservation Book** to determine the availability of a particular space, the Campus Scheduler will determine which room is most appropriate for your needs based on the information you provide. While this initial request will reserve the space, we ask

that you contact the Campus Scheduler to confirm your reservation when you have all of the information included in the checklist above. If you find that you do not need the space, please contact the Campus Scheduler to cancel.

After the Campus Scheduler has entered your event into EMS, you will receive a confirmation sheet detailing the information related to your event. You must read the confirmation sheets carefully and be sure all information is correct. It is your responsibility to notify the Campus Scheduler immediately if there are errors on the confirmation sheet. If you have changes or additions for your event, note them on the confirmation sheet and send a copy to the Campus Scheduler. If you need to cancel your event, please notify the Scheduler immediately so that the space may be reserved by someone else. Only the person who schedules the event can cancel it. The Campus Scheduler will send you a revised confirmation sheet when changes are made to a reservation.

## **8) Important Information**

- All audio-visual requests must be made at least five business days before your event.
- You will not be charged for standard setups as long as the request is made at least five business days before your event. However, you will be charged for all last-minute and special setup requests.
- All dining arrangements must be made at least 7 days in advance for basic receptions, small luncheons and coffee breaks. A 14-day notice is required for larger events and 21 days for events at which alcohol is to be served.
- Daggett Lounge may be reserved for meals during Thorne Hall's hours of operation, or for meetings outside of operating hours. The room is normally set up with thirteen round tables with eight chairs each. Evening events should not be planned here before 8:00 p.m. If the tables must be moved, this setup must be communicated to the Campus Scheduler well in advance.

## **9) Ticketing**

When planning your event, anticipate that ticketing might be necessary. Contact Bonnie Pardue, x3375, for assistance with ticketing. If you would like tickets distributed at the Smith Union Information Desk, Bonnie can assist you with that as well. With sufficient notice, she may be able to oversee this distribution. On the afternoon of the event, pick up the remaining tickets and/or reserved tickets to distribute at the door. Notify the Switchboard, x3000, and Security, x3314, if your event is sold out. Security can help with traffic, parking, and if necessary, crowd control. This information should also be conveyed to the Campus Scheduler.

## **10) Publicity**

As soon as you have reserved space and determined ticketing requirements, contact Sue Danforth in the Office of Communications (x3832) to discuss the best possible avenues to take for publicizing your event. Oftentimes under-utilizing the resources for publicizing an event is the primary cause for an under-attended event. Sue handles event publicity for local newspapers, radio stations, and TV, and for the Bowdoin Bulletin, the Bowdoin Sun (e-mail), and the SUN news website. If you wish to print posters or other materials, Sue will direct your call to someone in Publications.

## **11) Additional Resources**

Susan Leonard is responsible for student-sponsored events and can be reached at x3186 for additional assistance.