



Information Technology Services

# Reservations

Reserving an Information Table

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Outreach and Distance Learning Technologies

# Reserving an Information Table

- 1) Access the Virtual Event Management System (VEMS) at <https://reservations.kennesaw.edu/VirtualEMS>.

*Note:* The system will automatically authenticate you if you are using Internet Explorer or Google Chrome. If you are using Firefox or Safari, you will need to log in with your net id and password. To log in from Firefox or Safari, place your cursor over *My Account* and click **Log In** (See Figure 1).



Figure 1 - Logging in with Firefox or Safari

- 2) In the *Toolbar Dropdown Menu*, place your cursor over **Reservations**. A dropdown menu will appear (See Figure 2).



Figure 2 - Reservations

- 3) Click on **Reserve an Information Table** (See Figure 3).



Figure 3 - Reserve an Information Table

- 4) The *Reserve an Information Table* screen will appear. Enter your reservation details under *When and Where* (See Figure 4).

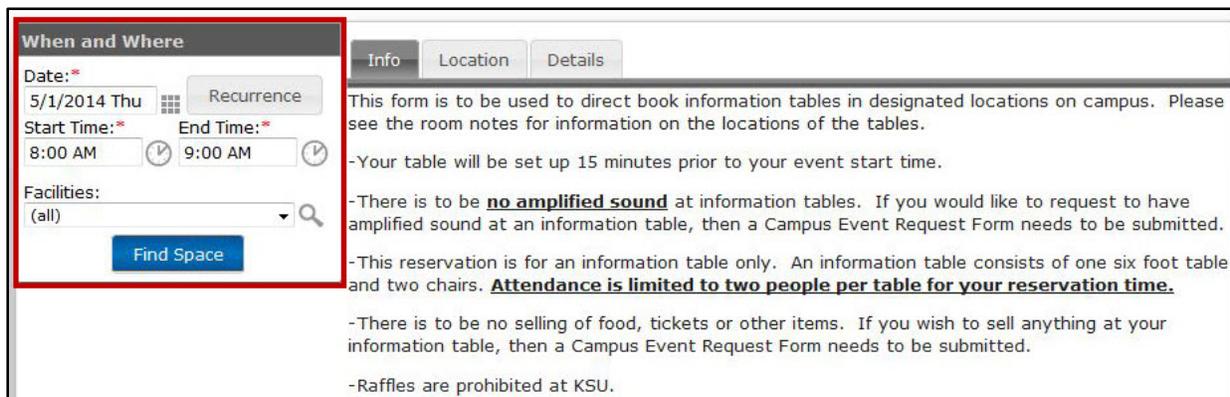


Figure 4 - When and Where

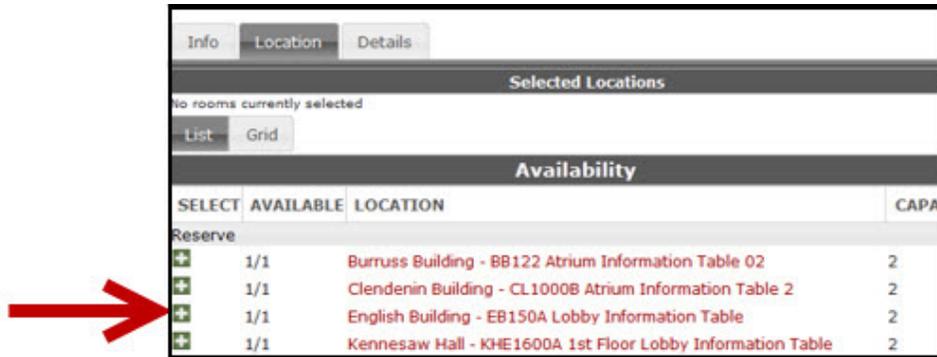
*Note:* Fields marked with a red asterisk (\*) are required by the system. Please note the restrictions regarding direct booking of an information table under the *Info* tab. You may only book one table per day.

- 5) Click the **Find Space** button (See Figure 5).



Figure 5 - Find Space

- 6) The system will display all available information tables based off your search parameters as a list on the right side under *Availability* (See Figure 6).



SELECT	AVAILABLE	LOCATION	CAPAC
+	1/1	Burruss Building - BB122 Atrium Information Table 02	2
+	1/1	Clendenin Building - CL1000B Atrium Information Table 2	2
+	1/1	English Building - EB150A Lobby Information Table	2
+	1/1	Kennesaw Hall - KHE1600A 1st Floor Lobby Information Table	2

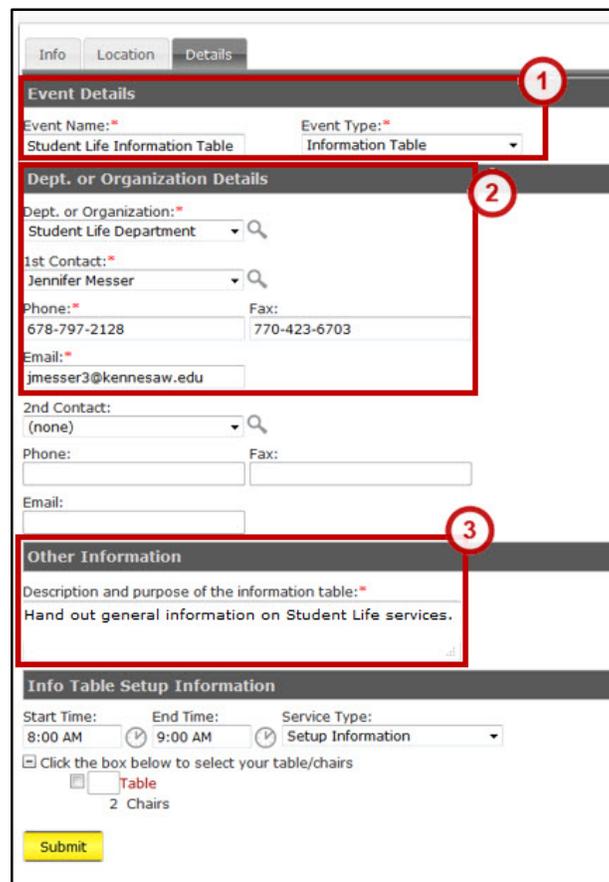
Figure 6 - Select Space

- 7) Click on the **green box (+)** next to the space you wish to reserve for your event (See Figure 6).
- 8) Once you have selected an information table location on your reservation, click the **Continue** button (See Figure 7).



Figure 7 - Continue

- 9) The *Event Details* screen will appear. Enter your **Event Details**, **Dept. or Organization Details**, and **Other Information** in the following three sections as illustrated below (See Figure 8).



Info Location Details

**Event Details** 1

Event Name: \* Student Life Information Table  
Event Type: \* Information Table

**Dept. or Organization Details** 2

Dept. or Organization: \* Student Life Department  
1st Contact: \* Jennifer Messer  
Phone: \* 678-797-2128 Fax: 770-423-6703  
Email: \* jmesser3@kennesaw.edu

2nd Contact: (none)  
Phone: Fax:  
Email:

**Other Information** 3

Description and purpose of the information table: \*  
Hand out general information on Student Life services.

**Info Table Setup Information**

Start Time: 8:00 AM End Time: 9:00 AM Service Type: Setup Information  
 Click the box below to select your table/chairs  
 Table  
2 Chairs

Submit

Figure 8 - Event Details

10) In the *Info Table Setup Information* section, click the **check box** next to table. The system will auto-populate with 1 table and 2 chairs (See Figure 9).

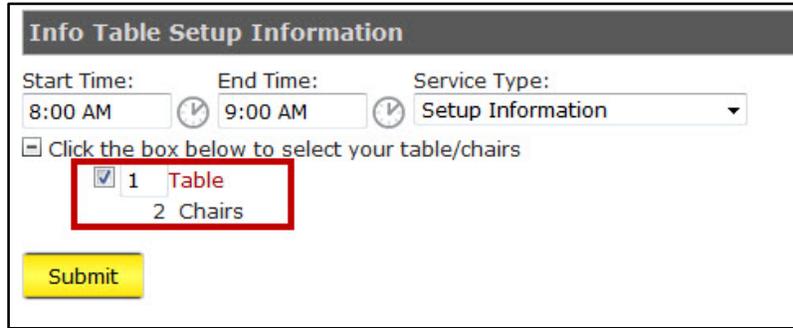


Figure 9 - Info Table Setup Information

*Note:* The system will initially default to zero tables and chairs for your reservation. You must click the checkbox to auto-populate tables and chairs. Please note that only one table and two chairs can be requested per reservation.

11) When finished, click the yellow **Submit** button at the bottom of the page (See Figure 10).



Figure 10 - Submit

12) You will receive an email confirming your reservation.

## Additional Help

For cancelations, or additional help related to making your reservation, please contact University Events:

- **Phone:** 770-423-6252
- **Email:** [events@kennesaw.edu](mailto:events@kennesaw.edu)

You can learn more about University Events by visiting their website:

<http://www.kennesaw.edu/events>

For technical issues, please contact the KSU Service Desk:

- **Phone:** 770-423-6999
- **Email:** [service@kennesaw.edu](mailto:service@kennesaw.edu)

You can learn more about the KSU Service Desk by visiting their website:

<http://its.kennesaw.edu/faculty-staff>