HGSE – How to Request a Room in EMS

The HGSE Events Reservation System located at [http://reservations.gse.harvard.edu](http://reservations.gse.harvard.edu) may be used to view or request space for events on the HGSE Campus.

**How to book space and/or services**

1. Log in to EMS using your network username and password. This is your 3 letter + 3/4 number username and the password used to logon to any of the computers at Gutman.
2. Move your mouse over to "Reservations" in the menu above and several options will show up.
3. Select "Request a Room" to book space for meetings or events. You may also use this form to request services (i.e., catering, media services, etc.)
4. Enter the date you wish to book a room for; if this is a reoccurring meeting click on Recurrence and select the type of Recurrence your meeting has.
5. Enter the start and end time of your meeting
6. You can filter rooms by selecting what buildings you wish to have your meeting. Selecting (all) will give you the greatest number of options.
7. Enter the maximum number of people attending your meeting and if you have a preference for how you would like your room setup.
8. Availability Filters will limit the rooms that are shown, to only rooms that have the features you check off. Do not use these if you have no need for certain features as it can restrict the number of rooms available to you.
9. Click Find Space at the bottom to display available rooms.
10. Available rooms will be shown on the right-hand side of the screen. To display information about a particular room (features, layout, etc.). click on the room name and it will pop-out for you. To select the room you want click on the green plus sign next to the room name.
11. Click Details at the top of the form
12. Fill in the following mandatory information:
   a. Event Name
   b. Event Type
   c. Contact Name
   d. If you need AV Services or Not
13. In the IT Media Services Area select the type of Media you require. If you need to provide more information or what you need is not listed, please enter it in the Additional information box.
14. If you do not require Media, Catering or any other resources put a check book in the “I have read and agree to the terms and conditions box” and click Submit
You will automatically receive an email with the details of what you have requested. This is NOT an approval. Your request will be reviewed and approved within one business day of making the reservation.

Room Approval does not guarantee your additional requests such as catering and Media will be approved. If there is a question or a concern regarding your request you will be contacted by the appropriate team (Facilities for room scheduling, Catering, or IT for Media requests) to discuss your needs and how we can best meet them.

**How to see other events at HGSE:**
Mouse over to "Browse" in the menu above and several options will show up. Select "Browse Events" to see what other events have been booked using the events reservation system. PLEASE NOTE - This calendar is not the HGSE Public Events Calendar and will only display events that are booked using this system. To publicize on the HGSE Public Events Calendar, contact the Communications Office.

**How to get more information on event space/rooms**
Mouse over to "Browse" in the menu above and several options will show up. Select "Browse Facilities" to see a list of buildings and event spaces with detailed room information.

**How to view space you already booked**
Mouse over to "Reservations" in the menu above and several options will show up. Select "View My Requests" to see all spaces that have been booked.

**What to do if you run into issues logging in or while using the system**
As with all systems/software at HGSE, for help with any technical questions or issues contact the IT Service Center at it_onestop@gse.harvard.edu or 617-496-0628. A member of the IT Service Center will be happy to assist you.