

From: Office Heads <oh@Princeton.EDU> **On Behalf Of** Princeton E-mail Distribution
Sent: Wednesday, February 28, 2024 1:08 PM
To: oh <oh@princeton.edu>
Subject: Sent on behalf of EVP Callow-Wright, Dean Jarrett, and Provost Rexford - Renewed Commitment to Centralized Room Scheduling System, EMS

To: Academic and Administrative Department Heads

From: Executive Vice President Katie Callow-Wright, Dean of the Faculty Gene Jarrett, and Provost Jen Rexford

Subject: Renewed Commitment to Centralized Room Scheduling System, Event Management System (EMS)

In 2019, the University implemented Event Management System (EMS) as the centralized room scheduling system for the University. The transition by all departments to managing campus spaces in EMS has been a campus-wide effort, and the centralized scheduling system has become invaluable for transparency of space availability and usage, source of information for emergency response, data-driven decision-making, a comprehensive University events calendar, reduction of double bookings, and a more simplified event planning process.

We celebrate the efforts of the entire campus community and are pleased to share that the original goals behind the implementation of EMS are being realized. The University is sharing a renewed commitment to the use of EMS as the centralized room scheduling system to continue to support the original goals behind the implementation:

- One place to go to research what spaces exist on campus, giving event planners and others knowledge and access to view and request all campus spaces.
- Complete awareness of events planned across campus to allow for a true campus-wide events calendar, proactive communications for strategic events, and proper preparation for events that require additional University support.
- Consistent messaging to students around the importance of access and inclusion, and the ability for approved student organizations to have access to request spaces for events.
- Access to space utilization data to support campus planning for current and future space needs to support collaboration and convening.
- Enhanced emergency preparedness and response due to our ability to identify quickly which spaces are being used, and who may be affected during an emergency.

Additional opportunities have been identified and are being developed through the collective effort of the EMS team, space managers, campus services providers, and departmental partners, including:

- Expansion of service providers to support the event planning process, modeling AV Services and Transportation and Parking Services, who currently manage requests in EMS.
- Outlook Add-In, available for spaces with permissions for self-service booking.
- Enhanced sustainability opportunities related to energy usage.
- Hoteling and self-service booking, including room signs compatible with PU IDs.
- Better positioning for integration with key campus systems.
- Continued opportunities for data-driven decision-making.

Campus convening spaces, including but not limited to meeting, event, outdoor, and non-traditional gathering spaces, are required to be managed in the EMS system. In keeping with the original structure during implementation, space managers continue to manage assigned spaces, and have the ability to accept or deny each submitted request. Early in 2024, existing exchange calendars will be closed out.

The EMS support team with Conference and Event Services will continue to work with the University community on the development and enhancement of the system. Additional details on the policies for space managers are available [here](#). Team members are available to help with any issues; please do not hesitate to contact ems-support@princeton.edu for assistance.