

From: Princeton E-mail Distribution <pu-email@PRINCETON.EDU>

Sent: Thursday, June 20, 2019 4:28 PM

To: customlist@Princeton.EDU

Subject: Sent on behalf of Dean Kulkarni, Provost Prentice, and Executive Vice President Williams - New Centralized Room Scheduling System



To: Administrative Departments Heads

From: Dean Kulkarni, Provost Prentice, and Executive Vice President Williams

Subject: New Centralized Room Scheduling System

We are excited to announce that the University has made the decision to implement Event Management System (EMS) as the new centralized room scheduling system. A significant improvement over previous systems, EMS has a flexible and intuitive user interface and will provide significant benefits to the entire University, including the following:

- 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 all 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 them now to have equal access to request spaces for approved student organization 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 ability to identify quickly which spaces are being used, and who may be affected during an emergency.

The system will go live at the end of this month for all A and B classrooms, as well as those spaces managed in the previous system, R25. The University Scheduling team will be following up in September with a complete roll-out and training schedule for the next 12 months, as well as scheduling meetings with individual departments.

As the University is committed to implementing one room scheduling system, all campus spaces will be included in the system, and all departments will transition to use EMS as their room scheduling tool to obtain the numerous benefits outlined above. That said, individuals who currently manage spaces will continue to do so, and will continue to have the ability to accept or deny each submitted request.

We acknowledge that all transitions raise questions and concerns and the EMS support team is here to guide us as we move to this new system. Please don't hesitate to contact ems-support@princeton.edu with any immediate inquiries. Thank you for your consideration and support of this important University initiative.