



Event Scheduler Instructions

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Logging into the MiamiLaw Scheduler

From your web browser, go to <https://ems-01.law.miami.edu/virtualems/Login.aspx>

Log into the system using your law school login as shown below:



My Account

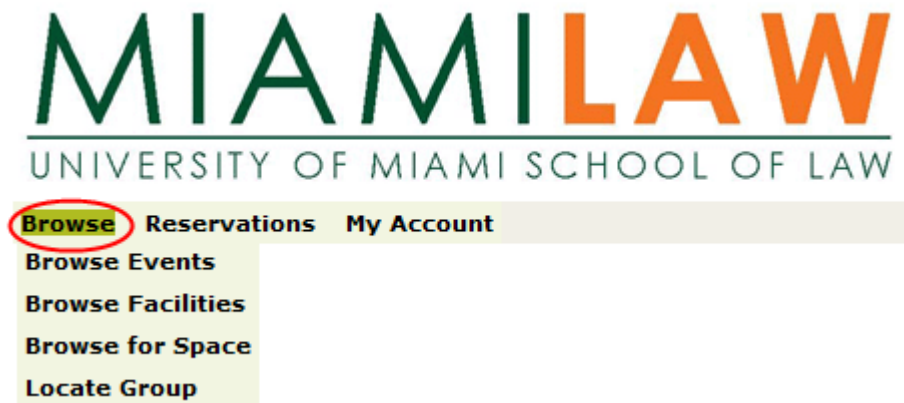
User Id:*

Password:*

Login

Browsing the Scheduler

Hover over the **Browse** tab:



You will notice you have four options which can be utilized:

- *Browse Events*
- *Browse Facilities*
- *Browse for Space*
- *Locate Group*

Follow the instructions on the following pages to learn how to use each individual option.

Browse Events

Click on the **Browse Events** link and the calendar will pop up in monthly view as shown below. You may choose a different view by clicking on the tabs.

Daily List	Weekly List	Monthly List	Weekly Calendar	Monthly Calendar
September 2010				
Sun	Mon	Tue		
29	30	31		
	7:00 AM - 9:00 AM Lit Skills Video Review Law Campus - A216A 7:50 AM - 9:20 AM Property (C1) Law Campus - A110 8:00 AM - 9:20 AM Admiralty Law Campus - E265 8:00 AM - 9:50 AM Legal Communication & Research I (E1) Law Campus - F300 8:00 AM - 9:20 AM Art & Entertainment Law Law Campus - F402 90 more Events	7:00 AM - 8:50 AM Litigation Skills Law Campus - A110A 7:00 AM - 9:00 AM Lit Skills Video Review Law Campus - A216A 7:00 AM - 8:50 AM Litigation Skills Law Campus - E352 7:00 AM - 8:50 AM Litigation Skills Law Campus - F309 7:00 AM - 8:50 AM Litigation Skills Law Campus - F408 105 more Events		
5	6	7		
	Labor Day	7:00 AM - 8:50 AM Litigation Skills Law Campus - A110A 7:00 AM - 9:00 AM Lit Skills Video Review Law Campus - A216A		

Look through the calendar for the event you are interested in and hover over the specific meeting for details, as shown below.

6:00 AM - 10:00 PM Dean of Students - Gloria Law Campus -	9	6:00 AM - 10:00 PM Dean of Students - Gloria Law Campus -	10
6:00 AM - 10:00 PM FACILITIES Law Campus -		7:00 AM - 7:00 PM Maintenance Law Campus -	
7:00 AM - 7:00 PM Maintenance (chairs) Law Campus - F309		7:00 AM - 7:00 PM Maintenance (chairs) Law Campus - F309	
7:00 AM - 7:00 PM		7:00 AM - 7:00 PM	

Booking Id	111462
Date	Monday, August 09, 2010
Group	Dean of Students
1st Contact Name	
Phone	4551
Fax	
1st Contact Email	

Browse Facilities

Click on the **Browse Facilities** link and the **Setup Types by Room** page will appear as shown below.

Group By Setup Type Room Filter

Room	Setup Type ^	Maximum Capacity
Law Campus - A110	Tiered (fixed seating)	78
Law Campus - A110A	Conference (movable seating)	24
Law Campus - A216A	Conference (movable seating)*	24
Law Campus - A216B	Conference (movable seating)*	27
Law Campus - Bricks 1	Open Plan*	100
Law Campus - Bricks 2	Open Plan*	100

Scan through the list of rooms and click on the room you are interested in to get details on the capacity and features of the room as shown below.

Law Campus - A110
✕

Building Details


Building Code	Law Campus
Description	Law Campus
Notes	

Room Details

Setup Types

Features

Room Code	A110
Description	A110
Room Type	Class Room
Floor	First
Size	0
Phone	
Setup Hours	0.00
Teardown Hours	0.00
Notes	



A110

Click on the picture in the lower left corner to see an enlarged picture of the room.

Browse for Space

Click on the **Browse for Space** link to search for room availability. The page will open up showing the list of rooms and times for the day selected, indicating the times the room is available/unavailable as shown below.

Friday, August 20, 2010

Room	Capacity	7 A	8 A	9 A	10 A	11 A
Law Campus						
F300	28		Legal Communication & R		Legal Communication & R	
F302	28		Legal Communication & R		Legal Communication & R	
F309	137			Partnership Tax		Introduction Tot
F109	110		Property (E2)	Elements (B2)		
F200	48			LLM Dean's FeProperty/Fajer		
F209	137			Alternative Dispute Resolu		
F402	52			Property (C2)		Property/Park
G363	24					
Student Lounge	100					
Warren Rosemarin Cafe	25					
F408	52			Elements (B1)	Legal Communication 8	
Faculty Lounge	78					Hi
Faculty Meeting Room	78					Hi
A216B	27			International Moot Court V		
Bricks 1	100					
Bricks 2	100					
A110	0		Property (C1)		Property (E1)	Torts (A1
A110A	24					Appointments C
A216A	24					
Bricks 3	100					
E265	58		Legal Communication & R		Introduction To Real Estate	
E352	161			Business Associatio		
F108	82		Elements/Gl		Property/Porra	
Bricks 4	100					
Bricks 5	100					
D201	75		IT Laptop Driver Installation			

The green blocks are not available, while the blank blocks are available to schedule. You can hover over scheduled time blocks for event details.

Locate Groups

Click on the Locate Groups Link to search for events under a particular group for today's date.

Browse Reservations My Account

Group Name: **1** **2**

Group Name

Office of Events and Conference **3**

Office of Student Events

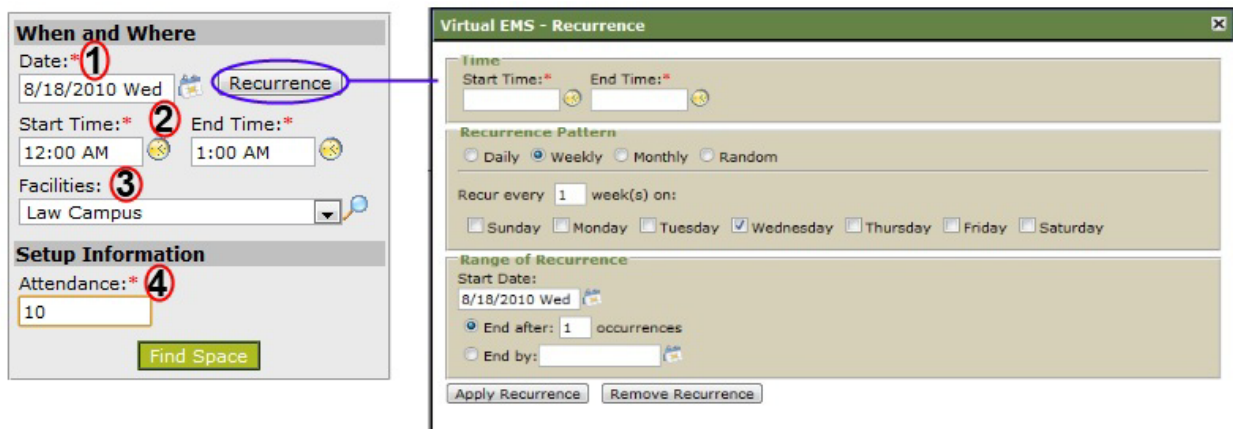
1. Enter any part of a group name in the **Group Name** box. (The group name indicates the department, group or individual for whom the event was scheduled.)
2. Click on the **Locate** button.
3. Events for today's date and location will be listed as shown above under the **Group Name** section

Reservations inside the Law School

Hover over the **Reservations** tab and select **Reservation**.



When the reservation page loads, fill in the appropriate information following the outlined steps below. (Note that the items with red asterisks are required items.)



When and Where

1. Under **Date**, fill in the desired date of the reservation.
 - If you need to set a recurring reservation, click on the **Recurrence** button and a new window will appear where you can set the dates and times of the recurrence. For a recurring event that does not follow a fixed pattern, choose the **Random** option. Once you have set up the recurring pattern, click on **Apply Recurrence**.
2. Under **Start Time/End Time**, set the start time and end time of the event.
 - Enter the actual time of the event. Do not include time for room setup or teardown.
3. Under **Facilities**, the drop down will default to **Law Campus**.
4. Under **Attendance**, type in the total number of people expected.

Space and Availability

Once you have set/selected the appropriate items, you may click on **Find Space** to search for the available rooms or locations.

You will notice that the **Availability** box will display what rooms/locations are available, follow the steps outlined below to select the room(s)/location(s).

Location Details 3				2 Selected Locations			
Date	Holidays	Start Time	End Time	Location	Status	Setup Count	
X 8/25/2010 Wed		11:00 AM	12:00 PM	Law Campus - Faculty Mtg Room	Request	10	
X 8/28/2010 Sat		11:00 AM	12:00 PM	Law Campus - Faculty Mtg Room	Request	10	
X 9/1/2010 Wed		11:00 AM	12:00 PM	Law Campus - Faculty Mtg Room	Request	10	
X 9/4/2010 Sat		11:00 AM	12:00 PM	Law Campus - Faculty Mtg Room	Request	10	
X 9/8/2010 Wed		11:00 AM	12:00 PM	Law Campus - Faculty Mtg Room	Request	10	

Show Results As List Grid

Select	Available	Location	1 Availability	Capacity
Request				
+ Request	5/5	Law Campus - A216A		24
+ Request	5/5	Law Campus - Student Lounge		100
+ Request	5/5	Law Campus - G363		24
+ Request	3/5	Law Campus - Faculty Lounge		78
+ Request	2/5	Law Campus - A110A		24
+ Request	2/5	Law Campus - F300		28
+ Request	2/5	Law Campus - A216B		27
+ Request	2/5	Law Campus - F302		28
+ Request	2/5	Law Campus - F408		52
+ Request	2/5	Law Campus - F402		52

Submit Reservation

- Under the **Availability** section, select the room(s)/location(s) you wish to use by clicking on the green + on the left. You may schedule multiple rooms, if needed; for example, the Faculty Meeting Room and Faculty Lounge for a reception or luncheon.

- The **Available** column will display X amount of rooms/locations are available for X amount of days, depending on the recurrence, e.g. if you have scheduled 5 recurrences, then it will show X/5, with X being the number of times the room is available for your specified event times.
- If the number of times a room is available is less than your total number of requested meeting times, e.g. 4/5, hover over the number in the number of times available to display the requested date(s) for which the room is not available.

- The selections you have made in the prior step will move under the **Selected Locations** section as shown above. Review your selection(s) and if you need to remove any, you may click the X on the left.

- If you cannot find a single room that is available for all of your recurrences, you may add multiple locations from the **Availability** section and selectively remove any redundancies in order to meet the criteria of your requested days. (Note you will receive a popup which reads: **The location you selected is not available for all your dates**, you may click **OK** to proceed.) Otherwise you may add or remove bookings on the **Reservations Summary** which is covered on page 17.

3. Once you have reviewed and verified your choices, you may click on the **Details** tab to display and fill out pertinent information regarding your event.

Details

Once the **Details** tab opens, follow the steps outlined below to fill in all pertinent information regarding your event.

The screenshot shows a web form titled 'Details' with two tabs: 'Location' and 'Details'. The form is divided into three sections: 'Event Details', 'Group Details', and 'Other Information'. Red circles with numbers 1 through 10 are placed over specific fields to indicate where to enter information.

- 1**: Event Name (text input)
- 2**: Event Type (dropdown menu)
- 3**: Group (dropdown menu with a magnifying glass icon)
- 4**: 1st Contact (dropdown menu)
- 5**: Phone (text input)
- 6**: Email (text input)
- 7**: Event Description (text area)
- 8**: Will you be offering CLE credits? (dropdown menu)
- 9**: Should this meeting be hidden from the Master Calendar? (dropdown menu)
- 10**: Have you filled out all the resources below needed for this event? (dropdown menu)

1. Under **Event Name**, enter the name of the event. It is important to make the name meaningful and self explanatory because this name will identify the event on the calendar(s), most of which are accessible to the entire law school community as well as the public.
2. Under **Event Type**, select a type from the drop down menu. For a listing and descriptions of the event types, please refer to the **Appendix** which also includes information about the calendar(s) on which a specific event type will automatically appear.
3. Under **Group**, select from the available groups on the drop down. If a group is not available you may search for the group using the magnifying glass next to the drop down box and select the appropriate group which will be added to the drop down box.
 - If you want to have a new group added, you may send a request with the details regarding the new group and contact(s) information to **calendar@law.miami.edu**.
4. Under **1st Contact**, select from the available contacts for the given group.
 - If you want to use a different contact than those currently listed for a group,

- you may choose **(temporary contact)** where you will need to type in a name and contact information underneath the drop down box.
5. Under **Phone**, fill in the contacts phone number if the system does not automatically supply the number. *Note that you should provide a complete number including Area Code (i.e. (XXX) XXX-XXXX).*
 - The indicated telephone number will appear in the event details on the calendar(s), most of which are publicly accessible. If you do not want the contact number to be visible on the calendar, do not include the number in this box.
 - You may also provide an optional fax number under **Fax**. *Note that you should provide a complete number including Area Code (i.e. (XXX) XXX-XXXX).*
 6. Under **Email**, fill in the contacts email address if one is not already available there. **The contact will be the person whose information will be visible on the Web and will receive emails regarding updates to the event.**
 7. Under the **Other Information** section, the first three items are optional, but highly recommended so that others can see more details regarding the event.
 - Under **Event Description**, provide a thorough and accurate description regarding the event. Your description will be viewable on the Master Calendar.
 - Under **Website**, you may provide a link to a website so that you can provide more information to perspective attendees, if needed.
 8. Under **Will you be offering CLE credits**, select **Yes** or **No**. If unsure, select **No**
 9. Under **Should this meeting be hidden from the Master Calendar**, select **Yes** only if you want to prevent your event from displaying on the Master Calendar.
 - Most event types will automatically appear on the Master Calendar unless you select **Yes**. For the list of the event types that default to the Master Calendar, see the **Appendix**.
 10. Under **Have you filled out all the resources below needed for this event**, select from **Yes** or **No**. This is to ensure that you have gone through the needed services/support detailed below for your event.

Equipment and Services

If you need additional equipment or services to be available for your event, select from the appropriate item(s) on the list below. Please indicate the number needed in the box to the left of the item name, where appropriate.

A/V

- Equipment **1**
- Microphone
 - Projector
 - Laptop
 - DVD player
 - VHS Player
 - Document Camera
 - Mac Adaptor
 - Powerpoint Presenter
 - Polycom Conference Phone

- Services **2**
- Audio Taping
 - Video Taping
 - Podcasts
 - Live Stream
 - Clickers, PRS
 - Video Conferencing
 - Audio Conferencing
 - Skype Session

Catering (Food and Beverage)

- Catering **3**
- Request Assistance From Ev
 - Will Make Our Own Arranger

Communications

- Electronic **4**
- Save the Date
 - eVite
 - Submit to e-Veritas
 - Web News Story

- Paper **5**
- Invitation
 - Poster
 - Program

Facilities Support

- Services **6**
- 1 **Service Type**
 Services (Select minimum of 0 and maximum of 2)
- Setup/Teardown
 - Setup/Teardown with Trash Bins
 - Extra Trash Bins
 - Room Cleanup

Special Instructions:

- Room Setup **7**
- 1 **Room Setup**
 Room Setup (Select minimum of 0 and maximum of 1)
- Panel Discussion
 - Theater
 - U-Shape
 - Classroom
 - Courtroom
 - Other - Please specify in Special Instructions

Special Instructions:

- Furniture **8**
- Chairs
 - Tables (rectangular)
 - Podium
 - Easel
 - Facilities Comments

- Directional Signs **9**
- Directional Signs (Quantity and Location(s))

Law School Dean

- Dean White **10**
- Attendance Requested

Comments for Scheduler **11**

Audio Visual Support

1. Under **Equipment**, select the item(s) that you will need to be setup for your event. Once you select the item(s), if you have any special instructions, use the **Special Instructions** block to detail the information.
2. Under **Services**, select the service(s) that you will need to be available for your event. Once you select the services(s), if you have any special instructions, use the **Special Instructions** block to detail the information.

Catering (Food and Beverage)

3. Under **Catering**, check the appropriate box to indicate whether you would like assistance from the Office of Events or you are arranging for catering yourself. If you choose to have assistance from the Office of Events, add the total number of attendees next to **Request Assistance From Events Office** and indicate what types of food and beverage you would like for your event in the **Special Instructions** block .

Communications

4. Under **Electronic**, select the item(s) you would like the Communications office to create electronically for your event. If you have any special instructions, use the **Special Instructions** block to detail the information.
5. Under **Paper**, select the item(s) you would like the Communications office to create for your event. If you have any special instructions, use the **Special Instructions** block to detail the information.

Facilities Support

6. Under **Services**, check the **Service Type** box and select up to two of the available services that you will need for your event. If you are having food or beverage served during the event, choose **Room Cleanup**. Once you have selected the services, if you have any special instructions, use the **Special Instructions** block to detail the information.
7. Under **Room Setup**, check the **Room Setup** box and select one of the available setups for your event. Once you select the type of room setup, if you have any special instructions, use the **Special Instructions** block to detail the information. If you select **Other**, you must provide specific setup instructions.
8. Under **Furniture**, select the item(s) you need for your event. If the system indicates that the inventory is depleted, check the **Facilities Comments** box. You will be instructed to submit your account number for rentals in the **Special Instructions** block and specify the resource type and quantity needed
9. Under **Directional Signs**, check the box and provide the specific information in the **Special Instructions** block so the Facilities office can handle your request.

Law School Dean

10. Under **Attendance Requested**, check the box and provide the specific information about when and where you would like to have **Dean White** present at your event, in the **Special Instructions** block. For example: *The panel discussion begins at 3:00 pm. We would like Dean White to be present for the first 10 minutes to make opening remarks.*

Comments for Scheduler

11. Use this block to provide any specific information regarding your event to the scheduler. You can use this space to indicate additional calendars on which your event should be displayed. If your event requires more than the usual amount of setup time, you should also include specific information about the anticipated setup time in this space.

Once you are done, click the **Submit Reservation** button, your request will be sent to the scheduler as well as all departments for whom you have made resource requests. Requests for Dean White's attendance are sent to Dawn Stadmire.

Reservation Summary

Once submitted, you will see the **Reservation Summary** page similar to the example below.

Reservation Details		Additional Information	
Reservation Id	11083	Group Name	Training
Event Name	Master Calendar Training	1st Contact Name	(none)
Event Type	Training	Phone	(305) 284-3000

All **Current** Historical

Actions	Services	Date ^	Time	Title	Bookings
X	+	12/30/2010 Thu	11:00 PM - 12:00 AM	Master Calendar Training	

[Back to My Requests](#)

- 1 Edit Reservation
- 2 Add Booking
- 3 Cancel Bookings
- 4 Cancel All Bookings
- 5 View Reservation Summary
- 6 Add booking to personal calendar

Location	Status	Setup
Law Campus - D201	Web Request	Conference (movable seating) (10)

On the right side of the **Reservation Details**, you can modify your reservation as indicated below.

1. Clicking on **Edit Reservation** will bring you to a menu similar to the **Details** tab in the initial **Reservation** menu so that you may edit the details regarding the event and group.

Edit Reservation

Event Details

Event Name:* Event Type:*

Group Details

Group:*

1st Contact:* Phone:* Fax:

Email:*

2. Clicking on **Add Booking** will bring you to a menu similar to the initial **Reservation** menu. This will allow you to add additional locations/rooms to your event (**Reservation**).

The screenshot shows a web form with two main sections: "When and Where" and "Setup Information".

When and Where

- Date: * 8/19/2010 Thu [Calendar icon] [Recurrence button]
- Start Time: * [Time input] [Clock icon]
- End Time: * [Time input] [Clock icon]
- Facilities: (all) [Dropdown menu]

Setup Information

- Attendance: * 0 [Input field]
- Setup Type: * [Dropdown menu]

[Find Space button]

Location

No rooms currently selected

Show Results As List Grid

[Submit Reservation button]

3. Clicking on **Cancel Bookings** will bring you to a menu to allow you to remove/drop locations that you may have booked for your event. *Note: if you remove all your bookings, your event will be canceled.*

The screenshot shows a menu with a table header and one row.

<input type="checkbox"/>	Name
<input type="checkbox"/>	Master Calendar Training

[Save button] [Cancel button]

4. Clicking on **Cancel All Bookings** will display a Popup window prompting "Are you sure you want to cancel all bookings?" click on **OK** to clear your booking and cancel your event.

Are you sure you want to cancel all bookings?

[OK button] [Cancel button]

5. Clicking on **View Reservation Summary** will display a summary of your event and bookings. You will also have the option to send an email with the information summary by checking the **Email Options**, adding emails to the **CC** block, and clicking on **Send**.

Email Options

Format: Detail Summary Mobile Friendly

To: [redacted]@law.miami.edu

Training (Training@law.miami.edu)

CC:

Subject:

Message:

Calendar
1311 Miller Drive
Coral Gables FL 33146

Group Reservation 1

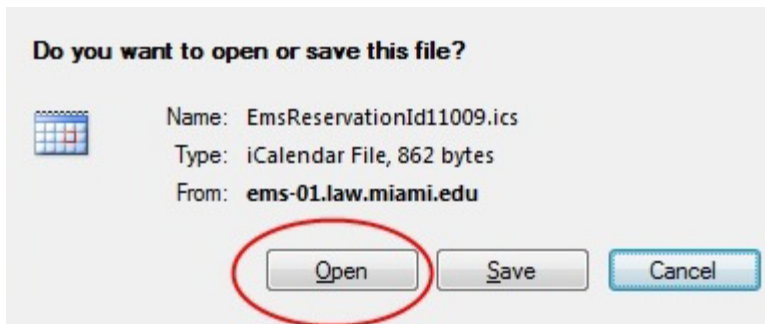
Training

Bookings / Details

Tuesday, December 28, 2010

9:00 AM - 10:00 AM Calendar Training (Web Request) Law Campus A110A

6. Clicking on **Add booking to personal calendar** will allow you to add the event to your Outlook or iCal calendar, provided you also have Outlook or iCal open when you click on the button. Click on the button and you will get a window similar to the one shown below. If you have Outlook open, click on Open and you will be given the option to save the event to your personal calendar.



For Reservations outside the Law School

Please note the following:

- You must make the reservation for off site location directly with the manager of the venue.
- If a contract or agreement is required for use of the offsite location, you must submit it to Dean Matas for approval before the event will be approved and placed on the calendar.
- If you want the location to display on the Master Calendar or any of the other calendars, you must include the location in with the event name or the event description.

Under the **Reservations** tab, select **Off Site Reservation** as shown below



When the reservation page loads, fill in the appropriate information following the outlined steps below. (Note that the items with red asterisks are required items.)

The image shows a reservation form with the following sections and fields:

- When and Where**
 - Date: * **1** (11/27/2010 Sat)
 - Start Time: * **2** (2:00 PM)
 - End Time: * (3:00 PM)
- Setup Information**
 - Attendance: * **3** (50)
- Location Details**
 - Building: * **4** (Off Site)
 - Location: * **5** (James L. Knight Intl. Center)

A "Get Services" button is located at the bottom of the form.

When and Where

1. Under **Date**, Fill in the desired date of the reservation.
 - If you need to set a recurring Reservation click on the Recurrence button and a new window will appear where you can set the dates and times of the recurrence. Once you have set up the recurring time, click on **Apply Recurrence**.
2. Under **Start Time/End Time**, set the start time and end time of the event.
3. Under **Attendance**, type in the total number of the attending group.
4. Under **Building** the drop down will be defaulted to **Off Site**.
5. Under **Location** put in the actual location of the event as shown above.

Details

Once you have filled out the above information you may click on the **Details** tab to set up your **Off Site** campus request. Once the **Details** tab opens follow the steps outlined below to fill and fill in all pertinent information regarding your **Off Site** event.

Service Availability **Details**

Event Details

Event Name: ***1** Event Type: ***2**

Group Details

Group: ***3** Training

1st Contact: ***4** Training Phone: (305) 284-3000 **5** Fax: (305) 284-3001

Email: ***6** Training@law.miami.edu

Other Information

Event Description:

Event Website: **7**

Is a contract or written agreement required for use of the off site venue?: * **8**

Will you be offering CLE credits?: * **9**

Should this meeting be hidden from the Master Calendar? (Note: This should rarely be checked for anything other than a **10**

Have you filled out all the resources below needed for this event?: * **11**

1. Under **Event Name**, enter the name of the event. It is important to make the name meaningful and self explanatory because this name will identify the event on the calendar(s), most of which are accessible to the entire law school community as well as the public.
2. Under **Event Type**, select a type from the drop down menu. For a listing and descriptions of the event types please refer to the **Appendix** which also includes information about the calendar(s) on which a specific event type will automatically appear.
3. Under **Group**, select from the available groups on the drop down. If a group is not available you may search for the group using the magnifying glass next to the drop down box and select the appropriate group which will be added to the drop down box.
 - If you want to have a new group added, you may send a request with the details regarding the new group and contact(s) information to **calendar@law.miami.edu**.
4. Under **1st Contact**, select from the available contacts for the given group.

- If you want to use a different contact than those currently listed for a group, you may choose **(temporary contact)** where you will need to type in a name and contact information underneath the drop down box.
5. Under **Phone**, fill in the contacts phone number if the system does not automatically supply the correct number. *You should provide a complete number including Area Code (i.e. (XXX) XXX-XXXX).*
 - The indicated telephone number will appear in the event details on the calendar(s), most of which are publicly accessible. If you do not want the contact number to be visible on the calendar, do not include the number in this box.
 - You may also provide an optional fax number under **Fax**. *Note that you should provide a complete number including Area Code (i.e. (XXX) XXX-XXXX).*
 6. Under **Email**, fill in the contacts email address if one is not already available there. **The contact will be the person whose information will be visible on the Web and will receive emails regarding updates to the event.**
 7. Under the **Other Information** section the first two items are optional but highly recommended so that others can see more details regarding the event.
 - Under **Event Description**, provide a thorough and accurate description regarding the event. Your event description will be displayed on the Master Calendar
 - Under **Website**, you may provide a link to a website so that you can provide more information to perspective attendees if needed.
 8. Under **Is a contract or written agreement required for use of the off site venue**, select from **Yes** or **No**.
 9. Under **Will you be offering CLE credits**, select **Yes** or **No**. If unsure select **No**.
 10. Under **Should this meeting be hidden from the Master Calendar**, select from **Yes** or **No**. *Note this should be No for anything other than administrative meetings.*
 - Most event types will automatically appear on the Master Calendar unless you select **Yes**. For details of the event types that default to the Master Calendar, see the **Appendix**.
 11. Under **Have you filled out all the resources below needed for this event**, select from **Yes** or **No**. This is to ensure that you have gone through the needed services/support detailed below for your event if you require services.

Equipment and Services

If you have need of additional equipment or services you may click on [Get Services](#) under the **When and Where** section and you will see a new area under the **Details** tab appears as below. Follow the steps below to add or remove services. Please indicate the number needed in the box to the left of the item name, where appropriate. **Note that not all equipment and services may be supplied by the Law School at your requested location. It may be necessary to request some or all support services from the hosting location.**

A/V	Communications
<input type="checkbox"/> Equipment 1 <ul style="list-style-type: none"><input type="checkbox"/> Microphone<input type="checkbox"/> Projector<input type="checkbox"/> Laptop<input type="checkbox"/> DVD player<input type="checkbox"/> VHS Player<input type="checkbox"/> Document Camera<input type="checkbox"/> Mac Adaptor<input type="checkbox"/> Powerpoint Presenter<input type="checkbox"/> Polycom Conference Phone	<input type="checkbox"/> Electronic 4 <ul style="list-style-type: none"><input type="checkbox"/> Save the Date<input type="checkbox"/> eVite<input type="checkbox"/> Submit to e-Veritas<input type="checkbox"/> Web News Story
<input type="checkbox"/> Services 2 <ul style="list-style-type: none"><input type="checkbox"/> Audio Taping<input type="checkbox"/> Video Taping<input type="checkbox"/> Podcasts<input type="checkbox"/> Live Stream<input type="checkbox"/> Clickers, PRS<input type="checkbox"/> Video Conferencing<input type="checkbox"/> Audio Conferencing<input type="checkbox"/> Skype Session	<input type="checkbox"/> Paper 5 <ul style="list-style-type: none"><input type="checkbox"/> Invitation<input type="checkbox"/> Poster<input type="checkbox"/> Program
Catering (Food and Beverage)	Law School Dean
<input type="checkbox"/> Catering 3 <ul style="list-style-type: none"><input type="checkbox"/> Request Assistance From Ev<input type="checkbox"/> Will Make Our Own Arranger	<input type="checkbox"/> Dean White 6 <ul style="list-style-type: none"><input type="checkbox"/> Attendance Requested
	Comments for Scheduler 7 <input type="text"/>

Audio Visual Support

Many of our audio visual services are unavailable at offsite locations. Before selecting audiovisual equipment or services for an offsite location, please check with the AV Department at 305-284-3801 or av@law.miami.edu.

1. Under **Equipment**, select the item(s) that you will need to be setup for your event. Once you select the item(s), if you have any special instructions, use the **Special Instructions** block to detail the information.
2. Under **Services**, select the service(s) that you will need to be available for your event. Once you select the services(s), if you have any special instructions, use the **Special Instructions** block to detail the information.

Catering (Food and Beverage)

3. Under **Catering**, check the appropriate box to indicate whether you would like assistance from the Office of Events or you are arranging for catering yourself. If you choose to have assistance from the Office of Events, add the total number of attendees next to **Request Assistance From Events Office** and indicate what types of food and beverage you would like for your event in the **Special Instructions** block.

Communications

4. Under **Electronic**, select the item(s) you would like the Communications office to create electronically for your event. If you have any special instructions, use the **Special Instructions** block to detail the information.
5. Under **Paper**, select the item(s) you would like the Communications office to create for your event. If you have any special instructions, use the **Special Instructions** block to detail the information.

Law School Dean

6. Under **Attendance Requested**, check the box and provide the specific information about when and where you would like to have Dean **White** present at your event, in the **Special Instructions** block. For example: *The panel discussion begins at 3:00 pm. We would like Dean White to be present for the first 10 minutes to make opening remarks.*

Comments for Scheduler

7. Use this block to provide any specific information regarding your event to the scheduler. You should also use this space to indicate additional calendars on which your event should be displayed. You can use this space to indicate additional calendars on which your event should be displayed. If your event requires more than the usual amount of setup time, you should also include specific information about the anticipated setup time in this space.

Once you are done, click the **Submit Reservation** button, your request will be sent to the scheduler as well as all departments for whom you have made resource requests. Requests for Dean White's attendance are sent to Dawn Stadmir.

Facilities Support

- Facilities support by law school staff is not available at offsite locations.

Once you have reviewed your **Off Site Reservation** request you may hit the **Submit Reservation** and then follow the instructions on page 17 **Reservation Summary** to make changes or updates to your request.

Appendix – Event Types

Below find the list of Event Types and their descriptions and the Calendars to which the system will automatically assign them.

Event Type	Description	Master Calendar	Other Calendars
Administrative Meeting	Administrative meetings (excluding faculty committee meetings)	No	None
Admissions/Recruiting Event	Event hosted by the Office of Admissions and Recruiting	Yes	None
Alumni Event	Event hosted by the Alumni & Development Office for alumni attendees	Yes	Alumni
Ask Us Event	Event organized and hosted by Student Services Fellows	Yes	Student
Career Development Event	Event organized and hosted by the CDO	Yes	Student
Clinic Event	Event organized and hosted by law school clinics	Yes	Student
Cocktail Reception	Cocktail reception (not including dinner)	Yes	None
Conference	Conference (usually 4-8 hours)	Yes	None
Dean of Students Event	Event organized and hosted by the Dean of Students	Yes	Student
Dean's Chat	Dean White's large scale meetings with students	Yes	Student
Dinner w/o Cocktail Reception	Dinner only	Yes	None
Dinner with Cocktail Reception	Dinner with cocktail reception	Yes	None
Faculty Candidate Meeting	DO NOT USE / Detra Davis ONLY	No	Faculty
Faculty Committee Meeting	DO NOT USE / Detra Davis ONLY	No	Faculty
Faculty Lecture	DO NOT USE / Detra Davis ONLY	Yes	Faculty
Faculty Meeting	DO NOT USE / Carolina Morris ONLY	Yes	Faculty
Faculty Symposium	A conference on a specified topic with multiple speakers	Yes	Faculty
Faculty Workshop	Formal presentation by one or more experts in which the attendees are encouraged to discuss the subject matter	Yes	Faculty
Financial Aid Event	Event organized by the Office of Financial Aid	Yes	Student
Fundraiser	A gathering held to solicit funding for a particular cause	Yes	Student
Hope Event	Event organized by the HOPE Public Interest Resource Center	Yes	Student
Human Resources Training	Training session organized or given by Law School of UM Human Resources	Yes	None

Lecture	Formal presentation by an expert in the subject matter that may be followed by a question-and-answer session (Usually 1-4 hours)	Yes	Student
Library Event	Event hosted by the Law Library	Yes	Student
Luncheon	A formal lunch held in connection with a meeting or a special occasion	Yes	None
Orientation	Any event included in the fall orientation schedule	Yes	None
Pro Bono Event	An event that gives students an opportunity to provide pro bono services to those in need	Yes	Student
Staff Event	Event hosted by the Law School for the ENTIRE Law School faculty and staff (e.g. Holiday luncheon, Fall Lunch, etc)	Yes	Faculty Student
Staff Preparation	Room booked for the purpose of preparing for an event (passing out cap and gowns, putting folders together for orientation, etc.)	No	None
Student Competition	Student competition (e.g. Moot Court Competition)	Yes	Student
Student Organization Event	Event organized and hosted by a student organization	Yes	Student
Student Organization Meeting	Meeting organized by a student organization	Yes	Student
Student Publication Event	Event organized and hosted by a student publication	Yes	Student
Student Publication Meeting	Meeting organized by a student publication	Yes	Student
Student Workshop	Interactive session where experts offer students guidance in improving their skills and encourage open discussion	Yes	Student
Training	Meeting in which the goal is to train its attendees	Yes	None
University Meeting	Meeting hosted by the University administration or another UM (non-Law School) group	No	None

Assignment to the calendars listed in the last column is automatic. Inclusion on other calendars may be requested.