Quick EMS Virtual Only Videoconferences and Webinars

This template should only be used to submit requests for videoconference services that are 100% virtual, without an on-campus room reservation. To submit a request for videoconference services that have an on-campus room reservation, see the Add Service instructions in the EMS Web App User’s Guide.

Step 1: Log in, click CREATE A RESERVATION, scroll to Virtual Only Videoconferences and Webinars, and click book now.

![Create A Reservation Image]

Step 2: Complete the Date & Time section on the left side of the page and enter where you will be located for the videoconference in the Locations field (an office or off-campus location). Click Next Step.

![Date & Time Image]

IMPORTANT: If you use the recurrence button to schedule multiple dates in a series, please submit a separate request for each set of dates that occur on the same day of the week (i.e. all Mondays in your series submitted in one request, all Tuesdays in your series submitted in a separate request).
Step 3: Answer the questions and review and agree to the Terms and Conditions. Fields bordered in red are required.

Step 4: Select either Videoconference or Webinar and select the Virtual Staffing item if needed (note that Virtual Staffing is always required for Webinars).

Select optional items to add them to your request, review any item details, and provide additional information in the Special Instructions field when requested.
Step 5: Provide your speed type or billing address in the **Billing Information** section.

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 6: All requested items will move over to the **Services Summary** section at the right once selected. Click **Next Step**.

Step 7: Fill out the **Event Details**, **Group Details**, and **Additional Information** sections. The **Group** field will auto-populate. Fields bordered in red are required. Click **Create Reservation**.

You will receive a confirmation email from the Videoconference Team within 3 business days.

Detailed instructions for reserving a room and editing and cancelling services are located in the [EMS Web App User’s Guide](#).