

INSTRUCTIONS FOR REQUESTING SPACE AT THE FORUM

For Columbia Faculty, Staff, and Recognized Student Organizations

Thank you for your interest in The Forum for your event. To familiarize yourself with our event space, services, and rental rates, please review the links below:

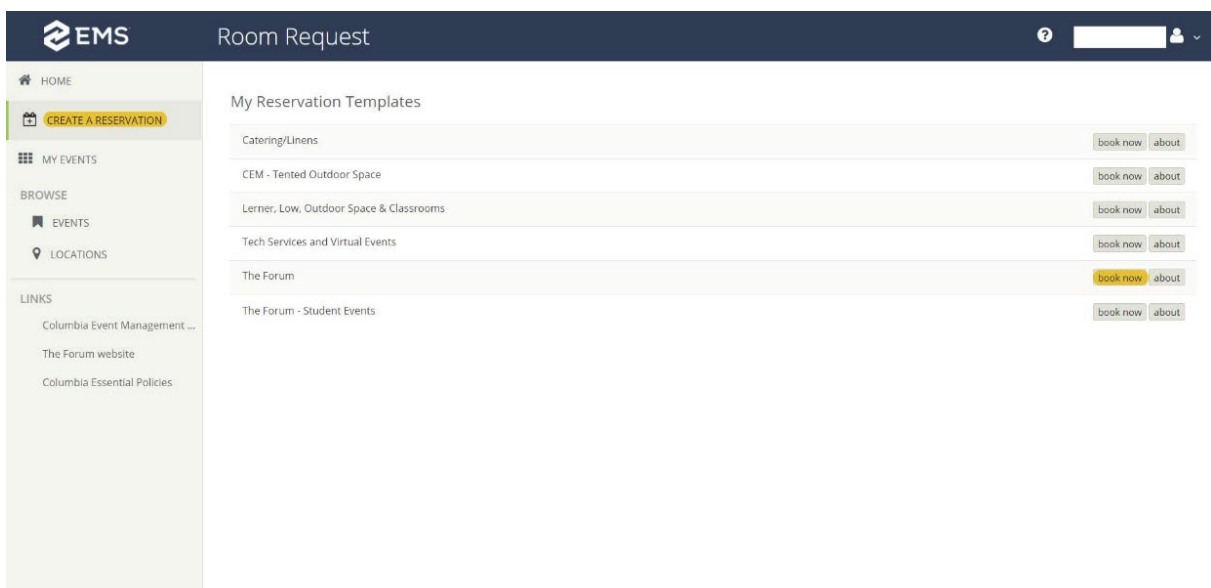
- [Rates & Services](#)
- [Room Descriptions](#)

To submit a request for space at The Forum, **Columbia faculty and staff need to use the Event Management System (EMS)**.

- EMS does not allow bookings for an event less than two weeks away. If you have a last-minute request, please email theforum@columbia.edu and we will let you know if we can accommodate your event.

To submit a reservation request through EMS, Columbia faculty and staff must have an EMS account. Student leaders should check with the adviser to their student organization before proceeding to reserve space at The Forum.

1. **Begin with the EMS landing page.** Cut and paste this URL into your browser: <https://ems.cuit.columbia.edu>
2. **If you do not have an EMS account**, follow the instructions for new users on the EMS landing page, <https://ems.cuit.columbia.edu>
3. Faculty and staff who have previously arranged to have an EMS account linked to their UNI will log in with their UNI; otherwise log in with your EMS User ID.
4. **Once logged in to EMS**, a) From the menu on the left, click on “Create a Reservation.” b) Under “My Reservation Templates” you will see The Forum as an option. c) Click “book now” to access The Forum reservation template where you can review room options and availability.



The screenshot displays the EMS 'Room Request' interface. On the left is a navigation sidebar with options: HOME, CREATE A RESERVATION (highlighted), MY EVENTS, BROWSE (with sub-options for EVENTS and LOCATIONS), and LINKS (with sub-options for Columbia Event Management, The Forum website, and Columbia Essential Policies). The main content area is titled 'My Reservation Templates' and lists several options, each with a 'book now' button and an 'about' link. The options are: Catering/Linens, CEM - Tented Outdoor Space, Lerner, Low, Outdoor Space & Classrooms, Tech Services and Virtual Events, The Forum (with a highlighted 'book now' button), and The Forum - Student Events.

5. **Once in The Forum EMS site**, you will be able to request space at The Forum. Requests are considered pending until the reservation has been confirmed by receipt of a signed rental agreement and a deposit.
6. **Information about our rates and services** is found by clicking on the information icon at the top left of The Forum EMS reservation template.

The screenshot displays the 'Room Request' interface on the EMS website. The top navigation bar includes the EMS logo, the title 'Room Request', a help icon, and a user profile icon. Below the navigation bar, there is a breadcrumb trail: 'The Forum' > '1 Rooms' > '2 Services' > '3 Reservation Details'. A 'My Cart (0)' icon and a 'Create Reservation' button are also visible. The main content area is titled 'New Booking for Wed Dec 9, 2020' and features a 'Next Step' button. The interface is divided into two columns. The left column, 'Date & Time', contains fields for 'Date' (Wed 12/09/2020), 'Recurrence', 'Start Time' (6:30 PM), 'End Time' (7:30 PM), a time zone dropdown (Eastern Time), and a 'Locations' section with 'The Forum' selected and an 'Add/Remove' button. Below these are two radio button options: 'Let Me Search For A Room' (selected) and 'I Know What Room I Want'. A 'Room Name' search field is located at the bottom of this column. The right column, 'Selected Rooms', contains the text 'Your selected Rooms will appear here.' and 'Room Search Results' with the instruction 'Rooms matching your search criteria will appear here.' A 'Search' button is positioned at the bottom of the left column.

7. **For further guidance on creating a Reservation**, please click on the Question icon at the top right to access **The EMS User Manual**. See screenshot above.

If you experience difficulty accessing The Forum site or cannot find the information you need, please email us at theforum@columbia.edu. We look forward to hosting your event at The Forum.