How to Request an Engineering Meeting Space

*Please allow 48 hours for approval
*Reservations must be entered 24 hours in advance

1. Go to [https://engr.ems.wisc.edu](https://engr.ems.wisc.edu) and login in with your UW Net ID
2. Click ➔ Create A Reservation

3. Then choose the type of meeting space that you are requesting and press ➔ Book Now. Once you press book now it will ask you to put in the Date, Start Time, End Time and any reoccurrence. **You must also add the number of people in attendance before you press search.** You also will have the option here to narrow the search to specific room locations, room types, and features. When Finished click ➔ Search.

4. After pressing search, select a room that will work for your need and press the + next to the room number. The booking will add to the top of your screen. Once finished with all of the requests click ➔ Next step

5. Enter all of the information for the Reservation details (i.e. Event name, Contact info, department, purpose etc.) and click ➔ Create Reservation. The status of the reservation will say pending/hold until it is approved. Once it is approved you will receive an email with a confirmation approval.

*Please email office@ep.wisc.edu with any questions about this process