

## Using Virtual EMS to browse for space in Clonick Hall

Clonick Hall recording time must be booked in person in the Con Audio Office (C33). However, you can browse for space using Virtual EMS so you know what is available.

From an **on-campus computer**, enter the following web address into your Internet browser to access the **Virtual EMS** web page: <https://ems.cc.oberlin.edu/VirtualEMS/>

From off campus, please download the VPN software from CIT first. Once you are connected to VPN, you can access the Virtual EMS site above. VPN can be downloaded from: <http://new.oberlin.edu/office/cit/downloads/>

1. Once the Virtual EMS page has opened, place your cursor over the **“Browse”** tab located near the upper left corner of the window (“log in” is not required to use this web site).
2. Next, click on **“Browse for Space”**. The “Browse for Space” option will create a schedule grid that shows all currently scheduled events including setup/teardown times.
3. When the **“Browse for Space”** window opens, click on the word **“Filter”** that is located on the upper right side of the grid. From the filter window, select date; under **“Facilities,”** select **“Kohl Building.”**
4. Next, click on the **“Apply”** button at the bottom of the filter box. This will initiate a search and create a schedule matching your date and building criteria. Once the schedule grid comes up on the page, you can hover your cursor over an event to view additional information about the event. To move forward or back a day, click on the small arrows located in the upper left corner of the web page (beneath the “Browse” tab). To select a new date, return to the Filter and enter the date.
5. Once you have selected the timeslot you would like to reserve (up to 2 hours, booked on the hour), please fill out a form (pink half-sheet) outside the Con Audio office (C33). Completed forms may be left in the slot on the Con Audio door.

### **CLONICK HALL POLICIES:**

- You must complete a Self-Record Training Session in order to reserve the hall.
- Two hours of hall time may be reserved per form, 1 form may be submitted per day.
- A maximum of 2 hours per day may be reserved.
- Reservations begin on the hour.
- The hall may be reserved from 24 hours – 2 weeks in advance.
- A maximum of 3 bookings may be held at once.
- Hall use is for RECORDING ONLY. It is not available for rehearsals.

For questions, please contact [conaudio@oberlin.edu](mailto:conaudio@oberlin.edu).