



Eshleman Hall Conference Rooms

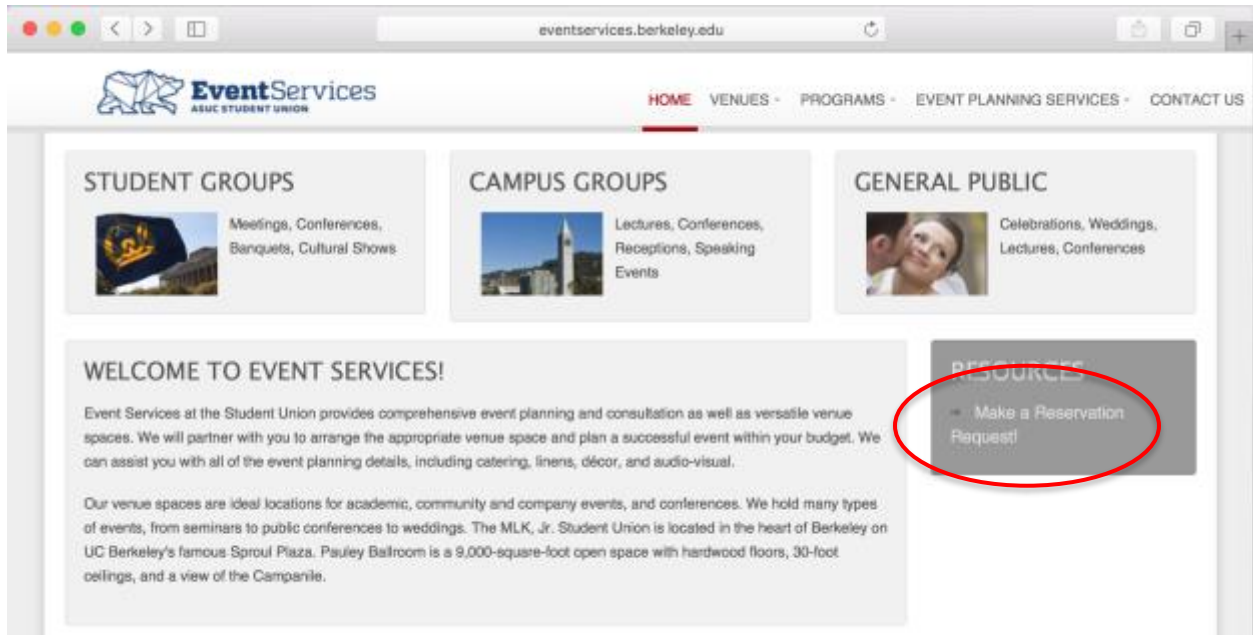
How to Book Guide

For ASUC Student Union Staff

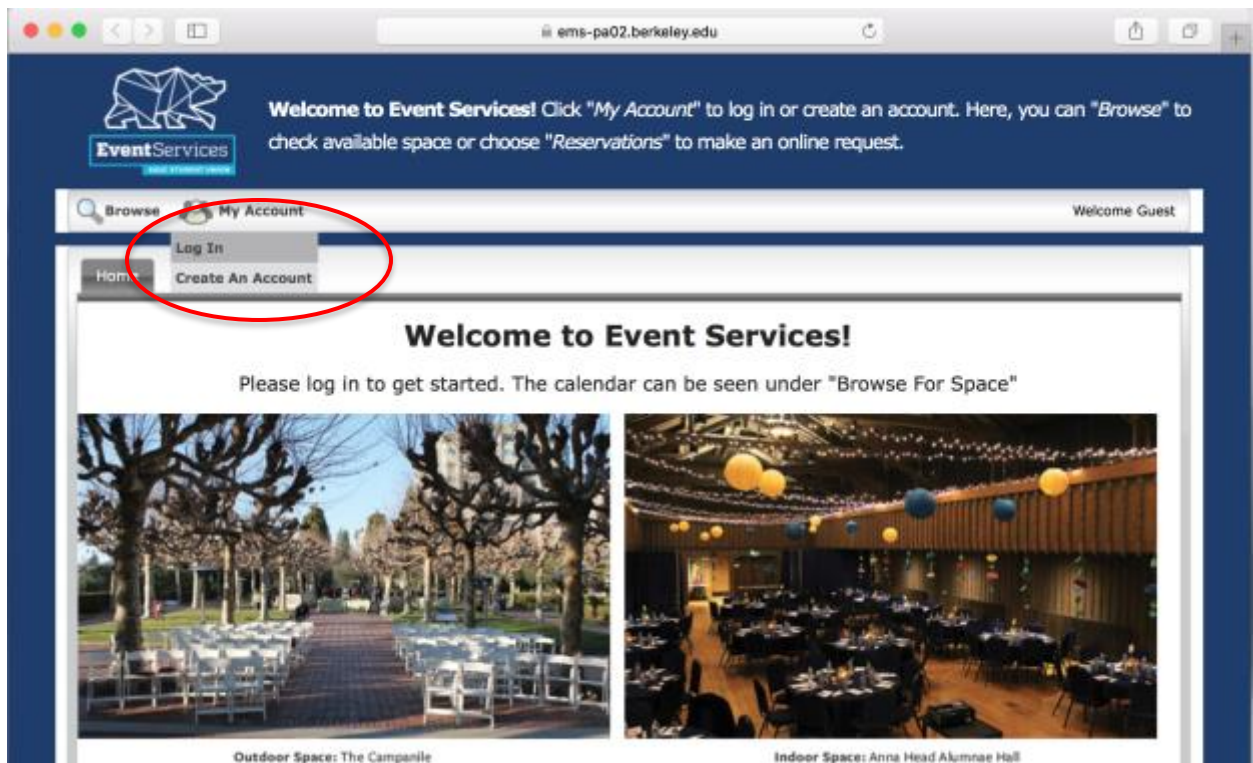
Questions? Contact the Eshleman Concierge Desk:

asucstudentunion@berkeley.edu or call 510-664-7977

- 1) Go to eventservices.berkeley.edu
- 2) Click "Make a Reservation Request!"

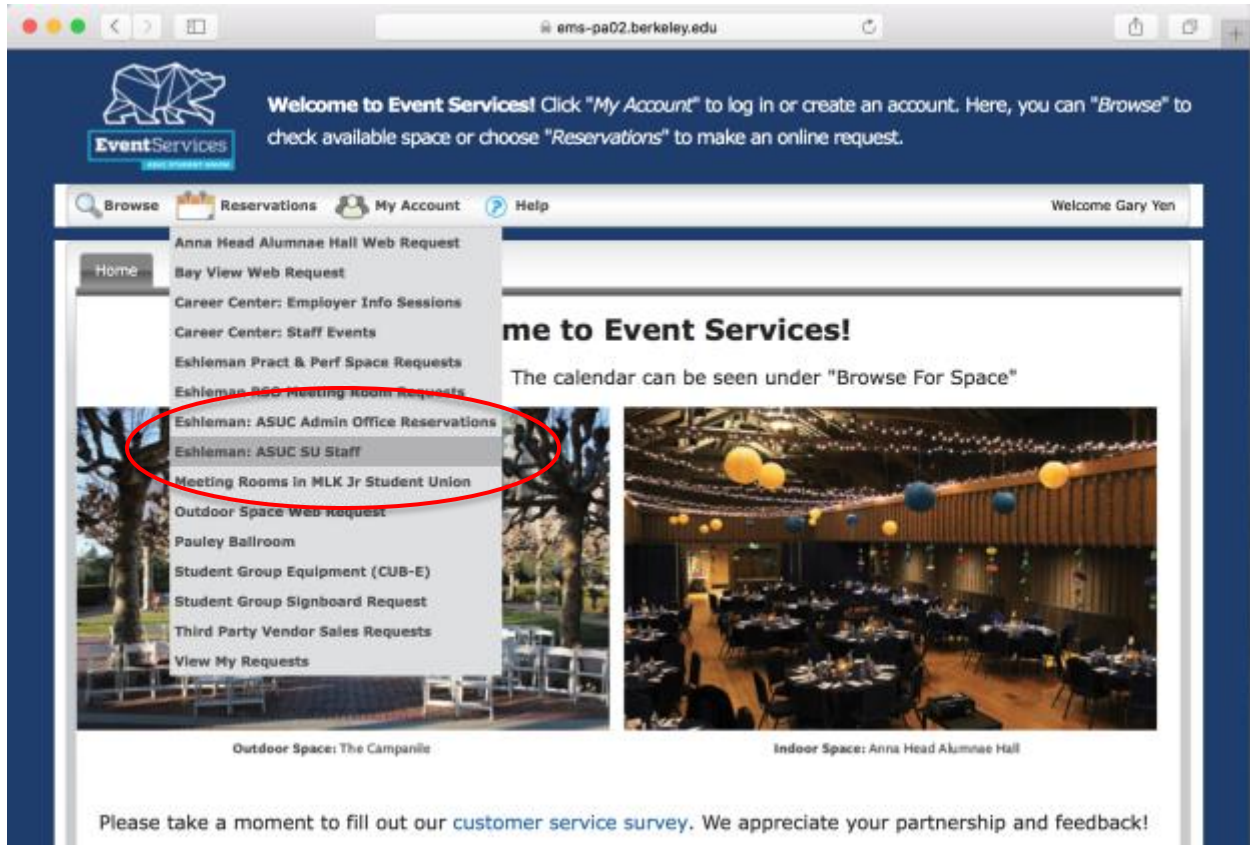


- 3) Log in to with your Virtual EMS Account. If you do not have one, please create an account in order to continue.

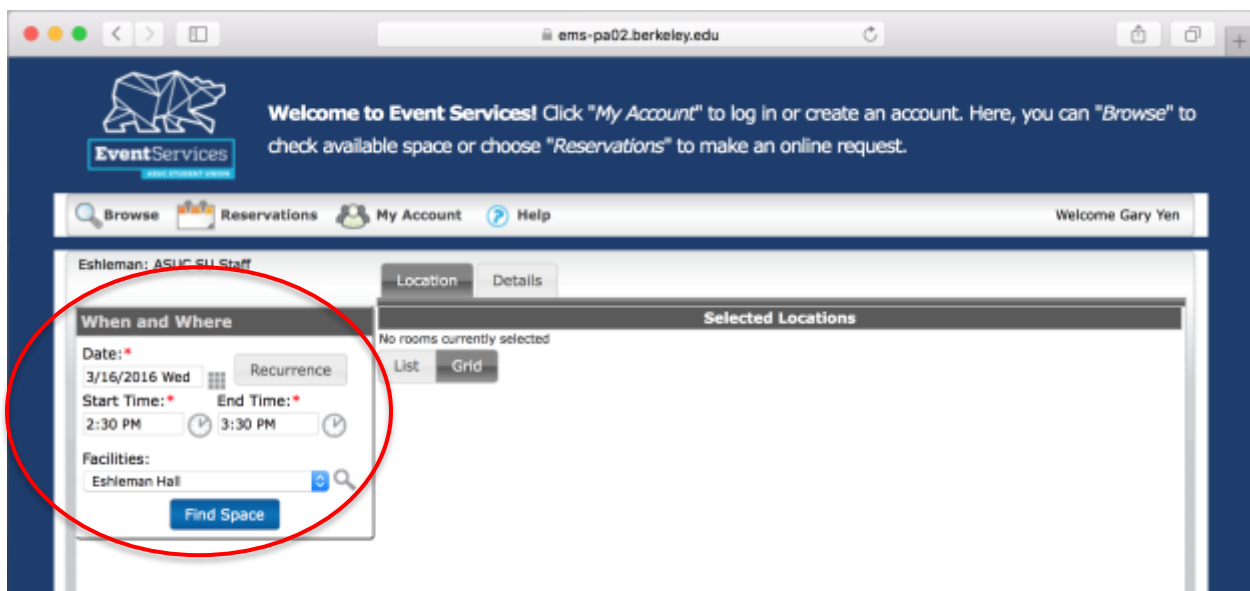


- 4) After you have logged in, select “ASUC SU Staff” from the “Reservations” drop down menu.

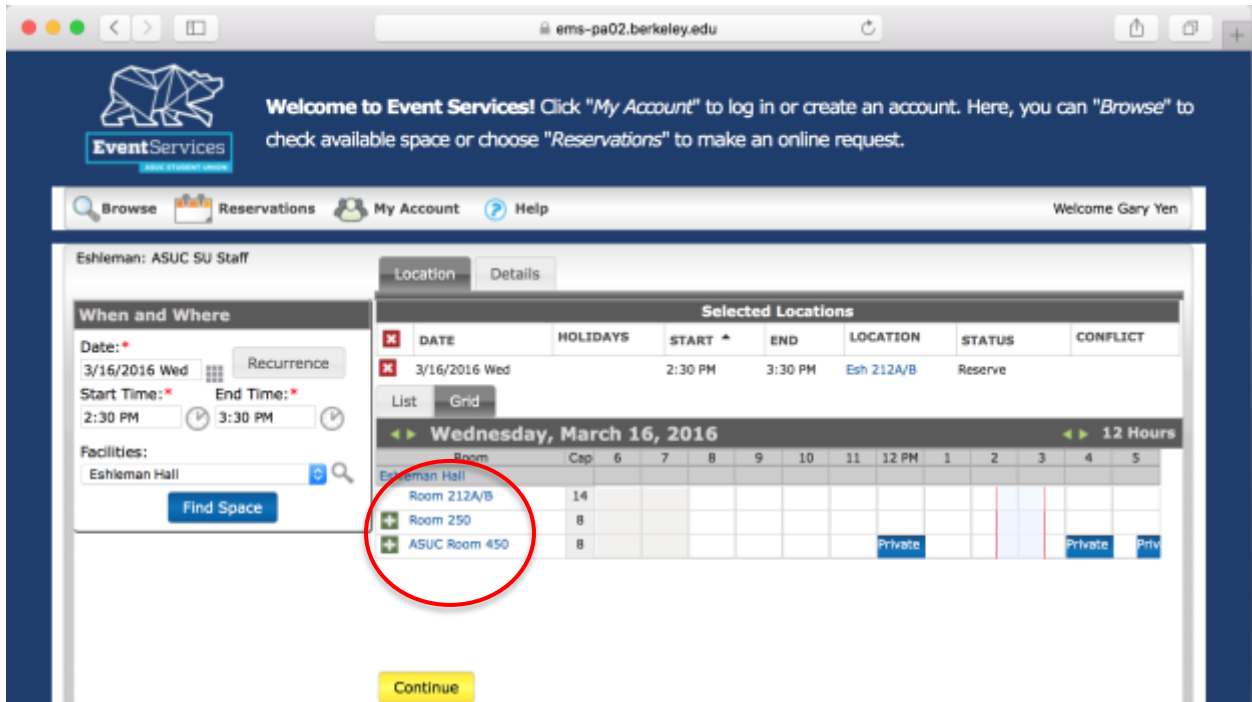
**If the ASUC SU Staff option is not available from the “Reservations” drop down menu on your account, please contact Sarah Barrett at sebarrett@berkeley.edu.*



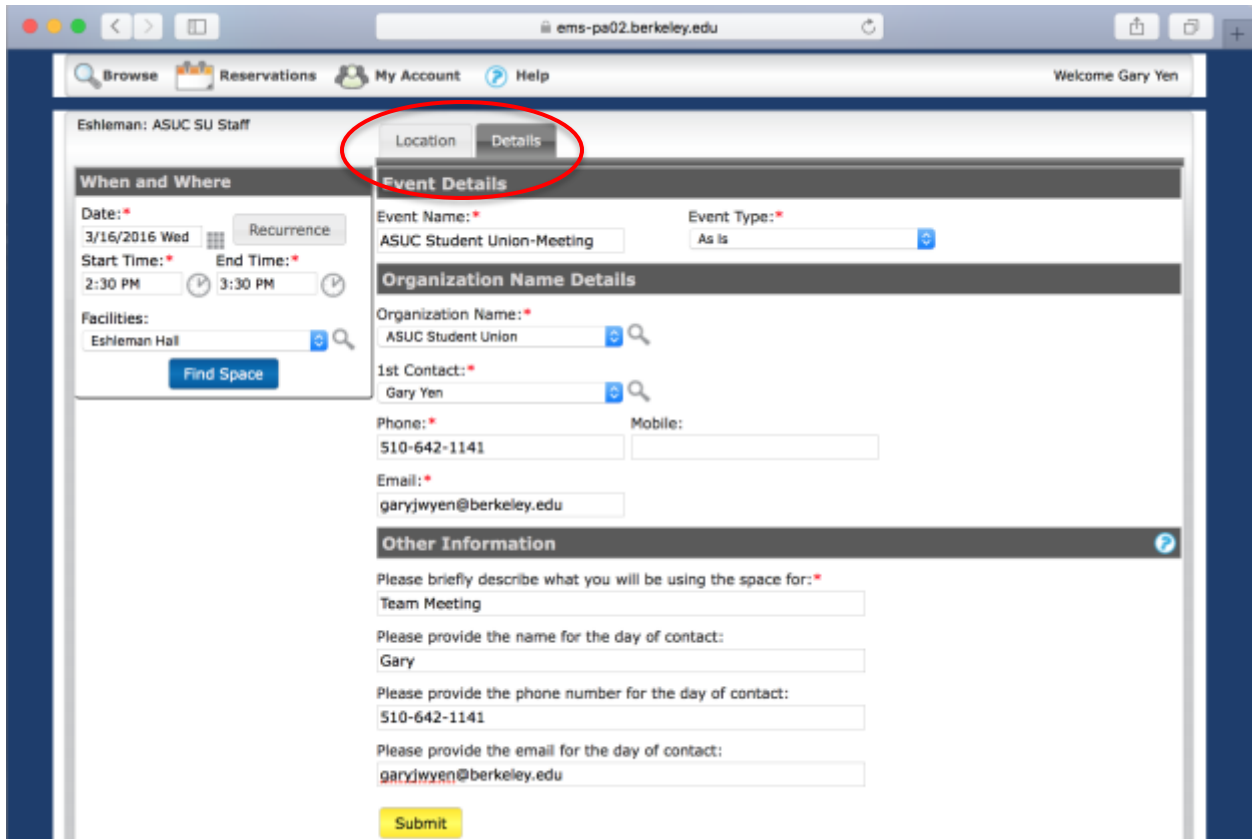
- 5) Enter the date and time of your intended reservation, and then click “Find Space”.



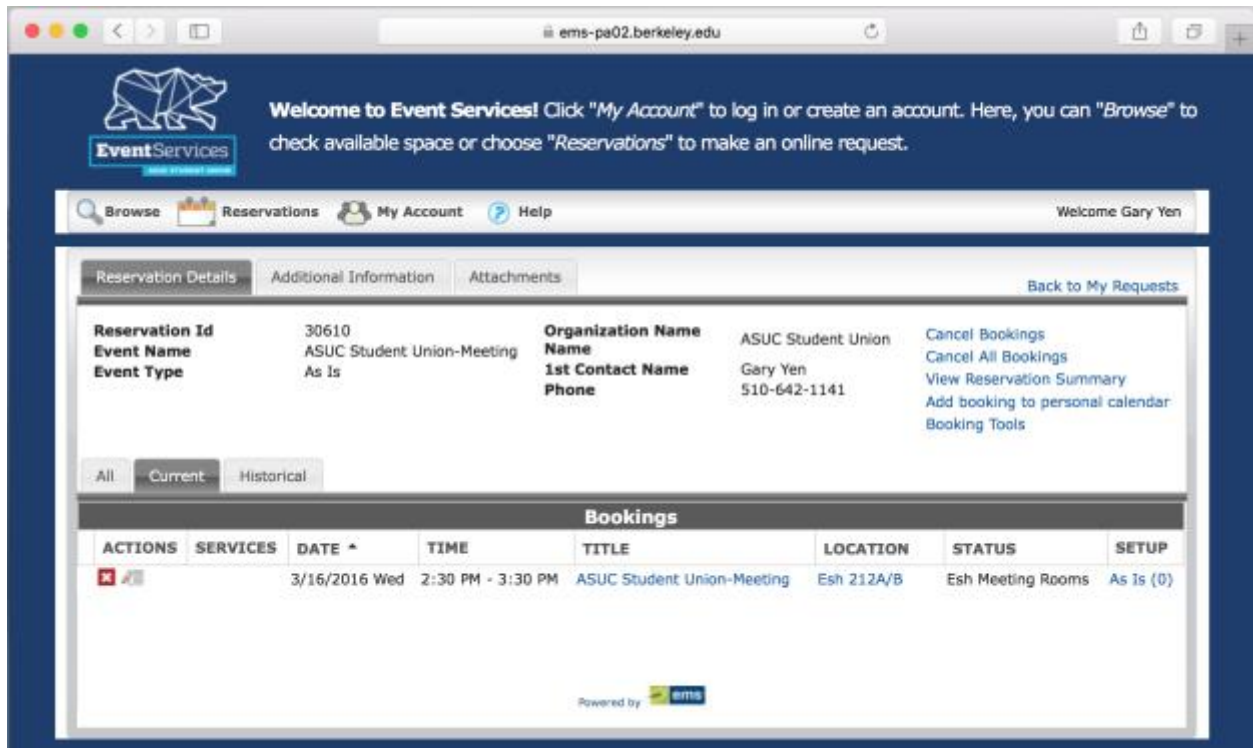
- 6) A list of rooms in Eshleman Hall will appear. Click the “green +” next to the room of your choice.



- 7) After you have selected a room, click the “Details” tab and fill out the required information. When you are done, click the “Submit” button.



8) Congratulations! You have reserved a conference room in Eshleman Hall. You will receive the following confirmation page.



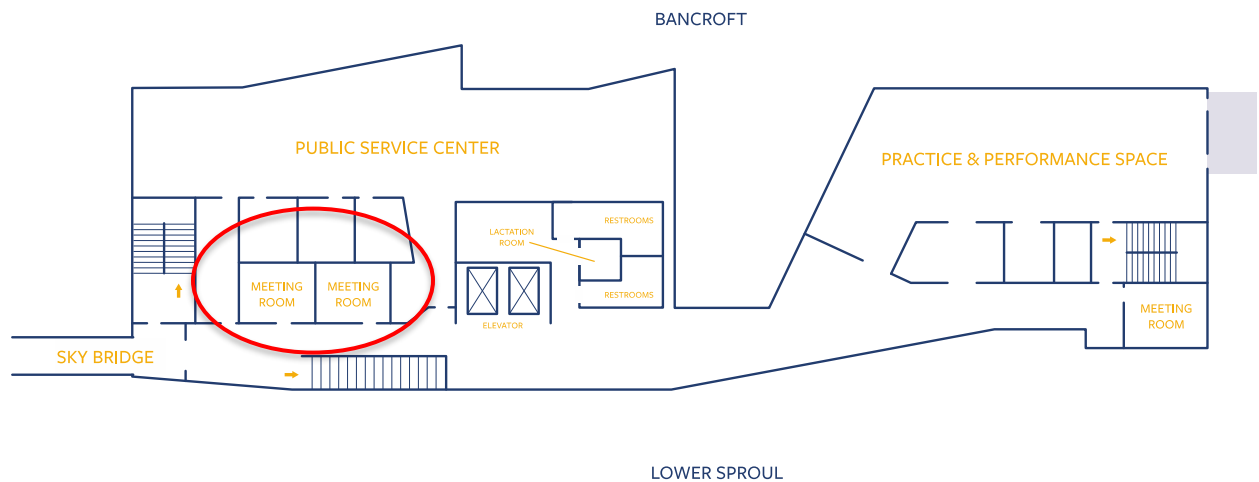
To cancel any of your reservations, please click the "Cancel Bookings" link found on your confirmation page.

*** Please make sure to "Check-In" on the tablet outside of your reserved room within 10 minutes of your reservation start time; otherwise, the reservation will self-delete. ***

Now that you have reserved a conference room in Eshleman Hall, you are probably wondering, “Where is this room located?”

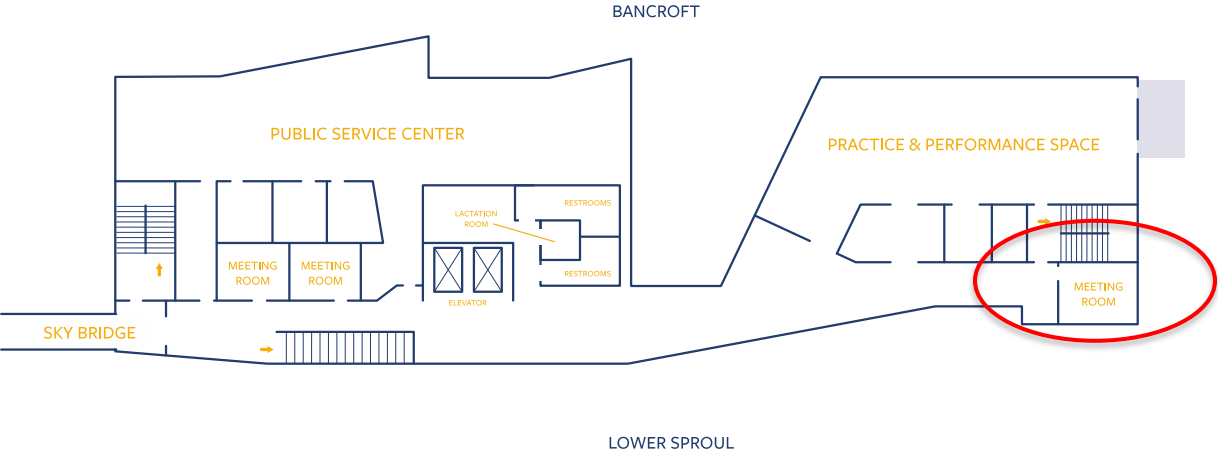
Room 212 A/B is located on the 2nd Floor:

- 212 A – 7 Person maximum capacity
- 212 B – 7 Person maximum capacity
- 212 A/B – 14 Person maximum capacity



Room 250 is also located on the 2nd Floor:

- 8 Person maximum capacity

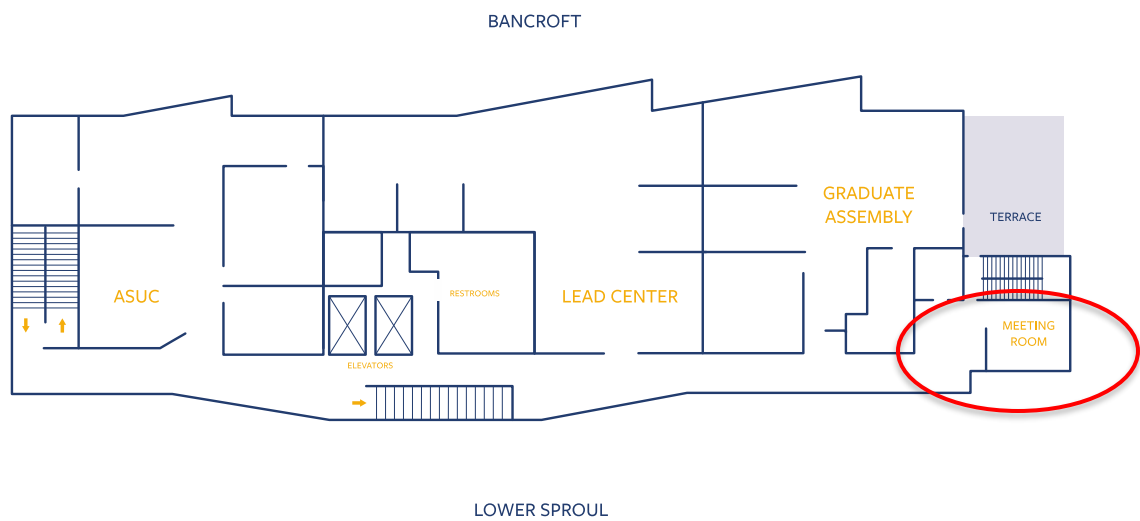


Eshleman 2nd Floor



Room 450 is located on the 4th Floor:

- 8 Person maximum capacity



Eshleman 4th Floor

