

Reservable Spaces for English Graduate Students & Lecturers + Conference Rooms

Hellems has couple of large common rooms on the third floor for graduate students and lecturers. There are also several spaces in Hellems for graduate students and lecturers to reserve for office hours and meetings. Office hours can also be held online. These spaces will be reservable through EMS (see below). The available spaces are:

Graduate Student and Lecturer Offices

Note: These cubicles will be shared with graduate students and lecturers in all departments in Hellems (ENGL, HIST, PHIL, ALTEC, and HUMN).

- HLMS N131 – Focus Room – 2 seats
- HLMS N154A – Study Room – 4 seats
- HLMS N163 – Study Room – 4 seats
- HLMS N165 – Study Room – 4 seats
- HLMS N255 – Study Room – 4 seats
- HLMS N324 – Dilts Reading Room – 2 seats
- HLMS N326 – Bertram Morris Reading Room – 2 seats
- HLMS N340 – Hazel Barnes Reading Room – 2 seats
- HLMS N342 – Focus Room – 2 seats
- HLMS N343 – Study Room – 4 seats
- HLMS N344 – Focus Room – 2 seats
- HLMS W160 – Focus Room – 1 seat
- HLMS W1B60 – Focus Room – 1 seat
- HLMS W260 – Focus Room – 1 seat

Conference Rooms

Note: The conference rooms will be shared with in all members of the departments in Hellems (ENGL, HIST, PHIL, ALTEC, and HUMN). Please do not book office hours in the conference rooms. Those are for meetings only.

- HLMS N114 – Faculty Reading Room – 12 seats
- HLMS N150 – Conference Room – 16 seats
- HLMS N250 – Ideation Room – 14 seats
- HLMS N253 – Multipurpose Room – 32 seats
- HLMS N357 – Conference Room – 7 seats
- HLMS N380 – Conference Room – 33 seats

Mailboxes and Copiers

- Faculty and staff mailboxes are in HLMS W1B08.
- Graduate student and lecturer mailboxes are in HLMS N356
- The copier for faculty is in HLMS N219.
- The copier for graduate students and lecturers is in HLMS N362.

Instructions on Scheduling a Space with EMS

[YouTube Demo of EMS](#)

Logging in

1. Visit the [CU Boulder EMS page](#).
2. Log in with your campus IdentiKey and password.
3. If you have trouble logging in, please email umc-emsstudent@colorado.edu.


Creating a Reservation

1. Click on the Home icon, and then select **My Home** or **Create A Reservation**.
2. Choose a template from the list of reservation templates and click the **Book Now** button. The reservable rooms are under the Hellem's Room Scheduling Faculty_Staff template.
3. Enter a date, a start and end time, and click **Search**.
Please book no more than 2 hours per block. Recurrences can be set for the semester if you have regular meetings or office hours. Please remove occurrences you don't end up needing.

Date & Time

Date *


Fri 08/04/2023



Recurrence


Start Time *

12:30 PM




End Time *

1:30 PM



Create booking in this time zone

Mountain Time



Locations

Add/Remove

-

[illegible]

5. Enter the Attendance and Setup Type and click Add Room.

Attendance & Setup Type ✕

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

Setup Type *

6. Select **Next Step** near the top right of the screen.
7. Enter the **Event Name** (your name and office hours or event name) and choose an **Event Type**.

Event Details

Event Name *

Event Type *

8. Complete the **Customer Details**. You can either select your name from the drop-down menu or leave it on Temporary Contact and enter your name in the Contact Name field. Enter your phone number and email address.

Customer Details

Customer *

English

Contact

(temporary contact)

Contact Name *

Bob Smith

Contact Phone *

303-555-1234

Contact Fax

Contact Email Address *

bob.smith1234@colorado.edu

9. Complete the **Additional Information**.

Additional Information

Online Room Request Submitted.

I agree that my attendees will vacate the room before or at the EVENT End Time. *

YES

Users will replace furniture, clean table and remove all food/catering waste out of the room prior to leaving. *

YES

10. Click **Create Reservation**.

Create Reservation

11. You will receive an automated scheduling confirmation email from engldept@colorado.edu.