

Williams Hall Rooms 070 and 080 are reserved spaces through 25Live.

PLEASE NOTE: Posting fliers of any kind on the building walls and doors is prohibited.

Description of Space:

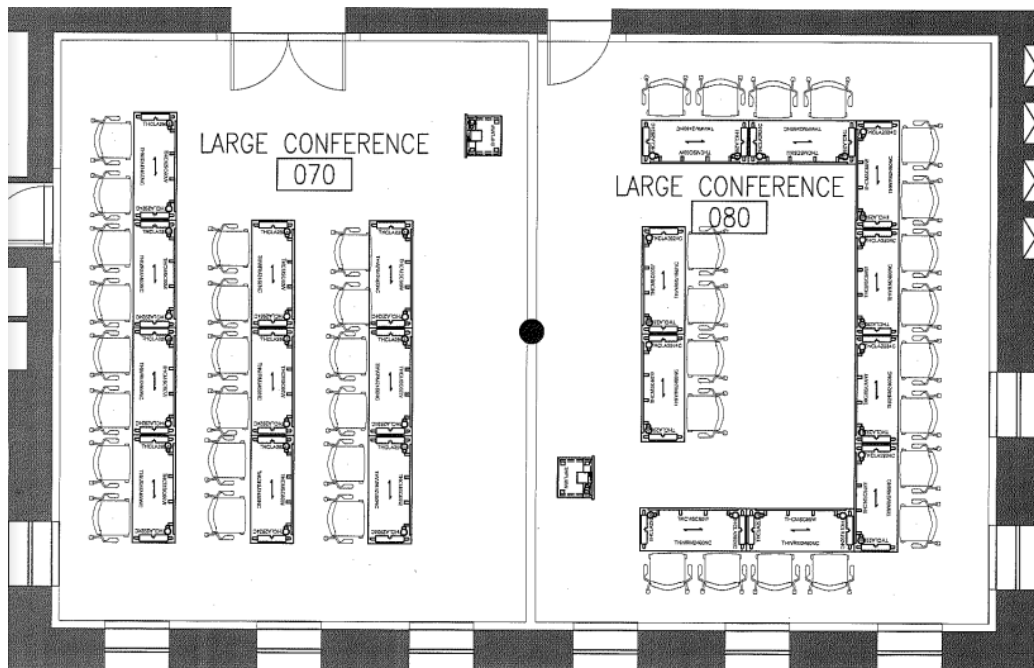
The conference/seminar rooms are equipped with technology that allow display of presentation and sound via HDMI and/or VGA connection, as well as

- 3500 Lumen, LED/Laser-combined Projector
- Pull down wall screen
- Lectern
- HDMI/VGA Cables (do not remove cables from space)
- Wall control panel for access to technology
- Polycom Phone Access Jack (jack labeled with a green dot)
- House phone for calling within Lehigh University
- Wall mounted dry erase board (bring markers/eraser)
- **Instructions for using the space and the technology are located inside the lectern**

The meeting spaces are not equipped with computers. Laptops are reserved through Fairchild Library Circulation Desk: 610-758-3070; Mac users should bring an adapter for the HDMI/VGA.

Furniture:

Williams rooms 070 and 080 can accommodate 20 people. All of the existing furniture in the space should remain. Additional chairs can be obtained by submitting an [ABM work order](#). The space must be reset to its “standard” layout at the end of the meeting/event, as pictured below:



Food and beverage are permitted in these spaces; however, the reserving party is responsible for all work orders, clean up and space reset immediately following their event. Tables, chairs and floors must be wiped clean and trash receptacles must be emptied to avoid cleaning and reset charges.

Please note, support for technology in Williams 070 and 080 is the responsibility of the Requestor. Requestor may want to complete a test run of their presentation and media needs prior to their event. If Requestor experiences any technological difficulties with the equipment, they should **contact LTS helpdesk (4357)**.