

**Williams Hall Rooms 440 and 450** are reserved spaces through 25Live.

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

**Description of Space:**

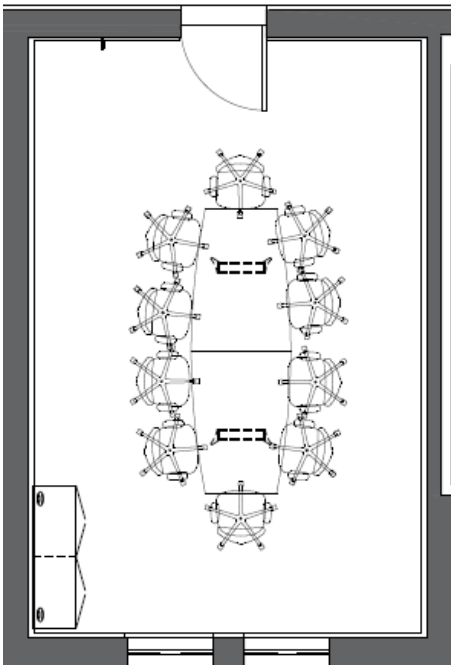
Rooms 440 and 450 are equipped with technology that will allow display of presentation and sound via HDMI and/or VGA connection, as well as:

- 65" LED Display Monitor
- Credenza
- 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 credenza**

**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 440 and 450 can accommodate 10 people.** All of the existing furniture in the space should remain. Additional chairs can be obtained by submitting an [ABM work order](#). The conference tables in rooms 440 and 450 were built by 300 year old trees that fell during Hurricane Sandy and care should be used when utilizing this space.



**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 440 and 450** 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)**.