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:

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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. Please copy Lucia Acosta-Mack, [lra219@lehigh.edu](mailto:lra219@lehigh.edu) on all work orders submitted. Tables, chairs and floors must be wiped clean and trash receptacles must be emptied to avoid cleaning and reset charges.

Please note, neither Lucia Acosta-Mack nor staff in the Office of Interdisciplinary Programs provide support for technology in Williams 070 and 080. It is the responsibility of the Requestor to complete a test run of their presentation and media needs prior to their event and if they experience any technological difficulties with the equipment, they should contact LTS helpdesk (4357).