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. Please copy Lucia Acosta-Mack, 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 440 and 450. 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).