

Williams

CONFERENCES

CAMPUS INFORMATION

Conferences Front Desk
2nd Floor in Paresky Center
Room 201

HOURS:

Office open

Monday – Friday

8:30 am – 4:30 pm

413.597.2591

x2591 from campus landline

Saturday and Sunday

And after 4:30 weekdays

413.884.5827

Campus Safety & Security

413.597.4444

x4444 from campus landline

Quick Reference

Additional details are provided on dormitory lobby Information Boards

Conference Services: Located in Paresky Center, Room 201, is open 8:30am- 4:30pm Monday – Friday and on call Saturday and Sunday. This office assists with registration, lost keys and swipe cards, housekeeping and other conference related concerns. In case of an urgent concern after hours, someone is always on call 413.884.5827.

Dorm Access: Access to your dormitory will be provided either by the magnetic swipe card or access code in your Key Packet. Either hold your swipe card up to the entrance card reader or punch in your four digit dorm access code and press enter. Your swipe card will also grant you access to your Dining Hall for meals. If the swipe card is lost or damaged, there is a \$15 replacement fee.

Keys (Traditional & Code): A traditional key on a key ring or an access code will provide entrance into your individual dorm room. If you have trouble unlocking your door, try pulling the door toward you as you unlock it. If that doesn't work, contact the Conferences Front Desk. If your key is lost, there is a \$75 fee to replace it.

ID Cards: A Yellow paper Identification Card is issued to conference participants for access to the College's athletic facilities. Certain programs with Blue or Red ID cards have lending privileges at the College libraries.

Parking Permit: All conference participant vehicles must be registered at the Conferences Front Desk. Once registered, each guest will receive a Parking Permit to hang on the vehicle's rearview mirror. Please adhere to campus parking regulations (found on info board in dorm lobby and online) and park in the lot assigned to your group. Violators may be ticketed, fined and/or towed at their own expense.

Information Bulletin Boards: Information regarding the dining hall, library, parking assignments, and other group-specific information are posted at each dorm's entrance.

Safety & Security: Please keep your dorm room locked at all times, and don't prop open exterior doors to dorm buildings. Someone is always available at Security in Hopkins Hall in case of an emergency. Dial x4444 from a campus landline or 413.597.4444 for Campus Safety & Security.

Fires & Fire Alarms: When a fire alarm sounds, evacuate immediately. Do not return to the building until instructed to do so by someone of authority. Tampering with fire and smoke alarms or fire equipment is a serious violation. Williams College adheres to State & Federal Laws in connection with these offenses, and cooperates with local officials in handling violations. Those in violation will be fined \$250.00 and may be asked to leave the campus.

First Aid: For serious illness or injuries, call the Williamstown Medical Associates (open 8:00 am -5:30 pm, Mon.-Fri.) at 413-458-8182 or dial 911.

Illegal Drugs and Fire Arms: The use of either is prohibited on campus. Violators will be asked to leave campus.

Lost & Found: Williams College is not liable for lost items. Report lost items (and return "found" items) to the Conferences Front Desk.

Mail & Messages: The Conferences Front Desk will give mail & messages to your Conference Director to pass on to you. Emergency messages are delivered immediately.

Fan Rentals: These items may be rented for \$6/week from the Conferences Front Desk.

Smoking: Smoking is not allowed inside campus buildings or within 25 feet of any campus facilities. This includes the use of electronic smoking devices. The fine for smoking is \$250.

Emergency Phone: During your travels around campus you will note a number of yellow **emergency** telephones located at building entrances and on poles topped by blue globes.

Emergency Instructions	Campus Safety & Security (open 24/7)	Dial 4444 from any campus telephone or 413.597.4444 from a cell phone	To contact Williams College Safety & Security in non-life threatening situations.
	Yellow Emergency Phones (at building entrances and on poles topped with blue globes)	Red button: On the face of the phone, marked "emergency" (connects to Williams Campus Safety & Security). This emergency feature is to be used only in emergency life threatening situations.	The Blue globe will begin flashing to assist emergency personnel in locating you.
		Black button: Push to get a dial tone for any four-digit college extension.	Pushing the BLACK button will produce a dial tone allowing you to dial any four digit College extension by using the key pad.
Extreme Emergencies	From any campus telephone: 9 – 9 – 1 – 1 or From Yellow Emergency Phone: 9 – 9 – 1 – 1	FYI – A 911 call from a cell phone will connect to State Police dispatch in Northampton, MA and then be transferred to local Williamstown police. You must provide explicit location information which can be relayed to them.	

Fire Safety Information

Fire & Other Life-Threatening Emergencies:

On the inside of your dorm room door you will find fire evacuation directions specific to your room location. Be sure you familiarize yourself with these as soon as you check in. If you find these directions are missing or inaccurate, notify our Front Desk Assistant at Ext. 2591 immediately.

In Case Of Fire: If you are in your room and smell smoke or an alarm sounds, FIRST review the escape plan on your door, then put shoes on and feel your door.

If the door is HOT – Do Not Open It. Remain in your room until help arrives.

- Seal cracks around the door with blankets or towels. Open your window and hang a sheet over the ledge. Stay visible at the window, if possible.
- Stay low to the floor to breathe less smoke if the conditions warrant.

If the door is COOL – Open The Door Slowly to check for smoke or fire.

- Close, but DO NOT LOCK your door. Proceed to the nearest exit (but do NOT use elevators).
- Tell others you see to leave the building.
- If it's not sounding already, pull any fire alarm you pass.
- If you encounter smoke, crawl on the floor to breathe less smoke.
- If exits are blocked, return to your room and follow instructions for "If the door is HOT" above.

Once Outside:

- Never return for personal belongings.
- Dial 9-911 or Security x4444 from the closest outside Emergency Phone.
- Stay a safe distance from the building, but close enough to direct officials to the fire location.
- Do not attempt to re-enter the building until instructed to do so by Security.

Open Flame & Electrical Appliances Policies:

No candles, incense or open flame devices are allowed in dorm rooms (violators fined \$50 and fines increase for repeat violations). Tampering with Smoke Detectors, Carbon Monoxide Detectors and Fire Extinguishers will result in a \$250 fine (1st violation) then a \$500 fine (2nd violation). The following Electrical Appliances are strictly forbidden in dorm rooms: coffee makers, crock pots, hot pots, electric fry pans, toasters/toaster ovens, broilers, electric or gas stoves, air conditioners, electric heaters, cup warmers, deep fryers, bread makers, beer coolers, kegerators, hot plates, electric woks, hamburger and sandwich makers, rice cookers, popcorn poppers (other than hot air), hot tubs, swimming pools, soda/vending machines and anything with a heating coil. Persons found with any such items will be fined \$50 per violation (fines increase for repeat violations) and the items will be confiscated. Items allowed: clocks, sound equipment, computers, hair dryers/curling irons, electric shavers, electric fans, microwave ovens of 800 watts or less, refrigerators of 5 cubic feet or less, and cool mist humidifiers.

Damage or Theft

Williams College accepts no responsibility for any damage or theft experienced by either individual conferees or by the attending conference to its general property. All locks and other security devices are presumed to be in good operating condition and any evidence of malfunction should be immediately reported to the Conferences staff. Do not prop exterior doors to dorms. Conferees assume collective responsibility for the buildings in which they live. Contact Campus Safety & Security immediately if you find outsiders in your dorm. Again, for your own safety, please be sure to keep your dorm room locked and your key with you at all times. If codes are used for dorm entry, please keep the code confidential.

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Internet Connection Information

If you choose to bring your personal laptop you can connect to the internet via wireless access, which is available in all campus dorms and classrooms. Connection via Ethernet cables, dial-up or cellular internet service provider (ISP) is not available. Please read the acceptable use policies below and those on the internet link, then use the following procedure for connecting to our network:

If you do not agree to our policies, do not use our network.

Acceptable Use at Williams:

Common sense is a good guide to what constitutes appropriate behavior and use of computers and networks. You should respect the privacy of others and use computing resources in a manner that is consistent with the educational objectives of the College. Behaviors that can create problems in a networked computing environment fall into the categories listed on the following website: <https://oit.williams.edu/policies/ethics/>. This list of responsibilities, while not exhaustive, should provide users with a good idea of what constitutes illegal or unethical on-line behavior. Users should note that computer users are governed by federal and state laws, including copyright laws, and College policies and standards of conduct.

Violations of these rules or, indeed, any disruptive situation in which a person's behavior or behavior generated on machines, accounts, or file space under that individual's control, creates a disruption of service to our clients, may be met by suspending access and services to the responsible parties. Access and services may only be restored following a discussion with the Office for Information Technology (OIT) and, if appropriate, other officers of the College.

When there is reason to believe that illegal activities or significant infractions of our rules have occurred or are continuing, with the permission of the appropriate senior officer of the College, OIT staff may monitor a suspected individual's computer files and activities. When necessary, the College may invoke the assistance of a law enforcement agency. The Office for Information Technology will not judge whether any request from a law enforcement agency to investigate suspected illegal activities affords due process and is of appropriate jurisdiction; OIT defers such requests to the appropriate officers of the College, and provides information required by subpoenas from courts with proper jurisdiction.

File Sharing and Copyright Violations:

Your computer may be sharing music, movies or TV shows without your knowledge.

Current technology easily allows your personal computer to duplicate and distribute copyrighted video images, audio recordings and other digital materials.

Unfortunately this makes it easy for you to violate College policy and US copyright law. For this reason you should know the use of popular and freely distributed file sharing programs to download copyrighted music and video material, in almost every case, places you in violation of College policy and U.S. law.

Illegal file-sharing using peer-2-peer file sharing programs is strictly prohibited both by College policy and under the Digital Millennium Copyright Act of 1998 ("DMCA"). **If the college receives a DMCA notice that your computer has been sharing files illegally or OIT has any reason to believe that this is the case, your internet privileges will be revoked for the rest of the summer.**

Connecting via wireless:

1. Connect to the network "Purple Air".
2. A small login window will appear once you select "Purple Air". You will be prompted to enter a login ID and password. This information will be located underneath the flap on your key packet. (Note: This information is case-sensitive).
3. On some Windows computers you may see a small window asking you to connect or terminate the connection due to a security setting. Click connect.

If you are unsuccessful in this process, you may connect to the "Williams Guest" network. Launch a web browser, if it doesn't happen automatically. You will then be guided through a simple registration process. (Note: On "Williams Guest" network, you will be required to re-login every 24 hours).

*** This login is provided to you for use only while attending your event on campus. Please use this responsibly and keep the login information confidential.**