



Conference Services Office

Guest General Information

Welcome to The College of William and Mary summer conference programs! Whether this will be your first experience for residence hall living or a return after many years away, we hope to make this a pleasant experience. The information provided below will help you prepare for your visit. Upon arrival, you will find additional information about dining, emergency procedures, and medical services in your room. Our conference center will also be open from 8:00 a.m. to 7:00 p.m. daily during your stay and staff will be available to assist with questions. An on-call assistant will also be available after hours to handle emergency calls.

Please feel free to visit our website (www.wm.edu/conferenceservices) for additional information and directions to the various dorms and buildings on campus.

Residence Hall Lodging: Rooms typically include a twin-size bed (usually bunked), desk, chair, and dresser. Most rooms are double occupancy and share hall restrooms. A few rooms are suite-style, where two bedrooms share a bathroom. Ludwell apartments are one- and two-bedroom apartments, with kitchen, living room, and full restroom. Students remove all of their personal belongings when they depart. As such, there are no kitchen utensils, television, or other personal amenities or electronics provided in rooms. Linens and amenities are provided. You will receive: sheets, pillow and pillowcase, blanket, towels, washcloths, and an amenity packet.

Housekeeping: Housekeepers are not permitted to enter occupied rooms or apartments. Housekeeping will be provided in the common areas (hall baths and common lounges) only.

Parking: All campus visitors must display a guest parking permit. Please obtain a pass through your group planner prior to arrival on campus. Parking permits are good for the duration of the program. Parking is permitted in resident and day student lots only. Guests must follow the College's parking regulations and failure to do so may result in ticketing by the parking office.

Smoking: The College of William and Mary facilities are smoke-free.

Theft / Security: *The College is not responsible for lost or stolen belongings.* Guests are encouraged to leave valuable personal items at home. Youth guests are encouraged to deposit their cash in the "camp bank," if available. The conference center will hold all lost/found items for seven days. After this time, items will be discarded or donated to a local charity.

What to Bring: Following are suggestions that may make your stay more enjoyable:

- Alarm Clock (wake-up calls are not provided)
- Clothes Hangers
- Personal Hygiene Supplies (shower slippers, soap, shampoo, toothbrush, etc.)
- Pillows, sheets, blankets, towels, etc. (if your group has not ordered linen service)
- Pots, pans, dishes, silverware, cups, etc. (if you are staying in an apartment)