



NEW ENGLAND  
YEARLY MEETING  
OF FRIENDS

## GUIDE TO YEARLY MEETING ANNUAL SESSIONS

(Your Portable Information Desk)

Where ~ What ~ How

*Please keep this handy for reference*

### *What's included in this guide:*

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### **Internet Connection on Campus**

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In the WiFi settings on your device select the UMASS network.

- Open up a web browser (IT suggests using Safari or Firefox)
- Manually type in the address bar: <http://login.wireless.umass.edu>
- Either a page telling you that this site is unsecure will present itself OR the UMass wireless login page will appear
- If it is a page telling you the website is unsecure, click “More Details” or “Advanced” at the bottom and click on the link to visit the page anyway
- You should then be on the UMass wireless network login page
- Enter the credentials:
  - ID: 54067222
  - Password: 37998383

## Yearly Meeting Office at Sessions

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Sat–Tues, 1–5 p.m., Campus Center 177; tel. 508-754-6760

Office Manager, Sara Hubner

## Volunteers Needed!

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Volunteers are the backbone of NEYM Sessions. Help in the bookstore, carry a tray at a meal for someone in need, play with kids under the tent? in the afternoon. Find something to do and volunteer! Sign up at the Info Desk or complete the form lined on this web page: [neym.org/volunteer-sessions](http://neym.org/volunteer-sessions).

## A Brief Tour of Your Nametag ...

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You will receive swipe cards for the dining hall. If you are registered for 3 days or fewer, you will receive a swipe card for each day.

### The back of your nametag:

**Fevers:** [health@neym.org](mailto:health@neym.org), text 207-632-7764  
**Medical Emergencies:** 911, then call Events Coord  
**Maintenance/Lockouts:** 413-687-1230  
**Events Coordinator:** *if urgent*, call 740-478-2537  
—otherwise, email [events@neym.org](mailto:events@neym.org)  
**Yearly Meeting Office:** 508-754-6760

**Your Name**                      Registration #  
Dorm, room, key#

## Facilities & Services

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Maintenance/Lockouts—see the desk staff in the lobby of your dorm.

**There is a charge for unlocking dorm rooms: \$50 on weekdays from 8 a.m. to 5 p.m., and \$75 on weekends and on weekdays after 5 p.m. or before 8 a.m. See more under “Hold onto your keys,” below.**

Information Desk is staffed by volunteers during meals & major transition times. (*Outside the Student Union Ballroom*)

### **Parking:**

Dorms: Those staying in dormitories will receive a parking pass for the nearest lot upon check-in. You will receive your dorm assignment before you get to campus so that you may park and unload

Commuters: Commuters may use a coupon code for the Campus Center Parking Garage: **25NEYM**. To use the code, please park in the Campus Center Parking Garage and proceed to a pay station kiosk. *The code is compatible with credit card payments via a pay station kiosk only* it does not work in the ParkMobile app.

Handicap Parking: Vehicles displaying a state-issued placard or license plate may park in any marked Reserved Accessible Space; any regular, unreserved space; or any parking meter at no charge. The only spaces where placard/plate-holders may not use are (1) those reserved specifically for a campus entity (Res Life Staff, UMPD, etc.); (2) the Lower Campus Center Parking Garage; and (3) the PVTa bus surface lot. Note: all vehicles, regardless of accessible placards or plates, must pay when utilizing the Campus Center Parking Garage.

Lost & Found is located at NEYM Info Desk. *The Yearly Meeting Office is not responsible for items left at the end of Sessions. **Please be sure to label your belongings.***

Housing or Facilities Concerns: Bring any concerns related to Sessions arrangements to the Events Coordinator at 740-478-2537

Campus Store hours: **M–F 10–4** The store located in the Campus Center has basic office supplies, chargers, cables, snacks, and hygiene products as well as a variety of other items. There is also a food court and small convenience store on the same level if you are looking for something to eat.

Photocopies: The Sessions Office will make copies *only for items coming to business sessions*. If you need copies for other purposes, UMass libraries have printing services. See [library.umass.edu/printing/](https://library.umass.edu/printing/) for details. There is also a Staples store at 125 Westgate Center Drive in Hadley, about 3 miles away.

The Sessions Attenders List will be on sale at the Bookstore on Monday.

*Hang on to your keys! Lost or unreturned keys are \$100 each; access cards, \$25 each.*

## Check-Out and Key Return

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*You need to return your key at the desk in the lobby of your dormitory. We must be out of our rooms by 2:00 p.m. on Wednesday.*

## First Aid & Medical Emergencies

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A first aid kit and directions to hospitals are available at the Info Desk (*Outside the Student Union Ballroom*).

- In the case of a life-threatening medical emergency please **call 911** and then the Events Coordinator at 740-478-2537.
- In case of fever, text the Health Coordination Team at 207-632-7764
- Urgent Care: Cooley Dickinson, 170 University Dr, Amherst; 413-582-4400 (option 2)

## The Yearly Meeting News

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This one-page newsletter is printed daily, Friday through Tuesday. It will contain announcements, changes to the schedule and other important information. Submit announcements at the Info Desk or by email to [ymnews@neym.org](mailto:ymnews@neym.org) by **1:30 p.m.** for the next edition.

## Access Resources

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Access Needs: Friends who indicated they have an allergy or access need should have been contacted by the Access Needs Coordinator. If you have any concerns, please email [access@neym.org](mailto:access@neym.org).

Golf Cart Shuttles *for mobility challenged folks* will be available from Saturday lunch through Wednesday lunch at major transition times between dorms, dining hall, and program spaces. Information will be on the Info Desk.

## Dining Hall

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Meal Prices: breakfast is \$12, lunch is \$16.25, and dinner is \$19.25.

Special Dietary Needs: The full menu including all ingredients and allergens is available on the dining hall website at: <https://umassdining.com/locations-menus/worcester/menu>. If you have a food allergy or dietary restriction you did not put on your registration form, please contact Jana Noyes or access needs coordinator at [access@neym.org](mailto:access@neym.org)

We will have a limited number of trays *for those with young children and mobility challenges*.

**Do not bring your own food containers into the dining room.** (Travel mugs and water bottles are okay.)

Encourage parents with small children to go to the head of food lines and offer to help. Likewise, be alert to offer assistance to others.

The dining hall is larger than we are used to with more options. That is another good reason to check out the menu before you go. Menus for the next 14 days are posted on the dining hall website (<https://umassdining.com/locations-menus/worcester/menu>), so you have plenty of time to see what is on offer.

No Running Zone Please, no running in the cafeteria and other high traffic areas! Please be careful not to bump into Friends. All of us can remind Friends who forget.

## Care and Concerns

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*This is a tobacco-free campus. This includes, but is not limited to, e-cigarettes and smokeless tobacco.* Though **cannabis is strictly prohibited at the University. The full policy can be found at [umass.edu/ehs/harm-reduction](https://umass.edu/ehs/harm-reduction)**

Policy on Addressing At-Risk Behavior: The Sessions Planning Clerk and Yearly Meeting Secretary help ensure safety and security at Annual Sessions. A copy of the Policy guiding this work appears on page 6.

Please be Fragrance Free with personal care products or toxic markers (Crayola art materials are non-toxic).

Need to get away? There are numerous seating areas inside and outside the Campus Center and Student Union buildings where you can get some fresh air or away from the heat.

## Photography at Sessions

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We welcome your photographs for use on neym.org during Sessions; however, please do not take photos from the front of the auditorium or on-stage during worship or business. Please do not be disruptive. And please do not post photographs of individuals without permission. Please see the full policy for taking photographs at Sessions at <https://neym.org/photography-recording-policies>; some copies are also available at the Info Desk or can be obtained by e-mailing [office@neym.org](mailto:office@neym.org). People with red circles on their badges have asked to not be photographed.

The Youth programs maintain their own agreements or policies on media (including social media). Participants and staff in those programs are expected to abide by their program's agreements. Contact the program coordinators with any questions.

## **Addressing At-Risk or Disruptive Behavior at Sessions**

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At Sessions, we have a responsibility to ensure—to the best of our ability—a safe and respectful environment for all participants. Those whose behavior disrupts program activities and/or threatens or violates the physical and/or emotional wellbeing of others may be asked to leave.

### **Procedure:**

1. Disruptive behavior should be reported in confidence to one of the following people: the clerk of Sessions Planning, the clerk of Ministry and Counsel, the Program Director, the Teen & Outreach Ministries Coordinator, the Children & Family Ministries Coordinator, the Yearly Meeting Secretary, the Sessions Pastoral Care Coordinator, or the Events Coordinator.
2. The clerk of Sessions Planning and the Yearly Meeting Secretary shall coordinate the implementation of this policy and shall be promptly advised of all incidents.
3. The Yearly Meeting Secretary carries the final responsibility for safety and security at Sessions, and thus for decisions about addressing dangerous or disruptive behavior.
4. If disruptive or dangerous behavior is reported, the clerk of Sessions Planning and YM Secretary will determine appropriate actions, consulting with those involved or with relevant responsibilities as necessary.
  - a) If the impact of the risk or disruption is easily mitigated during Sessions, the offending party will be warned, and a plan for addressing the issues and the needs of those impacted will be made.
  - b) If the risk or disruption is not easily mitigated during Sessions (due to emotional or safety risk to others, intensive follow-up needed, legal issues, etc.), the offending party will be asked to leave the program activity and/or Sessions.
  - c) Following Annual Sessions, responsible parties (the relevant program coordinator, Clerk of Sessions Planning, YM Secretary, etc.) will explore possible steps to restore trust and relationship, if appropriate, with those who have been asked to leave.

### **Protocol for asking participants to leave:**

- If the Yearly Meeting Secretary, in consultation with program coordinators or other responsible/involved parties as appropriate, decides that a participant's behavior necessitates

that they leave Annual Sessions, this will be communicated directly to the person being asked to leave.

- The Yearly Meeting Secretary will communicate directly with the person being asked to leave, or if circumstances require will delegate an appropriate person to communicate with the person being asked to leave. An explanation of the decision will be given to the person being asked to leave, in writing if appropriate, with a clearly stipulated time frame by which they need to leave campus. The Yearly Meeting Secretary (or their delegate) is responsible for ensuring that the request to leave campus has been understood and honored.
- If the person being asked to leave is a participant in the Sessions Youth Programs, an explanation of the decision will also be given to their parent and/or on-site sponsor.
- In implementing this policy, the Yearly Meeting Secretary in consultation with or delegation to others will, as able, seek appropriate and timely pastoral care support for all involved, including the person being asked to leave and any family or close friends at Sessions.

*[Revised June 2024]*