



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

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Internet Connection on Campus

Mount Holyoke has a guest wifi network available to all visitors. If you are a member of the Mount Holyoke community (student/faculty, etc) you will use your regular network, not the guest network.

- Open Wifi/Network Preferences on your computer or mobile device
- Select MHC-Public
- If your device doesn't automatically bring you to the MHC-Public login page open a browser window and you should be redirected there
- Check the box to agree to the terms and conditions
- Select login to connect

Yearly Meeting Office at Sessions

Saturday–Monday, 1–5 p.m., Community Center room 333; tel. 508-754-6760

Office Manager, Sara Hubner

Volunteers Needed!

Volunteers are the backbone of NEYM Sessions. Help in the bookstore, carry a tray at a meal for someone in need. 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.

A Brief Tour of Your Nametag ...

The diagram shows a rectangular nametag with the following fields and callouts:

- Registration Number**: A callout points to the number "123" in the top left corner.
- All Meals (if full-time) or Arrive/Depart days**: A callout points to the text "Sun/Tue" in the top right corner.
- First Name**: The first name field, with a red heart stamp placed over it. A callout points to the heart with the text: "First-time attenders have a red heart stamp. Please give them a special welcome!"
- Last Name**: The last name field.
- Pronouns**: A box below the last name field containing the text "This space is for your pronouns".
- Monthly Meeting Town, MA**: The location of the meeting.

The back of your nametag:

The back of the nametag contains the following information:

- Medical Emergencies**: 911, then call Operations Director
- Maintenance/Lockouts**: daytime, call Ops Director; after hours, Campus Security: 413-538-2304
- Pastoral Care**: 802-265-0186
- Operations Director**: *if urgent*, call 740-478-2537 —otherwise, email events@neym.org
- Yearly Meeting Office**: 508-754-6760
- Your Name** and **Registration #** fields.
- Dorm, room, key#** field.

Facilities & Services

Information Desk is staffed by volunteers during meals & major transition times. Friday night a mini-Info Desk will be available in the Ham dorm, where check-in will be held. From Saturday onward the info desk will be in the lobby of the Community Center just outside the dining hall. Some handouts will also be available in the lobby outside of the auditorium.

Parking:

Dorms: Those staying in dormitories will park in the lot closest to your dorm. You do not need a parking pass.

Commuters: Commuters may also park in the lots near our dorms (Ham, MacGregor, and 1837)

Handicap Parking: Vehicles displaying a **state-issued placard or license plate may park in any marked reserved accessible space** or any regular, unreserved space. The only spaces that placard/plate-holders may not use are those reserved specifically for a campus entity or are otherwise restricted.

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 Operations Director at 740-478-2537

Photocopies: The Sessions Office will make copies *only for items coming to business or Sessions programming*. If you need copies for other purposes you can print from the public computers at the Gaylord Public Library at 47 College Street, South Hadley, MA 01075 for 10 cents a page (cash only) or the South Hadley Public Library at 2 Canal Street in South Hadley. There is also a Staples store at 125 Westgate Center Drive in Hadley.

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

Hang on to your keys and swipe cards!
Lost or unreturned keys/swipe cards are \$15 each

Check-Out and Key Return

*Check the Yearly Meeting news or email registrar@neym.org to find out where to return your key and access card. Please be out of your room **by 3:00 p.m. on Tuesday.***

First Aid & Medical Emergencies

A first aid kit and directions to hospitals are available at the Info Desk (*in the lobby of the Community Center*).

- In the case of a life-threatening medical emergency please **call 911** and then the Events Coordinator at 740-478-2537
- Urgent Care: ConvenientMD Urgent Care Hadley, 424 Russell St, Hadley, or 413-288-3400
Cooley Dickinson, 170 University Dr, Amherst; 413-582-4400

The Yearly Meeting News

This one-page newsletter is printed daily, Friday through Monday. 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 **by 1:30 p.m.** for the next edition.

Access Resources

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.

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

Dining Hall

Meal Prices: breakfast is \$10.25, lunch is \$14.00, and dinner is \$16.25.

Special Dietary Needs: The full menu including all ingredients and allergens is available on the dining hall website at: <https://menu.mtholyoke.edu/location.aspx>. If you have a food allergy or dietary restriction you did not put on your registration form, please contact Jana Noyes, our access needs coordinator, at 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 help 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://menu.mtholyoke.edu/location.aspx>), 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

This is a tobacco-free campus. Cannabis is strictly prohibited. The full policy can be found at www.mtholyoke.edu/policies/smoke-and-tobacco-free-campus

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 below.

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 Community Center building where you can get some fresh air or away from the heat. Each of the three floors has elevator access.

Photography at Sessions

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 the 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. 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

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]