General Information

**Monday, May 15 - Arrival Day**
Participants should plan to arrive at Nassau Inn between 3 p.m. and 7 p.m. (see acceptance letter for hotel information and shuttle information from Newark Liberty Airport to Nassau Inn). Registration & Reception will be from 4 p.m. - 6:00 p.m. and the location has yet to be determined.

Common Rooms
The Fuld Hall Common Room is open throughout the day and night. There is an excellent selection of domestic and foreign newspapers and periodicals. Please do not remove any of the materials. Tea is served to the Institute community in this room from 3:00 p.m. to 4:30 p.m., Monday through Friday. There is also a small Common Room on the second floor of Simonyi Hall. There will be several games in the Simonyi Hall Common Room that participants are welcome to use. Women’s Program participants are welcome in all common areas of the Institute. Please remember these areas are for the use of everyone in the Institute community.

Technology
For assistance with computing, dial extension 8012 or visit office #002 or #003 in Simonyi Hall. Please see the *Computer Usage Information* sheet in the participant packet for more detailed information about computer usage.

**Food and Beverages are not permitted in any of the seminar rooms.**

Personal Computer Equipment
You may bring your own computing equipment and use it in the housing units while you are at the Institute. To sign up for network access you will need to have a computer with either an Ethernet or wireless card. To register for access, please visit [http://ibportal.ias.edu](http://ibportal.ias.edu).

Wireless (802.11b/g) is available in Simonyi Hall and various other locations on campus. Note: you must select “wireless” when registering your wireless device. The wireless ESSID is IAS, there is no WEP key.

Printing
Printing is provided in Simonyi Hall via the printer s1d (Outside classroom). Color printing is available on the printer colour1.

Projector
An LCD projector is available in the Simonyi Lecture Hall. Please call extension 8012 for assistance with the projector equipment.

Expense Form for Reimbursements
The expense form in the participant packet is to be used for reimbursement of transportation expenses incurred during your travel to and from the Program for Women and Mathematics. Please fill out the expense form, attach original receipts, and bring it to the office.
in Fuld Hall, Room #214, or mail your form and receipts to the Women and Mathematics Program Office. Please TYPE or PRINT when writing out the form.

**Institute Access Card & Name Badge**
Please have your Women and Mathematics Program Name Badge and Institute Access Card with you at all times. This card will identify you as being part of the Institute, allow you access into buildings after 5:00 p.m and will be used for meal payment. The card will give you access to Simonyi Hall, the Mathematics-Natural Sciences Library, the Activity Center and Laundry Room (in the Housing Complex) and the Dining Hall. To use the card, simply hold the card up to the card reader outside the entrance of each building or room. In some instances you may need to use the card to exit areas as well. Further details may be found in the sections entitled *Library and Computer Rooms*.

**Library**
Your Institute Access Card will allow 24-hour access to the Mathematics-Natural Sciences Library located on the second floor of Fuld Hall. The Library contains over 30,000 volumes and has a distinguished collection of journals. Emma Moore, Librarian, is in the Library from 8:00 a.m. until 5:00 p.m., weekdays. **All circulating materials must remain on Institute premises; books and bound periodicals may not leave the library. Reference books and unbound periodicals should be used only in the Library.** See the librarian if you are unable to find a book. Please keep the Library doors closed after hours.

**Maps**
In your housing packet, you will find a map of the Institute Housing Complex, a map of the campus and a map of Princeton University. Please visit the Women and Mathematics Program website for a map of the Princeton area. (www.math.ias.edu)

**Urgent Care/Medical Services**
If you have a critical injury or possible life threatening illness, from campus you should call 9-911 for an ambulance or proceed to the Emergency Room of the nearest hospital (most likely the University Medical Center on Witherspoon Street in Princeton). You or your insurance company will be billed for the services depending on the insurance coverage that you maintain.

If you are not feeling well and need to see a physician (not life threatening or a severe emergency) please see Michelle Huguenin in Fuld Hall 214, Monday thru Friday from 8:30 am - 4:30 pm and she will take you to the Human Resources office where they can set up an appointment for you to see a doctor at the Occupational Medicine Services Office in the University Medical Center, in Princeton. You will pay the charges at the time of service directly. All fees are the responsibility of the patient.

**Meals**
Meals for Women and Mathematics Program participants begin with breakfast on Tuesday, May 16 at the Nassau Inn and end with lunch at the IAS on May 26. (Included are breakfast, lunch, and dinner on weekdays.) Participants will have breakfast at the Nassau Inn before coming to the IAS every morning. The Dining Hall is open Monday through Friday for lunch, 12:00 noon-1:30 p.m. Your ID Card will have a preloaded $15.00 per day (no rollover) for you to use to pay for
your lunch. Anything over the $15 must be covered by the participant. If you do not have your
ID Card you will have to pay cash for your meal. No exceptions. Meals are served cafeteria
style. There are hot and cold meat and vegetarian entrees, sandwiches, salads, soups, fruit and
desserts available for lunch. You may take what you want excluding alcoholic beverages. An
idea of costs for the lunch items can be seen here: https://dining.ias.edu/price-list

Dinnertime is a great opportunity for informal discussion, and during the week, meals for the
entire group will be ordered from a local caterer. In addition, there will be special dinners
planned in advance. All of these meals are fully funded by the Women and Mathematics
Program. If you know you will not be joining the group for dinner please advise the Women’s
Program staff so that we can adjust our counts accordingly.

Participants are on their own for meals on Saturday and Sunday. There are many restaurants in
the center of Princeton and on Route 1. A WaWa convenience store is located at the intersection
of Alexander Road and University Place in Princeton and is open 24 hours. McCaffrey’s
Supermarket, is located at the Princeton Shopping Center. The Institute shuttle makes regular
trips to town. Please check the schedule in your packet.

Special Dinners:
Monday, May 15, from 4:00 pm – 6:00 pm Registration and Reception (location to be
determined).
Tuesday, May 16, at 5:30 p.m. Opening dinner in the Dining Hall.
Thursday, May 25, at 5:30 p.m. Closing dinner in the Dining Hall.

Messages and Notices
A bulletin board is located in the lobby of Simonyi Hall and messages to participants, shuttle
schedules, notices about seminars, activities, sign-up sheets, etc. will be posted there. Please be
sure to check the bulletin board a few times each day.

Office & Staff
The Women’s Program office is located at Fuld Hall, Room #214. Office hours are from 8:30
a.m. to 4:30 p.m.

Women’s Program staff may be reached from any house phone by dialing 8115. House phones
are located in the lower level of the Dining Hall and opposite the Reception Office in Fuld Hall.

Michelle Huguenin
Ext. 8115
huguenin@ias.edu

Offices
Women’s Program organizers and lecturers have offices in Simonyi or Fuld Halls. Please see the
Office Directory in your packet. In addition, there is a shared office for postdocs, graduate and
undergraduate students. After hours and on weekends the Institute ID card will give you access to the math buildings on campus.

Photocopy Machines
There is a copier on the main floor of Simonyi Hall and on the second floor of Fuld Hall. Please bring large or complex copying projects to the office to be done by the staff.

Schedule
The Women’s Program schedule is available on the website, and is updated on a daily basis. A full schedule is included in the registration packet. Most lectures will be held in the Seminar Room of Simonyi Hall (School of Mathematics). Visit the Women’s Program website for updates.

Transportation in Princeton
The Institute provides free shuttle service between the Institute, the town of Princeton, and Princeton University. Scheduled service runs Monday through Friday, with an abbreviated schedule on Saturdays. The shuttle also makes scheduled stops at the Princeton Shopping Center where a grocery store, a drug store, restaurants, a book store and other specialty shops are located. A schedule is included in your packet. Additional copies may be found in the Mail Information Center and the Reception Office in Fuld Hall.

Website
The Women’s Program website, https://www.math.ias.edu/wam/2017 will be updated on a daily basis. Please visit the site for announcements and the latest information.