

update

Special Issue – TE Move

N° 12 – January 2013

Happy New Year!

Please join us on 11th January for the New Years Drink at Lokanta, 16.00h – 17.30h.

The address of Lokanta: Waterloostraat 148a.

If you haven't registered yet, please let the secretariat know if you want to participate!

Moving days: 16-18 January

TE will be moving from the 13th to the 12th floor on 16, 17 and 18 January. Without a doubt this will be a noisy process, so if you can, please stay off the 12th and 13th floor during these days! If you need temporary working space, please ask the secretariat in advance.

Moving?

If you are moving to a different room, you have received instructions via e-mail. Please remember:

- take your personal belongings and laptop home;
- pack your things a.s.a.p. but no later than 15th January, 16.00;
- do not pack your PC or monitor;
- the secretariat will put stickers on all your furniture and moving boxes;
- inform the secretariat where you want your furniture to be placed and where your whiteboard, pictures etc. should be hung;
- don't forget to hand in your keys!
- do not give assignments to the movers; they have their own instructions

Printing via MFP

From 14th January onwards you will be able to print on the MFPs - please read the e-mail message on follow-me printing, sent to all ESE employees.

During and after the move, the current department printers will be disconnected. Please use the MFP for printing.

Availability of secretarial support

The secretariat will also be moving on the above mentioned dates; therefore secretarial support will be interrupted.

Support during move

During the move, at least one member of our officemanagement team will be available in the TEA-Room (H12-32) for emergencies.

We will try to arrange access to e-mail for the secretariat, but normal services will not be possible!

If you have urgent issues, please come to the TEA-room and we will see what can be done. Non-urgent requests can be sent to te-secr@ese.eur.nl and we will make the arrangements and/or contact you on 21st January.

Laptop / beamer / pointer

Please reserve laptops etc in advance and if possible pick them up before the move.

Tea / coffee / office supplies

A limited tea and coffee service and some office supplies will be available in the TEA-room (H12-32).

New location Office Management team

From 21st January:

Secretariat H12-02 - Nita, Gerda and Kim will temporarily stay in H12-02. Ramona will have a temporary office in H12-01. Anka's new office will be H12-07.

After the rebuilding is complete, the secretariat will move to H12-01. We will inform you further about the expected date of completion. The new TE-Lounge / coffee corner will be set up in H12.02 after the secretariat has vacated this room.

Agenda

- 11 January
New Year's Drink
- 16 – 18 January
TE moving

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