

update

N° 14 – March 2013

Grand Opening Coffee Room

Please join us on Friday, 15 March at 15.30h for the 'official' opening of the Coffee Room (H 12-01) with drinks and snacks.

Handing in assignments?

If you want your students to hand in their assignments at the secretariat, please send us an e-mail at te-secr@ese.eur.nl mentioning the course, the proposed hand-in date and the deadline (time).

The students can bring their assignments on the hand-in date between 9.00h and 16.00h; at these times we can guarantee there will be someone present at the secretariat. Please inform the students only after you have received a confirmation from the secretariat for the date and the time.

TEA Room renovation

The TEA Room is soon to be renovated, enlarged and equipped with standard presentation equipment and new furniture. This will take several weeks, during which the TEA room will not be available. The exact dates will be announced a.s.a.p. Please keep this in mind when planning events for March and/or April.

Advertisement board for TE

Have you seen our mobile advertisement board at the entrance of C-hall? It is available to all TE employees who have something to announce, promote or advertise. Please talk to the secretariat if you want to use the board.

Extra software for your PC

Need extra software installed on your computer? Please contact the OM who can arrange it for you – if it is possible within the rules of the ICT department. Please note that this applies only to those TE-members who have their offices on the 12th floor.

Coffee Room keys available

Would you like to have a key of the coffee room, so that you can use it outside of office hours? There are still some keys available, please ask the OM / AOM.

When you have a key and you are the last one to leave please remember to lock up the coffee room.

Courses you may be interested in

The HRM department offers the following courses in 2013:

- Time Management
- Academic Leadership (professors)
- Authentic and Assertive Academics
- Coaching on targets
- Acquisition

For more information, please contact the HRM department (Sytske Martens) and/or see their [webpage](#).

Meeting with the Dean

The Meeting with the Dean will take place on 21st May. If you have not yet registered: please inform the secretariat if you will be present.

Agenda

- 7 March 17.00 – 22.00h
Master Open Day
 - **15 March**
Opening TE Coffee Room
 - 29 March
Good Friday (EUR closed)
 - 1 April
Easter Monday (EUR closed)
 - 4 April 16.30h
ESE Awards
 - **21 May 15.00h**
Meeting with the Dean

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