INFORMATION SHEET VISITORS

September 2014

This note is designed to help your daily life at CORE.

1. WHO IS WHO
President : Philippe Chevalier
Research Director : Maurice Queyranne
Administrative Director : Francisco Santana Ferra
Co-Directors : Per Agrell and Julio Davila

2. ADMINISTRATIVE STAFF

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<th>Name</th>
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<tr>
<td>Axelle DEPIREUX</td>
<td>b230</td>
<td>74349</td>
<td>Sylvie MAUROY</td>
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<td>Catherine GERMAIN-Mertens</td>
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<td>74321</td>
<td>Anne-Marie PESSLEUX</td>
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<td>Alain GILLIS</td>
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<td>Francisco SANTANA FERRA</td>
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<td>Fabienne HENRY-Vanrobaeys</td>
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Francesco Santana Ferra heads the administrative staff. CORE’s administration is handled by him. You are welcome every day from 14:00 – 16:00.

Axelle Depireux is in charge of the CORE fellows, EDP an EDEEM Fellows Programs. She is in charge of the activities of the CESCM group (Center for Supply Chain Management).

Catherine Germain is in charge of practical things like information, reception, visitors problems, logistical matters, expense notes, travel & insurance forms, …

Fabienne Henry is in charge of the CORE Reprint Series, the Research Director Report and the UCL Research Inventory.

Sylvie Mauroy is in charge of the CORE Discussion Papers Series, the organization of CORE Seminars and the Newsletter.

All the secretaries are in charge of the scientific secretariat as well as the CORE website, the organization of events, day-to-day supply and express mail.

Accounting is handled by Anne-Marie Pessleux.

Alain Gillis and Sébastien Schillings (IMMAQ) handle the library.

If you have any question, suggestion or comment regarding administration, please mention them to Francisco Santana Ferra.

3. GENERAL
3.1. Building
The building is open from 8:00 till 18:30 during the week, and has to be closed during the night and week-ends. If you want to enter the building after hours, you need to have your university card activated (see Catherine Germain). You can leave the building without a card by pushing the green button. Always close your office when absent, beware of thieves. If something happens, call the emergency service (ext 2222), or the guards on 2424. Report broken items to Catherine Germain or to Service de Maintenance (ext 78989).
3.2. Mailboxes
Mailboxes are located at the lounge floor (First floor).

3.3. Seminars Rooms
There are three seminars rooms (B-135, C035, D360). A reservation has to be made to use these rooms (see Catherine Germain- catherine.germain@uclouvain.be). These rooms can be reserved for courses only until 14:00.

3.4. Meeting Rooms
There are two meeting rooms : b-101 and b243, they also have to be booked (see Catherine Germain)

3.5. Bulletin Boards
entrance floor (-1):
- seminar announcements
- meetings and conferences
- courses
- job and fellowship offers
lounge floor (1):
- library news
- social news
- seminars and visitors, scientific events at CORE

3.6. Lounge
Coffee and tea are to be paid to Catherine Germain (€8 per month). For simplicity, we suggest a yearly payment : for permanent members and long term visitors: 11 months or €88.

Keep lounge CLEAN after use, if you spill coffee, you clean it! Throw all meals packages in garbage! Wash your own dishes and put them back in cupboard. There is no cleaning lady for the lounge, everybody is responsible for it.

Le Monde and Le Soir arrive daily; The Economist weekly (Wednesday). THEY SHOULD STAY IN THE LOUNGE.

4. SCIENTIFIC LIFE

4.1. Discussion Papers Series
CORE publishes a Discussion Paper series to which you are invited to submit papers written during your stay at CORE. Articles undergo an internal refereeing process under the responsibility of the Research Director. Papers are submitted via the Administrative Director. You are welcome to suggest the name of a referee. The refereeing process is mostly informal and hopefully consists in an open discussion between the author and the referee. Final decisions are made by the Research Director on recommendation of the referee. For more information contact Sylvie Mauroy (Sylvie.mauroy@uclouvain.be) or see : http://www.uclouvain.be/en-44508.html

4.2. Reprint Series
Let us know whether your paper will be or has been submitted to a journal and which one. If accepted, remember to send a PDF version of your paper to Fabienne Henry (fabienne.henry@uclouvain.be) so that your article can be included in our reprint series, our policy being to accept in this series all published papers written by permanent members or visitors during their stay at CORE.

4.3. Seminars
All the seminars take place in seminar room B-135 (see webpage http://www.uclouvain.be/en-43617.html ) and are announced at the entrance. Contact Sylvie Mauroy for more information.

Econometrics seminars on Mondays - 14:30 (2:30 pm)
Economic Theory seminars on Mondays - 16:00 pm (4:00 pm)
Mathematical Programming seminars on Tuesdays - 16:30 (4:30 pm)
Trade & Economic geography seminars - irregular basis

5. COMPUTING SERVICES

1. Who can help you
Should you need help for any computer related issue, (hardware and standard software) or to configure printers, feel free to call UCL Service Desk at 78282 (opening hours : 8:30 am to 5:30 pm from Monday to Friday) or email to 8282@uclouvain.be. If you are facing problems to contact the UCL Service Desk please feel free to contact the local secretaries (CORE).
2. Access to the Internet
You can have access to internet by different means:

   a. Fixed network points at the IMMAQ library : d. 140, Voie du Roman Pays, 34, 1348 Louvain-la-Neuve  
   b. WiFi Visitors : How to get connected  
       Please contact Catherine Germain who will request a connection for you, then check website for procedure :  
   c. EDUROAM :  
       If you are a member of a higher education institution, participating in the eduroam project, when you visit UCL and reside on one of its campus, you will be able to connect to the WiFi network using your usual credentials, just like in your own institution.  
       More information available at http://www.uclouvain.be/wiki.html (sorry english version has not been updated by UCL)

3. Scientific computing
A few PC's and Mac's with up-to-date versions of Matlab, Mathematica, Stata, TSP Oxmetrics, SAS, R, SPSS, JGIP are available in the public computer rooms (location: CORE : C 236). For "Login and password" please ask Catherine Germain.

4. Printers, photocopiers
   Short term visitors do not have access to printers, ask Catherine Germain to print your document (on a reasonable basis).  
   For photocopiers/printers instructions for long term visitors, please contact Catherine Germain who will attribute you a code, then you or she will contact computing services in order to install the software to access printers/copiers.  
   Paper is available near each printer/photocopier. If you notice that it is the last ream or if the printer needs a new toner, please contact Catherine Germain, Before printing ... think about money and trees.

6. LIBRARY

6.1. General
   Alain Gillis and Sébastien Schillings handle the IMMAQ library. The library is accessible through the corridor of floor 1 of CORE and ISBA. For those who have no key, please find hereafter the opening hours :  
   Monday to Friday 8.30 - 12.30 and 13.30 - 16.30

   For more information please contact the librarians at immaq-library@uclouvain.be.

6.2. Rules
   For a good organisation and an optimal use of the library, please follow strictly the rules below :

   Books
   - Books can only be borrowed for 3 weeks. This period can be extended for two more 3 week-periods, but the agreement of the librarians is requested.  
   - No more than 10 books can be borrowed.  
   - Some books can NOT be borrowed at all. They carry a RED LABEL. The same applies to books with PoResp label.  
   - If an IMMAQ member wants to take any book out of the library, he/she should write his/her name and the date on the white card inside the cover and put it in the mailbox of the library.  
   - Books to be returned must be put in the special box labelled “Return books here” (the white box at the library entrance).  
   - Borrowed books for which there is an urgent request should be made available within 24 hours. We remind you that the books can not leave the research centre.  
   - New acquisitions CAN NOT be borrowed during the first 2 weeks of the arrival. This gives everyone the opportunity to consult them.  
   - To order a book, please contact the person in charge of the scientific area. For more information contact the librarians at immaq-library@uclouvain.be.  
   - Once a year, the library makes an inventory. You will be asked to return all the books in your possession.

   Journals
   - Journals can NOT be borrowed at all (all the journals are Red Labelled).

   Seminar Papers
   - Seminar announcements and papers are presented on the drawers in the library.

   DP & Reprints
- Discussion Papers and Reprints are available at the library.

6.3. Copies
The copy machine of the library works by paying to the librarians (3-6-9-30 euros).
It can also be used as a scan with a USB memory stick.

6.4. Other
A computer is available at the library. It can be used to consult the UCL catalogue
(http://bib.uclouvain.be/?theme=UCL&locale=en) giving access to the complete IMMAQ books and journals collection, to
consult the library network (http://sites.uclouvain.be/core_isba_library/) or to connect to the Internet. The computer is
also connected to a printer.
Next to the lounge, you will find some information like contents of recent journals, lists of recent CORE Discussion Papers
and CORE Reprints.

7. DAILY LIFE

7.1. Printing & Copies
Short term visitors do not have access to printers, ask Catherine Germain to print your document (on a reasonable basis)
by sending your document by email or bring USB key. Visitors for short periods must pay for their copies.

7.2. Telephone
Dial 0 to get an external line.
The UCL general telephone number is 010/47.21.11. You can reach a person within the university without cost by dialing 7+
his extension. To reach a person at the university from outside, dial 010/4+ her/his extension. Example: CORE secretariat
ext 74321, from outside, dial 010/47.43.21.
and hanging next to elevators or stairs.
For university extensions, go to http://www.uclouvain.be/en-repertoires.html. International calls using prepaid card are not
permitted.

7.5. Fax
CORE’S fax number is +32/10/47.43.01. The fax is installed in the "Reserve", floor 1, next to Printer 1.

8. MISCELLANY

Official holidays are: January 1, Easter and Easter Monday, May 1, Ascension, Whitsun and Monday (Pentecôte), July 21, August
15, September 27, November 1, November 11, December 25 and 26. CORE is closed between Christmas and New Year (no
heating!).

Furniture: if a screw gets off your chair, please screw it back immediately, otherwise it get lost! CORE has some tools, it is the
responsibility of everybody!

Heating: Do not forget to switch your heating on LOW temperature when you leave for a couple of days, respect the
environment and the money of university!

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e-mail : corsec-core@uclouvain.be; http://www.uclouvain.be/en-core.html