

INFORMATION SHEET VISITORS

September 2011

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

1. WHO IS WHO

President : Luc Bauwens

Research Director : François Maniquet

Administrative Director : Francisco Santana Ferra

Co-Directors : Philippe Chevalier and Vincent Vannetelbosch

2. ADMINISTRATIVE STAFF

	office	ext.		office	ext.
Isabelle COLYN	b230	4349	Fabienne HENRY-Vanrobaeys	228	4340
Micheline DELIZE- Matthieu	230	4345	Anne-Marie PESSLEUX	228	4344
Catherine GERMAIN-Mertens	128	4321	Francisco SANTANA FERRA	231	4338
Alain GILLIS	d140	4304	Sylvie MAUROY	130	4315

Francisco Santana Ferra heads the administrative staff. CORE's administration is handled by him. You are welcome every day from 14:00 -16:00.

Catherine Germain is executive secretary. She is in charge of practical things like information, reception, visitors problems (housing, salaries), bills, copy cards, expense notes, travel & insurance forms, ...

Accounting is handled by *Anne-Marie Pessleux*.

Fabienne Henry and *Sylvie Mauroy*, are in charge of the scientific secretariat as well as day-to-day supply, copy cards, express mail. *Micheline Delize* is in charge of the fellows, the EDP and EDEEM fellows. All secretaries take in charge the organization of conferences.

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 8989).

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. 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

3.5. 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 *The Herald Tribune* arrive daily; *The Economist* and *Le Soir* (MAD) weekly (Wednesday). **THEY SHOULD STAY IN THE LOUNGE.**

4. SCIENTIFIC LIFE

4.1. Discussion Papers

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. 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 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.

- Economic Theory seminars on Mondays - 16:00 pm
 - Econometrics seminars on Mondays - 14:30 pm.
 - Mathematical Programming seminars on Tuesdays - 16:30 pm
 - Trade & Economic geography seminars - irregular
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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 8282 (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:

- Fixed network points at the IMMAQ library : d. 140, Voie du Roman Pays, 34, 1348 Louvain-la-Neuve
- WiFi Visitors : How to get connected

Please contact the Catherine Germain for your connection, then check website for procedure http://www.uclouvain.be/cps/ucl/doc/sgsi/documents/guide_rapide_visiteurs.pdf

- 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/en-78390.html>

Self service available in the closet of offices 130 and 228, open from 9:00 to 15:30. CORE members are urged to use draft paper as much as possible.

6.2. Mailing

Mail arrives at 9:00 and leaves at 15:30. Drop your letters to be mailed in the box on your floor. Always put CORE address on the envelope. Use CORE address labels on large envelopes. Do not forget to add the new mandatory information: L1.03.01. Mail within the university does not need stamps, use the brown university envelopes "courrier interne".

Incoming mail will be distributed in the wooden mailboxes on the first floor.

Taxipost, DHL or other mailing services will be charged to your annual allowance.

Personal mail may not be sent through CORE.

6.3. Printing & Copies

Visitors are not allowed to print, they should send their document to be printed to Catherine.germain@uclouvain.be or bring a usb key.

Visitors for short periods must pay for their copies by purchasing magnetic cards from Catherine Germain, Fabienne Henry or Sylvie Mauroy.

A system allowing the use of magnetic cards is installed on the machine in B-127. Cards are available from Catherine Germain, Fabienne Henry and Sylvie Mauroy (50, 100, 500 & 1.000 units, respectively 2,5, 5, 25 and 50 euros). Do not forget to put your name on the card.

8.4. 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 his extension. To reach a person at the university from outside, dial 010/47+ her/his extension. Example : CORE secretariat ext 4321, from outside, dial 010/47.43.21.

A list of the CORE extensions is available in Catherine Germain's office. For university extensions, go to <http://www.uclouvain.be/repertoires.html> and lists are hanging next to elevators or stairs.

No international calls allowed.

8.5. Fax

CORE'S fax number is 010/47.43.01. The fax is installed in the "Reserve", floor 1, to be opened with the common key.

9. 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, pls 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.

