



Neuroscience dept. Info

Newsletter April 2013

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Check www.neuro.nl for information about meetings and events and to see if your personal data in the people's list are (still) correct.

Dear colleague,

With so many people working here, it is hard to keep track of what people know and don't know about practical issues concerning work at Erasmus MC and the department of Neuroscience.

This newsletter is meant to refresh your memory about some rules and regulations within the department and update you on new developments. Should you miss - or have questions about - information, please see Loes Nijs and/or Elise Buitenhuis. A lot of information can also be found at the Erasmus MC intranet or www.neuro.nl.

One small request: Although we really enjoy speaking to you in person and helping you out with any questions you may have, sometimes we need our concentration. On such occasions we will close the door of Ee-1202. Unless urgent, please respect that and come back at a later time, when we can take time to help you out.

Loes Nijs / Elise Buitenhuis

Working hours / absence / vacation

The official working hours in Erasmus MC are between 7.00 AM and 6.00 PM. Although hours are flexible enough, we rely on your responsibility to come into the office in time in the morning, especially if you have people who depend on you for work and guidance (co-workers, trainees, etc.).

If you are sick, make sure to call in before 10.00 AM on number 7043309/7043560 (secretariat) and inform your supervisor. When better, make sure you inform Loes or Elise so they can report you well. Don't expect them to realize you are well if you happen to meet them in the corridor, but tell them and/or send an email.

Time off

1. If you want to take time off, always make sure you agree with your group leader and inform the secretariat. There is an agenda (in room Ee-1202) in which everyone is supposed to write their holidays/time off.
2. Fill out the period and number of hours on your vacation card (if you have one. If you don't have one and you wonder if maybe you should, please see Elise B.)

By now everyone on the pay-role of our department should have received their vacation card. The card tells you how many hours you can take off this year. The goal is that every co-worker uses up all hours in one year. One of the rules of Erasmus MC is that you take at least once a year a period of 2 weeks in a row. If you foresee that you will have more than 80 hours left over at the end of the year, make sure your superior knows and agree with him/her how you will use up your hours. You can take a max. of 80 hours with you into the next year. In case you have a part time contract you are expected to take a maximum number of hours according to your contract. If a contract starts 6 months or later into the year, you can take a maximum 10 hours per employed month with you into the new year.



Info for PhD-students (and supervisors)

Erasmus University needs your legalized diplomas (and translations of your papers). Especially with foreign diplomas the process of validating may take a while. In order not to run into surprises it is important to start the process in time. So, if you have not been asked you yet, make sure you :

- Fill out the form 'Request for Admission' (available in room Ee-1202).
- Make sure you add all required original (!) papers.
- Bring the entire package to the Secretariat. There a copy of the originals will be made and certified.
- A letter from your supervisor will be added.
- You send the form and certified copies to the Admissions Office.
- Keep your originals somewhere safe and ready.
- Make sure to register at <http://metis.eur.nl/horaest/> and fill out form 1.

The Admissions Office will contact you to present your originals if there are questions about the documents.

For information about the PhD-defense see :

http://www.eur.nl/english/ab/registrars_office/phd_defence_ceremonies/

Dutch PhD students will only need to register in 'hora est'. This should be done upon the start of your PhD-period. So if you plan to have your thesis defence some time in the future and have not done it yet:

Go to <http://metis.eur.nl/horaest/> and do it straight away.

Meeting rooms

DO:

- Book the room ahead of time. There is an agenda in room Ee-1202. Write time, room, your name(!) and whether you need a computer/beamer if not standard available in the room.
- Make sure there's time between the previous meeting and yours. If you notice there's a group before you, make sure you give them time to finish their programme and clear up the room. (Some fresh air is also needed sometimes...) Book a next meeting at least 15, but preferably 30 minutes after the previous one finishes.
- Talk quietly in the hall outside of the room. If there's company in a meeting room, help the people in the meeting to concentrate on what is going on inside rather than outside the room.
- Clear up when you are done. If you booked the room, it means you are responsible to leave it clean and tidy and bring computer and other gear back where it came from.

DON'T:

- Book a meeting room the moment your meeting starts!
- Walk in to get a mug, prepare toast or get water if the room is occupied for a meeting. It seems logical to most, but anyone walking into the room will disturb what's going on inside. Be creative and find another solution or wait till the room is empty again.



The kitchen is part of the meeting room and needs to be kept tidy. You are expected to clear up your own stuff after you used it.

New multi-functional printers

All over Erasmus MC new multifunctional printers have been installed. Near the coffee machine on the 12th and 14th floor you will find a big multifunctional printer and at different places of these floors you will find smaller ones. These printers will replace most of the printers, copy machines and scanners you may still use at this moment.

Make sure to register at one of the printers. You will need it in order to make photocopies. Another convenient option of the machine is that you can make scans and have them sent to your erasmusmc-mailadress. For options check the manual next to the big printer or the digital version on the intranet.

Before you are able to print from your computer, you will have to install these 'follow-you' printers.

If you work with a general (SUG) or non-SOM* computer you will not be able to install the secured multifunctional printers straight away. If you want to use these machines, you can send an email from your personal Erasmus MC mail address with your document to myprint@erasmusmc.nl. You can pick up the document at one of the multi-functional printers. (For Linux and Apple computers, check with Ton Verkerk c.s. at tel. 43210).

Installation printers Windows 7 SOM pc

Excuse me for leaving the following information in Dutch, but as all actions are in English I assume the steps to be taken are clear enough.

1. Klik op 'Start' (Windows-logo links onder in beeld) en daarna op 'Devices en Printers'.
2. Klik op 'Add a printer' (links boven in het venster).
3. Klik op 'Add a network, wireless of Bluetooth printer'.
4. Klik op 'Find a printer in the directory, based on location or feature', gevolgd door 'Next'.
5. Klik achter 'In:' op 'PRINTERS' (boven in het venster) en klik in het lijstje dat vervolgens verschijnt op 'erasmusmc.nl'
6. Volg onderstaande procedure voor het zoeken en selecteren van de printer:
 - Voer achter 'Name:' 'Erasmus' in, klik vervolgens op 'Find now'.
 - Klik op de printer 'ErasmusMC_FollowYou' die nu in het onderste deel van het venster verschijnt.
 - Klik op 'Ok' - de printer wordt nu geïnstalleerd (dit kan even duren).
7. Klik op 'Next'.
8. Vink in het volgende pop up scherm eventueel 'Set as a default printer' aan, als je deze printer als de voorkeursprinter wilt instellen.
9. Klik op 'Finish' om de installatie af te ronden.

P.S. an extended description – in Dutch and English - can be found at http://intranet.erasmusmc.nl/serviceportal/?view=Search_results&socialcategory=A&freesearchso=multifunctionals&emc=i&itemkey=4023830

Questions about the registrations and options of the machines? See Arshna Mohan, Elise Buitenhuis, Loes Nijs.

One-time only registration

In order to log-on using your Erasmus MC-pass, the pass must be activated once at one of the secure multifunction printers (MFP's).

Follow the steps below.



Hold your pass on the **pass-reader 1**. The pass-reader is located on the right side of the operator-panel. Now press on "Login" **2**.

After pressing on the "Login" screen will be shown. Press on the "User-ID" **3** button.

Enter your user-name, microsectionnumber, the same one you use to login to your PC and then press the "OK" button.

Then press "Password" and enter the password you use to login to your PC, followed by the "OK" button.

Press in the next screen on "Login" **x**.



After registration the following screen will be shown.

If you did send a print-job to the "central print-queue" it will than be visible in the print screen.



Your Erasmus MC-pass has now been activated. You may now login to any of the secure multifunction printers (MFP's) with you pass.

You do not have to follow this procedure the next time you need to login to one of the MFP's.

**) You know you have a SOM computer if you register with your micro section number and end up with the Erasmus MC Application catalogue in your start menu*

New co-workers

In our Neuroscience dept. people come and go. Since January we welcomed the following people in our department. For information about who they are and why they joined: ask them and help them feel welcome.

Ane Cristina Ayo Martin	master st./exchange De Zeeuw
Bastijn van de Boom	stage Hoebeek
Stan van der Burght	stage De Zeeuw
Johanne Brandorf	stage Hoebeek
Lars Eeuwijk	stage Van der Steen
Simona Gornati	PhD student Hoebeek
Gustavo Higuera Sierra	postdoc De Zeeuw
Marielle van der Kaaij	stage Jaarsma
Vincent Kleinrensink	Kleinrensink
Dorine du Mee	stage Elgersma
Eder de Moraes	postdoc Borst
Anita de Oliveira Silva	postdoc Borst
Athanasios Karapatis	De Zeeuw
Geertje van Rees	stage Bahn
Navid Seyed Majidi	stage Frens
Peter Sokol	postdoc De Zeeuw
Jeffrey Stolp	stage Borst
Maik Stüttgen	postdoc Houweling
Pascal Warnaar	PhD student De Zeeuw

We wish you a very enjoyable time in our department.

Labday 2013 – Friday 21 June



Don't miss it!



Questions?

Although there's lots of things you can ask us both, please know:

*Research Master Program:
Loes Nijs*

&

*Contact PhD-students,
mailing lists: Elise Buitenhuis*



Questions, remarks or missing information in this document:

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