

IDEEV building



## CONTACT US

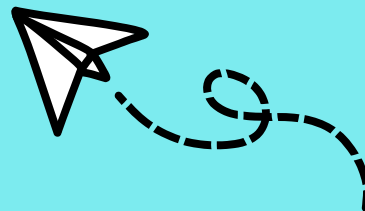
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More information is available  
on the laboratory website:

[https://www.ese.universite-  
paris-saclay.fr/](https://www.ese.universite-paris-saclay.fr/)

**Don't hesitate** to turn to your  
supervisors, colleagues or **non-  
permanent representatives** if  
you have a problem! Their  
names are **regularly updated**  
**on the ESE website**

**And don't forget to sign the  
house rules!**



## PRACTICAL INFORMATIONS

LOCAL ACCESS -  
EQUIPMENT

ISSUE 2022

université  
PARIS-SACLAY

## ACCESS:

### INTERNET



Via wifi: By connecting to Eduroam or Eduspot with your university address.

Via the network cable: By asking the IT manager for access. It's fast and it allows you to connect to the printers

### PRINTER



If you are connected to the Internet via cable, you will automatically have access to the printers. If this does not work, contact the IT manager.

### CARS & BIKES



If you are a trainee, you can't book this type of material. The bus is your friend! Otherwise, you must make a request to Nadia Livet (BIOM/PEPA/EV teams) or Emmanuelle Jestin (DEP/TESS/GEE/DEEM teams). Then, you will be able to reserve the vehicles on the Intranet (accessible on the ESE site above)

### ROOM FOR EXPERIMENTS



To gain access to certain rooms, you need to make a request. Turn to your team leader to get the authorization and the key!

### PAPER MILL



If you need office supplies, you can find them at the administration level by asking Patricia Le Thuaut.

### MAIL



You can send and receive mail (to be received at the administration level).

## WHERE TO PARK?



Parking spaces are available underground. You must park only in the ESE spaces. They are indicated on the map at the entrance of the parking lot. Disabled parking spaces are marked on the wall but not on the ground!



## PUBLIC TRANSPORT PASS



Good news: the lab reimburses 50% of your navigo pass! This is the case for all employers in Ile-de-France.

## EAT ON THE CAMPUS



If you have the foresight and are a good cook, you can of course eat in the lab's break rooms: microwaves, fridges and hotplates are at your disposal.

If this is not your case and you want to get some fresh air, you can eat on the plateau! The CROUS (university restaurants) and canteens on the plateau are indicated on the map opposite. To pay at the CROUS, you must create an IZLY account (izly.fr). For the canteens, you have to check with the managers.

## AFTER 8PM



If you like the lab so much that you want to stay there in the evenings or come on weekends, it is imperative to contact the custodians. An email to the ESE director is also recommended.

**To warn the guards, send an SMS to the following number: 06.78.06.87.86**

From 11pm to 6:30am and on weekends, the building is secured by an alarm.

## I WORK OUTSIDE THE LABORATORY



If you have to travel for experiments, fieldwork, meetings, conferences outside the laboratory, it is **mandatory to ask for a mission order!** Everything happens on the **ETAMINES website**, the return of mission too. Any question? Ask Nadia Livet or Emmanuelle Jestin.

