



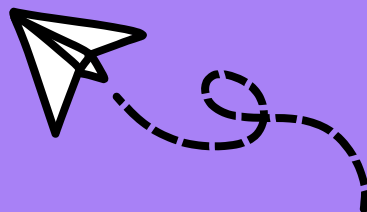
CONTACT US

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

FINDING YOUR WAY
AROUND THE IDEEV

HOW THE OFFICES WORK



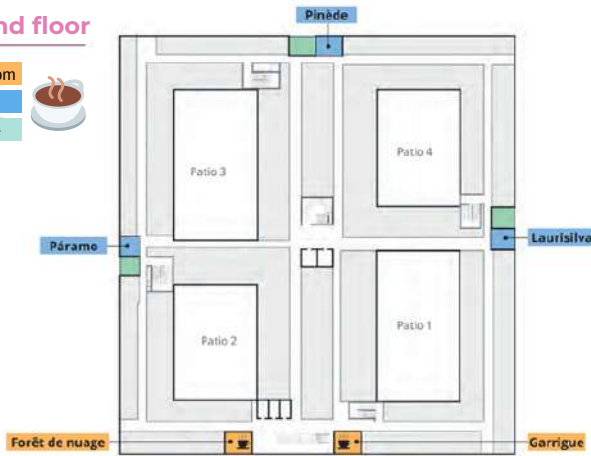
ISSUE 2022

THE ROOMS ON THE 2ND FLOOR



Second floor

- Coffee room
- Salon
- Terrace



If you have your **own lunch box, you can have lunch in the "coffee rooms"** (Forêt de nuage and Garrigue) on the south side which are fully equipped, but also in the "lounges" or "terraces" on the east, west and north sides which have tables, chairs and **microwaves**.

Second floor



- Georgina Mace
- Wangari Maathai
- Jeanne Villepreux-Power



3 meeting rooms are located on floor 2, each with a capacity of 15 seats. Note that it is possible to merge the Georgina Mace and Wangari Maathai rooms to reach a capacity of 30 places!

BLINDS AND SHUTTERS



Manual mode (7am-8pm winter, 7am-10pm summer) :

The control buttons allow:

- Open
- Close
- Orientation (for blinds)
- Stop

Automatic mode:

A weather station controls the shading of the East, South and West offices according to the amount of sunlight. The blinds and shutters open automatically at 7am and close at 8pm in winter, or at 10pm in summer.

Don't worry: the automatic mode can be stopped by pressing the control button!

T° AND LIGHTING



Your office has a thermostat. You can heat the room up to 20°C (between 7am and 8pm).

The lighting is automatic only in some rooms. In these rooms, you can still take control if you press the switch. Be careful to turn off the light when you leave!

CLEANING AND GARBAGE



Cleaning is done between 7am and 1pm in the offices.

Remember to sort your waste in the garbage cans (x 5) in the coffee rooms: paper, bio-waste, glass, plastic and metal!

OTHER ROOMS



Ground floor

- **Rosalind Franklin***: Meeting room with 50 seats
- **Rachel Carson***: Meeting room with 50 seats
- **Nikolai Vavilov**: Meeting room with 45 seats, equipped with a conference system
- **Barbara McClintock**: Informatic room with 20 computers
- **Jeanne Barret**: Meeting room with 15 seats

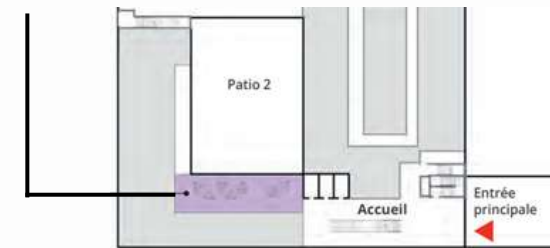
* Room Rosalind Franklin and Rachel Carson can be combined into a 100-seat conference room

First floor

- **Jean R. David***: Meeting room with 15 seats
- **Gustave Malécot***: Meeting room with 15 seats
- **Isabelle Olivier**: Meeting room with 15 seats

* Room Jean R. David and Gustave Malécot can be combined into a 30-seat conference room

Ground floor: You also have access to a friendly space (useful for drinks!)



Ground floor: The keys to the **ESE cars as well as the keys and batteries for the electric bikes are located in room 0113**, which can be opened with a badge.

Link to reserve the rooms :

<http://webapplis3.dsi.universite-paris-saclay.fr/grr3/>