

VISITORS BOOKLET

Centre de Recerca Matemàtica
Bellaterra

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26. MAILING ADDRESS AND CONTACT INFORMATION

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Legal/Medical Issues.

Taxation of Non-Residents in Spain
 NIE Number: Download the EX-16 Form
 (for EU members) or the EX-14 Form (other
 citizenships)
 Legal Steps to Take after Your Arrival
 Health Insurances in Spain
 Catalan Researcher Mobility Support Node

CRM Lodging.

Lodging Information
 Vila Universit ria Map
 Internet Connection in Your Apartment
 Barcelona City Map
 Sant Cugat City Map

Miscellanea.

CRM Pictures Living in Catalonia Tourism
 in Catalonia Catalan Courses

24. SAFETY IN BARCELONA

With your well-being in our minds, we feel that we should tell you that there is a pick pocketing and bag snatching problem in Barcelona. It is mostly restricted to tourist places (La Rambla, Pla a Catalunya, Barcelona Airport, Sants train station, famous buildings, etc.) and the target are tourists. Our advice is:

- Keep your belongings with you at all times.
- Be alert.
- Do not trust odd situations.

25. EMERGENCY NUMBERS

| | |
|---|---|
| Medical emergency campus number | 1800 / 1900 during office hours 2525 at other times |
| UAB's Science Faculty reception office | 1055 |
| General emergency (police, fire-fighters, ambulances) | 112 |

d. CRM Preprints. We remind you that the CRM has a series of preprints where you can publish the results of the research done during your visit. You can send your pending work to the following address:

`crmpublicacions@crm.cat`

The CRM preprints are printed using the `amsart` latex style formatting. Please, prepare your manuscripts using that style. Please, copy the latex sentence to the headline of your document. You can check the sentence in our web-site at the “Information for visitors” part.

e. Grants. If you have been on a grant during your visit at the CRM, please talk to Ms. Consol Roca. She might need you to sign a document or to fill in a report before you leave.

f. Other things to remember before leaving.

1. Complete and return the “Research Visit Form”. Ms. Neus Portet has the copy that you signed at your arrival.
2. Fill out our Visitor’s questionnaire that you will receive by e-mail.
3. Sign our visitor’s signature book. Ask Ms. Portet for it.
4. Pick up any pending payments.
5. Cancel your bank account (for long-term visitors). Otherwise you will keep receiving your bank statements at the CRM forever.
6. If you need a taxi to take you to the airport, we can assist you in making a reservation the day before.

23. CRM WEB SITE

On the CRM web site you can find extended practical information about some of the issues discussed in this booklet and new ones. Following is the list of issues addressed there some of which, given their changing nature, are better updated as web site:

- General CRM Information
- Emergency Phone Numbers
- How to Reach the CRM
- UAB Campus Map
- Restaurants on Campus
- UAB Virtual Library
- List of Visitors
- CRM Visitor’s Booklet
- Computer Equipment at the CRM
- How to Publish a CRM Preprint

1. ADMINISTRATION

The CRM staff, Consol Roca, Neus Portet, Ana García-Donas, Núria Hernández, Lara Gonzalez, and Mari Paz Valero are prepared to assist you during your visit. Their addresses and phone numbers are the following:

- Ana García-Donas `agarcia@crm.cat` +34 93 581 2953
- Lara González `lgonzalez@crm.cat` +34 93 586 8423
- Núria Hernández `nhernandez@crm.cat` +34 93 586 8192
- Moisés Oliver `moliver@crm.cat` +34 93 586 8496
- Neus Portet `nportet@crm.cat` +34 93 581 4086
- Consol Roca `croca@crm.cat` +34 93 581 1081
- Mari Paz Valero `mpvalero@crm.cat` +34 93 581 1081

Please, check their open office hours next to their doors. (For calls within the University premises, dial the last four digits only. For outside calls dial zero before the number).

2. OPENING HOURS AND KEYS

The University premises are open at regular office hours during working days. During holidays the only door that remains open to the Science Building is the left-hand side door of the main entrance (eix-central). Ring the bell if this door is locked too. The CRM doors are open between 8 am and 6 pm, Monday to Friday.

At your arrival you have been given a key to your office which gives you free access to your office at all times. You can unlock the CRM entrance glass door when locked by entering the security number in the code identification device, located on the left-hand side as you face the glass door. You will find the security number, regularly changed for safety reasons, in the sheet of paper that you have been given at your arrival containing your office information. Please, refrain from disclosing the number to outsiders. As for exiting the CRM when the glass door is locked, press the green button that you will find on the right-hand side, facing the glass door. Make sure the door gets closed after you exit.

3. ADMINISTRATION OFFICE HOURS

The CRM Administration office hours are from Monday through Friday from 8:30 to 13:30 and 15:30 to 17:30. We would like to ask you try to make your inquiries within these times only.

4. CRM RESEARCH VISIT GENERAL POLICY

- A desk is provided to CRM research visitors, with shared access to phone.

- CRM provides modest use of phone, mail, fax, and copying facilities for research purposes at no charge.
- When available, a computer is provided by the CRM. However, some desks do not have one. In that case the research visitor will have access to a shared computer. CRM gives access to its network and the Internet to all its research visitors. Use of these resources must be responsible and ethical.
- CRM waives registration costs to research visitors wishing to attend CRM scientific events taking place during the time of their visits.
- CRM research visitors have access to the UAB library.
- CRM research visitors are expected to be present at the CRM from Monday to Friday, and to fill out a "Leave of absence" form if taking days off during their visit.
- Research visitors taking part in a Research program are expected to interact both with the program's coordinators and their fellow research visitors during their visits.
- Mid and long-term research visitors are asked to contribute to the CRM preprint series. To get information on how to submit a preprint you can stop by the CRM administration office.
- Unless explicitly stated, research visitor's names, affiliation, picture, and e-mail addresses may be displayed in the CRM web page and other forms of dissemination.
- When leaving, research visitors must fill out a report of activities carried out during their visit.

5. YOUR OFFICE

For security reasons you should leave your office locked at all times when you leave and should not leave valuable items unattended. Please, refrain from moving the furniture around in your office. If you have a special need, please talk to one of the Secretaries and we will try to help you. When leaving the office please close the windows and turn off your computer and air-conditioning.

6. HEATING/COOLING IN THE OFFICES

Heating. Central heating is managed centrally from the UAB. They turn it on depending on the weather but usually from around mid-October to mid-April, and from Monday through Friday. To heat the CRM office's radiator one needs to turn, counterclockwise, the valve located on the upper part of the radiator (the opposite to turn it off).

Cooling. Each office has an air-conditioning appliance and its own remote control (usually hanging from the wall near the appliance). Please, remember to turn it off when leaving the office and use it only when necessary.

Please, report with the Administration any malfunctioning of our heating and/or cooling systems.

22. LEAVING THE CRM

a. Office and computer system.

1. Return your CRM office keys to us. If you intend to leave after office hours or weekends, please drop your keys in the "Internal mailbox" located in front of the Administration offices.
2. Your CRM net account will be active for one month after you leave. During that time, you will still be able to access your CRM e-mail account remotely by using your CRM username and password. One month after you have left, your account will be cancelled and your remaining files (in the G: disk) and messages will be erased.
3. Please, leave the office empty of books and other documents and let us know if there is anything that needs to be replaced or fixed in it.

b. Apartment.

1. As for your apartment keys, please arrange with us the best way to return them to us. Typically, for a Sant Cugat or Barcelona apartment, we will need you to give us one set of keys on the last working day of your visit and to leave the second set of keys inside the apartment, on the dining table, as you leave.
2. Unless agreed differently, we need you to leave the apartment before 10 am on the day that you are scheduled to leave.
3. You do not need to clean your apartment before you leave. However, a few basic things will be appreciated: if you have moved the furniture around, please put it back in its original place. Turn off the heater/air conditioner, lights, and all the appliances. Leave the dirty laundry piled up in the bathroom floor, the kitchen and refrigerator empty of leftover food, and the dishware clean. We have a cleaning service that will prepare the apartment for the next visitor. Please, inform us if anything needs to be replaced or fixed in it.
4. Please, make sure to leave all windows closed and if existing the shades down.
5. In case you had telephone connection in your apartment, we need to clear the bill before you leave.

c. Mail.

1. Before you leave, please give us your forwarding addresses (home, office and e-mail) so that we can update our database and keep in touch with you.
2. For long-term visitors, remember to inform your regular mail senders (journal subscriptions, loan offices, bank, etc.) of your change of address. The CRM will forward your incoming mail to your new address only for a while.

Click that option and you will get a window where you will have to enter the following information:

Domain/username: crmnet\YOUR CRM USERNAME

Password: YOUR CRM PASSWORD

e. Printer/Scan. The printer 4250 should be the default printer in every CRM computer. The actual printer is located in the room in front of the Administrative office (in the corner). The door is permanently open. Please, make sure to print double page and to print only when strictly necessary.

You can use the same device as scan as well. Check the information attached to the printer to find out how to use it.

To print from the common CRM computers (located both in the common area and office number 10) take the following steps:

1. Go to Control Panel>Printers

2. Add Printer>add network printer:

– From Windows Vista: choose “The printer that i want isn’t listed” and

type //SRVWIN08DC/IMPRESORA PUBLICA

– From Windows XP: choose: “connect to this printer” and

type //SRVWIN08DC/IMPRESORA PUBLICA

f. Storage of files. Every CRM visitor has a username and password that will connect him/her to the CRM net where he/she has some server space (the My documents file or G: files). Please, note that the CRM will make backup copies of those files only.

21. CONNECTING YOUR LAPTOP

a. CRM Wireless. To connect to the CRM Wireless system use the following information:

Password: crmwifikey
 Security: WPA-only
 Cipher Type: TKIP
 Authentication mode: PSK

b. Printing from your laptop. Since every laptop is different, there is no single procedure that will serve all machines. However, the standard procedure printed below will allow printing from most laptops.

Follow the procedure below:

Visit the following web page: <http://www.hp.com>

Install the following driver: HP Laserjet M3027 by choosing the Local Network option and the IP 172.16.30.30

Refer to item 19 e) for more information on the CRM visitors printer.

7. MAIL SERVICE

We provide mail service to our research visitors to send work-related documents. Please, leave your outgoing post mail in the “mail-box” located in the Administration’s front room. You can find any incoming post mail in the shelves for that purpose that are located in the Administration front room.

8. TELEPHONE

The telephone in your office is to be used for business calls only. To get an outside line dial 0 before the number. Your telephone is not prepared to make long-distance calls. If you need to place a long-distance business call (or emergency personal call) ask one of the Secretaries. Please, note that some offices share the same telephone number. Ask the caller to call again if the call is not for you and do not answer it that second time. Thank you!!

9. KITCHEN

The kitchen is available for your use. Feel free to use the coffee machines, kettle, and refrigerator. Dishes are available for your use; however, as there are no kitchen staff; staff and visitors are responsible for cleaning up after themselves.

10. CRM VISITORS

You can find a list of the CRM visitors and their office and telephone numbers as well as their e-mail addresses at the CRM web site www.crm.cat.

11. CRM PUBLICATIONS

There is a list of publications at the CRM web site at the address:

www.crm.cat/publications/publications.htm

The CRM has a series of preprints where you are encouraged to publish the results of the research carried out during your visit. Please, send your work to the following address:

crmpublicacions@crm.cat

12. CRM SCIENTIFIC ACTIVITIES

CRM visiting researchers have free registration to the scientific activities organized at the CRM during their visit. Registration at the online registering page is necessary (www.crm.cat). Free registration does not include the lunch tickets or the participation to the social activities organized. However, those visitors interested in attending these activities can register to them by paying the corresponding fee. Please, check with the secretaries for more information.

13. USE OF THE UAB LIBRARY

To borrow books from the UAB Library you need to have a library card. Please, find the appropriate form in the folder that you have been given at your arrival, fill it in and show it at the Library front desk together with your CRM Visitor's card. You can also visit the virtual library at www.bib.uab.cat.

14. PAYMENTS AND LEGAL ISSUES

Long-term visitors receiving stipends will be required to open a local bank account and will receive their payments through a bank transfer at the end of the month, retroactively. Short-term visitors will receive a check in the middle of their visit. In any case, please check with the Secretaries.

Non-Spanish visiting researchers who will be receiving research stipends may require applying for a NIE (Foreigner Social Security Number) while in Spain. Please, contact Ms. Neus Portet to make the necessary arrangements. Moreover, let her know if you have entered the country with a visa. She will help you if further steps are necessary.

15. LEAVE OF ABSENCE

Long-term CRM visitors holding a grant who wish to request a Leave of absence need to fill in a form to request the permission from their tutors and the authorization from the CRM Director. Note that the request should be submitted to Ms. Neus Portet with at least two weeks notice.

16. CAMPUS UAB MAP

You will be given a campus map at your arrival. You can also check the online map at the CRM web site, under "Information for visitors".

17. RESTAURANTS ON CAMPUS

You can check the document "Restaurants on campus" that you can find on our web site, under "Information for Visitors".

18. ATHLETICS AND RECREATION

The SAF (Servei d'Activitat Física) of the UAB offers a wide range of sport activities. CRM visitors can enrol at a special price by showing the certification of visit that is given to you at your arrival. If necessary, ask the Secretaries for assistance. Visitors lodged in Vila Universitària 2 have free use of the SAF. They should have a document certifying their residency that is given by the Vila Universitària office. Talk to Neus if you do not have it.

19. COMPUTER OFFICE

The CRM computer office technician's main duty is to maintain and update the local computing system and its equipment, and install in the CRM computers any new software needed by CRM staff (both scientific and administrative) to perform their jobs.

The CRM Computer office will also be in charge of advising CRM staff and visitors on matters related to new software and will offer technical assistance to visiting researchers on problems with their CRM computers. Requests for new software can only be considered for mid and long-term visitors and will be addressed individually.

The Computer office technician is not responsible for problems with the visitor's personal laptop computers. However, he will help with connection and printing problems and, time-permitting, he will give advice on other matters.

Computer office technician: Moisés Oliver

Contact him by e-mail at: informatica_crm@crm.cat

Or drop by his office (next to the kitchen)

20. COMPUTER EQUIPMENT (CRM COMPUTERS)

a. Software. Computers have the following software installed: Windows Vista Ultimate (Multilanguage), Skype (necessary accessories available at request) PuTTY, LeechFTP, Secure Shell, Acrobat Reader, Microsoft Office 2007 (Microsoft Word, Microsoft Outlook, Microsoft Power Point, Microsoft Excel, Microsoft Access), Maple, Mathematica, Matlab, Star_TeX_UP, GhostView + Complements. Computers are protected against the installation of unauthorized software, please, talk to our computer technician if you need to install additional software.

b. Operating system. CRM computers have Windows operating system installed by default. Visitors might, however, request Linux operating system. Please, contact the computer office technician for further information (item 18).

c. E-mail account. Long-term visitors may request to have a CRM e-mail account. Please, contact the computer office technician (item 18).

d. Checking your CRM e-mail away from the CRM. To check your CRM e-mail away from the CRM you need to connect to the following address:

<http://www.crm.cat/owa>.

You will get a window that will say:

There is a problem with this website's security certificate.

And two options, one of them:

Continue to this website (not recommended).