

Information Society Technologies In the 6th Framework Programme

“Housekeeping” issues

Evaluation IST Call 1

24 April 2003

Housekeeping

Schedule

- Evaluation days

X-Y May 2003

- (Evaluators in IP and NOE panels) Hearing days

X-Y June 2003

- Start time each day

08h30

Housekeeping

Panels

Panel coordinator

Panel X

Mr Y

Contracts, tickets

Mrs Z

Housekeeping

Refreshments

Coffee, tea and water is supplied on all floors

Meals are taken outside, the Orban area contains within walking distance a large range of establishments, from sandwich bars to restaurants

Other issues

For security reasons, please bring your Appointment letter and a proof of identity with you each day in order to gain access to the building

Housekeeping

Your Panel coordinator will tell you where the fire stairs are located on the floor on which you are working

In the event of an alarm;

- Leave proposals and forms behind, exit the building promptly by the nearest fire stairs.
- Do not use the lifts
- Assemble in Square Orban grouped according to Panel
- Only re-enter the building when instructed to do so by your Panel coordinator or responsible fire officers