

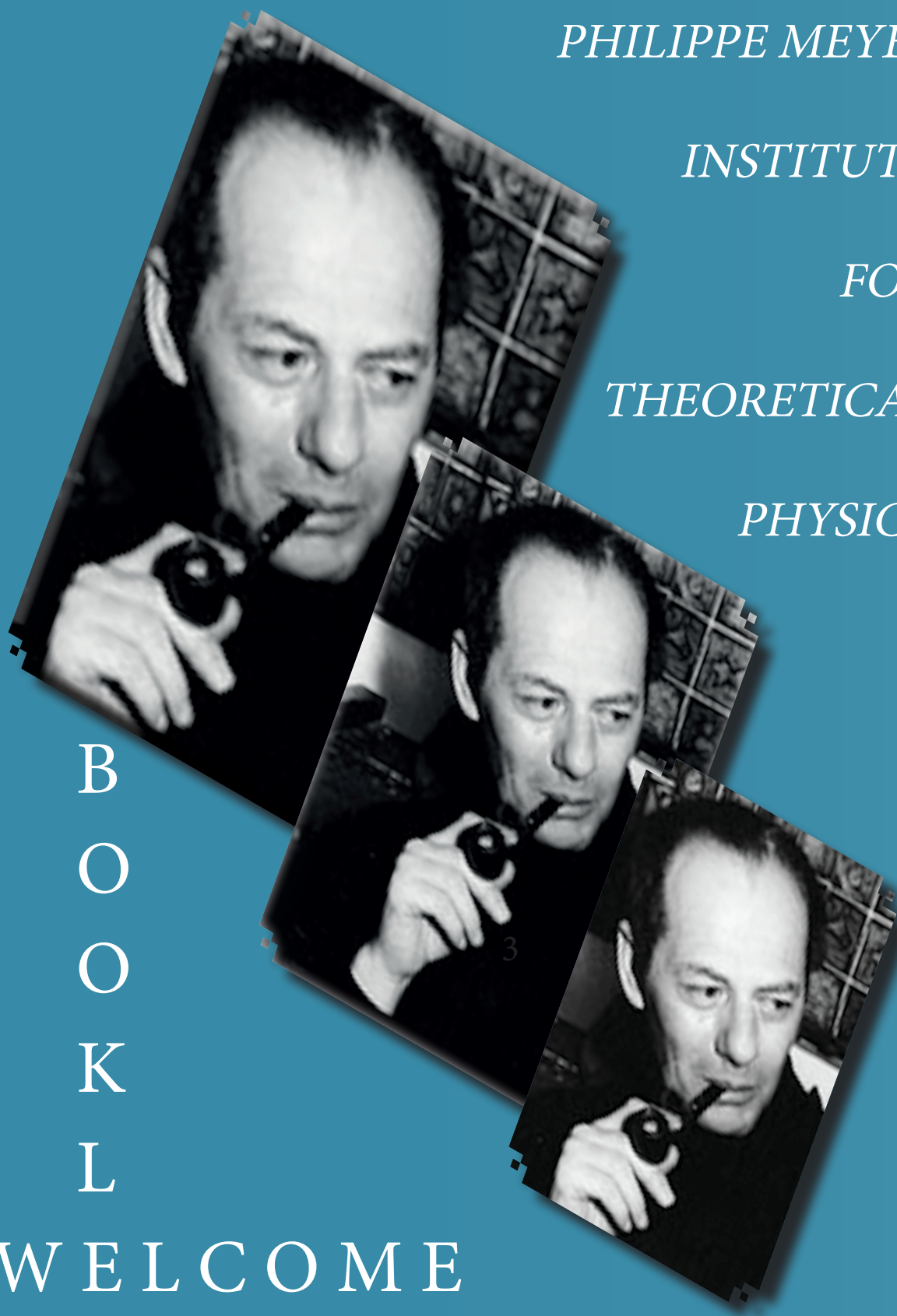
PHILIPPE MEYER

INSTITUTE

FOR

THEORETICAL

PHYSICS



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FONDATION
MEYER
POUR LE
DEVELOPPEMENT
CULTUREL
ET ARTISTIQUE.



PSL 



Département
de Physique
—
École normale
supérieure

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1st, 2021)

PHILIPPE MEYER

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PHYSICS



Philippe MEYER (1925-2007) was one of the actors of the revival of Theoretical Physics in France in the late 50's, early 60's.

The main goal of the Institute is to promote research in Theoretical Physics and participate in the training of young theorists through the organization of conferences, international scientific exchanges, and postdoctoral fellowships. This Institute is funded by a partnership-based Foundation jointly created by the Ecole normale supérieure (E.N.S.) and the Meyer Foundation.

Welcome

1. HOW TO REACH US?



24 rue Lhomond, 75231 Paris Cedex 05, France



Sandrine PATACCHINI
(+33) 1 44 32 34 83



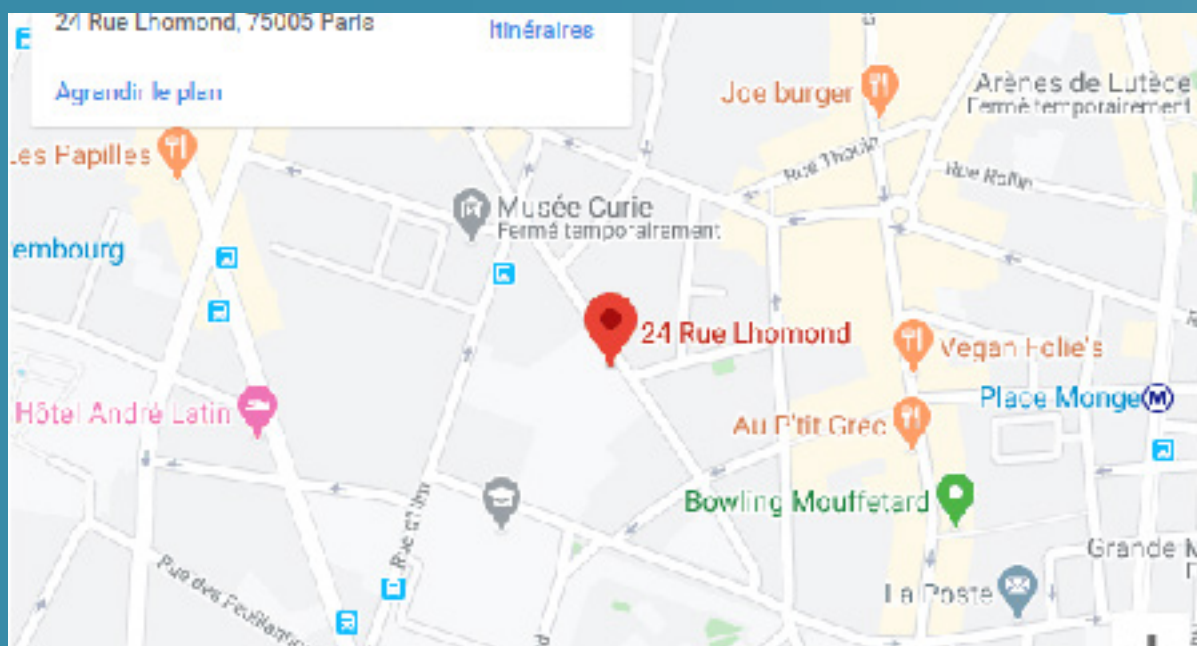
sandrine.patacchini@phys.ens.fr



You can fly to either Charles de Gaulle or Orly airport. Then access the RATP urban transport network.
(Recommended: take RER B from Charles-de-Gaulle to Paris, or Orlyval+RER B from Orly to Paris).



Take RER B to stop Luxembourg, line 7 to Place Monge or line 10 to Cardinal Lemoine.



2. BEFORE YOUR ARRIVAL:

2.1 Accomodations near E.N.S.:

Paris International University City



Les Recollets

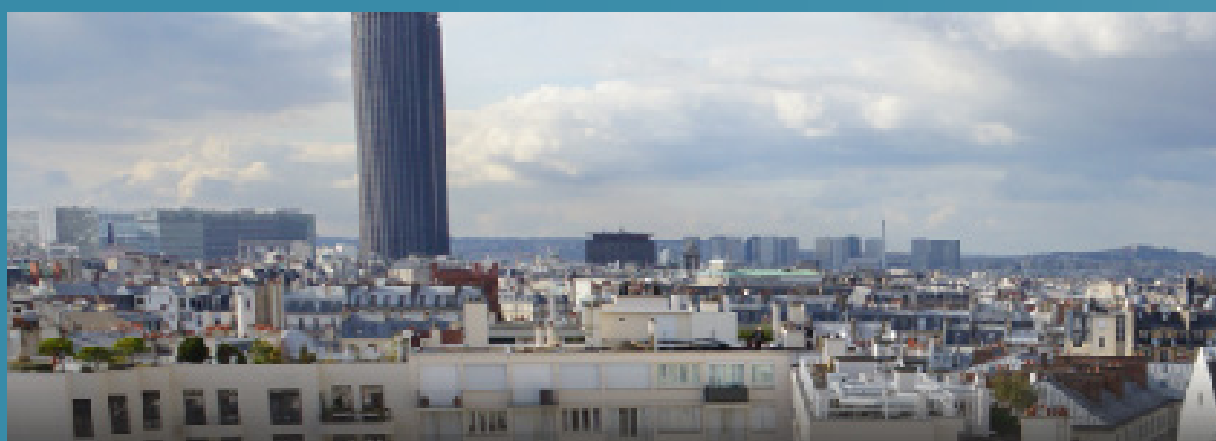


About Villa Pasteur, E.N.S. & Sorbonne University accommodations, let the Administrative Assistant know your choice of accommodation after viewing the link below. The request will be made directly to the host institution:

[Villa Pasteur](#)



[Housing of E.N.S. for invited researchers on the site of Montrouge:](#)



Sorbonne University accommodation for invited researchers



2.2 Your recruitment:

2.2.1. When to apply my recruitment file?



- A six-month delay is required for Non Members from European Union
- A three-month delay is required for Nationals & Members from European Union

2.2.2. Which documents have to be sent?

- A copy of your residence card (it is important for non members from European Union in application for scientist visa),
 - A birth certificate translated by a sworn translator (for non members from European Union),
 - Your bank details (A R.I.B. 'Relevé d'Identité Bancaire') should be made once you arrive in France,
 - A copy of your passport,
 - A copy of your PhD Diploma or an attestation from PdD defence,
 - Some attestations for your previous job experiences as Scientist,
 - An updated CV,
 - Some general information to be filled out to submit your recruitment.
- You will receive the template requested by email.

2.2.3. Who is my contact at Human Resources Department?

- . Mrs Antonina SAPORITO
- . Email: antonina.saporito@ens.psl.eu
- . Phone number: 29 65
- . Office: 313, 3rd floor - 29, rue d'Ulm 75230 Paris cedex 05

2.3 Application for scientist VISA:

Human Resources Department will be responsible for applying your visa at your recruitment.

The hosting agreement is an administrative document indicating the nature and duration of the work performed by the applicant. Intended

to allow obtaining the long stay scientist visa, hosting agreement is covered by authority prefectural and addressed to the investigator by the host institution prior to the filing of his application. It is then covered by the Consulate.

3. THE DAY OF YOUR ARRIVAL:

. **Filling out a form to get your badge office:** (contacts at Department Julie LOUSSIER – email: julie.loussier@ens.psl.eu – 1st floor – Office GH209 – Phone number: 25 37 or Maryse LAURENCE – email: Maryse.laurence@phys.ens.fr – 1st floor – Office L059G – Phone number: 2587),

. **Signing your contract work at Human resources Department,**

. **Opening a bank account:**

You will be pleased to give some copies of documents such as:

- your contract from Human Resources,
- your passport,
- your visa,
- your accommodation contract.

You are given below some banks to get an appointment:

- **HSBC Paris Monge:** 29 bis, Rue Monge - 75005 Paris

Phone number: 01 44 41 37 37

- **CREDIT MUTUEL:** 69, Bd Saint Germain – 75005 PARIS

Phone number: 01 53 35 44 68

. *Getting your E.N.S. Multifunction Card Service* (E.N.S. – 45, rue d’Ulm): A five-day delay or more is required to be officially registered in Human Resources Database. **You should first contact the Administrative Assistant to make sure your badge is ready before going at Multifunction Card Service as well,**

. *Having lunch at E.N.S. Canteen* (a 48-hour wait is required after creating your ENS multifunction badge to access the canteen),

. *Obtaining an appointment to issue your residence card* (Human Resources Department is responsible for finalizing the record of recruitment as well as initial applications or recruited future visa renewal),

. *Opening a computer account and signing E.N.S. I.T. Charter* (I.T. Department),

. *Requesting reimbursement for public transport* **(contact the Administrative Assistant to fill out the correct printout with your proofs).**

4. AFTER YOUR ARRIVAL:

4.1 Registration to social security:

It is important to complete the formalities in time with the primary health insurance fund of your home because of delays:

- A copy of the receipt of the certificate of hiring single statement which has been provided by Human Resources Department,

- A R.I.B. (Relevé d'Identité Bancaire),
- A copy of your identity card or of your Passport,
- An extract from birth certificate (if applicable, translated into french language),
- Proof of work (a copy of your first payslip which mentions that you have worked at least 60 hours in the month),
- A copy of your Employment contract,
- The receipt of application for residence permit or your temporary long-stay visa. Keep any invoice pending obtaining a temporary number which gives the right to the reimbursement of medical expenses.

4.2 Affiliation to a mutual health insurance:

Costs not covered by the CPAM may be supported by a «mutual» (voluntary complementary health service):

-MGEN Paris:
182 bd de la villette - 75952 Paris cedex 19
Phone number: 08 21 20 90 75

-MAGE Paris:
42 bis, rue d'Ulm - 75005 PARIS
Phone number: 01 44 07 26 26

4.3. Your vacations:

1. You first need to get a password from E.N.S. IT Department:
assistance-cri@ens.psl.eu,

2. You can access the correct form by clicking: 'Fiches pratiques' FP10 HAMAC' only in French language

(So, you are invited to contact Administrative Assistant to complete the form!).

5. HOW TO ORDER SOME ITEMS?

Some public markets are in force with E.N.S. with negotiated prices. You are given below some items through these markets updated on Wednesday, January 22, 2020:

- Business travel
- Caterers
- Insurance
- Office furniture
- Office supplies
- Paper supply
- Computers/ smartphones / connections
(ask a quotation by I.T. Department before making order at supplier)
- Photocopiers
- Cleaning the premises
- French and foreign documentation - books
- Elevator maintenance
- Bureaucratic software market

6. HOW TO TRAVEL IN FRANCE AND ABROAD?

6.1 Booking your train or flight tickets through public market:

- 1st solution:

With a password, you will make your booking reservation by yourself!

It is important to choose your Administrative Assistant as validator,

- 2nd solution:

Administrative Assistant will directly make your booking reservation on Travel Management database with all information required (timetable of your train or flights, codification of airport abroad, ...).

6.2 Making a hotel reservation in France and abroad:

No market is imposed with regard to the accommodation but special rates have been negotiated with many hotels near E.N.S. **(please contact your Administrative Assistant for any information).**

6.3 Your missions in France & abroad:

Let your Administrative Assistant some basic information to achieve your mission order such as:

- a program of your symposium, workshop or conference,
- an invitation letter,
- a list of speakers,



You have to keep all invoices (accommodation, vaccination, receipts of meals) to ask reimbursement once you back

- **A two-week delay** is required for processing your order mission if you are travelling in France
- **A one-month delay** is required for processing your order mission If you are travelling abroad

YOUR INSURANCE (GROUPAMA):

PERSONS as part of a mission:

All staff (agents, contract staff, trainees, volunteers, casual collaborators, professors and researchers) attached to the NHS once their travel has been ordered to mission on behalf and in the interest of the ENS.

People: Accident, repatriation, reimbursement of medical expenses. People's property: luggage, equipment ... up to 5,000 euros.

Before departing on a mission, bring your «ENS» mission order or certificate of support «ENS» and keep the coordinates listed below:



Contact SIACI Saint Honoré

1. Individual accident:

GROUPAMA Contract reference: ADP20181992

Email: ens-sinistres@s2hgroup.com

2. Assistance and repatriation:

GROUPAMA Contract reference: ADP20181991

Phone number: +33 1 44 20 81 13

If you intend to travel to a country at risk, please be sure that a Defence Official Mission delivered by E.N.S. is not required!

(please contact your Administrative Assistant about this!).



In the absence of this Official Defense Mission, any reimbursement of your expenses will be allowed by E.N.S. once you back!

Be sure to be in legal position before travelling in a country at risk!



Your mission have to be signed by yourself and your Director before leaving E.N.S.

6.4 Reporting of your trip expenses:

Please provide your Administrative Assistant all your receipts and invoices to request the reimbursement.

If your mission is free of charge, please inform your Administrative Assistant by email or by visiting her.

7. WHERE TO PRINT YOUR POSTER?

You have first to get a quotation from supplier before making an order

.AVANTAGE EXPRESS (10 minutes from E.N.S.)
187 Bd Saint Jacques 75005 PARIS
Phone number: 01 43 29 77 42
Email: info@avantage-express.com

Inside Physics Department, Nabil GARROUM will be able to print you an urgent poster before leaving E.N.S. ...
nabil.garroum@phys.ens.fr

8. HOW TO MAKE A RESERVATION OF MEETING ROOMS WITHIN E.N.S.?

I invite you to consult the meeting room schedule before making a reservation by visiting your Administrative Assistant.

IV CONF room courses requested throughout the year for courses, theses, summer institutes



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9. HOW TO BOOK THE LIBRARY OF THEORETICAL PHYSICS?



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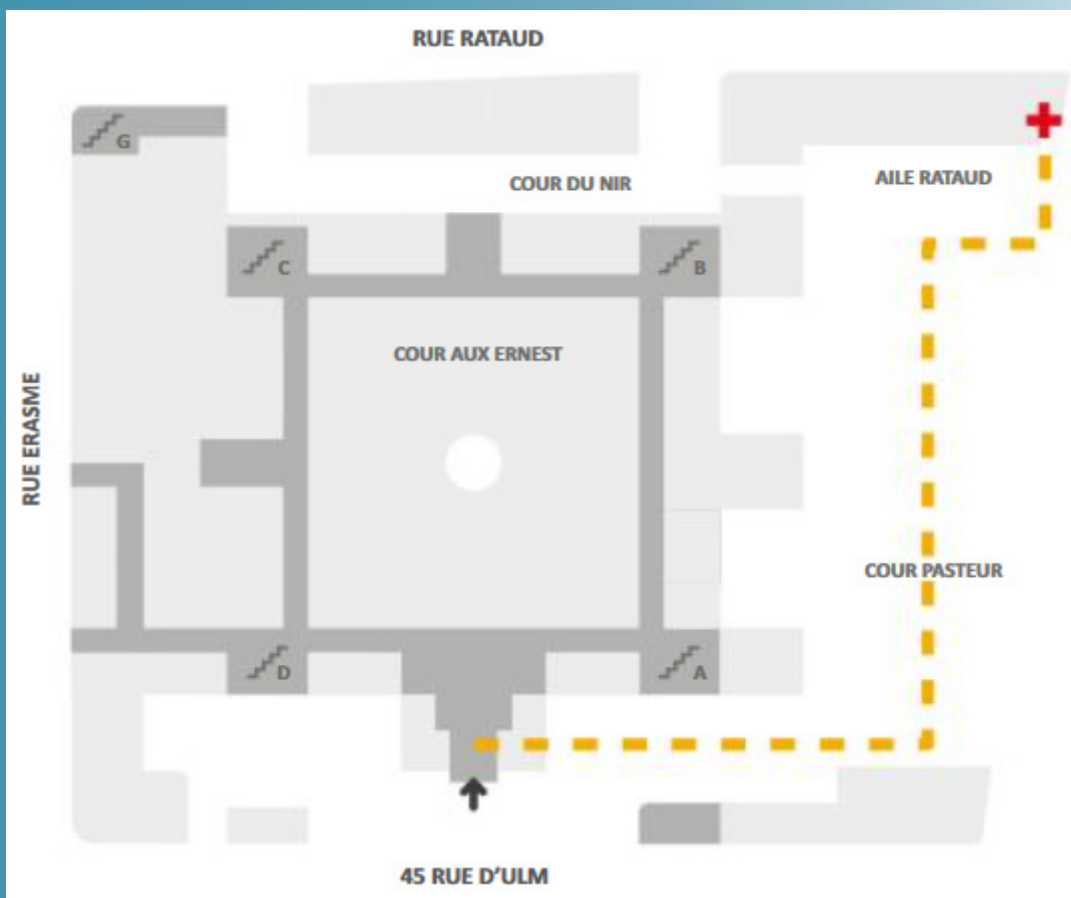
Contact: Camille ARON
camille.aron@ens.fr

10. WHERE TO FIND A COFFEE MACHINE AND A CANDY MACHINE?



On the ground floor close to piano

11. WHERE TO FIND A MEDICAL CENTRE?



Your are given above a map to get E.N.S. medical centre
(45 rue d'Ulm)

In case of emergency, please contact **44 44** or phone
number **01 44 32 37 77**

01 44 32 36 46 Secretary



01 44 32 31 49 or 01 44 32 36 49 Nurse and Doctor



. Outside E.N.S.:



Centre de santé du Square de la Mutualité

24, rue Saint Victor 75005 PARIS

Phone number: 01 55 25 01 90

Open from Monday to Friday - from 8.30 am to 7 pm
and Saturday from 8.30 am to 1.30 pm

Centre de santé de l'Épée de Bois

3 rue de l'Épée de Bois

75005 PARIS

Phone number: 01 45 35 85 83

Open from Monday to Friday - from 8.45 am to 5 pm

Close E.N.S.:



1. HOPITAL COCHIN:

123, Boulevard Port Royal, 75014 Paris
Phone number: 01 58 41 37 26





2. HOPITAL DE LA PITIE SALPETRIERE

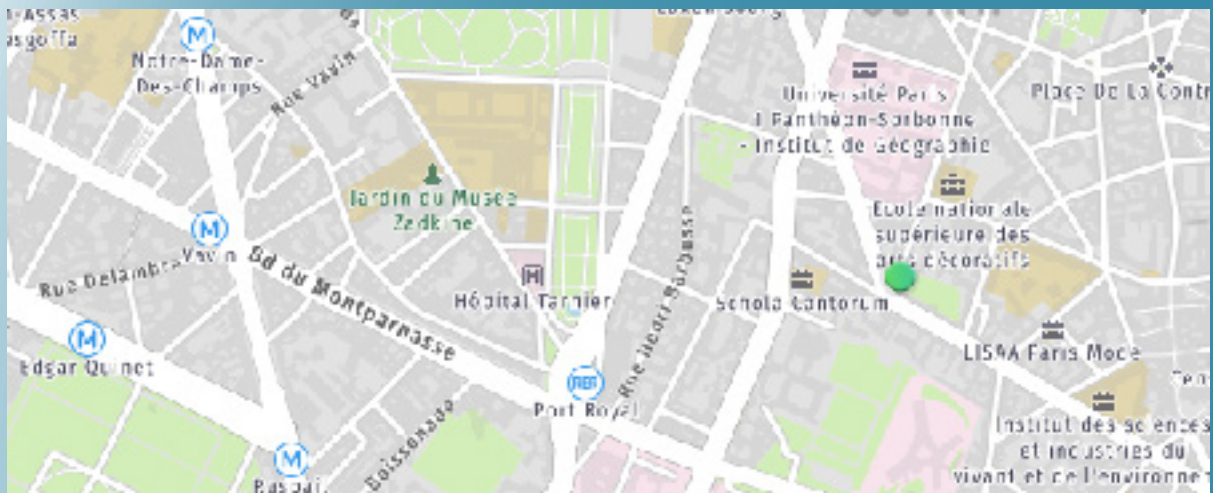
47-83 Bd de l'Hôpital, 75651 Paris cedex 13

Phone number: 01 42 16 00 00

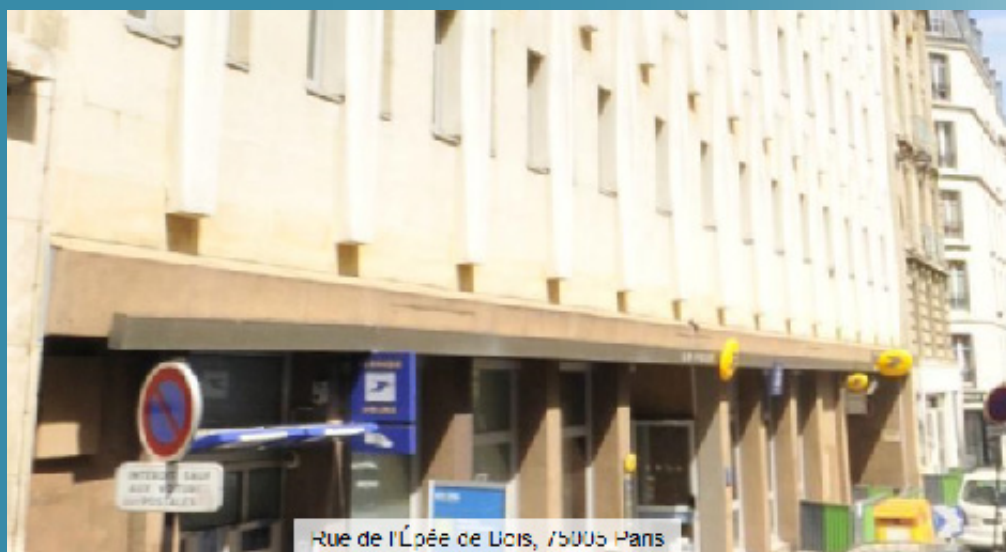
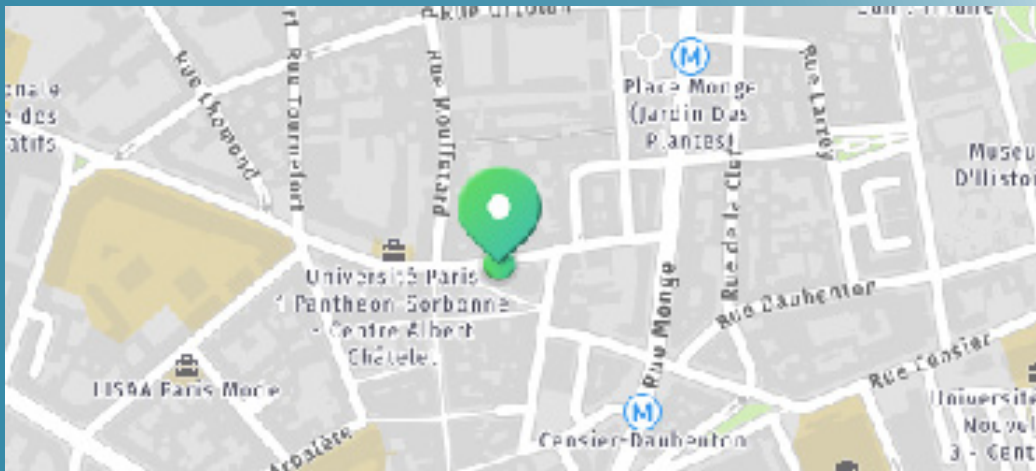


12. WHERE TO FIND A POST OFFICE?

1. 47 rue d'Ulm 75005 PARIS



2. 10 rue de l'Épée de Bois 75005 PARIS



Philippe Meyer Institute of



for Theoretical Physics

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