



Info Booklet

**Poppelsdorfer Allee 45
53115 Bonn
Germany**
<http://www.him.uni-bonn.de>

Our website FAQs and links will answer most of your questions!

<http://www.hausdorff-research-institute.uni-bonn.de/faq/>

[Do I need a visa to enter Germany?](#) [What should I know before travelling?](#) [I am an EU citizen. What do I need to know?](#) [How do I get to Bonn?](#) [Where is the HIM Institute located?](#) [Where is the HIM Administration located?](#) [What is the difference between HCM and HIM?](#) [Online calendar Math Faculty](#) [Where can I eat cheaply?](#) [If I need a doctor, where do I go?](#) [How do I get around in Bonn?](#) [Maps of Bonn](#) [About Bonn](#) [Public holidays in \(Bonn\) Germany](#) [German customs](#) [Links](#) [What kind of health insurance do I need?](#) [What do I do after I arrive in Bonn?](#) [I arrive late evening, on the weekend or on a bank holiday: what should I do?](#) [How do I find furnished accommodations in Bonn?](#) [If I have been offered compensation, how do I receive payment?](#) [Do I need a residence permit in Bonn?](#) [How do I extend my visa after my arrival?](#) [Will HIM provide me with a workplace/office space?](#) [Can I visit math events at the Max-Planck-Institute and Bonn University?](#) [Where are the library facilities?](#) [Can I take German lessons?](#) [What sports facilities are available?](#) [Does HIM offer child care?](#) [Cycling in and around Bonn](#) [Is there a large international community in Bonn?](#) [What is there to do on the weekends?](#) **How do I submit a preprint?**

Other valuable resources are:

“Welcome Centre” of the University of Bonn

If you register with them (online), you will automatically receive bulletins on current activities, German courses and other events for international researchers – for example the Rector’s Reception, which you are welcome to attend.

Register here:

<http://www3.uni-bonn.de/institutions/welcome-centre/registration/registration>

Tourist Information

<http://www.bonn-region.de/en/>

Windeckstraße 1 / at Münsterplatz, near MPI

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|-----------------------------|------------------|
| Monday through Friday: | 10 a.m. - 6 p.m. |
| Saturday: | 10 a.m. - 4 p.m. |
| Sunday and public holidays: | 10 a.m. - 2 p.m. |

The Institute

Director of HIM

Prof. Dr. Christoph Thiele

☎ 4889

thiele@math.uni-bonn.de

Assistant to the Director

Liane Weineck-Scheuch

☎ 4885

weineck-scheuch@him.uni-bonn.de

Scientific Associate to the Director

Stefan Hartmann

☎ 3138, 62133

stefan.hartmann@hcm.uni-bonn.de

Administration Team

Chief Administrator

Anke Thiedemann

☎ 3411

chief-administrator@him.uni-bonn.de


Office hours: 9 a.m. to 12 p.m. (noon), 1 p.m. to 3 p.m. and by appointment

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| <p>(Mrs) Gundula Behbahani Office Manager ☎ 4841 ✉ office@him.uni-bonn.de Facility management, mail services, database, personnel administration, coordination of student assistants.</p> | <p>(Mr) Tomasz Dobrzaniecki System Administrator ☎ 7094 or ☎ 62137 ✉ sysadmin@him.uni-bonn.de Institute network, on-site technical support (IT student staff), and webmaster HIM/HCM.</p> |
| <p>(Mrs) Luiza Jakuszek Finances ☎ 4884 ✉ finance@him.uni-bonn.de Payments to/from guests (compensation, travel, rent, deposits, beverages, laundry, per diem, etc.).</p> | <p>(Mrs) Regina Jaschinski Accommodations ☎ 4830 ✉ rentals@him.uni-bonn.de HIM rental properties: Acquisition, out-fitting, allocation, contracts, keys, maintenance, cleaning, repairs.</p> |
| <p>(Mr) Volkmar Jahn Hotels ☎ 7093 ✉ hotels@him.uni-bonn.de Hotel reservations and bookkeeping HCM.</p> | <p>(Mrs) Silke Steinert-Berndt Guest & Family Services ☎ 4831 ✉ visitors@him.uni-bonn.de Local orientation and assistance, workshop organization, family services (child care, schools), contact to agencies/authorities.</p> |
| <p>Support Staff / Student Assistants: (Mr) Ananda Withanachchi (HIM tea time); (Mr) Peter Schröder (apartment maintenance) (Mrs) Irisleni Windeck-Escobar (housekeeper) Roman Banehi, Anna Bruch, Vivien Czepok, Majib Kriegesmann, Joschka Merz, Michael Schnabel, Sebastian Sonntag Aberham Gebreyohannes (IT), Karolina Hahn (IT), Maximilian Liedtke (IT), Wendelin Reser (IT)</p> | |

What You Need to Know About HIM – In Brief

HIM

The Institute is housed in two buildings on Poppelsdorfer Allee, 53115 Bonn. The office of the Director and the lecture rooms are in the Institute proper at Poppelsdorfer Allee 45 (Popp 45). The administrative staff is across the street at Poppelsdorfer Allee 82, 2nd floor (Popp 82). Guests will find modern, well-equipped workplaces in both buildings, see <http://www.him.uni-bonn.de/about-him/soundslide-video/>

HIM is a non-smoking facility. 

Main Entrances

You receive the door code from HIM Staff upon your registration, unless you specifically request it by email. Please treat this code confidentially. Keep it separate from the Institute addresses to avoid misuse by unauthorized persons.

Both Institute buildings are accessible to you by using the door code.

Alarm

An alarm system has been installed that is automatically activated/deactivated at various times (those will be provided on-site). The alarm is triggered by movement and is equipped with silent transmission to Security. Non-observance of this injunction and a triggered false alarm will result in a heavy penalty (EUROs).

Complimentary Cake

To trimester program & workshop guests, we offer complimentary tea & cake Mon. to Fri. at 4 p.m. (except on bank holidays) in the ground floor living room at Popp 45.

Beverages

The kitchens in both buildings are at your disposal at all times. HIM offers a variety of beverages. **Please pay cash for them (coins in the cash boxes) for short stays**, or mark your consumption on the checklists in the kitchens. Settle your bill before you leave Bonn, or opt for an automatic deduction from your refundable apartment deposit. Inform us at departure.

Workplace

Please note that your claim to a workplace coincides with the confirmed dates of stay within a (Junior) Trimester Program. Workshop participants have no entitlement.

Computer

After switching on, you receive a boot menu from where you can choose the operating system (Mac OS X/ Windows). All systems are pre-installed with a basic set of software (e.g. Office and TeX).



Personal Laptops

You are welcome to use your own laptop with our WLAN/WiFi.

Keyboards

We provide standard keyboards in both German and English layouts. Upon request we can provide an Apple keyboard.

Valuables

Office doors cannot be locked. Valuables can be locked in the under-desk container, keys are available from Guest & Family Services against a refundable deposit.

HIM accepts no responsibility for lost or stolen property. In the event of theft, it will be necessary to file a written report with the local police.

Lecture Halls (Popp 45)

Ground floor seats 60 max; basement seats 20. Digital projectors are connected to Minimacs, choice between Mac OS X and Windows 7. Adobe Reader is installed; USB port available. Lectures can be filmed and made available on Youtube.

Telephoning

The Institute telephones allow outgoing calls within the University system and only within the city limits.

Alternatives: a) Pre-paid cards can be bought in many grocery stores, tobacco shops, on the internet or in various providers' downtown outlets; b) The telephone in your apartment. The charges will be deducted automatically from your apartment deposit and you will receive a copy of the itemized invoice.

Receiving calls

The area code for Bonn is (0)228; University numbers start with 73.....

Skype

For other external calls, Skype has been installed on your computer. We can supply headsets upon request. We do not supply a Skype account – please open your own account. Headsets are available from Guest & Family Services against a refundable deposit.

Photocopying, Printing, Scanning

Popp 45: You will find a Xerox Workcentre (copy/ print/ scan to email/ USB-Stick) on the first floor (room 13). Copies are free of charge. There are monochrome laser printers with duplex support on every floor. An additional scanner (black/white, colour) is installed at the internet workplaces in the hall on the 2nd floor. A shredder is on 1st floor (room 13).

Popp 82: You will find a Xerox Workcentre (copy/ print/ scan to email/ USB-Stick) in the kitchen. Copies are free of charge.

Fax...

..in the office of the Director's Assistant (1st floor, Popp 45) or in Admin offices (2nd floor, Popp 82).

To Receive Mail

HIM (1st line)
Attn: *Your name* (2nd line)
Poppelsdorfer Allee 82
53115 Bonn
Germany

As we **cannot** forward incoming mail to you after your departure from HIM, be sure to provide a forwarding address to your service providers (bank, subscriptions, etc.)

Absenteeism

Generally speaking, absences contradict the explicit purpose of your invitation. Unavoidable absences should be announced in advance (email to visitors@him.uni-bonn.de with dates and purpose). Absences for scientific commitments of 1 working day per week are reasonable; longer absences may result in a reduction in compensation.

Wash while you work! Laundry (Popp 45)

In the basement you will find a washing machine, tumble dryer, iron and ironing board for your use.

Mathematics Events Calendar

See <https://www.mathematics.uni-bonn.de/kalender-der-mathematik/mathematische-veranstaltungen-ab-heute> - available in German only.

Temporary Guests

You can make a request to invite short-term guests – your collaborators, co-authors, doctoral candidates, etc. Only the Director of HIM can extend an official invitation, so please first discuss the invitation and funding terms with the Director of HIM, whose prior approval is requisite.

Workshops

HIM offers you the possibility to propose workshops/seminars/lecture series on themes related to the trimester program. However, the scope, terms and conditions of these activities must first be discussed with the Director of HIM, whose approval is requisite. Guest & Family Services offer organizational assistance.

Preprints

HIM actively encourages you and your collaborators to provide preprints that have evolved as a result of the work done during your stays at HIM. Please put your preprint on the arXiv and inform Stefan Hartmann (Scientific Associate to the Director, stefan.hartmann@hcm.uni-bonn.de), who will add your article to the preprint list of the relevant Trimester Program on the HIM website.

Report

Before you leave Bonn, please take 15 minutes to complete a brief report for the official records of the Institute. You can request the template from visitors@him.uni-bonn.de. Please send your report to report@him.uni-bonn.de.

Registering at the Town Hall

Guests who take up residence in an apartment with the intent to stay 2 months or more are required by state law to register with the municipal authorities within one week of their arrivals. The same 2-month limit also applies to guests who lodge in hotels or pensions.

HIM Guest & Family Services will help you complete the Registration Form for yourself and family members. Registering is free of charge.

The logical consequence is that you must de-register before you leave Bonn, but this can be done by mail (contact HIM Guest & Family Services for help).

Note: Registering is a prerequisite for guests who must prolong the tourist visa allowance of 90 days. Also: You cannot open a local bank account without proof of registration/residence.

Prolonging a Short-Stay Visa

If you stay **less than 3 months** but must prolong the short-stay visa originally issued to you by a Consulate, be sure to apply for an extension **before** the visa expires! You need an appointment: ask HIM Guest & Family Services at visitors@him.uni-bonn.de

Residence Permit for stays of 3 months and longer

Guests who stay **3 months or longer** must apply in person for a temporary residence permit at the Bonn Immigration Office. Be sure to apply well before your original visa expires, otherwise you will have “illegal” status in Germany!

Local Bank Account

If you are not a German citizen and would like to open a checking account (*Girokonto*), the local banks will demand to see your passport and at least the Town Hall confirmation of registration or even a residence permit before they proceed.

Sports

The University of Bonn sports department offers a huge variety of sports activities in various facilities at low cost, but you will need to buy a “Semester Card”.

Bicycles

The Radstation is an occupational training center under the auspices of the charity organization Caritas. The Radstation maintains, exclusively for HIM Trimester Program guests, a fleet of 30 serviced bicycles that accommodate gender and height.