

him

HAUSDORFF RESEARCH INSTITUTE
FOR MATHEMATICS

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: <https://www.uni-bonn.de/en/research-and-teaching/support-for-researchers-and-teachers/welcome-center-for-international-researchers>

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

Windeckstraße 1 / at Münsterplatz, near MPI

For the corresponding opening hours, please see the website!

The Institute

Director of HIM
 Prof. Dr. Christoph Thiele
 ☎ 4889
thiele@math.uni-bonn.de


Office hours: 9 am to 12 pm and by appointment

<p>(Mr) Tomasz Dobrzeński</p> <p>System Administrator ☎ 7094 or ☎ 62137 ✉ sysadmin@him.uni-bonn.de</p> <p>Institute network, on-site technical support (IT student staff), and webmaster HIM/HCM.</p>	<p>(Ms) Liane Scheuch</p> <p>Assistant to the Director ☎ 4885 ✉ scheuch@him.uni-bonn.de</p> <p>Assistant to the HIM Director.</p>
<p>(Ms) Sabine George / (Ms) Regina Jaschinski</p> <p>Accommodations ☎ 4830 ✉ apartments@him.uni-bonn.de</p> <p>HIM apartment pool: keys, maintenance, repairs, cleaning coordination, check-ups.</p>	<p>(Ms) Silke Steinert-Berndt / (Ms) Cécile Kühn</p> <p>Programs Coordination ☎ 4831 ✉ programs-coordination@him.uni-bonn.de</p> <p>Administrative coordination of trimester programs, HIM workshops & schools, contact for organizers and participants, contact to agencies / authorities, assignments of HIM apartments.</p>
<p>(Ms) Maj Helena Köhler / (Ms) Alena Weissgerber</p> <p>Hotels ☎ 7093 ✉ hotels@him.uni-bonn.de</p> <p>Hotel reservations for workshops and HIM guests.</p>	<p>(Ms) Kanami Ueda</p> <p>Finances ☎ 4215 ✉ fellowships@him.uni-bonn.de / travel@him.uni-bonn.de</p> <p>Payments to/from HIM guests (bank transfers, fellowships, travel etc.).</p>
<p>(Ms) Andrea Ronnau</p> <p>Catering Service ✉ andrea.ronnau@hcm.uni-bonn.de</p> <p>Catering service, stock control, catering orders.</p>	
<p style="text-align: center;">Support Staff / Student Assistants:</p> <p>(Mr) Ananda Withanachchi (HIM tea time), (Mr) Peter Schröder (apartment maintenance), (Ms) Irisleni Windeck-Escobar (housekeeper)</p> <p>Pavel Barikin, Franzi Ernst, Nathalie Hanussek, Mareike Schulz, Christopher Staudt</p> <p>IT: Azar Kasimjanov, Michael Kretschmer, Juri Heckelsberg, Matthew Praktijnjo, Vahab Sourinejad, Senan Wickrama Surendra</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 by email in due time prior to your arrival. 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 (in all HIM facilities including both buildings, the backyard and the garage) 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 Refreshments

We offer complimentary refreshments to all trimester program guests each afternoon from Monday to Friday (except on bank holidays) in the ground floor at Popp 45.

Beverages

The kitchens in both buildings are at your disposal at all times. HIM offers a variety of beverages.

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

Every work place is equipped with a docking station to connect your own laptop with the monitor, LAN, keyboard and mouse (all provided by HIM). In case you prefer to work with an HIM computer, we may provide correspondingly.

WIFI Access

Access to EDUROAM account is granted (only via your personal credentials, in connection to your home institution). HIM does not have its own WIFI network, corresponding to the University of Bonn policy.

Valuables

Office doors cannot be locked. Valuables can be locked in the under-desk container, keys are available from Programs Coordination 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.....

Photocopying, Printing, Scanning

You will find several printers on the various floors of the institute and in Poppelsdorfer Allee 82. Copies are free of charge. A shredder is on 1st floor (room 13) of the institute.

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 programs-coordination@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

Please see [here](#) - 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. Programs Coordination offers 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 preprints-publications@him.uni-bonn.de, in order to have your article added 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 programs-coordination@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 3 months or more are required by state law to register with the municipal authorities within two weeks of their arrivals. The same 3-month limit also applies to guests who lodge in hotels or pensions.

Programs coordination 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 programs-coordination@him.uni-bonn.de for help).

Note: Registering is a prerequisite for guests who must prolong the tourist visa allowance of 90 days (which is only possible for persons with certain nationalities after having entered Germany). Also: You cannot open a local bank account without proof of registration/residence.

Application for Residence Permit

Please see <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148> to check the visa requirements (including the footnotes!). If you do not need an entry visa and will stay **more than 90 days** or in case **your visa does not cover the whole period of your stay at HIM**, be sure to apply for a residence permit / visa extension **in due time before** the 90 days expires! Programs coordination will be glad to assist you; please contact programs-coordination@him.uni-bonn.de.

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. The bikes can be parked in the HIM garage, right next to the institute.