

# Getting Started in our laboratory

**Welcome to our laboratory!** We would like you to feel comfortable with us and wish you a good start. There are some essential things you will need to take care of. Don't worry, it is less complicated than it looks like.

## Basics

- ☐ I have arrived.
- ☐ I have a place to sleep.
- ☐ I know how to get to the institute.
- ☐ I have got a bank account.
- ☐ I have signed my contract/registered at the university.
- ☐ I have health insurance.
- ☐ I have registered with the city authorities.
- ☐ I have received my first payment.

## Life

- ☐ I have a city map.
- ☐ I know how to buy bus/train tickets.
- ☐ I know how to look up bus/train connections.
- ☐ I have a mobile phone number with a local provider.
- ☐ I know where to do shopping.
- ☐ I know where to find Asian/African/kosher/eco food.
- ☐ I know three places where you can meet English-speaking people.
- ☐ I have seen three things that the city is famous for.
- ☐ I have been to three cafes/pubs around here.
- ☐ I have registered for language classes.
- ☐ I know how to phone home for cheap.

## Workplace

- ☐ I have met five lab colleagues.
- ☐ I know how to get the keys to the lab.
- ☐ I know where to find the admin staff responsible for me.
- ☐ I have a desk.
- ☐ I have access to a computer.
- ☐ I know how to get lunch.
- ☐ I have a mail account at the institute.
- ☐ I am on the laboratories mailing list.
- ☐ I am on the laboratories web page.
- ☐ I have read the beginners' guide to the lab.
- ☐ I have met the other students from my graduate school.

## Project

- ☐ I have read the initial wave of papers sent to me by my supervisor.
- ☐ I have discussed my project with my supervisor face-to-face.
- ☐ I know a second person I can ask about the project.
- ☐ I have created a one-page plan for my project.
- ☐ I have discussed the project plan with my supervisor.
- ☐ I know what is the first task in my project.
- ☐ My supervisor confirmed completion of the first task.

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