## 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.

*This document may be distributed and modified freely!*

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