Member Handbook

Spring 2022
**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSRI Spring 2022 Holiday and Bus Service Closure Dates</td>
<td>2</td>
</tr>
<tr>
<td>MSRI Staff Directory</td>
<td>3</td>
</tr>
<tr>
<td>Collegiality</td>
<td>4</td>
</tr>
<tr>
<td>Ombuds Services</td>
<td>5</td>
</tr>
<tr>
<td>UC Berkeley Ombuds Services</td>
<td>6</td>
</tr>
<tr>
<td>Arriving at the Institute</td>
<td>7</td>
</tr>
<tr>
<td>Payments</td>
<td>8</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>8</td>
</tr>
<tr>
<td>Transportation &amp; Scientific Travel</td>
<td>9</td>
</tr>
<tr>
<td>Offices</td>
<td>11</td>
</tr>
<tr>
<td>Computer Services</td>
<td>12</td>
</tr>
<tr>
<td>Resources</td>
<td>12</td>
</tr>
<tr>
<td>Food</td>
<td>14</td>
</tr>
<tr>
<td>Activities During the Semester</td>
<td>15</td>
</tr>
<tr>
<td>Recreational Privileges</td>
<td>16</td>
</tr>
<tr>
<td>General Facilities Information</td>
<td>17</td>
</tr>
<tr>
<td>Policies</td>
<td>17</td>
</tr>
<tr>
<td>Emergencies</td>
<td>18</td>
</tr>
<tr>
<td>Leaving the Institute</td>
<td>19</td>
</tr>
</tbody>
</table>

**MSRI Spring 2022 Holiday and Bus Service Closure Dates**

February 21 (Monday) Presidents’ Day, MSRI Closed, **NO BUS SHUTTLE SERVICE**

May 30 (Monday) Memorial Day, MSRI Closed, **NO BUS SHUTTLE SERVICE**
## MSRI Staff Directory

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>David Eisenbud</td>
<td></td>
</tr>
<tr>
<td>Deputy Director</td>
<td>Helene Barcelo</td>
<td></td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Arthur Bossć</td>
<td>643-8321</td>
</tr>
<tr>
<td>Senior Administrator of Scientific Activities</td>
<td>Christine Marshall</td>
<td>642-0555</td>
</tr>
<tr>
<td>Assistant for Scientific Activities</td>
<td>Tracy Huang</td>
<td>643-6467</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Sierra Sutherland</td>
<td>642-0143</td>
</tr>
<tr>
<td>Housing Adviser</td>
<td>Patricia Brody</td>
<td></td>
</tr>
<tr>
<td>Family Services Consultant</td>
<td>Sanjani Varkey</td>
<td></td>
</tr>
<tr>
<td>International Scholar Advisor</td>
<td>Claude Ibrahimoff</td>
<td>643-6019</td>
</tr>
<tr>
<td>Facilities and Food &amp; Beverage Coordinator</td>
<td>Bertram Ladner</td>
<td>642-0144</td>
</tr>
<tr>
<td>Librarian</td>
<td>Linda Riewe</td>
<td>643-1716</td>
</tr>
<tr>
<td>Controller</td>
<td>Stefanie Yurus</td>
<td>642-9238</td>
</tr>
<tr>
<td>Director of Compliance and FP&amp;A</td>
<td>Lee Haynes</td>
<td>643-6070</td>
</tr>
<tr>
<td>Staff Accountant</td>
<td>Rizalyn Mayodong</td>
<td>642-9798</td>
</tr>
<tr>
<td>Director for Advancement &amp; External Relations</td>
<td>Ann Averitt</td>
<td>643-6056</td>
</tr>
<tr>
<td>Assistant Director of Development</td>
<td>Uta Lorenzen</td>
<td>642-4745</td>
</tr>
<tr>
<td>Project Lead, National Math Festival</td>
<td>Kirsten Bohl</td>
<td></td>
</tr>
<tr>
<td>Communications and Event Coordinator</td>
<td>Jennifer Murawski</td>
<td></td>
</tr>
<tr>
<td>Development Assistant</td>
<td>Sandra Peterson</td>
<td>642-0448</td>
</tr>
<tr>
<td>Executive Assistant and Board Liaison</td>
<td>Lisa Jacobs</td>
<td>642-8226</td>
</tr>
<tr>
<td>Executive Assistant to the Deputy Director</td>
<td>Alexander Lawhorn</td>
<td>643-3565</td>
</tr>
<tr>
<td>Grants and Data Specialist</td>
<td>Alaina Moore</td>
<td></td>
</tr>
<tr>
<td>Grants and Accounting Assistant</td>
<td>Donna Wong</td>
<td>643-6855</td>
</tr>
<tr>
<td>Senior Manager of IT and Security</td>
<td>Aaron Hale</td>
<td>643-6069</td>
</tr>
<tr>
<td>IT Manager</td>
<td>Demaur Owens</td>
<td>643-0906</td>
</tr>
<tr>
<td>IT Technical Support</td>
<td>Nate Orage</td>
<td>643-0906</td>
</tr>
<tr>
<td>IT Remote Event Support Engineer</td>
<td>Joey Delgadillo</td>
<td>643-0906</td>
</tr>
</tbody>
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Note: all numbers are 510 area code
Collegiality

MSRI strives to provide a welcoming and supportive environment for all. Among the primary benefits of a stay at MSRI are meeting new mathematicians, and enjoying collaborations both with old friends and new colleagues. We ask you to help us by including new people from all backgrounds in your circles as much as possible. The senior members in the community can set a positive tone in this way.

MSRI is committed to fostering a community of respect, collegiality, and sensitivity. The study of mathematics is challenging, often emotionally as well as intellectually; even mildly uncollegial behavior can have highly detrimental effects on another’s ability to focus. In most situations, simple common sense and good judgment should suffice as guidance, but we appreciate that some questions of appropriate behavior can be more complex and subtle. We encourage staff and members to be respectful and supportive of one another.

Here are some ways you can help foster collegiality at MSRI:

- Reach out to people in the program whom you do not know, and actively build new connections
- Encourage mutual respect for similarities and differences--in background, expertise, judgments, and assigned responsibilities, with the goal of establishing mutual trust between colleagues
- Welcome diversity and encourage diverse opinions
- Avoid demeaning others or aggressively challenging their competence or mathematical abilities
- Refrain from promoting bias and stereotypes about race, nationality, religion, gender and sexual orientation, or other personal characteristics
- Understand that behavior can have an adverse impact on others, even in the absence of malicious intent by the actor

If a participant's unprofessional or uncollegial behavior is disrupting the atmosphere of an event, or the ability of others to participate, it is the event organizers’ duty to act to address the situation. Such action may involve excluding the participant causing the disruption from that event. In such cases, the organizer must notify MSRI's administration of their action promptly, so that the matter can be reviewed. If the Directorate or the organizers feel that a longer-term action (such as dismissal from a program) is necessary, such an action can only be taken by the MSRI Directorate. Discriminatory, harassing, or bullying behavior will not be tolerated. If you think you have experienced or witnessed such behavior, or if you do not feel comfortable with the way you are being treated, we urge you to contact the Operations Manager, Arthur Bosse, or the Deputy Director, Hélène Barcelo in person or by e-mail at abosse@msri.org or hbarcelo@msri.org. However, any staff member whom you trust would also be appropriate. We will treat these concerns with discretion; however, there are circumstances where, as MSRI staff, we must act, even if it is not your preference. If you prefer to speak confidentially with someone independent of MSRI management, you may contact our Ombudsperson by email at ombuds@msri.org or by calling 904-414-2996. If you prefer anonymity, you may use the portal established to facilitate anonymous contact with the ombudsperson at https://www.lighthouseservices.com/ombuds.

We invite you to view the complete Anti-Discrimination and Harassment Policy and Complaint Procedure here: https://www.msri.org/web/msri/about-msri/harassment_policy

*This statement is modeled after the UC Berkeley Department of Mathematics’ Statement on Collegiality, Respect, and Sensitivity
Procedure for Resolving Issues of Collegiality

MSRI is committed to ensuring that all collegiality concerns are handled in a fair, impartial, thorough, and thoughtful manner. We will make all reasonable efforts to promptly initiate an inquiry into formal allegation(s) and conclude it in a timely fashion. Please note that the Ombudsperson is available as an informal option and contacting them will not necessarily trigger a formal inquiry.

MSRI will initiate an inquiry into incidents of non-collegial behavior, according to the following general guidelines:

● The Operations Manager will speak with both sides of the conflict, and any witnesses identified by the parties, with the goals of:
  ○ Trying to understand what happened
  ○ Listening without passing judgment
  ○ Finding ideas on appropriate resolution
  ○ Finding ideas on how the situation could have been avoided or how the behavior can be prevented going forward

● Either side may refuse to meet with the Operation Manager or to comment on some aspects of the inquiry. In such a case the inquiry will continue based on the other available information

● Once the facts are gathered, the Operations Manager will meet with a member of the Directorate and other appointees (as deemed appropriate) to explain what happened, and discuss how best to respond and determine what action should be taken

● The Operations Manager, together with a member of the Directorate, will meet with both parties to convey the decision about any action that will be taken

● MSRI will follow-up with others who witnessed or were affected by the conduct

Please note that since the inquiry is a confidential process, while it is happening it may not be obvious to the reporter that serious actions are being taken. Should a preliminary inquiry demonstrate that the concern more appropriately falls under the anti-discrimination and harassment policy, the investigative procedure of that policy will be followed.

Ombuds Services

MSRI has an Ombudsperson available to members. The Ombudsperson is MSRI’s designated impartial and confidential third party who will discuss member’s problems, concerns and complaints. All reports made will be confidential, except in cases where a person presents a danger to themselves or others.

If you would like to speak about a conflict, concern, or issue anonymously or confidentially, you may contact the MSRI Ombudsperson by email, phone, or anonymous portal. The Ombudsperson will listen, discuss options, and help you determine the next steps to take.

Email: ombuds@msri.org
Phone: 904-414-2996
UC Berkeley Ombuds Services

The UC Berkeley Ombuds Offices are a resource to MSRI visitors. Providing a comfortable, confidential environment to discuss problems, concerns, or complaints, the Ombudsperson will review basic information about the office and you will be able to discuss your issue(s) and review your options, working to develop strategies for pursuing resolution. The Ombuds Office does not offer legal advice or mental health counseling, does not have any formal authority to render decisions about issues brought to the office, and does not participate in formal hearings or other formal processes.

Ombuds Office for Students & Postdoctoral Appointees – Available to MSRI Postdocs registered with UC Berkeley’s Visiting Scholar and Postdoc Affairs (VSPA), Graduate and Undergraduate Students

Website  https://sa.berkeley.edu/ombuds

Phone  510-642-5754

The Ombuds Office can be your first step, your last resort, or anything in between. If you wish for assistance sorting through a campus-related conflict or concern, please contact us. The Ombudsperson will listen to your concerns, serve as a sounding board, discuss your options with you, and help you get a new perspective and determine the next steps to take.

The office is strictly confidential and no one will know you have spoken with us unless you wish them to. The only exception to this confidentiality is where there appears to be imminent risk of serious harm or danger.

Faculty Ombudsperson - Available to Research Members and Research Professors

Website  https://academic-senate.berkeley.edu/committees/omb/faculty-ombudsperson

Phone  510-642-7213

The Faculty Ombudsperson is a confidential, informal, impartial alternative for the resolution of work-related problems and conflicts.

The Faculty Ombudsperson functions as an “organizational ombuds,” providing advice on conflicts and disputes in a confidential and informal manner. They listen, suggest, obtain information, and mediate to achieve resolution. Often they satisfy the needs of the complainant by simply acting as a sounding board and source of advice as to how that person may solve her/his own problem. Ombudspersons do not issue reports or findings. They do not keep written records or act as witnesses in possible subsequent proceedings. They subscribe to a code of conduct, assuring impartiality and confidentiality.

The Faculty Ombudspersons are appointed by the Academic Senate and are subject to the Responsible Employee requirement laid out in the UC Sexual Violence and Sexual Harassment Policy, meaning that they are required to notify the Office for Prevention of Harassment and Discrimination if a person affiliated with the University (e.g., student, staff, faculty member) reports conduct that is prohibited under the sexual violence/sexual harassment policy.
Arriving at the Institute

When you arrive at MSRI, please check in with the receptionist

- You must present proof that you are fully vaccinated for COVID-19 by showing your vaccination card, or a clear image of the card on your mobile device. MSRI will accept vaccines from other countries that are approved by the World Health Organization.
- Your photo will be taken for your **MSRI membership ID card.** This card identifies you as eligible to receive certain university services (library privileges, recreation facility membership) and serves as your **bus pass,** which can be used on the Hill shuttle bus.
- **Please bring $60.00 in cash for the office key and access card deposit. Cards will not be accepted.** If either your office key or access card is lost, the deposit will be forfeited. Any member requesting a replacement will be charged a $60.00 deposit for the new key/card.
- You will receive the **key to your shared office.** **After you submit your cash key deposit,** you will receive a **building access card** that allows you to enter the Institute at any time.
- You will receive a folder of information, including forms that must be filled out and returned
Payments

MSRI is able to send your monthly member payments via a direct bank (ACH) transfer, if you have a U.S. bank account; or wire transfer, if you have an international bank account. **International bank account holders:** it is likely that your international bank account will have a fee for receiving a foreign money transfer; unfortunately MSRI is not able to reimburse this fee. **It is possible to request reimbursement via paper check if necessary.**

Payments will be transferred to members’ accounts on the last business day of each month.

Final payments will be transferred when you turn in your office keys and check out of MSRI on your final day at the Institute. We are not permitted to distribute final payment until this time.

*We are not permitted to issue the first payment until all the required paperwork has been returned to the Assistant for Scientific Activities.

**Opening a Bank Account:** If you wish to open a local bank account, non-resident aliens need to bring their Passport – it is advised to bring your I-94 and MSRI invitation letter showing that you are in residence for a few months. Aside from the passport, the most important document to provide is a local valid US address - for example a lease agreement good for at least 60 days (or PG&E bill, phone bill etc). The bank will contact the leaseholder to verify that the person lives at the address stated on the lease. A Social Security number or a California ID is not required. MSRI recommends you go to the **Bank of America** at 2151 Shattuck Ave, Berkeley, CA 94704 US.

Health Insurance

**For Postdocs:** MSRI provides health insurance to all MSRI Postdoctoral Fellows (and accompanying family members) regardless of citizenship. The enrollment forms were sent to you via email before the start of the semester. Any questions regarding health insurance for Postdocs should be directed to Arthur Bossé, the Operations Manager, located in the Administrative office on the 1st floor, Room 117 or at abosse@msri.org.

**For Other Members:** International Visitors coming on a J-1 visa must have insurance that satisfies the J-1 visa health insurance requirement. If you are not already appropriately covered by your home institution or employer, you may contact Stacey Wheeler at ITG Worldwide to inquire about purchasing such an insurance plan. Other International Visitors not on the J-1 visa may also inquire about purchasing health insurance by contacting Ms. Wheeler. She can be reached by email at stacyw@itgworldwide.com or by phone at 415-599-2475.

Further questions can be directed to Claude Ibrahimoff, International Scholar Advisor (int-advisor@msri.org).

MSRI is unable to provide health insurance information to visitors who are U.S. citizens or permanent residents.
**Transportation & Scientific Travel**

**Bus Pass:** Your new Member ID Card will act as your bus pass. It can be used on the Hill shuttle bus. Schedules can be found in the lobby of the building or online: [http://pt.berkeley.edu/sites/default/files/hill_schedule.pdf](http://pt.berkeley.edu/sites/default/files/hill_schedule.pdf).

![Bus Route Map](image1.png)

**Weekend bus:** On weekends and holidays you can use the AC transit service, bus #65 between Berkeley BART and Lawrence Hall of Science via Euclid Ave. and Grizzly Peak Blvd. Our MSRI bus pass does **not** work on this public transit bus. Link to the schedule here: [http://www.actransit.org/maps/schedule_results.php?version_id=3&quick_line=65#schedule](http://www.actransit.org/maps/schedule_results.php?version_id=3&quick_line=65#schedule)

**Parking:** To park in the MSRI parking lot you must have a parking pass. Please see the Receptionist at the front desk if you wish to have a parking pass and gate code. The MSRI parking lot is located just below the building off Centennial Dr. It is the last terrace loop before you get to Gauss Way. Signs are posted at the entrance to the lot. Campus does patrol this lot and will ticket a vehicle not parked in a designated parking space and not having a pass **visible**.

![Parking Map](image2.png)

**Bicycles:** A bicycle rack has been provided in front of the building entrance. Bicycles are **not** permitted inside the building.
Scientific travel during the semester:

Postdocs: The Institute has a limited fund for domestic travel available for postdoctoral fellows only. This funding is for travel to professional meetings or consultations with other mathematicians. Application forms for postdoc travel are located in the mailroom. You must complete an application for funds before your travel begins and include a copy of your invitation letter or email from the host institution. Postdocs who will be at the Institute for one semester may apply for one trip, full year postdocs may apply for two trips. Limits do apply. Please read the application completely. Your application for Scientific Travel must be submitted to the Senior Administrator of Scientific Activities, Chris Marshall, for approval. You will receive an approval copy in your mailbox.

Other Members: It is the Institute’s policy that when a Program Member is invited to give a seminar or colloquium at an Academic Sponsor institution, MSRI will reimburse up to $250.00 towards airfare and ground transportation. The host institution is expected to cover the balance of expenses. (For a full list of Academic Sponsor Institutions, please see http://www.msri.org/web/msri/support-msri/academic-sponsors). Scientific travel funds do not cover meal or lodging expenses. You must complete an application for funds before your travel begins, and include a copy of your invitation letter or email from the host Academic Sponsor. Travel Reimbursement forms (located in the mailroom) to Academic Sponsors must be submitted to the Senior Administrator of Scientific Activities for approval. You will receive an approved copy in your mailbox.

Requests for Scientific Travel Funds after the visit has taken place will not be considered!
Offices

- Each program member is assigned a shared office. Each desk has a filing cabinet and is equipped with a desktop computer, keyboard, mouse, and speakers.
- Each office has a chalkboard. If you would like to have your chalkboard washed, please erase it entirely at the end of the day and the cleaning crew will wash it.
- There is one shared telephone in each office.
  - Dial 9+telephone number for outside local calls
  - 9+1+area code+telephone number for long distance calls (within the U.S.)
  - For international calls, please obtain an international calling card from the front desk and follow the instructions on the card to place your call
  - For UC Campus or inside-MSRI calls, dial the last five digits of the phone number
  - Telephone charges should be limited strictly to calls for professional purposes
  - Please charge personal long distance calls to your home telephone number, economical phone card (available for purchase at various shops in the campus vicinity), or to a credit card.
- Please do not move the furniture within your office. If you would like a different configuration, or have an issue with your furniture, please see the Facilities Coordinator, Bertram Ladner, in the Administrative Office or send him an email at bladner@msri.org.
- Please report any problems (i.e. burned out lights, telephone problems, etc.) to the Facilities Coordinator in the Administrative Office.
- Electrical appliances, such as heaters, coffee makers, irons, hot plates, small refrigerators, or other such appliances are not allowed in offices. The building’s electrical system was not designed to accommodate appliances in individual offices.
- Pushpins, used sparingly, are the recommended approach to hanging items on the office walls. DO NOT use your office door as a bulletin board. Objects taped or tacked to the door damage the surface and create a fire hazard.
- To open the office windows release the lock bar, located in the middle of the top portion of the window frame, and push upward.
- To turn on the office wall heater, turn the white dial from the off position, which is the star symbol (*), up to 3. The dial is numbered from 1 to 5, with 5 being the highest setting. For optimum performance in the winter months leave the heater on at level 3 all the time.
Computer Services

For the most current information about our computing resources, visit our website link--http://www.msri.org/web/msri/for-visitors/computing-handbook. If you bring your own laptop you may connect to our wireless internet connection, free of charge, anywhere in the building. For specific information about our systems, please see the Computing Dept., in room 214, 2nd floor. Our IT personnel are always happy to help! You may also send an email to ticket@msri.org.

On the UC Berkeley Campus, UC Berkeley provides complimentary wireless internet for visitors on campus. When searching for a wireless network, select CalVisitor to get online. This service is available in all rooms and buildings across campus.

Resources

Bulletin Boards: If you would like information posted, please give the item to the Facilities Coordinator in the Administrative area. It will be dated and posted on a bulletin board. DO NOT use your office door as a bulletin board. Objects taped or tacked to the door damage the surface and create a fire hazard.

Printers: There are printers located on the 2nd and 3rd floor of the institute, on the north and south side of the building at the end of the hall.

Copiers & Scanner: A large copier is located in the mailroom on the 1st floor with scanning capabilities. The mailroom copier can be accessed by entering the code located on the manila envelope, which held your office key. You must enter the code twice, once as your log-in and once as your password. A smaller copier is located in the compact shelving room of the Library. Please restrict use of this copier to library materials only. There is another scanner located at the north end of the 3rd floor.

Fax Machine: The Institute has a fax machine located in the administrative area on the 1st floor. THIS IS A STAFF USE ONLY MACHINE. The number is (510) 642-8609. If you receive a document, the staff will place it in your mailbox. Before bringing items to be faxed to the administrative office, please see if the receiver will accept a scanned copy.

Mail: Incoming mail will be placed in your designated slot located in the mailroom, room 104. Please do not have personal mail, such as bank statements or phone bills, delivered to you at MSRI. The campus post office can refuse this mail, require you to pick up your mail on campus at 2000 Carleton Street, or charge you $12.00 to deliver it to MSRI. Outgoing mail is picked up on Tuesdays and Thursdays by 10am. Outgoing MSRI business-related mail should be left unstamped in the wood basket to the right inside of the administration area, room #100. Be sure to put your name on the envelope in the return address section or the envelope will not be mailed. Campus WILL NOT pick up or process personal mail (stamped or unstamped). To use special services such as Overnight Mail and UPS shipping services, members should see the Receptionist at the front desk. As a courtesy to our members, the Receptionist has stamps available for purchase for sending personal mail.
**Libraries:** The MSRI library is non-circulating; please do not remove any items from the confines of the library area. Please do not bring food or drink into the library. To check out books from the UC Berkeley campus libraries, members may obtain a UCB library card by bringing their MSRI ID card and an official picture ID to the Privileges Desk in Doe Library, located in the center of the UCB campus off of University Drive.


MSRI's EZproxy server enables remote access to MSRI's online library resources. It enables you to download from home full text to which MSRI subscribes.
Most of these resources are listed on our journals web page, [http://library.msri.org/journals.html](http://library.msri.org/journals.html). There are also some EZproxy links to ebooks in the library catalog, [http://library.msri.org/bksearch.html](http://library.msri.org/bksearch.html).

The first time you click on an EZproxy link on MSRI's library website in a browser session, a login page will come up. To access the login credentials, please email our librarian, Linda Riewe, at linda@msri.org.

More information about MSRI's EZproxy and library usage guidelines can be found here: [http://library.msri.org/online-access.html](http://library.msri.org/online-access.html)

**Nursery:** For the convenience of nursing parents, MSRI has a private room on the 2nd floor of the building (Room #205). Please see the Receptionist for access.

**Video Room:** A video room is located in the library, and furnished with a large television screen to view videos, as well as a computer set-up. There is a reservation screen located outside of the room.

**Supplies:** MSRI provides pads of paper, chalk, pens, pencils and envelopes for your use. These are located in the Mailroom, room #104. Members are responsible for all other office supplies.

**Member Directory:** For a list of members in residence: [http://www.msri.org/web/msri/about-msri/member-directory](http://www.msri.org/web/msri/about-msri/member-directory)
Food

**Kitchenette:** This 2nd floor Commons kitchenette is equipped with a day-use refrigerator, microwaves, flatware, cups, and dishes for members’ use. **Please put all dirty dishes in the dishwasher prior to 3:00pm.** Please mark all articles with your name and date before putting them in the refrigerator.

**Coffee:** Regular coffee and tea is available in the 2nd floor Commons kitchenette. Espresso pods for the espresso machine can be purchased from the Receptionist in quantities of 10, or by capsule. A cappuccino foam maker is also available for use. Please be sure to clean the equipment when you have finished with it and keep the area tidy.

**Lunch:** Monday through Friday, you can order and pay online for lunch from a local restaurant, which will be delivered to MSRI. [https://www.msri.org/lunch_order_timings/calendar](https://www.msri.org/lunch_order_timings/calendar). Frozen meals are also available for purchase in the Commons kitchenette freezer.

The closest other option is the Tilden Park Golf Course Grizzly Bar & Grill. The Bay View Café at the Lawrence Hall of Science is closed until further notice.

**Afternoon Tea:** Tea, coffee, and refreshments will be served each weekday afternoon at 3:00pm. The serving time may vary during workshops.
Activities During the Semester

Schedule
Every Friday, members will receive an email with the list of seminars, workshops, and other activities taking place at the Institute the following week. A schedule will also be posted on the lobby bulletin board, and all events can be found on the online calendar on MSRI’s website (http://www.msri.org/web/msri/calendar).

Workshops
MSRI hosts many workshops over the course of the academic year. If you plan to participate in a workshop (even one associated with your program), we ask that you please register using our online registration form. That way you will be able to receive any special email announcements relating to the Workshop, have a nametag prepared for you, and be included on the final participant list. You will need to make sure your MSRI profile is linked with an ORCID ID before you can complete the registration.

Note that you are not eligible for additional workshop funding if you are being funded as a Member during the workshop in question. For information about specific workshops, please see our website or talk to the Senior Administrator of Scientific Activities in room 103.

Seminars
If you are planning a lecture or seminar that is not part of a workshop, please email your request to the Senior Administrator of Scientific Activities by the Wednesday of the week prior to the talk. (Include any special needs such as overhead projectors, etc.) The Senior Administrator will schedule a room and distribute announcements.
Recreational Privileges

Due to the Covid-19 pandemic, access to UC Berkeley recreational facilities is not guaranteed at this time. For information and updates check out the UC Berkeley Recreational Sports Facility website.

Here are some options open to the community:

- **Downtown Berkeley YMCA**: 2001 Allston Way, Berkeley, CA 94704
- **King Pool**: 1700 Hopkins Street, Berkeley, CA 94707
- **West Campus Pool**: 2100 Browning Street, Berkeley, CA 94702
- **Albany Aquatics Center**: 1311 Portland Ave, Albany, CA 94706

MSRI is surrounded by scenic hiking trails and expansive views of the Bay area; we have provided copies of trail & campus maps in the front lobby of the building for your convenience.
General Facilities
Information

Office Hours: The Institute’s office hours are from 8:30 am to 5:00 pm, Monday through Friday. The administrative office will be closed from 12:30 – 1:00 pm each day for lunch. Check-in and check-out hours are from 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm, Monday through Friday.

Security: The building will be locked at all times. Please do not leave valuables unattended. Please make sure that you do not open any doors marked “Emergency” weekdays after 5pm, or the building alarm will sound and the campus police will arrive. After 5pm, DO NOT hold the front door open for more than 20 seconds or the alarm will sound.

Lost and Found: Please see the Receptionist for any lost and found.

Policies

Children: Due to the COVID-19 vaccination requirement, MSRI cannot allow children to visit the building at this time.

Dress Code: We are quite casual here but we do request that you wear shoes at all times in the building, so that we remain in compliance with California State Public Health Codes.

Drug-Free Work Place: MSRI is a drug-free work place. Members or staff found to be involved in the use or sale of controlled substances on the premises will be advised to seek professional assistance, and may be asked to leave the Institute.

Smoking: Smoking of any kind, including e-cigarettes, is not allowed within the interior of the building nor anywhere on the grounds of MSRI. Please note that smoking is not allowed anywhere on the UC Berkeley campus. See the Receptionist for directions to where it is permissible to smoke.
Emergencies

Emergency Exits: The emergency exits are designated by wall signage throughout the building. Please familiarize yourself with the exit locations.

Injuries and First Aid:
Injuries may occur from time to time and it is important to know what to do when an injury occurs. There are two types of injuries; non-medical and serious injuries.

1. A **non-medical injury** is defined as any non-life threatening injury or illness that does not require immediate emergency medical treatment. Examples of these types of injuries would include:
   - Minor injuries such as cuts, bruises, minor burns etc.; or
   - Minor illnesses;

   Although these types of injuries are those that are not life-threatening, they may require some basic first-aid. If you have an injury of this type, you should report to the Receptionist, or the Facilities Coordinator located in the administration area on the first floor. They will be able to provide access to the First-Aid Kit which contains adhesive bandages, gauze and other materials that can be used to address the injury. The person who has suffered the injury can determine the next course of action for themselves, such as having the injury assessed at an urgent care facility.

2. A **serious injury** is the type of injury that requires medical attention by a trained professional. Medical attention and life saving techniques should only be administered by trained personnel. Examples of these types of injuries would include:
   - Chest pain;
   - Difficulty Breathing;
   - Excessive bleeding;
   - Eye injuries;
   - Head injuries;
   - Ingestion or inhalation of a toxic substance;
   - Seizures;
   - Serious allergic reactions; or
   - Suspected bone fractures.

If you encounter someone that has suffered a serious injury, it is important to get help for them as soon as possible. Follow these steps to summon help:

- Shout "help!" to get someone to come and assist.
- If someone responds, send them to call 911 (an ambulance will be dispatched), and to get a staff person to assist.
- If no one has responded to your shout for help, you will need to go call 911 and then return to the injured person. State the problem, the building (Chern Hall or the Mathematical Sciences Research Institute, 17 Gauss Way Berkeley, CA 94720) where the emergency exists, and the number you are calling from. If no staff is onsite, send someone to meet the arriving emergency crew.
- Return to the victim. Keep the victim as calm and comfortable as possible.
• **DO NOT** try to administer First Aid that you are not qualified to provide.
• Do NOT try to move the person unless further injury would result from leaving them (such as falling debris or fire).
• Remain with the victim until help arrives.

## Leaving the Institute

• Prior to your last scheduled day at the Institute, you will receive an e-mail with a link to an **online survey**, which must be completed prior to departure.
• On your final day, once the survey has been completed, see the Receptionist to return your key and access card.
• If you have **multiple visits** scheduled, you must check in and out with the Receptionist each time.
• Check-in and check-out hours are from 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm, Monday through Friday.