

Dear guest, welcome to the IWH.

- If no other arrangements are made, your **breakfast** menu will be served **from 8:00 – 9:00 am in the breakfast room or garden.**
- Local and International calls can be dialled from the telephone available in the room. However, we kindly request you to settle the dues with the office before check out. The charge is € 0,10 per unit.
- The **WIFI Connection** is free of charge for guests.
 - WLAN: uni webaccess, Username: i5z, Passwort: 8x7room15
- **On your day of departure, we kindly ask you to check out by 9 am.** If you intend to stay longer, please contact the IWH office. You will find the contact details under “Important phone numbers”. Otherwise a late check-out charge will apply.
- Please don’t forget to **return the room key** to a staff member or drop it in the box at the IWH exit before your departure.
- Smoking in public buildings – like the IWH - is prohibited by German law. We thereby request you to comply with the regulation.
- **If you have any further questions**, please do not hesitate to contact IWH staff. As a precautionary measure, we kindly request you not to visit the administration room in person. You can contact us by telephone or email.

Important phone numbers

For national calls dial “0”, for international calls dial “9” and then the number.

In-house emergency 16 06 55

Administration 6221 54 - 36 90 / - 16 5896

Administration (Mobile phone)

+49 152 0934 0861

Ralf Köhler (janitor) +49 152 0907 0634

Police emergency number 110

Fire brigade 112

On-call medical service 1 92 92

Directory inquiries 118 33

Intern. Directory inquiries 118 34

Taxi 30 20 30

The IWH administration is available Mo – Fr, from 9 to 16 o’clock. The janitor and service team can be reached from 8:00 am to approximately one hour after the end of the event.

Printer

Our HP LaserJet 4M Plus network printer is located at the check in desk at the basement. You need to switch it on before sending the document. Please don’t forget to switch the printer off again after use. Contact us by mail or by telephone if you have any problems with the printer. Please note the number of your printed documents on the sheet that is next to the printer.

We wish you a pleasant stay at the Wissenschaftsforum.

Your IWH-Team!