Welcome to ISR | Lisboa! We are very happy to have you join our team. This document should cover some general questions. Don't hesitate to contact info@isr.tecnico.ulisboa.pt if you need anything else cleared out.

We wish you an excellent time at the **Institute for Systems and Robotics in Lisbon**!

GENERAL INFORMATION

ISR I Lisboa is located at the North Tower of Instituto Superior Tecnico's Alameda Campus, specifically on the 6th, 7th and 8th floors. In this building, access to certain floors is limited, so if you're not accompanied by someone from ISR | Lisboa you should ask the security guard at the reception to help you get to where you need. *The 6th and 8th floors, in particular, cannot be accessed by elevator without a specific access card.*

ISR | Lisboa is divided into Research Groups. On the 6th floor, you will mostly find LaSEEB and IRSg, on the 7th VisLab and SIPg and on the 8th-floor DSOR. Also on the 8th floor is the Collaboratorium, a common space that can be used for meetings, scientific discussions or food and drink consumption.

ISR | Lisboa is a Research and Development Institution, affiliated with Instituto Superior Técnico. Given that, if you are associated with ISR | Lisboa you can use the several Ténico infrastructures that contribute to a greater quality of the Institution. This

includes three different bank agencies, stores and even <u>health services</u> - notice that as a grant holder you are covered by work accident insurance only. To have access to the Portuguese national **health system** you need to be enrolled on <u>Social Security</u>. Alternatively, after living for 3 months in Portugal you can apply for the National Health Service Card, at any local healthcare centre or Loja do Cidadão. For citizens from EU member states, you can use your European Health Insurance Card (EHIC).

At the Alameda campus, **parking** is unlimited (with access) after 5 pm, on weekends, and during the month of August. During other times parking spots are almost exclusively for staff. <u>Campus management</u> usually runs applications for parking spaces in the months of October/November. At that time you may apply for one of the few parking spaces.

SETTING UP

To get your own **access card** you must fill out a form which you can also ask for at the secretariat, in room 7.16. After you've filled out the form and asked the person who is welcoming you (tutor or other) to sign it, it can be submitted for approval. Please deliver it to <u>Ana Santos</u>, <u>Magda Matias</u> or <u>Marlene Francisco</u>. *You will need to give a security deposit of 5 euros to receive the card, which will be given back to you when you return it.* The process is similar if you need an institutional **email**.

In case you need to access the building after 10 pm or during the weekends you will need to ask for **special access**. This should be asked for, at the least, until the morning of the Thursday before the time when you will be entering after-hours. To be allowed admittance you should ask your tutor to send an email to the secretariat with your <u>full name and ISR card number</u>, as well as information about the time frame for which you will need access. After that, you will be asked to head to security at Jardim Norte, where someone will lead you through the remaining proceedings.

To use one of the several **printers** available on each floor of ISR|Lisboa you will also need to be granted access. To do this, please ask for help from Magda, Marlene or

Ana.

If you **aren't originally from Portugal** there might be extra steps you might need to take care of before going about your daily life. Here are some extra guidelines, that might be useful if you come from a different country:

    1. **Social security** (public organization for social protection) rights for European citizens and guidelines to get e SS number - notice that if you enrolled for *Seguro Social Voluntário* (= voluntary social insurance), you'll be protected in the following situations: disability, death, parenthood, work-related illnesses, sickness…To enrol in Social Security you must go to Social Security/schedule an appointment (phone number 300502502)

    2. **Portuguese language** lessons at Técnico and buddy system for Portuguese lessons (SPEAK social)

    3. How to get a fiscal number;

    4. Important information about paying taxes in Portugal;

    5. Useful information including living costs and accommodation options;

    6. Restaurants near Técnico.

IMPORTANT DATES

ISR|Lisboa was founded in 1992 and the Institute's birthday is celebrated on the 13th of July. It's also usual to celebrate the arrival of a new solstice. Special events and school visits are set in this event calendar and the meeting room on the 7th floor can be booked according to the availability of its assigned calendar.

Instituto Superior Técnico also has an academic calendar, which you could keep in mind for relevant dates and holiday seasons. *On the first 15 days of August, Técnico is usually closed, and you'll need special permission to enter.*

The Institute for Systems and Robotics is also a part of the Associated Laboratory of Robotics and Engineering Systems (LARSyS) which in June engages in Annual Meetings between the member Research and Development Units.

IDENTITY AND COMMUNICATION

On the ISR **Media Wiki** page, you'll find helpful information on the Institute's robots, lab activities and open resources. In this Institutional presentation, you'll find general information about our institute and the also template look for presentations associated with ISR|Lisboa. This is the updated logo, which may be used for signatures or other official documents.

ISR-Connected is a monthly updated newsletter about everything ISR, from events and recent news to opportunities and job vacancies. If you would like to receive this newsletter in an email other than your Institucional email (which should automatically be part of the mailing list) please submit the alternate address here.

You can also follow ISR|Lisboa online, on Facebook, LinkedIn and Twitter.

PEOPLE & CONTACTS

The current board of **Directors** is composed of President Pedro Lima and Board members Alexandre Bernardino and Luís Custódio.

Administrative Team

Ana Santos, Magda Matias and Marlene Francisco // 2289 and 3422
General contact for the Alameda Campus // +351 218 417 000
In case you need to find someone else's contact you can try looking in the People section of the ISR|Lisboa website.

Useful Contacts

Ambulance 112
Firefighters 117
National Service System 808 24 24 24

If you have any remaining questions please contact info@isr.tecnico.ulisboa.pt

Enjoy your time at ISR I Lisboa!