

Department life FAQ

How do I access the Department?

The department is accessed from the doors located on the stairs (inside and outside the Department) using the badge you will receive. The badge is needed also to access the floors from the internal stairs. There is also an internal elevator working only with a special key.

The key is delivered upon request and subject to a security deposit of € 20.00.

Can I always access the Department?

The Department is open from Monday to Friday from 7.30 am to 8.30 pm.

If I want to share a moment for a coffee with a colleague where do I go?

Throughout the Nave building, in the elevator landings, there are vending machines. Two common areas are provided within the Department:

- ◆ on the 2nd floor -> Math & Coffee
- ◆ on the 7th floor -> the Coffee Time Space

What can I do if I want news of events on Departments Events (workshops / seminars / courses) ?

On the homepage of the department www.mate.polimi.it there is a constantly updated calendar of current and future events

Who and what can I contact for:

Welcome Team

- ◆ **Laura Guarino** (7th floor - phone 4632 - laura.guarino@polimi.it)
- ◆ **Susanna De Leo** (7th floor - phone 4596 - susanna.deleo@polimi.it)
- ◆ **Giovanni Gentili** (7th floor - phone 4625 - giovanni.gentili@polimi.it)

visiting-dmat@polimi.it

Travel expenses refund office:

- ◆ **Esperia Ferrara** (7th floor - phone 4616 - esperia.ferrara@polimi.it)

Logistics and Events – EventiMate Team:

- ◆ **Laura Guarino** (7th floor - phone 4632) - laura.guarino@polimi.it
- ◆ **Anna Rho** (7th floor - phone 4586) - anna.rho@polimi.it

eventi-dmat@polimi.it

ICT Service:

helpdesk-dmat@polimi.it

phone: 4545 or 4608

Administrative contact person:

- ◆ **Sabrina Torri** (7th floor - phone 4501 - sabrina.torri@polimi.it)

Stationery and mail distribution:

- ◆ **Nancy Salino** (7th floor - phone 4625 - vincenza.salino@polimi.it)

Travel office:

- ◆ **Rita Bellani** (7th floor - phone 4505),
- ◆ **Daniela Riccio** (7th floor - phone 4696),
- ◆ **Francesca Castelli** (7th floor - phone 4619)

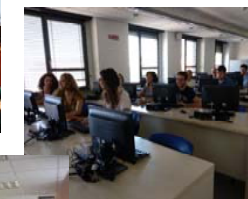
viaggi-dmat@polimi.it

for external calls please add: 022399

welcome@DMAT

Dipartimento di Matematica

A visitor's guide





Welcome to the Department of Mathematics!

The building where the department is located, called "Nave", was designed by the famous architect Giò Ponti in 1961. It is a quite particular building that owes its name to its shape similar to that of a ship.

The department occupies 6 floors from the 2nd to the 7th and in each floor there are, in addition to the teachers' offices, meeting rooms and labs (https://www.mate.polimi.it/?view=photographic_visit#ann).

The Administrative, Logistic and Educational Services are located at the 7th floor, the ICT Service at the 5th floor.

The Department, in its current configuration, is the result of a restoration completed in 2002 and concluded with the placement of the work "Geometrindi & Matematindi" by the artist Luigi Serafini at the entrance to the Council Room at the 7th floor, testifying to the attention of the Department towards mathematics applied to the arts.



The **Welcome Team - Susanna De Leo, Giovanni Gentili and Laura Guarino** is pleased to welcome you to make your stay at the Department of Mathematics pleasant and supporting you in logistical and administrative matters.

Before your arrival at the Department you will be contacted by our staff for the handling of administrative procedures and will receive a personal account for on line services. We suggest you to login as soon as possibile on the website www.polimi.it in order to fulfill the training obligations regarding security (tools → online services → data → security, privacy and GDPR → Managing Emergencies).



Once you arrive to the Department, we suggest you to contact

Laura Guarino. She will show you the workstation assigned to you for your stay as well as giving a badge to access the departmental spaces.



If you have any trouble with your PC you can contact the colleagues of the ICT Service.

