



INFORMATION UPDATED DECEMBER 2008

OFFICES

In some periods of the year we are particularly crowded. Thus, you may be asked to share your office with another Fellow.

Should you prefer to work outside Villa Gualino, you are allowed to do so at the:

- Dipartimento di Economia "Cognetti de Martiis", Via Po 53, Torino;
- Dipartimento di Scienze Economiche e Finanziarie "G. Prato", Corso Unione Sovietica 218 bis, Torino;
- Dipartimento di Statistica e Matematica Applicata alle Scienze Umane "Diego de Castro", Piazza Arbarello 8, Torino;
- Università del Piemonte Orientale, Alessandria or Novara.

In all these cases, however, arrangements must be made beforehand, for office space might not always be available. We would be very grateful if you could always introduce yourself as an ICER fellow, in addition to your usual affiliation.

TELEPHONE, E-MAIL, FAX, MAIL

Every office is equipped for two Fellows who share a telephone. The number is 011.660.35.55, with an extension. An outside line can be obtained by dialling "0".

In addition to stipend associated with the Fellowship, each Fellow is entitled to a phone credit and fax credit.

ICER's e-mail address is: icer@icer.it. Our URL address is: <http://www.icer.it>. Each Fellow who has been assigned an office at Villa Gualino will have a PC connected to Internet and an individual e-mail address (if required).

Villa Gualino does not provide mailing service. Every Fellow has a monthly credit for non-personal mail and a credit for DHL delivery.

FELLOWSHIP

The Fellowship is normally paid at the end of the first week of the month.

An absence of up to 3 days/month for research purposes is accepted with no previous communication. **Longer periods of absence will be deducted from the stipend unless they have been agreed upon in advance in writing.** If you plan to attend conferences during your stay at

ICER, please let us **know in writing and before your arrival at ICER**, so that we let you have our written confirmation.

Fellows are of course welcome (and indeed encouraged) to interact with the local university and research centres.

We would be very grateful if you could always introduce yourself as an ICER fellow, in addition to your usual affiliation. Our Sponsors also insist that you check that this "rule" is followed by the hosting institution any time you give/attend a seminar, a lecture, a conference, etc.

Fellows can be given 1 or 2 research assistants. Scholars are required to mention this need when they arrive at the Centre or earlier. ICER will look for a number of suitable candidates, given the technical/scientific requirements provided by the Fellow. Final selection will be up to the Fellow.

WORKING PAPER SERIES

You are strongly encouraged to allow us to circulate the results of your research at ICER in our Working Paper Series. You can let us have your work either during your stay in Torino, or later.

HOUSING

ICER does not provide accommodation. On request, we are pleased to distribute brochures of residences in Turin and pass on any information we may have about housing possibilities. Villa Gualino itself supplies hotel service (rooms have no cooking facilities). ICER Fellows are entitled to a discount on the normal tariffs.

HARDWARE AND SOFTWARE FACILITIES

Each Fellow will have the use of a Pentium III or Pentium 4 working on Windows. We have a network printer. ICER does not provide computing assistance: each Fellow is assumed to have a working knowledge of PC hardware and of the programs he/she uses.

The following software is either already installed on the PC, or available at the secretary office:

- Office 2000
- WordPerfect Suite 7
- Eudora 7
- Internet Explorer
- Acrobat Reader 7
- Nod32 Antivirus