

Enseignement / Training and Education

Cours donnés à l'extérieur du CERN

La Section de l'Enseignement tient à la disposition des intéressés les programmes et les conditions d'inscription relatifs aux cours suivants :

- Cours industriels du soir
- Cours commerciaux de Genève

(Lab. 4, bur. 2-060)

PIO

VISITES COMMENTEES DU CERN

GUIDED TOURS OF CERN

Samedi/Saturday, 8 octobre/October

9.30

Français - French

Réception PIO

Sur rendez-vous préalable avec le PIO

By prior arrangement with the PIO

Tel. 2788.

Prière de consulter le panneau d'affichage du bâtiment ADM pour des renseignements définitifs concernant la visite de samedi prochain.

Please consult the notice-board in the ADM building for final details of next Saturday's visit.

Memoranda

ADMINISTRATIVE TYPING SERVICE

1. An Administrative Typing Service has now been created. It will be operated by Personnel Division (Mr. N.G. Eatough), and will start operation on Monday, 3 October, 1966.
2. From this date, only scientific reports and preprints should be sent for typing to the Scientific Typing Service (DD Division); all other work which cannot be typed in the Divisions should be sent to the Administrative Typing Service. This is located in room 'E' on the first floor of the Council room wing (building no. 61 on the telephone directory plan of CERN), telephone number 2713.
3. Work should be accompanied by the same type of Work Request as is used for work sent to the Scientific Typing Service. Once the typed work has been returned to the originator, the originator should pass it to the DD Reproduction Service if copies have to be duplicated. The same Work Request should again accompany the work.
4. Requests for the temporary loan of typists should be made in writing to the Administrative Typing Service supervisor on the form 'Demande de mise à disposition de main-d'oeuvre', obtainable from Mr. Burdairon (SB Division). The supervisor will arrange to meet the request either from her own staff or by recruiting additional personnel en régie to work for the Division direct, the Division being charged accordingly.

Personnel Division
Extn. 3333 - 2713