

Tuesday 30 April

CERN COLLOQUIUM

at 16.30 hrs – Auditorium

Recent advances in chronobiology and chronobiotechnology : applications for shift workers and for world travelers

by Charles F. EHRET / Division of Biological and Medical Research, Argonne National Laboratory

Monday 6 May

CERN COLLOQUIUM

A TRIBUTE TO NIELS BOHR

ON THE 100th ANNIVERSARY OF HIS BIRTHDAY

at 14.30 hrs – Auditorium*

Opening address

by Professor H. SCHOPPER / CERN DG

Niels Bohr and the development of physics

by Professor A. PAIS / Rockefeller University

Niels Bohr and the creation of CERN

by Professor L. Van Hove / CERN

* Participants are cordially invited to a buffet in the COOP Cafeteria which will close this meeting.

TRAINING AND EDUCATION ENSEIGNEMENT

ENSEIGNEMENT GENERAL

Tél. 2844

Jeudi 25 avril

de 13.00 h à 13.30 h – Amphithéâtre

Science pour tous

par R. CARRERAS

ACADEMIC TRAINING

Tel. 2844-3364

22, 23, 24, 25 and 26 April

11.00 to 12.00 hrs – Auditorium

Beam interaction with the vacuum in accelerators and storage rings

by R. CALDER, O. GROBNER and
A. PONCET / CERN

Lectures 1 to 5

FORMATION POUR SECRETAIRES

Table ronde sur les

ASPECTS LIES AUX

STATUT ET REGLEMENT DU PERSONNEL

Mardi 23 avril

à 11.30 h – Baraque 593, salle 11

Dans la série des Séminaires d'information destinés aux secrétaires, la prochaine table ronde portera sur certains aspects des Statut et Règlement du personnel : Messieurs Ferger et Perreard présenteront l'aspect de la révision en cours. Monsieur Zapf parlera de deux sujets plus spécifiques : la mobilité et l'avancement. Toutes les secrétaires sont invitées à la réunion ainsi que toute autre personne concernée. La séance devrait durer une heure environ, mais la discussion pourra se prolonger à l'heure du déjeuner.

Pour toute information complémentaire, veuillez contacter G. Maus, int. 2438, ou M. Jouhet, int. 2688.

COURSES FOR SECRETARIES

Round Table Discussion on the

ASPECTS OF THE

STAFF RULES AND REGULATIONS

Tuesday 23 April

at 11.30 hrs – Barrack 593, Room 11

In the series of Information for secretaries, the next round table discussion will look at some aspects of staff rules and regulations : F. Ferger and J.C. Perreard will present the aspect of current revision. W. Zapf will discuss two more specific subjects : mobility and promotion. All secretaries are welcome to attend the meeting as are other persons interested. It is planned to last not longer than one hour, but the discussion might go on informally over lunch.

For further information, please contact G. Maus, int. 2438, or M. Jouhet, int. 2688.

Personal skills development

REPORT-WRITING SEMINARS

Aim : To improve the participants' ability to write clear and concise English. The seminar is primarily concerned with skills and techniques for all forms of written communication although it **will focus on report-writing within the context of CERN.**

Content : Preparation

- defining the objectives
- analysing the recipients
- collecting, assessing and organizing the subject matter
- drafting

Structure

- techniques for identifying and arranging the main points
- structure of the formal report and other forms of written communication
- form, length and presentation
- statistical data

Language

- readability
- clear wording
- concise wording
- appropriate wording
- correct language

Evaluation

- content
- language
- impact
- editing.

At least a third of the seminar will be devoted to active writing using role plays based on CERN's work. In addition, all participants will be expected to submit examples of their reports to the trainer in advance of the seminar.

Duration: Three days plus one day follow-up.

Levels : The seminar will be given at two levels: the **first** for participants with English as a mother tongue (or close equivalent) and the **second** for those who already have a good command of written English.

Dates : 29, 30, 31 May (non-mother tongue).
Follow-up : 23 September 1985.

10, 11, 12 June 1985 (mother tongue).
Follow-up : 24 September 1985.

If you are interested in participating, please return the application form to Madeleine Pincott / PE.

For further information you can contact :
E. Fischer 5811, J. Huguenin 3364,
F. Labro 4476, M. Pincott 3674 (morning only).

Application form to be returned to M. Pincott/PE.

Name : First Name :

Division : Tel. :

I wish to enroll in the **Report Writing Seminar** which will be held on the following dates :

Date : Signature :

INFORMATIONS GENERALES GENERAL INFORMATION

EFFECTIVE FORTRAN 77

This new book by M. Metcalf/DD is a complete introduction to the FORTRAN 77 programming language, and contains additional chapters on portability, style, program design, efficiency, testing and documentation. It is on sale at the kiosks in Restaurants I and II at a special discount price of 29 fr.

MANDAT DES GROUPES DE STANDARDISATION DE MATERIEL DU STOCK MAGASINS

Ce mandat, approuvé par la Comité des Magasins, peut être obtenu auprès du Secrétariat de la Section technique du Service des Magasins (tél. 4586).

C. Verkerk
Président du Comité des Magasins

TERMS OF REFERENCE OF THE GROUPS RESPONSIBLE FOR STANDARDIZING STORES ITEMS

The terms of reference, approved by the Stores Committee, are available at the Technical Secretariat of the Stores Services (tel. 4586).

C. Verkerk
Chairman of the Stores Committee