european communications office

Information sheet for newcomers (delegates) to the ECO office:

Office:
When you arrive in the office you will have to register your arrival by ticking your name on the participants list placed on the reception desk.

Meeting facilities:
We have the following **meeting rooms**:

1	'Hamlet Plus'	for up to 63 participants	with microphones, W-LAN, webcam
2	'Hamlet'	for up to 36 participants	With microphones, W-LAN, webcam
3	'Horatio'	for up to 18 participants	with W-LAN
4	'Ophelia'	for up to 16 participants	with W-LAN

Photocopying, printing and **fax** facilities are also available (contact reception). You are welcome to print boarding passes for your journey home. You can print directly from your seat in the meeting room by attaching a file to an e-mail and leaving the subject free (send to ecoguest@hpeprint.com) [1]

Internet[2]: You can log on to the internet in Hamlet by using the WLAN, SSID: eco, SMTP: pasmtp.tele.dk (username and password are on each table)
In Ophelia, you can obtain a username and password from the table/cardholder.

Food and drink:
Lunch will be provided to delegates to CEPT meetings at no cost (usually in the meeting room Ophelia).
Hot drinks are available from a machine in the kitchen (self-service).
Cold drinks are available in the meeting room. (empty cans must be crushed in the cancrusher; situated in the kitchen)

Miscellaneous: (see attached map)
Toilets are situated in the nearest end of the meeting rooms.
In the **wardrobe** you are welcome to hang your coat and leave your luggage.

The office is a **non-smoking** office. Smoking is only allowed outside the building.

We recommend the Regional train from Central Station or the Metro from Forum station as the most convenient way to the airport from the ECO office. Alternatively, taxis can be (pre-)ordered from the reception - the receptionist can do this when present or you can use this number +45 35 35 35 35, our address is Nyropsgade 37. The taxi will arrive in front of the building shortly after.

You are always welcome to ask reception for help, subject to the presence of staff there at the time.

1): Attached is a map of the office, please pay attention to the exit doors in case of fire.
2): Attached is a sheet of paper with all the ECO contacts.

Please note that normal office hours are from **8.30** to **16.30, Friday 8.30** to **15.30**.

For reasons of security the office must be vacated when the last member of the ECO staff leaves for the day.

[1] Please consider the environment before printing and keep quantities to a reasonable level.
[2] Please respect generally accepted standards for use of the internet in context.

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tel: + 45 33 89 63 00 e-mail: eco@eco.cept.org
fax: + 45 33 89 63 30 website: www.cept.org/eco

X = Emergency exits

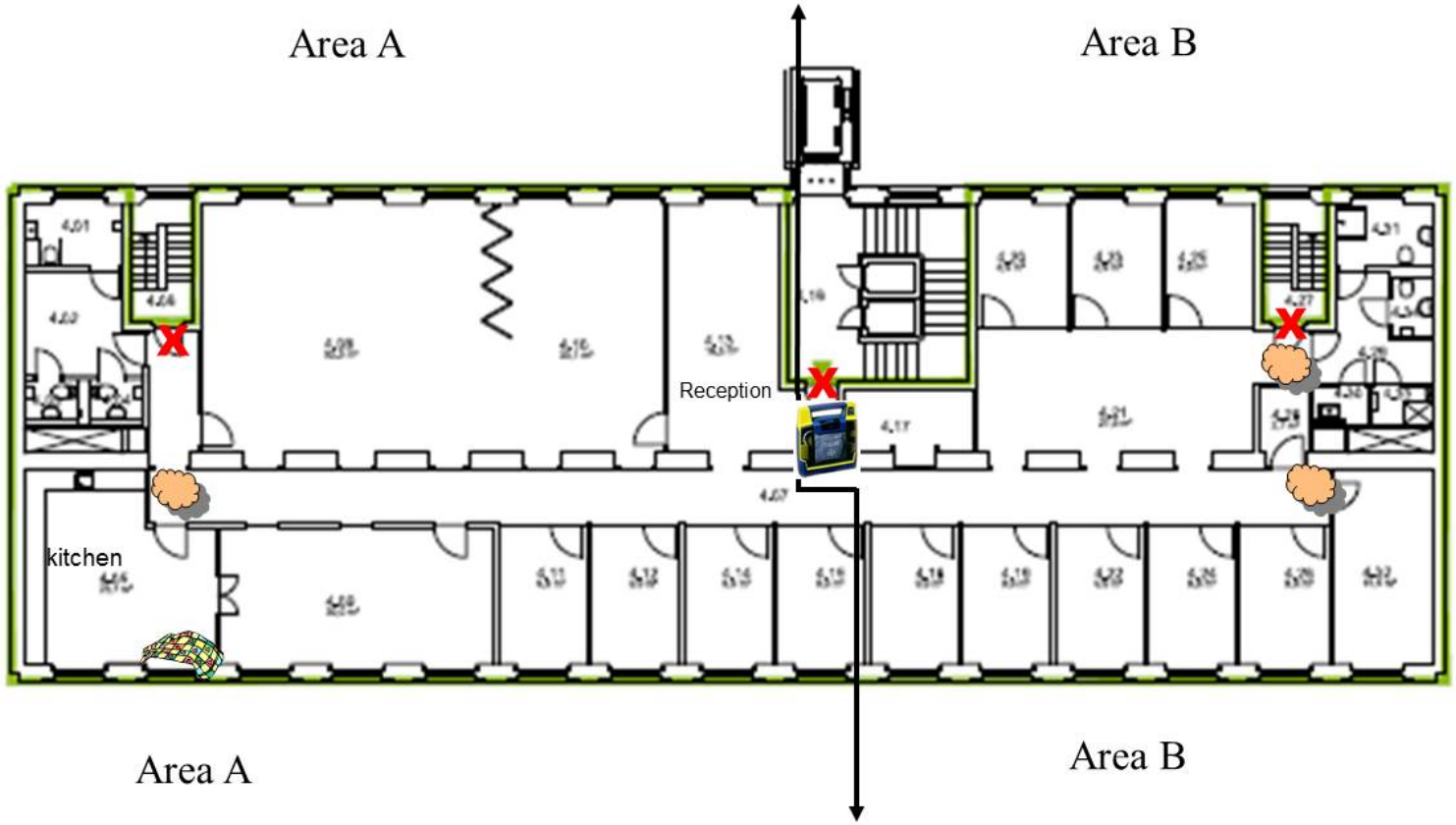
= Water mist fire extinguisher

= Fire blanket

= Heart defibrillator

Fire extinguishers

Evacuation:
Area A
Area B



Contact ECO

Photo	Name	E-mail	Telephone number	Principal responsibility
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	Bruno ESPINOSA Deputy Director	bruno.espinosa@eco.cept.org	+45 33 89 63 06 +45 33 89 63 06	Deputy Director; Frequency Management (FM50, FM51, FM52, FM55), Arrangement (EWA)
	Bente PEDERSEN	bente.pedersen@eco.cept.org	+45 33 89 63 11	Public consultation; ECC deliverables' library ('DocDB'); EFIS; administration
	Freddie McBRIDE	Freddie.mcbride@eco.cept.org	+45 33 89 63 22	Numbering and Networks (WG NaN)
	Jean-Philippe KERMOAL	jean-philippe.kermoal@eco.cept.org	+45 33 89 63 07	Spectrum Engineering (WG SE; SE19; STG); SEAMCAT; fixed services; Mobile broadband (ECC PT1); ETSI Coordination
	José CARRASCOSA	Jose.carrascosa@eco.cept.org	+45 33 89 63 13	Spectrum Engineering (SE24); Broadcast Plan Management;
	Mette TOBIASSEN	mette.tobiassen@eco.cept.org	+45 33 89 63 04	Finance; premises; HR

Photo	Name	E-mail	Telephone number	Principal responsibility
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	Susanne HAVE	susanne.have@eco.cept.org	+45 33 89 63 17	CEPT; administration; SAT MoU; Council
	Søren CONRADSEN	soren.conradsen@eco.cept.org	+45 33 89 63 14	Office IT, web and mail services technical enquiries
	Thomas WEBER	thomas.weber@eco.cept.org	+45 33 89 63 12	Frequency Management (FM22, FM48, SRD/MG), PPDR (FM49), FM54, Radio Amateurs, Maritime, EFIS, ECA and Satellites
	Vibeke HANSEN	vibeke.hansen@eco.cept.org	+45 33 89 63 16	Webmaster editor; reception; meetings; administration