

## 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 60 participants | With overhead projector and screen (connections for VGA, HDMI and adaptors for iOS devices), microphones, speakers, remote participation facilities, Wi-Fi, webcam, flipchart, whiteboard. Hamlet Plus is arranged in a 'classroom style' and can be divided into 2 rooms, with capacity for 40 (Hamlet) and 20 people (Horatio) excl Chairman. |
| 2 | Ophelia     | for up to 25 participants | With overhead projector and screen (connections for VGA, HDMI, ClickShare and adaptors for iOS devices), speakers, Wi-Fi, flipchart, whiteboard.  |
| 3 | Gertrude    | for up to 10 participants | With overhead projector and screen (connections for VGA, HDMI and adaptors for iOS devices), speakers, Wi-Fi, flipchart, whiteboard.  |

**Photocopying and printing** 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 [printateco@hpeprint.com](mailto:printateco@hpeprint.com)) <sup>1</sup>

**Internet**<sup>2</sup>: You can log on to the internet in Hamlet and Ophelia by using the WLAN, SSID: ECO\_Meeting (username and password on the wall)

### 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.

Garbage sorting is set up 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.

<sup>1</sup> Please consider the environment before printing and keep quantities to a reasonable level.


<sup>2</sup> Please respect generally accepted standards for use of the internet in context.


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.

**X** = Emergency exits

 = Water mist fire extinguisher

 = Fire blanket

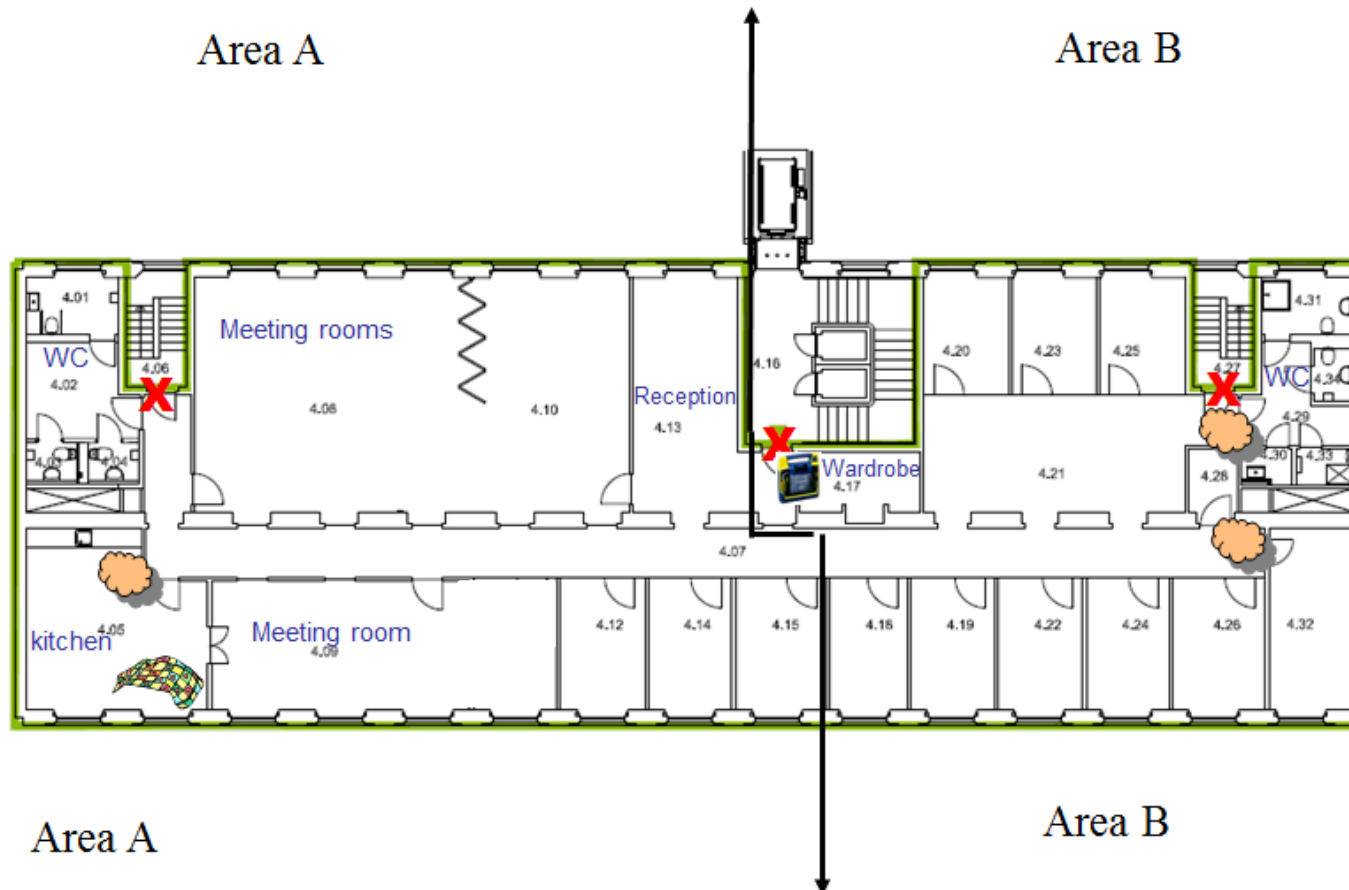
 = Heart defibrillator

# Fire extinguishers

Evacuation:

Area A

Area B



## Contact ECO


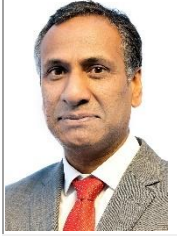










Photo	Name	E-mail	Telephone number	Principal responsibility
	Thomas EWERS Director	<a href="mailto:Thomas.ewers@eco.cept.org">Thomas.ewers@eco.cept.org</a>	+45 21 15 80 06	Director
	Jaime AFONSO Deputy Director	<a href="mailto:jaime.afonso@eco.cept.org">jaime.afonso@eco.cept.org</a>	+45 25 21 24 42	Deputy Director Spectrum Management ECC; Com-ITU; SE19; SE40 ETSI
	Anne-Dorthe Hjelm CHRISTENSEN	<a href="mailto:Anne-Dorthe.Hjelm.Christensen@eco.cept.org">Anne-Dorthe.Hjelm.Christensen@eco.cept.org</a>	+45 25 88 19 68	Public Consultation; ECC deliverables' library ('DocDB'); EFIS; Administration
	Doriana GUIDUCCI	<a href="mailto:doriana.guiducci@eco.cept.org">doriana.guiducci@eco.cept.org</a>	+45 40 82 86 42	Spectrum Engineering (SE24, SE45); WRC preparation (CPG); Frequency Management (FM57); Academic Research
	Kenneth KARLSSON	<a href="mailto:kenneth.karlsson@eco.cept.org">kenneth.karlsson@eco.cept.org</a>	+ 45 23 88 19 19	Office IT; Web and Mail Services; Technical Enquiries
	Mette TOBIASSEN	<a href="mailto:mette.tobiassen@eco.cept.org">mette.tobiassen@eco.cept.org</a>	+45 30 78 32 29	Finance; HR; Legal
	Peter FARIS	<a href="mailto:peter.faris@eco.cept.org">peter.faris@eco.cept.org</a>	+45 31 22 62 35	Spectrum Engineering (SE21); Frequency Management (FM44) Mobile broadband (ECC PT1)

Photo	Name	E-mail	Telephone number	Principal responsibility
	Robin DONOGHUE	<a href="mailto:robin.donoghue@eco.cept.org">robin.donoghue@eco.cept.org</a>	+45 31 32 76 71	Frequency Management (WG FM, FM22, FM54, FM56, SRD/MG); Radio Amateurs; Maritime; EFIS and ECA
	Susanne HAVE	<a href="mailto:susanne.have@eco.cept.org">susanne.have@eco.cept.org</a>	+45 30 62 65 29	CEPT; Administration; Com-ITU; SAT MoU; Council; CERP
	Vibeke HANSEN	<a href="mailto:vibeke.hansen@eco.cept.org">vibeke.hansen@eco.cept.org</a>	+45 40 84 37 99	Webmaster editor; Reception; Premises; Meetings; Administration
	Vassil KRASDEV	<a href="mailto:vassil.krastev@eco.cept.org">vassil.krastev@eco.cept.org</a>	+45 40 47 85 16	Com-ITU; Numbering and Networks ( <a href="#">WG NaN</a> )
	Zeljko TABAKOVIC	<a href="mailto:zeljko.tabakovic@eco.cept.org">zeljko.tabakovic@eco.cept.org</a>	+45 41 19 16 62	Spectrum Engineering (WG SE, SE7, STG); SEAMCAT; Frequency Management (FM51) Broadcast Plan Management