

## DESY - „Stay in Touch“

### Planning a family-related absence (e.g. parental leave)



Dear colleague,

You will not be at DESY for a longer period of time. If you are interested in receiving DESY news, participating in trainings, staff-meetings or visiting conferences while you are (e.g. at parental leave) away, we kindly ask you to fill in the questionnaire below. Your supervisor will choose a mentor for you, who will keep you informed during your absence (if you wish to be informed).

#### Personal data:

Date:

Surname:

First name(s):

Group:

Do you wish to receive DESY information (from your group and DESY in general) during your absence?

Please tick the appropriate box.

Yes

No

If so, please enter your e-mail address:

Expected period of absence:

From:

To:

#### Questionnaire:

1. Do you want to be informed about the dates of DESY staff meetings (directorate and work council)?

Yes

No

2. a.) You have the possibility to participate in trainings during your family-related absence. Are you interested in this opportunity?

Yes

No

b.) Are there training topics that are of particular interest to you?

Please name them briefly:

3. Are you interested in visiting conferences on your topic?  
 Yes  
 No
4. Do you want to be kept informed about organisational changes in your team or new-running projects?  
 Yes  
 No
5. Would you like to be informed about ongoing DESY events (concerts, symposiums, open days etc.)?  
 Yes  
 No
6. Are you interested in any of the following DESY newsletters (will be sent by mail)?  
 DESY inForm (BR)  
 DESY Intern (PR)  
For the magazine FEMTO you can subscribe here:  
[http://www.desy.de/femto/femto\\_abonnieren/index\\_ger.html](http://www.desy.de/femto/femto_abonnieren/index_ger.html)
7. Would you like to receive the current EDU-training programme?  
 Yes  
 No
8. Are there any other topics you would like to be informed about?
9. Do you have any comments?

**After filling in the questionnaire please hand it to your mentor/the colleague responsible for you.**

**Thank you.**