



Welcome Office GSI / FAIR

- **Team**

Silvia Engel

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- **Contact**

Email: welcome-office@gsi.de

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+49 6159 71 3310

- **Opening hours**

Mon-Thur 09:00-12:30 and by appointment

- **Building BK1 side room canteen (temporarily)**

- Administer registration of guests (guest agreement)
- Write invitations for visa applications for future guests
- Conclude and administer health and liability insurances via GSI group insurance
- Coordinate reimbursements of costs via existing financial programs (ENSAR, STRONG, Deutsch-Französisches Abkommen etc.)
- General contact for guests needing assistance for example with the foreigner's registration office
- Provide information for guests and inviting departments on general issues and special situations like covid 19
- Room bookings for the guest- and stein-house are handled by our colleagues in the guest-office. Online reservation

- GSI / FAIR have implemented the Task-Force-Health who is informing staff and guests about Covid-19
- In close cooperation with the Task-Force-Health, the Welcome Office has published the „corona check list for guests“
- Please be aware:
 - The check list is to support incoming people and is not replacing official rules in Hesse nor Germany
 - Make sure to regularly check on changes
 - Do not forget to check what rules you need to apply with when going back