

PhD Briefing: Aero Move to CAGB

Aeronautics in CAGB

Planned move dates:

7 August – subject to contractor's current completion plan

You will be told what date you will be relocated and this should be narrowed down to a morning or afternoon to help you plan your move day.

Aeronautics in CAGB

CAGB: Open-plan offices in your New Aero Department:

Level	Room No.	Capacity
CAGB-01	141	27
CAGB-02	208	17
CAGB-02	210	16
CAGB-03	308	25
CAGB-04	420	36

Aeronautics in CAGB

Furniture



Task Chair



Pedestal



Storage

Aeronautics in CAGB

Furniture



Middle panels



Side panels

Lockers



Desks



Preparation for the move

Recycling:

- Waste bins for paper are located outside the ACEX lift lobby (the lift that serves both ACEX and RODH).
- Unwanted electrical and electronic equipment should be dropped off at the agreed locations - TBC.

Preparation for the move

Packing up:

- **Crates (black/red)** – these have been left outside the ACEX lift lobby (the lift that serves both ACEX and RODH) for you to help yourself. Crates should be used to pack your personal belongings and any other items ready for the move. Once in CAGB, your labelled crates will be left next to your desk for you to unpack. The move manager will be on hand for 1 week to help with any logistical issues.
- **New chairs** – you will be given a new office chair on **Monday 26 June** – your old chair will be taken away. **If you do not want a new chair please let us know.** The new chair will go with you to the new office.

Preparation for the move

ICT Assessment:

- Prior the move, IT specialists will visit your current office to assess items to be relocated. This will give them the opportunity to alert you to any concerns they have.

CAGB: New Room Allocation 1

Surname	First	Supervisor	Current location	CAGB NEW OFFICE
Caferio	Gioacchino	JCV	E255	141
Yasuda	Taysuya	JCV	E255	141
Zhang	Ketao	MK	E255	420
Imediegwu	Chikwesiri	RH	E255	420
Albuquerque Da Silva Matos	Miguel Antã³Nio	VT	E255	420
Peacocke	Lisa Joanna	PB	E256	141
Rees	Thomas	PB	E256	141
Morse	Llewellyn Anthony	ZSK	E256	210
ABE	Yoshiaki	PV	E256	308
Sareh	Pooya	MK	E256	420
Rabey	Paige	PB	E256	420
Agostini	Lionel	MAL	E357	208
Chang	Kuan (Creedy)	GA	E358	141
Taylor	Oliver William	PB	E358	141
Sun	Jingjing	PR	E358	141
Zhang	Bohao	PR	E358	141

Surname	First	Supervisor	Current location	CAGB NEW OFFICE
Song	Yichi	VT	E358	141
Gauch	Hannes Lukas	VT	E358	141
Zhou	Junyi	VT	E358	141
Wan A Hamid	Wan Luqman Hakim	PR	E358	208
Raske	Nick	RH	E358	208
Broughton-Venner	Jacob	AW	E358	210
Ahlfeld	Richard	FM	E358	210
Ghebali	Sacha	SC	E358	210
Dayfdd	Ifan Prys	ZSK	E358	210
Gaite	Oliver	GA	E358	308
Loppi	Niki Andreas	PV	E358	308
Häsä	Riikka Johanna	SP	E358	308
Mencattelli	Lorenzo	SP	E358	308
Narducci	Federico	SP	E358	308
Kocaman	Esat Selim	SP	E358	308
de Giovanetti	Matteo	YYH	E358	308
Doohan	Patrick	YYH	E358	308
Turner	Michael	JP	E358	420
Chermprayong	Pisak	MK	E358	420

CAGB: New Room Allocation 2

Surname	First	Supervisor	Current location	CAGB NEW OFFICE
Ortega Ancel	Alejandro	MK	E358	420
Breda	Massimiliano	OB	E358	420
Koch	Marius	PV	E358	420
Ioannou	Vasilis	SL	E358	420
van Beugen	Boeke Job	DJD	L57	420
Xiao	Qiwei	DJD	L57	420
Gouder	Kevin	JFM	RH148A	208
Brandley	Eileen	QQL	RH150	210
Hijazi	Hussein	GA	RH150	308
Iori	Francesco	PV	RH150	308
Nissim	Lee	RH	RH150	420
Navadeh Abazar Sahraei	Navid	GA	RH150	???
Bird	James	JFM	RH151	141
Charanya	Ravi	RP	RH151	308
Siddall	Robert	MK	RH151	420
Willows	Michelle	LI	RH152	141

Surname	First	Supervisor	Current location	CAGB NEW OFFICE
Li	Jun	FA	RH152	210
Nie	Yuanbo	EK	RH152	308
Yu	Zhengrong	ESG	RH152	???
Wada	Tai	JCV	RH352	141
Del Rosso	Stefano	LI	RH352	141
Razavi	Seyedalireza	LI	RH352	141
Faroki	HAMED	FA	RH352	210
Margheri	Laura	MK	RH352	420
Melina	Gianfrancesco	JCV	RH362D	141
Paul	Immanuel	JCV	RH362D	141
Zheng	Shaokai	JCV	RH362D	141
Steiros, Konstantinos	Konstantinos	JCV	RH362D	141
Alves Portlea	Felipe	JCV	RH362D	141
Fantuzzi	Giovanni	AW	RH362D	210
Pietropaoli	Marco	FM	RH362D	210
Xiao	Dandan	GP	RH362D	308
Fabian Buscariolo	Filipe	SJS	RH362D	420
Baj	Pawel	OB	RH362D	???
Green	Mashy	JP	RH363	208

CAGB: New Room Allocation 3

Surname	First	Supervisor	Current location	CAGB NEW OFFICE
del Carre de la Portilla	Alfonso	RP	RH363	308
Sanchez-Fernandez	Ruben	RP	RH363	308
Cea Esteban	Alvaro	RP	RH363	308
Maraniello	Salvatore	RP	RH363	308
Bullegas	Gianmaria	SP	RH363	308
Eichstaedt	Jan Robert	JP	RH363	420
Vymazal	Martin	SJS	RH364	208
Xu	Hui	SJS	RH364	208
Hami Seno	Aldyandra	FA	RH364	210
Viti	Andrea	RH	TBC	
Nguyen	Sang	ESG	E455A	208
Lee,	Chanhui	ESG	E455A	208
Yue	Nan	FA	E455A	210
Salmanpour,	Saleh	FA	E455A	210
Yu	Bo	ESG	E455B	208
Fogell	Nick	LI	E455B	208
Poggi	Dalila	PR	E455B	208
Gaymann	Audrey	FM	E455B	210
Lambinet	Florian	ZSK	E455B	210

CAGB: New Room Allocation 4

Occupants of E454, E455A and E455B:
Most of you will move twice

Surname	First	Supervisor	Current location	TEMPORARY - CAGB OFFICE	FINAL - CAGB NEW OFFICE
Sakai	Eiji	FM	E454	146	420
Binti Daud	Noorol Jannah Binti Daud	KYL	E454	146	420
Hervy	Martin Patrice Benedicte	KYL	E454	146	420
Li	Diyang	KYL	E454	146	420
Santmarti	Alba	KYL	E454	146	420
Song	Wenzhe	KYL	E454	146	420
Gramola	Michela	MS	E454	146	420
Butt	Hamza Asif	RH	E454	146	420
Ntemos	George	PV	E455A	146	308
IYER	Arvind	PV	E455A	146	308
Grechy	Lorenza	PV	E455A	146	308
Marcon	Julian	SJS	E455A	146	420
Katafiasz	Tomas Jan	LI	E455B	146	141
Mohsin	Atrash	LI	E455B	146	141
Syed Abdullah	Syed Idros	LI	E455B	146	141
Shawki	Karim	GP	E455B	146	308
Rose	Jan Niklas	DJD	E455B	146	420
Zuffery	Raphael	MK	E455B	146	420
Cassinelli	Andrea	SJS	E455B	146	420
Moura	Rodrigo Costa	SJS	E455B	146	420

Preparation for the move

CAGB Desk Allocation:

- Desk allocations – Sam to explain.
- With desk locations agreed, labels will be pre-printed with your name, existing location, new location and desk number. These labels should be attached to your crates, chairs and PCs.
- Desk layout plan is subject to change.

Preparation for the move

On Annual Leave during the relocation?

- If you are planning to be away before/during the move, please ensure that your crates, chairs and PCs are packed, labelled and ready to go before you leave.

***Failure to do this could result in the loss of items** which we are trying our best to avoid.

Preparation for the move

PCs:

- Leave PCs plugged in and on
- Make sure all your files are saved.

An IT specialist will do a controlled shutdown of your PC prior to the move and transport it to the new location. They will then unpack, reconnect and activate any ports you require.

6 way extension cables will be provided as needed.

Preparation for the move

Insurance:

- Please do not relocate yourself or your PC in advance of your move date – you will NOT be insured on items that you break.
- Data ports will not be activated in advance, nor will the move team be able to help if things get broken or go missing.

Preparation for the move

PhD/RA Room Reps:

- PhD/RA representatives will be nominated for each new room. They will disseminate information and liaise with roommates and department regarding any issues.
- While the move is taking place, only the PhD/RA room representatives should be present. **We urge all other students to work remotely during this time.**

Preparation for the move

After the move:

- IT specialists will provide an emergency contact number to call if you have any issues with your PC following the move.
- You have **3 days** after your move to retrieve forgotten items left in the rooms. After this time everything will be scrapped.
- If there are any hazardous materials (which you shouldn't have) in your room, please draw attention to this in advance so that we can plan for its disposal.

Preparation for the move

Other Information:

- Shower room/toilet location
- PhD Common room
- Access to Aero
- Existing keys
- Printer/copier
- Telephone