

Orientation Guide for Postdocs

December 2004

Introduction

This orientation guide should be read in conjunction with the "STScI New Employee Survival Guide", and the "STScI Employee Handbook", which you should receive during your orientation conducted by Human Resources on your joining date (**N.B.** ESA fellows do not receive these documents by default. You may ask Loretta Willers or Human Resources for them). Read through those two documents before you wade into this one.

This guide supplements the official information in these documents, with additional suggestions and tips, collected from the experience of those that got here before you. It is not designed to be comprehensive; it is meant to be a repository of tips that will help you when things don't work as they "officially" should.

We cannot guarantee that the information contained here is completely correct. If you find something that is incomplete, or just plain wrong, please let us know so that we can improve future versions.

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Part I

Settling down at the Institute

N.B.: Some of the procedures listed below do not apply to ESA Fellows. If you are one, contact either Loretta Willers or your supervisor to verify what rules apply to you.

1 Finding an office

You will find out soon enough, that there is an enormous shortage of office space at the Institute. You might expect to spend a couple of weeks working out of the public workstations room. Office allocation is the responsibility of a committee which meets regularly. You need to keep in touch with Patty Reeves and your supervisor, to make sure that your office space requirements are being discussed by the appropriate people.

You can request new or different office furniture. You can send an e-mail to Facilities (fac_service@stsci.edu) and request desks, tables, bookshelves, chairs, etc. and they will bring them to you, usually within 2 to 3 days of your request.

2 Timecards (*does not apply to ESA fellows*)

You have to work 80 hours during each two week period, but what days and times you work may be flexible (ask your supervisor). All charges need to be applied to the appropriate grants, and your supervisor should give you the grant number for each project. You cannot be paid for more than 80 hours a week, i.e NO OVERTIME. You can record these extra hours as uncompensated work time, but you should check with your supervisor first before doing so.

There are seven official HST holidays, and 3 discretionary holidays that you can take off. During your first year, the total number of discretionary holidays you have will depend on your starting date. The discretionary holidays cannot be carried over from one calendar year to the next.

The electronic timecard needs to be accessed at mytime.stsci.edu. To log on, you need a name and password which the Payroll staff will send you.

Grants are grouped by the first letter of the grant. The software allows you to charge time to holiday, vacation or sick leave. Other special kinds of leave exist, but their use needs special approval. See the Employee Handbook for details.

Vacation and Sick leave accumulate with each pay period. NOTE: You cannot charge more time to vacation leave than you have accrued, so forget that two week vacation during your first few months.

You have to sign your time card at the end of each two week pay period, and you have to fill it out at the end of every working day. If you have any questions or problems, Lisa Kleinwort at lisak@stsci.edu or Judy Tymowczak tymow@stsci.edu are always happy to help.

3 Computer Account

Getting an account is usually quick and easy. Patty Reeves will give you a form to fill out and your account should be ready in a day or two. Your email address is necessarily your last name (unless it's already taken), but your UNIX login name can be whatever you choose.

If you have a laptop that is not Space Telescope property, you should also ask for an account on the Visitor network. This will allow you to transfer files over the network between your laptop and ST computers.

4 Getting yourself a Workstation

This is a real grey area. By default, as of this writing, postdocs get a Sun Ultra system, unless their supervisor has made other arrangements. Some postdocs have received significantly faster machines, by contacting CPT.

If there is money for computer equipment in your grant, you can use that. Even if there isn't, you should discuss your requirements with your supervisor to see if something can be worked out. It can take several months to deliver any new equipment to your desk, so you need to order quickly.

5 Desk Phone

You need to contact Facilities for this. Ask Patty Reeves for help.

6 Travel: procedures, authorizations, ResAs-sist

TO BE WRITTEN

7 Health Insurance and other benefits (*does not apply to ESA fellows*)

The Institute allows you to choose one of three Health Insurance plans. Two of these, are POS (Point of Service) plans and the third is a PPN (preferred provider network). With the POS, you have a designated physician (you can choose one from a list) who is the first doctor you visit for any ailment. (S)he can then refer you to a specialist, if needed. With the PPN plan, you can go to a specialist directly. Do talk to other postdocs in your lifeboat, about what is the best option for you.

You also need to choose one of two dental plans. You must sign up within 30 days of joining the institute. Life Insurance schemes are also available. Schedule an appointment with Dawn Martin as soon as possible to learn about the various benefits.

We wish to particularly mention that the Institute provides membership to the Lifeworks program, which provides you with a comprehensive source of information on any aspect of everyday life.

8 Parking

STScI staff can park in the lot in front of the Muller Building. To access the parking lot, you need your ST access card, and you need to get a ST sticker to put on your car. Lisa Edwards is the current contact for parking information. She keeps track of number of parking stickers and the licence plate of the car they are assigned to. Be aware that the parking space is EXTREMELY limited, so that unless you arrive at work very early you may not find a spot. The institute is providing temporary solutions with parking at the Collonade Inn. The situation is rapidly evolving at the time this guide is being written; ask around for the current parking situation.

9 Relocation (*does not apply to ESA fellows*)

Effective Oct. 1 2004, relocation benefits are only available if the PI of your project has specifically budgeted for them. If available, relocation usually pays for travel for you (and your immediate family) from your previous place of employment to Baltimore by the cheapest option available to STScI (tickets are booked by STScI's Travel section). Relocation may also cover shipping of household goods and storage in Baltimore (if needed) and 30 days of temporary accommodation at Baltimore. The temporary accommodation is usually at the Broadview Apartments which have all the basic amenities. Be sure to ask your contact at Human Resources about what relocation benefits apply to you.

When shipping your goods, keep in mind that you may have to pay yourself to ship them back. Also remember that in the JHU neighborhood, you can get very good deals at moving sales on furniture and most other household goods. In general, it makes little sense to ship electrical and electronic goods.

Two additional notes: the ST policy requires you to pay back the moving expenses if you leave the institute during your first year. Furthermore, ST will pay for your stay at an apartment for 30 days, but may you have to pay taxes on these expenses, which can be quite large (several hundred dollars). You may want to contact Human Resources and find out exactly how much your tax liability will be, and what relocation services it applies to.

10 Talks - Journal Clubs, Colloquia, Where can I give a talk?

Excepting the summer lull, talks at the Institute (and across the road at Bloomberg) are numerous. These include colloquia, seminars and lunch-time talks. Talks for the current week are listed at www.stsci.edu/sd. Most journal clubs also have their own mailing lists. See the mailing list section for information on how to sign up.

11 Printing a poster

Printing a poster is a tricky job, especially if you are doing it for the first time in a new place. Here we outline one possible method; there may be easier ways that apply to your needs. Poster printing is done in the Photo Lab in room G16A on the ground floor. It is a good idea to check with somebody in the Lab before preparing the poster, since there may be other jobs waiting and printing may require several hours. Moreover, they know the tricks to get the poster nicely printed. You can use Powerpoint to prepare the poster. If you don't have a Windows machine ask the helpdesk (X. 4400) to set up a Citrix account that you can use to access Windows applications from any Unix/Linux workstation at the institute.

Set the slide size to the actual size of the poster (e.g. 40in x 40in). Then write your text and insert your figures (eps figures are better since they can be printed directly even though you will not be able to display them in powerpoint). Remember to set the font size large enough to be seen from 2 feet away (a good choice is 22-24). Prepare your figures using thick lines and bright colors. Colors are much less saturated on the printed poster than they are on screen. Once the poster is complete, you can send the pps file to the Photo Lab and they will convert it to pdf, which is the format required for printing.

Alternatively, if you want to be sure about how the poster looks before printing, you may convert it yourself. To do so print it to a file: a windows .prn file is the equivalent of a postscript file. You will need to have the driver corresponding to the printer you are going to use (or an equivalent one); on the Citrix account you just need to install (start menu – printers – add printer) the printer called S322PS. Then, using this printer from the Powerpoint print menu, you can print the poster to a file; remember to set the printing paper size to the size of the poster. The final step is to convert your postscript file into a PDF using the ps2pdf command. Send the pdf file to the Photo Lab for printing.

12 Mailing Lists

The most important method of information dissemination at the Institute is through email lists. You need to make sure that you are signed up on all the right ones. See the master list of mailing lists at: www.stsci.edu/cgi-bin/jDomo.tcl

There are three main list that allow you to be informed about postdoc events: `postdocs`, `postdoc_plus` and `postdoc_tea`. Note that `postdocs` is a subset of `postdoc_plus`, and `postdoc_plus` is a subset of `postdoc_tea`. Thus:

–any postdoc that is at STScI should subscribe to only `postdocs`, not `postdoc_plus` or `postdoc_tea`;

–any astronomy postdoc that is at JHU should subscribe to `postdoc_tea`, not `postdoc_plus`, or `postdocs`;

–any non-postdoc at STScI who wishes to snoop on the postdocs, should subscribe to `postdoc_plus`, not `postdocs` or `postdoc_tea`.

Graduate students have a `grad_student` list. There are separate mailing lists for Journal Clubs, scientific projects etc.

13 STScI Library

The STScI library is located on the 4th floor. You need to register with them by filling out a small form. It takes a couple of days for them to create a user account for you.

13.1 Borrow a laptop

You can borrow a laptop from the STScI library for four weeks at a time. Several Apple Powerbooks are available. All Powerbooks feature a 400 MHz/G3 chip and have Microsoft Office and some rudimentary network operations software installed. There is usually enough disk space (~ 5 GB) to edit simple documents and prepare a conference talk. Analysis software such as IRAF and IDL is not available. Be sure to ask the Librarian for an authorization to show to the front desk guard, if you want to take the machine outside the STScI building.

14 JHU Library

You should receive a JHU Library Card Application form from Human resources when you join. Fill this form and send it to Human Resources. They will get you a JHU Library Card. This card should be available at the Front Desk, for you to pick up after 2 weeks.

15 Publishing your research

STScI has stopped issuing paper preprints of papers authored by its staff. However, an electronic preprint system has replaced it. Before you submit your paper to astro-ph, you should ask Sharon Toolan toolan@stsci.edu for a preprint number for it.

Part II

Settling down outside the Institute

16 Visa

If you are coming to work at the Institute from a foreign country, you need to have an appropriate Visa. On August 1, 2003 new procedures for J1 Visa holders came into force. It is not yet clear what the full implications of the changes will be, but it is very likely that Visa related delays will increase. You should get in touch with your contact person in Human Resources to make sure that you are fully aware of the new procedures.

All J-1 Visa holders need an endorsement on their DS-2019 form, from the "Responsible Officer" at the Institute, to allow them to reenter the US after traveling abroad. Make sure you ask for this several weeks before your departure date.

If your home address changes, you are required to report the change to the INS within ten working days. This requirement is being strictly enforced by the INS.

17 Finding an apartment

The first thing you need to decide is whether you wish to stay within walking distance or go further afield. The further away you live, the cheaper the apartments. If you have a car and don't mind driving, you can get a good deal on a nicer place.

If you decide to stay within walking distance, do read the reviews in the JHU Housing Guide: www.jhu.edu/~newslett/02-15-01/HG/index.html

For apartments further away, you should consult the Apartment Shopper's Guide (a free monthly available at local grocery stores), the Citypaper (a free weekly newspaper) and the Sunday classifieds in the Baltimore Sun newspaper. Neighborhoods north and west of the Institute are considered safer.

You should expect to pay about \$700-900 for a one bedroom apartment

and \$500-700 for a studio. Most places require a 1 year lease and take 1 month's rent as a refundable deposit.

Some apartments also do a background check, so you should to have references and phone numbers for previous landlords (don't know how they handle foreigners). They also do a credit check, and they may charge you some non-refundable fee for these checks.

Sale of used furniture and other household goods is advertised in the weekly JHU gazette (www.jhu.edu/~gazette). You can pick up a print copy in the STScI cafeteria. Also, if you stay in one of the larger apartment complexes near the Institute, you should look for ads posted there.

18 Social Security Number

This is the most important requirement, for one to begin existing within the US system. There is a Social Security Administration office in Suite 212 at the Rotunda Mall (within walking distance of STScI). Take your passport, Visa, copy of STScI offer letter and a written local address. The Social Security card should arrive in 4-6 weeks. If your home address is likely to change in this timeframe, make sure you give your work address as the mailing address.

19 Bank Account

If you already have an account in a US bank, transferring that account over may be the easiest option. Opening a new bank account requires a Social Security number so you may have to go some weeks without a bank account. The Johns Hopkins Federal Credit Union has good rates; another option is M&T Bank. Both have branches at the lower level of Gilman Hall.

20 Phone

Verizon is the most popular local service provider. You can place an order over the phone or on their website. It takes about 1 week for them to set up your phone service. They may require a deposit if you have no credit history in the US.

21 Driving License and state ID

You may be able to drive with a foreign driving license for a limited period of time. However, Maryland law requires new residents to get a driving license shortly after their arrival. If you don't want to drive you should still get a state ID at the MVA (Motor Vehicle Administration). This ID is useful whenever you need a photo-ID; it saves you the hassle of carrying a passport around.

The first step in applying for the licence is to take the written test on driving rules. You are required to call the MVA and schedule an appointment for the test. Your document verification will occur on the same day as the written test. The documents you should take to the local MVA office (check the MVA web site or call for updates) include, a valid ID and 2 proofs of residence. The proofs of residence are a tricky thing: they **ONLY ACCEPT** official forms (like bills, or rental contracts) that have your name and address on them. The MVA distributes a list of valid proofs but the employees may not accept some of them (no clue why). In particular, a bank statement is valid but not the letter just showing that you opened a bank account; a bill from the gas company is fine but not the initial subscription letter; the phone bill should be fine but sometimes they do not accept it. Also, while a rent contract is among the valid documents, it seems that only those leased from apartment rental companies are good and not those from a private owner. To be on the safe side, carry more documents than you think you will need.

Warning for married couples: if one spouse handles and opens all of the accounts, and does not include the partner's name, the latter cannot use those forms to get a license! It is preferable that you have both names on your contracts or split the rental, phone, gas contracts etc. among the two partners, so each one has valid proofs of residence.

If you are a US citizen: in most states you can bring in your old license or other documents like a passport to verify that you are a United State's citizen. But in Maryland they only accept an official copy of your birth certificate. Most Americans do not have a copy of their birth certificate. So, you have to order one from the county and state where you were born. This can take anywhere from two weeks to a few months. There are no exceptions here. You must have a birth certificate to get your license.

If all your documents are in order you will be permitted to take the written test. You should call or email the MVA in advance and ask them to mail you the Maryland Driver's Handbook which is a handy compedium of

driving rules. This test (20 multiple choice questions) will be based on the handbook. Once you pass the written test, you need to call and schedule an appointment for the driving test. This implies that out of country licence holders have to make a minimum of two visits to the MVA to get a license. If you fail the written test, you can retake it the next day and then once a week. Before you take the driving test, you need to have the "alcohol and drug test" certificate. The course can be taken online at www.3adriving.com. For the driving test, you must bring your own (or a friend's) car. The driving test is done in the parking lot and you must show that you are able to drive, stop at signs and parallel park near the sidewalk. Note that you are not supposed to drive the car to the MVA since you do not have the license, and it is not clear if you can drive there with a foreign license. Once you successfully pass the driving test, you will have to pay a fee and have your picture taken. You will get your license a few minutes later.

22 How to rent a car

N.B. This applies to personal rentals. If you are driving on STScI business, the institute may pay expenses, They have a specific policy about insurance coverage. You should get in touch with the travel office and/or check the ST travel office website.

To rent a car you usually need your Maryland driving licence and a credit card. However, you might be able to rent with your foreign driving licence and/or cash. It depends on the renting company, so it might be better to call and ask them which documents and payment method they accept. If you do not have a credit card, you might be required to leave a security deposit which you will get back when you return the car. Sometimes cash rentals are only possible if you have local car insurance. Be aware that a check card is not a credit card and works like cash.

You need to purchase liability insurance (which covers damages to other people or vehicles caused by you), unless you already have one: in fact most insurance policies that you buy for your car also cover any temporarily rented car; call your company for confirmation. You might want to purchase damage insurance as well, to cover damages to the rented car, but this one is optional.

A cheap and convenient (especially for foreigners) option is RentAWreck, although their cars are not the best; alternatively, Enterprise can pick you up at your place if you are unable to reach the rental location on your own.

Other major companies include Dollar, Hertz, Avis, and Budget. Check the Web for rates, reservations and locations.

A final note: if you are planning to rent a truck (eg. U-Haul) to move your furniture, be sure to book it several days in advance, especially if you are moving on a weekend.

23 JHU Athletic/Recreational Center

The JHU Athletic center is located close to the institute: it includes fitness rooms, a pool, a climbing wall, squash/raquetball fields and more. If you join in the middle of the academic year, you only pay a prorated amount. You can also enroll family members for the same amount and bring an occasional guest for an additional \$5 per session. The center offers fitness classes in which you can enroll paying an additional fee.

24 How to get a credit card

Having a credit card in the USA can be very important in some situations. For instance, some companies won't rent you a car unless you have a credit card. This is because the credit card company guarantees the payment of your bills even if you don't have enough money in your account. The trouble is that you cannot get a credit card without a credit history in this country, and you cannot easily build a credit history without a credit card.

The quickest and surest way to break out of this loop is to obtain a secured credit card through the NASA Federal Credit Union (www.nasafcu.com) which you are eligible to join as a STScI employee. You only need to open a savings account with them. You may send the application by mail. Once a savings account has been opened, you should apply for a secured credit card. A secured credit card is a credit card in the sense that you make monthly payments on it. Additionally, you transfer to them some amount (say, \$ 1000) that they freeze, and then they give you a credit card with the same limit.

The Bank of America also offers its account holders a secured credit card, but there are some conditions. Another option is to apply for cards offered by big stores such as Hecht, Sears etc. which allow you to buy only in that store. After a few purchases, and regular payments, you should have the

credit history you need.

Once you have built up a credit history, you may want to apply to one of the regular credit card companies.

25 Buying a car, state inspection and auto insurance

To buy a used car you may follow the usual channels: auto dealers, ads in newspapers etc. Once you choose the car you will need to get insurance: ask more than one company and tell them the best offer you already received to get a better deal. Having a previous insurance policy, even if from a foreign country, can help with some companies.

If you buy the car directly from the previous owner, be aware that Maryland state legislation requires a car to pass a state inspection when the vehicle is sold. It should be up to the seller to get the car inspected and eventually repaired before (s)he sells it. In fact you will need the inspection certificate to register the car in your name. However, sometimes you may negotiate a lower price and buy the car without inspection and take the risk of paying yourself for the repairs. But be aware that since almost all parts of the cars will be inspected you may have to make repairs that are not visible when you check the car (exhaust system, steering, engine etc.). If you decide to take the car for inspection yourself there are many authorized centers where you can go. Some of them require a reservation, while in others you can just stop by and leave the car. The inspection takes from a few hours to a few days depending on how busy the center is. They usually charge \$ 45-65 for the inspection.

If the car has no tag (because it is new or the previous owner already removed the old tag) you will have to visit the MVA bringing your insurance certificate (your company will mail or fax it to you) to get a temporary tag so you can drive it to the inspection center. But be ready to get the car inspected quickly since the temporary tag lasts only 15 days and you cannot ask for a second one! The inspection center will perform the checks decided by the State of Maryland (they have a detailed list) and it will give you a document listing those that you have passed and those that require a new check after repairs. Be aware that the result may be different depending on who performs the check, so if the required repairs appear too expensive, it may be a good

idea to get a second opinion. Once you have your inspection certificate you must go to the MVA to register it. You need the car documents signed by you and the previous owner, certifying the selling price, the inspection certificate and the insurance certificate. At the MVA you will fill in some forms, and pay the fee and taxes. The taxes are a fixed percentage of the selling price and may be substantial (except for very old cars); you should take them into account before buying the car. You will get your tag right away. The MVA will then mail you the car registration. Forms and information can be found on the MVA web pages.

26 Taxes

Taxes are a complex matter that cannot be adequately treated in this guide. Extensive documentation and help can be found on the Internal Revenue Service (IRS) web site (www.irs.gov) and on the Comptroller of Maryland site (www.comp.state.md.us). On these sites, you will find Tax Guides which apply to your situation, FAQ pages, forms and instructions to fill them. Note that ESA rules may be different from ST ones: for instance ESA grants are not taxed at this moment, but additional grants are, which makes the situation quite complex.

As an employee, you are supposed to pay federal and state taxes. Some countries have tax treaties that may make you exempt from one or both of them. The Italy-USA treaty, for instance, states that you are exempt for 2 years from federal taxes if you are a teacher or researcher, but not from state taxes. The best thing is to check treaties on the IRS web site and ask somebody in the same situation as you (same visa category and home country). Read carefully the conditions which apply to the treaty, especially if you plan to remain in the US for a while, since in some cases once you ask to be exempt you cannot do that again later, when it is more convenient.

When you arrive at the institute you will be asked to sign a form in which you may declare that you are exempt from taxes. If you declare to be exempt and find out later that you were not (the IRS will generally notify you), you can pay your taxes later, when you file your tax forms (generally April of each year, see IRS web site). You will also need to prepare a letter (you can find an example on the IRS web site) explaining why you are claiming exemption. But remember to save your money, since you may be in debt with the IRS. You will be asked to file the exemption declaration again once

a year.

To get started you may want to download from the IRS website some or all of the following: Publication 501 (Exemptions, Standard Deduction, Filing Information), Pub. 519 (U.S. Tax Guide for Aliens), Pub. 901 (U.S. Tax Treaties), Pub.520 (Scholarships and Fellowships); some of the forms that you may typically need are 1040, 1040NR, 1040NR-EZ, 8233, 8843, 8840, but do check the websites for changes and updates. You also need a copy of form W-7 that your employer gives you at the end of each year. For guides and forms concerning state taxes you should see the Comptroller of Maryland site (www.comp.state.md.us).

27 Work permission (EAD) for spouse

If your husband or wife is working here with a J1 visa, and you have a J2 visa, you are eligible to work in the United States. The procedure takes a while, so be patient and wait! You can find documentation and forms on the Bureau of Citizenship and Immigration Services web site (www.bcis.gov). You can apply on line and immediately receive a receipt number which you can use to fix an appointment at the local office. After the application, you have to mail some documentation to the INS office serving your region. For Maryland residents this is the Vermont office (address on website). Some of the items you will need to submit are the photocopy of DS-2019 form associated with the J1 visa, the I-94 form for both you and of your spouse/parent, a check for \$120 (not needed if you apply on-line since you pay electronically), a letter from the J1 Visa holder certifying that the income is not needed to support the J1. You will find a useful example of this letter on the web. Due to new security issues, many procedures are changing: we suggest you check the INS website for the latest information.

It usually takes from one month to 90 days to receive the work permission, but sometimes it may take much longer (we know of cases that took 5 months). In this case, as soon as the 90 days expire, you can go to the local INS office (located in the Fallon Federal Building in Hopkins Plaza) and ask for a temporary authorization. To avoid wasting time be sure to take all the required documents. As soon as you get the permission, bring the card and a valid ID to any social security office (such as the one located in the Rotunda) to ask for a social security number that will allow your future employer to put you on payroll. Now your job search begins! Along the streets

you will find lots of free magazines that offer jobs, or you can check the offers on internet job-sites.

28 Public transportation (or lack of it)

Bus service to go to downtown (Route 61) is available from W. University Pkwy. Schedules do change from time to time. It is worthwhile to call up the MTA at 1-866-RIDE-MTA to get the bus schedule for the day. This number has a complex automated infinite loop; be sure to break out by choosing the "Speak to Operator" option, which works weekdays from 6 a.m. to 7 p.m.

Unfortunately, there is no Light Rail station conveniently located for the Institute. The nearest one is probably Woodberry. It is a cheap and convenient way to get to BWI, if you don't have too much luggage. Note that the Light rail runs a restricted service on weekends. Call the MTA for details.

29 Internet connection at home

You can connect to the Institute intranet from home using the 56k dial-in service provided by the Center for Process and Technology. This also gives you access to the Internet. You need to contact them to set up an account. More information can be found on the CPT web site.

DSL connections from Verizon are fast and reasonably priced (\$30/month) and many of us find them to be quite useful for any work that does not involve extensive data transfer. Setup is easiest done from Windows but the connection itself works seamlessly from Linux as well. `ssh` to the Institute's science cluster workstations is the most convenient way to connect.

Some older neighborhoods cannot get DSL connections. The alternative is a cable based internet connection provided by Comcast -1.5 Mbits/sec download, and 256 Kbits/sec upload. They provide much better, reliable, same day service whereas Verizon usually takes 3 or 4 days before they will send someone out to inspect a problem. If you already have cable through Comcast, then the price is the same as Verizon. It costs \$42 a month if you have or purchase cable as well, and \$57 a month if you don't have cable. They also run specials and promotions throughout the year, so you can get good deals by contacting them directly or through your local computer store

like Best Buy.

If you only need to check your email, use the email Web interface at `comet.stsci.edu`

30 Postdoc Tea

Occurs every Friday afternoon at 3:30 pm in the entrance rear lobby. You should plan on attending to hear the latest postdoc gossip and movie reviews. To receive the announcements you should be a subscriber of the `postdoc_tea` mailing list (see § 12 how to subscribe to mailing lists). Please note that if you subscribe to the `postdocs` or `postdoc_plus` lists you are automatically included in `postdoc_tea`!

31 Postdoc dinner

Is organized every Thursday evening in a different location. It is a nice occasion to learn about new places, try different foods and meet people. The location and time changes each time, and are communicated by the Dinner Master through e-mail, one or two days in advance. E-mails are usually sent to the `postdoc_tea` and `grad_students` mailing lists.

Some postdocs meet up for lunch during the week. They have their own mailing list for lunch announcements.

32 Neighborhood restaurants

There is not much of a choice: One World Cafe is on W. University Pkwy, in Charles Village you'll find, among others, Niwana and Donna's. The 36th St. in Hampden also offers some choice: Susi Soba, Holy Frijoles etc. Check the Citypaper web site (citypaper.com) for more choices or join us for the Thursday postdoc dinners. You may be better off taking a ride to the Inner Harbor, Little Italy, Canton, Fells Point or Federal Hill areas of downtown for a wider choice of cuisine.

33 Baltimore attractions

To get more information check out: www.ci.baltimore.md.us/visitor/
Also note that you can get free access to the Maryland Science Center at the Inner Harbor by showing your STScI photo-ID.

CREDITS:

This guide was originally written up by Maurizio Paolillo and Yogesh Wadadekar in October 2003. It was revised in December 2004 by Yogesh Wadadekar. Ilse van Bemmelen, Denise Stephens, Francesca Guadagno, Brad Whitmore, Rajib Ganguly and Rémi Soummer contributed to this guide.