



FAQ's

Frequently asked questions about working in Forum during the period between 27 December 2022 and 8 January 2023

Which WUR-buildings can I go to on campus between 24 December 2022 and 9 January 2023?

Forum (building number 102) will be the central building for WUR staff and -students between Christmas and 8 January. Forum is freely accessible, and you can enter without a WURcard. Forum has irregular opening hours during this period. You can find these in the document Irregular opening hours Christmas holidays 2022: <https://www.wur.nl/en/show/irregular-opening-hours-christmas-holidays-2022-forum.htm>

In the first week of January, WUR employees can also work in Actio (no 116, opposite Impulse) between 8 a.m. and 5 p.m.: [Actio, building number 116 - WUR](#) On the next page we will give you more information about working in Actio from 2 to 6 January.

What facilities are available in Forum?

There will be an in-house emergency response team and reception staff present in Forum. There will also be stewards who can show staff and students the way, and answer questions. The facility staff will also be present to provide assistance should the need arise.

During week 52, the Grand Café will be open from 10.00 am to 2.00 pm with a limited Grab & Go range.

During Week 1, the Grand Café will be open from 8.30 am to 2.00 pm with a limited Grab & Go range.

CIRfood's Banqueting service will also be available in the Forum (this means employees can order group lunches through their secretarial offices)

Can I reserve a space to work or study?

You cannot reserve individual spaces. Students can only reserve spaces on the fourth floor in the Library using time-edit.

There are facilities for (blended) meetings in Forum. Staff can request meeting rooms through the Forum Reception. Please call us at 0317-482160 or send an email to forum.fb@wur.nl.

What facilities are available in Forum for working and studying?

There are a few thousand spaces available in Forum. Stewards will be present over this period to help you find a space that suits your work for that day.

The Forum Library

You can find quiet study spaces in the Forum Library. These study spaces have adjustable office chairs and fixed work surfaces. There are several standing desks on the second floor where the height of the desk is adjustable. A small number of study spaces have desktop computers. There are also a few study pods in the Library where you can work in seclusion. There are six group meeting rooms. More information: [Irregular Opening Hours Christmas Holidays 2022 - WUR](#)

Other facilities

In addition to the above-mentioned study spaces, Forum has many regular tables and chairs where you can sit and meet in groups. These chairs and tables are non-adjustable.

There are also rooms with adjustable office chairs, height-adjustable desks and large screens for online meetings. The stewards and facility staff can provide support where necessary.

There are no dual-monitor displays in Forum.

More information about Forum: [Forum, building number 102 - WUR](#)

When is the heating on (comfort times) in Forum?

The comfort times are aligned with the alternate opening hours during the period between 24 December and 8 January. The hours the heating is on are the same as Forum opening hours.

As a teacher, how can I prepare my lessons during this period?

Forum is open in the last week of December and first week of January. The other educational buildings are closed.

(Wet) practical courses

Practicum Facility Support (PFO) has contacted all lecturers who teach (wet) practical courses in period 3 to coordinate preparation of their courses before the Christmas period if possible. If it is not possible to prepare before the Christmas holidays, teachers can contact their regular support contact person to prepare the courses in the first week of January (starting from Wednesday 4 January). This is possible in Orion and Forum. If preparations for (wet) practicals in Aurora and Atlas are necessary before the start of period 3, we ask these lecturers to contact their regular support staff.

Other subjects

For preparations for other courses, we ask you to contact the Forum reception (this also applies if you are preparing for education in another education building). Forum is open throughout the holiday period and preparations (for non-wet practicals) will take place here unchanged. Contact details for Forum reception: Phone: 0317-482160. Mail: forum.fb@wur.nl.

FAQ's about working in Actio between 2 and 9 January 2023

Who can work in Actio?

All WUR employees may work in building Actio from Monday 2 January through Friday 6 januari 2023.

Can I reserve a workplace in building Actio?

No, you can't reserve a workplace. For meetings you can book a meeting room via Outlook (building 116).

Can I sit anywhere?

Yes, you can choose your workplace as you like. A few desks will be reserved for employees from for example Servicedesk Facilities and IT.

What are the opening hours of Actio from 2-6 January?

Actio is open from 8 a.m. to 5 p.m.

How is access arranged in Actio? Can I enter there with my WURcard?

Actio will be freely accessible to all employees between 8 a.m. and 5 p.m. from 2 up until 6 January. This includes areas that are normally only accessible to authorized employees.

What are the comfort hours in Actio?

Comfort hours are from 8 a.m. to 5 p.m. Heating hours are the same as Actio's opening hours.

What kind of workplaces are there in Actio?

Actio (building 116 across from Impulse) will be open from Monday 2 January through Friday 6 January. There are open office spaces with adjustable desks and adjustable chairs. There are also focus rooms for shorter periods of concentrated work or for Teams meetings. In addition, there are several meeting rooms (for larger and smaller groups).

In the Work Café you will find seating areas and lunch tables. There are also several hot beverage vending machines in the building. A receptionist is available to help you with questions. You can't reserve a workplace. You can reserve a meeting room in Actio through Outlook (building 116).

Can I use all facilities such as printers?

Yes, printers and coffee machines can be used by all employees. Please note! Actio already has new printers and therefore only 1 of the two floors has a printer that can also print A3.

As in Forum, are there stewards present to help me on my way if needed?

There are no stewards present, but the receptionist and facilities staff are available for all questions and support.

Are there things I need to consider when working in Actio?

Yes, we ask that you do not eat at your desk but do so in the Work Café.

Because of the open office spaces in Actio, we ask you to keep the quiet in the work area. For longer conversations, please briefly leave the work area.

Because there are no fixed individual workplaces in Actio, you need to take your belongings with you at the end of the workday.

And... you can also get free chocolate milk in Actio during that week!

FAQ's about WUR's energy-saving measures, including the closure of many WUR premises between 24 December 2022 and 9 January 2023

Why is WUR taking these additional energy-saving measures?

We know from experience that rates of building occupancy are particularly low during the Christmas and New Year period. So, to save energy, WUR has decided to focus activities that take place during these two weeks in Forum and to close the other buildings. People who want to work on campus can do so in Forum. Any necessary work that can only take place on location, such as work in the laboratories, can continue provided that it is coordinated with the management board.

We are doing this so WUR can help reduce energy scarcity and can contribute to reducing CO2 emissions, and so it can create a sustainable future and liveable planet. By doing so, we ensure that the effects of the price increases are reduced and energy remains affordable.

Can I work during the period between 24 December and 8 January?

Yes, you can work on campus or at home. Activities on campus period will be as concentrated in Forum as possible during this period. Any necessary work that can only take place on location, such as work in the laboratories, can continue on site provided that it is coordinated with the management.

What about WUR's other (external) locations? What are we doing there?

We are doing the same there as other WUR locations. We are looking at what energy-saving opportunities there are for each building by optimising building systems, adjusting comfort times and by turning off lights and equipment where possible. We are also looking at what is possible with regard to closure between 24 December and 8 January. All of this is being done in close coordination with the location management and the management boards.

What are 'comfort times'?

These are the heating times in the office buildings. We will set the WUR offices to standard temperature (19 degrees) between 8.00 am and 5.00 pm, then to the 'weekend setting' (15 degrees) for the rest of the time. The temperature is aligned with opening hours in the education buildings too.

What are the results of these measures in terms of savings?

In 2022, partly due to all the measures we took as a result of the rough outline of the Energy Transition (also read the article [Rough outline: how WUR will become carbon neutral by 2050 - WUR](#) we are looking to save 2,300,000 kWh of electricity (approximately 4% of our total) and 950,000 m3 of gas (approximately 14% of our total). The expectation is that on top of this, with the additional savings we are creating now, we will save another 10% of our gas (approximately 600,00 m3) and 5% of electricity (approximately 2,800,000 kWh). Over the space of two years, this will reduce WUR's CO2 emissions by around 2,700 tonnes.

Can I still enter my own building or will it be closed?

In principle, all premises are closed. Only Forum and a few laboratories are open. Employees can still use their WURcards to enter their own buildings to collect any items, but the lights will remain off, the heating will be off and there will be no one at the reception desk. Actio is open for WUR employees from Monday 2 January till Friday 6 January 2023. On Monday January 9 all buildings will be open again.

Can I still have my post sent to WUR?

Yes, the postal services in Actio are open every workday from 8.00 am to 5.00 pm. Mail and parcels are accepted here, and you can drop off post you want sent here. The postal services are accessible via the goods entrance on the side of the building (NEXUS building side). The post round (collection and delivery of the post for each building) is still being adjusted for each location but will be limited. If you have any questions, the mailroom can be reached via postkamer.fb@wur.nl or 0317 483573.

How will planned events/visits by external parties work during that period? (Think of any foreign delegations, New Years get-togethers being planned)

Get in touch with your management board to discuss the procedures and arrangements.

What about security on campus during these two weeks?

Our security provider, Schipper, will be surveying the campus more often during this period, including during the day.

Can I still exercise at Sports Centre de Bongerd?

Yes, you can still exercise in de Bongerd. Bear in mind that the opening times will be different:

Sports Centre de Bongerd (SCB) opening times:

- Friday 23 December: open until 4.00 pm
- Saturday 24 December to Sunday 1 January 2023: closed
- Monday 2 January to Friday 6 January: opening hours from 9.00 am to 4.30 pm
- Saturday 7 January and Sunday 8 January: closed
- From Monday 9 January: regular opening hours

From 2 until 6 January, you can use the gym, squash courts and indoor biking studio. The changing rooms, sports halls, the Sports Pub and the offices will remain closed. The outdoor sports facilities can be used throughout the day (unsupervised), but the lights outside will remain off, including in the evening. You can find more information on: [Sports Centre de Bongerd - WUR](#)

Who can I go to if I have any questions, comments or ideas?

Keep an eye on communication in your own building via your own location management and management. Any other questions? If so, please in touch with the Facilities Service Desk via servicedesk.facilities@wur.nl, call 0317-486666 or report your request or question via the self-service option: [Facilities & Services Self service \(wur.nl\)](#) (<https://iwms.wur.nl>)

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