

Welcome to Jena!

Max-Planck-Institut für Ökonomik
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Secretaries

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Travel Directions

We recommend having a look at our website for information about how to reach the institute:
www.econ.mpg.de

Cars

You will find a car park nearby Sandweg (Please see [image](#)).

Please note: The institute is not liable for personal property within the institute or the parking area. A liability for theft and/or damages is excluded.

Please be aware that the parking space is closed during nighttime and on weekends. For a key to the parking space please contact the institute's administration.

Administrative Contact

Konstanze Lommatzsch

Phone: +49 (0) 36 41 686 923

Fax: +49 (0) 36 41 686 929

Reception

Monday - Thursday: 8:00 a.m. – 18:30 p.m.

Friday: 8:0 a.m. – 16:30 p.m.

How to receive your key during off working hours

In case you do not arrive during normal working hours you will receive a key code which provides you access to a key box with a key for the guest rooms.

Smoking

Smoking is not allowed in the institute buildings. Our highly sensitive and ubiquitous smoke detectors have direct connection to the Jena fire department, which is called automatically even if you just start thinking of lighting a cigarette.

At the day of your arrival (or one day later ...)

Please contact the secretaries of the inviting department for all questions regarding travel expenses, the institute or other facilities in Jena.

At the day of your departure

When you depart you may simply leave the keys in your apartment.

Breakfast

Breakfast will be offered in our cafeteria (basement in the Villa) from 08:30 a.m. (Monday – Friday).

Lunch

Lunch will be offered in the cafeteria from 12 a.m. – 2 p.m. (Monday – Friday).

In case you prefer vegetarian food, please inform us as soon as possible.

Library

The Library will be open every day from 10 a.m. till 6 p.m., Friday from 10 a.m. till 4 p.m. and you are kindly invited to make use of all available facilities there.

IT Equipment

A limited number of computers will be available for guests.

For details about questions regarding IT Equipment, please read "[IT Related Questions](#)".

Any further questions? Please do not hesitate to contact us.

We are glad to welcome you as our guest and wish you a good time in Jena!