



RE: Photography for the Employees' New Cards

Employees of the institute will be equipped with new, picture entry chip cards. Besides the name, these cards will be equipped also with photographs of the employees. The photography will take place in Building C (the new building) on the fourth floor in room No. C409 from 9:00 A.M. to 2:00 P.M. on these days:

Tuesday	15th June
Thursday	17th June
Wednesday	23rd June
Thursday	24th June

Employees who cannot appear at the given times must bring their photographs in electronic form in the JPEG format (preferably on a CD) in the same format as for the state identity card and write on the medium their first name, surname, their personnel number and submit the CD by the end of June 2010 to Mrs Oplová in the personnel department.

Should you have any questions, do not hesitate to contact Mr Dolejš,
tel. 774 682 959.

Prague, 15th June 2010

RNDr. Zdeněk Havlas, DrSc.
Director