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Contact CMS

CMS Secretariat: cms.secretariat@cernNOSPAMPLEASE.ch

Building 40, 5th floor, Office 5-B01

CH-1211 Geneva 23

Switzerland

Phone: +41 22 767 22 77

- CMS Collaborator registration: cms.people@cernNOSPAMPLEASE.ch
- CMS Computing Support: cms.computing@cernNOSPAMPLEASE.ch
- Requests for invitation letters: all the letters for VISA and for Institute purposes, should be placed via the website: CMS Secretariat Invitation Letters. The request will be handled by the CMS Secretariat as soon as possible and the letter (and the relevant documents were applicable) will be sent back to you. On the main page, please read the instructions and select the invitation letter you need from the menu on the right. Please note that the website works only with an active CERN account. Any questions concerning, please email: * cms.secretariat@cernNOSPAMPLEASE.ch. NB. If you don't have a CERN account, please register your account as CERN Lightweight account following the instructions on the CERN Account Management main page and, once registered, send a confirmation to the CMS Secretariat.
- Useful information (incl. information needed for invitations) can be found at Information for Newcomers
- Users Office Pre-registration Tool for the Team Leaders can be found at PRT Tool
- Media inquiries, (Un-)subscribe to CMS News: cms.outreach@cernNOSPAMPLEASE.ch
- CMS Spokesperson and Deputies: cms-spokesperson-and-deputies@cernNOSPAMPLEASE.ch
- Visits to CMS: cms-visits@cernNOSPAMPLEASE.ch
- All other requests contact the CMS Secretariat: cms.secretariat@cernNOSPAMPLEASE.ch

CMS Secretariat

Contact details shown above.

Working hours: Monday to Friday
08:30 - 12:30, 13:30 - 17:30

Contact by post:
CERN CMS Secretariat
Mailbox: E20800
EP Department
CH-1211 Geneva 23
Personnel and roles

Zsuzsanna Garai - x 71712---Ekaterina Osipova - x 71693--- Tania Pardo- x 78511 ---Anca Patru - x 63449

• Organization of CMS Weeks and federal CMS Meetings
• CMS and CERN Databases (M&O, Institutes' Membership, Greybook etc.)
• CMS office space
• Correspondence with the Collaboration
• Travel arrangements
• CERN material requests, shipping requests, purchasing orders
• People & Institutes Databases, Registration of Newcomers (WWW, Mailing Lists)
• Contacts with Users’ Office (attestations...), CERN Database (PIE and Greybook updates)
• Invitations, Keys, Film badges, incoming faxes, CMS Thesis
• Reservation of Conference rooms and scheduling of CMS regular meetings
• Trainee requests
• Author and M&O lists, database and web support

Other Administrative Support

Dawn Hudson - x 79391 - Bldg. 40-5-A15 - Dawn.Hudson@cernNOSPAMPLEASE.ch

• Administrative Assistant to the CMS Technical Coordination Group

Ludivine Ceard - x 63056 16-6871 - Bldg 40-4-B01 - Ludivine.Ceard@cernNOSPAMPLEASE.ch

• CMS Visits/guide training

Helene Haller - x 73632 - Bldg. 40-5-A15 - Helene.Haller-Mauger@cernNOSPAMPLEASE.ch

• CMS Visits

My Heche Hansen - x 63056 16-3530 - Bldg 40-4-B01 - My.Heche@cernNOSPAMPLEASE.ch

• CMS Visits and Shifts Organization

Kirsti Aspola - x 74608 - Bldg. 40-5-A24 - Kirsti.Aspola@cernNOSPAMPLEASE.ch

• CMS PPD Resources Manager
• Administrative Assistant to CMS Resources Manager and CMS Team Leader
• CMS Finance Board Secretary
• Signatory of the CERN Invitations/CMS Attestations
• Funding and Team Account Matters (invoices, Special funds, M&O...)
• Financial contracts placed via CERN
• CMS Official Letters and Agreements admin support
• CMS Shop Responsible

Ani Yaneva - x 71705 - Bldg. 40-5-B05 - Anna.Yaneva@cernNOSPAMPLEASE.ch

• Support to the Resources Office
• Support to the Tracker Group
• Subsistence requests
• CMS Team Account Matters
• Attestations
• CMS Shop
Eleni Zongoli - x 77988 - Bldg. 40-5-B05 - eleni.zongoli@cernNOSPAMPLEASE.ch

- Administrative student to the Secretariat and Resources Office
- Invitations
- Subsistence, travel claims
- Office Space
- Attestations
- CMS Shop

Foteini Koromanidi - x 71655 - Bldg. 40-R-B08 - foteini.eirini.koromanidi@cernNOSPAMPLEASE.ch

- Administrative Student to the Resources Office
- Admin Support to the CMS Resources Manager
- RRB and Scrutiny Group Matters
- Upgrade Addendas

**US CMS Project Office**

Tami Kramer - x 74799 - Bldg. 40-5-A15 - Tami.Kramer@cernNOSPAMPLEASE.ch

Tina Vernon Heering - Bldg. 591-R-008 - Tina.Vernon@cernNOSPAMPLEASE.ch

Yasemin Uzunefe Yazgan - 16-5868 - Bldg. 40-R-A02 - Yazgan@cernNOSPAMPLEASE.ch

- US Invitation requests

**ETH Zurich - CMS Office**

Gabriele Kogler - x 72402 - Bldg. 40-4-B06 - Gabriele.Kogler@cernNOSPAMPLEASE.ch