## Introduction seminar for new international employees

February 17\textsuperscript{th} 2023 at 9.00 – 12.15  
Segerstedthuset, Plantskolan, Dag Hammarskjölds väg 7, Uppsala (See map on MazeMap)

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
</table>
| 9.00 – 9.25 | **Introduction, UU organization, insurances**  
Jennifer Holst, HR-generalist at Human Resources Division, International Faculty and Staff Services |
| 9.25 – 9.50 | **Division for internationalisation**  
Matt Greg, Head of unit for support for fee-paying students at Division for internationalisation |
| 9.50 – 10.10 | **Security and safety**  
Linnea Burke Rolfhamre, Security analyst at Security and safety division |
| 10.10 – 10.30 | **Information from our legal department**  
Hild Ekström, Legal Officer at Legal Affairs Division |
| 10.30 – 10.45 | **Coffee break** |
| 10.45 – 11.10 | **Union information**  
Robert Malmgren from Saco, Mario Izquierdo from Seko, representative from TCO |
| 11.10 – 11.35 | **Equal Opportunities**  
Ann-Sofie Wigg Bodin, Equal Opportunities Specialist at Human Resources Division |
| 11.35 – 11.55 | **Environment and physical work environment**  
Henrik Gradstedt, Biosafety Coordinator and Aaro Ravila, Radiation protection expert at Buildings Division, Unit for environment and physical work environment |
| 11.55 – 12.15 | **Payroll information**  
Jannica Jarl and Madeleine Jingström, Payroll specialists at Human Resources Division, Payroll unit |