

For New Community Members

Helpful People

Name	Room	Phone #	
Jack Defandorf Administrative Officer	37-287	253-6103	Supervision of HQ staff, accounting for Kavli endowment, Lab Allocation issues, coordination of offices in Buildings 37 and NE83.
Kara DeNutte Financial Officer	37-287	324-6264	Any questions pertaining to contracts and grants—travel, purchasing, prior approvals for travel and equipment. Also serves as the Parking Coordinator.
Amanda Holley Human Resources Coordinator	37-287	324-5398	MIT appointments and MIT IDs; MKI orientation; office location and keys.
Paul Hsi Senior Systems Administrator	37-232 NE83-519	253-3322	Accounts for MKI High Performance Computing, Linux support
Charles Leiserson (Ricky) IT Desktop Support Specialist	37-232 NE83-519	253-7517	Mac OS X and Linux support; technical purchasing information; IT helpdesk
Kelley Mahoney Grants Administrator	37-274	253-0698	Budgeting and proposal preparation, PI status requests, proposal routing, other preaward issues.
Debbie Meinbresse Assistant to the Director	37-241	253-1456	landing page photo and website information; MKI mailing lists; MKI news and events
Jean Papagianopoulos Purchasing Agent	37-271	253-6116	Purchasing questions
Kenton Phillips Network Administrator	37-232 NE83-519	253-2067	Computer accounts for Unix/Linux workstation login, e-mail, and webspace; network access
Teresa Santiago Financial Assistant	37-284	253-7078	Credit cards, requests for payment, and travel questions.
Brian Surette Facilities/Safety Manager	37-275	253-8062	Building issues; elevator access

Regularly Scheduled Events

Mondays

MKI Brown Bag Lunch Talks

MKI holds Brown Bag Lunch talks during the academic year on selected Mondays from 12:05-1:00pm in Marlar Lounge (37-252). People gather as their schedules permit to eat their lunch and hear an informal presentation. For 2017-2018, MKI postdoc Rana Ezzeddine is the organizer. You can check the Brown Bag Lunch page for speakers and abstracts — all talks are also posted on the MKI events page.

Tuesdays

MKI Astrophysics Colloquia

MKI holds an Astrophysics Colloquium on Tuesday afternoons during the academic year in Marlar Lounge (37-252) (refreshments 3:45pm, talk 4:00pm). Flyers are posted weekly on each floor in Building 37 at the elevator. Talk abstracts are posted on the MKI website events page. Email announcements about the talks are sent out weekly. The faculty organizer for 2017-2018 is Salvatore Vitale. Student coordinator for lunches with the speaker: Sherry Guo.

MKI Postdoc Lunch Meeting

A biweekly lunch meeting for MKI's postdoctoral fellows and associates is held on Tuesdays. For 2017-2018, Allison Noble is the lunch meeting organizer.

Wednesdays

MKI Grad Student Lunch Meeting

A weekly lunch meeting for MKI's graduate students is held on Wednesdays. For 2017, Ryan McKinnon and Taweewat (Champ) Samboonpanyakul are the lunch meeting organizers.

Thursdays

[Physics Colloquia](#)

MIT's Department of Physics holds a weekly colloquium on Thursday afternoons (refreshments 3:30pm, talk 4:00pm). Refer to the Physics website for specific details.

Fridays

[MKI Journal Club](#)

Journal Club takes place every Friday during the academic year from 12-1:00 in Marlar Lounge (37-252). Lunch is provided and followed by two 15-minute talks on current papers of interest. Pizza is served most weeks; Thai food is served usually on the first Friday of every month. Organizers for 2017-20185, Michael McDonald, Keaton Burns, Hang Yu, and Matt Bayliss.

Your MKI Web Presence

Please see Debbie when you arrive at MKI. After taking your photo, Debbie will work with you to create your landing page for the MKI website. Please send [Debbie](#) a brief bio and statement about your research interests, providing as much or as little information as you would like. Feel free to include education information along with selected publications and information about any awards or honors you have received. In addition to a brief statement about your research interests, we ask people to broadly identify their research by selecting from the list of terms under science themes, techniques, and instrumentation on the [Research page](#) of the MKI website. Any questions, talk to Debbie!

Some helpful general MIT information:

[MIT Calendar and Institute Holidays](#)

[MIT Emergency Information](#)

[Sign up for MIT Emergency alerts via text or email](#)

[SAP Self Service \(timesheets, manage HR Benefits, 401K, etc\)](#)

[Lynda Online Training Resources \(MIT Kerberos and Password required\)](#)