

# i10 Goodbye Checklist

| Task   | Done?                    |
|--|--------------------------|
| Upload your thesis to our publications webpage by following this <a href="#">guide</a> .   | <input type="checkbox"/> |
| Add the abstract of your thesis and a link to the report (in PDF) to your home page.   | <input type="checkbox"/> |
| <b>Send an email to i10 Help Desk</b> to inform the admin team that you are leaving. They will move your profile from our <a href="#">people page</a> to <a href="#">alumni page</a> .                   | <input type="checkbox"/> |
| Clean up your home directory on the HiWi machine.  | <input type="checkbox"/> |
| Add all files from your thesis to the respective research project folder on oliver. If you do not know where this folder is, ask your supervisor.  | <input type="checkbox"/> |
| If you borrowed any devices from i10 (laptops, iPhones, etc.), please return them.   | <input type="checkbox"/> |
| If you still have an open slot on the Kitchen Master list, inform <b>Oliver</b> on Slack.  | <input type="checkbox"/> |
| Check your beverage balance in the <a href="#">iSchrank</a> app on any of the kitchen iPads. If you owe the chair money, pay it to the secretaries. If the chair owes you money, inform the secretaries. | <input type="checkbox"/> |

After performing all of the above tasks, return your key, after-hours work permit (if you have one), and this form to Clarissa or Zornitsa (in Room 2208). They will give back your key deposit.

Your full name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_