Change Management

Rachel Brichta, Weiser Hall Transition Coordinator
Move-In Schedule

- Week of **July 17**
  
  2nd floor - CGIS & CEAL

- Weeks of **July 24 & 31**
  
  3rd, 4th, 5th floors - International Institute

- Week of **August 7**
  
  6th & 7th floors - MIDAS, Complex Systems, MCAIM, & CSBYC

- Week of **August 14**
  
  8th floor - Organizational Studies & Barger Leadership Institute

- Week of **August 21**
  
  9th floor - ELI & Weinberg Center for Cognitive Science
Moving Logistics

• **LSA Moving Guide**
  - General timeline for moving
  - Address update instructions and reminders
  - Packing instructions
  - Useful contacts
  - Moving phone lines
  - Getting keys

• **Professional Movers** will be provided

• Other details will be communicated as moving dates approach
Retreats by floor (March/April)

- Get to know neighbors
- New ways of working
- Establish norms and protocols for space
- Strategies for working in shared spaces
- Ongoing process
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