

## Welcome to a new type of meeting at IAK about your availability

We are calling you to a meeting with IAK's consultants from Komplement about job search and availability at:

Komplement  
Badstuestræde 1-3, 2<sup>nd</sup> floor  
1209 Copenhagen K

### New concept where you choose yourself

We would like to try a new type of meeting and therefore the meeting will be as follows

- You choose when you would like to come between 9.30 a.m. and 3.00 p.m.
- You choose whether you would like to have an individual meeting for 10 minutes or for 20-30 minutes
- You choose whether you would like to participate in a work shop or not.

When you arrive please contact us at our new reception area. Here you can tell us which type of meeting you prefer and you will get an appointment with a consultant.

You can also choose between

- The fast model which we call "kvikskranke". This is a meeting of app. 10 minutes. This meeting is for those who do not have any questions or any need for sparring
- A guidance meeting of 20-30 minutes. This meeting will give you an opportunity for a more clarifying sparring in connection with your job search.

**As a minimum you must have a meeting of 10 minutes duration.**

### News about work shops

Now you can choose whether you want to participate in a work shop or not. Before you book, you can see a list of scheduled themes at [www.mitiak.dk](http://www.mitiak.dk). There are two work shops on the day of the meeting.

You will find the list of work shops in the box "Mødeaktiviteter" on the front site of mitIAK.

### Today's program

Time	"Kvikskranke" 5-10 min.	Guidance meeting, 20-30 min.	Workshops
9.30-10.00	Quick check	Guidance meeting	
10.00-11.00	Quick check	Guidance meeting	Workshop 1
11.00-12.00	Quick check	Guidance meeting	
12.00-13.00			
13.00-13.30	Quick check	Guidance meeting	
13.30-14.30	Quick check	Guidance meeting	Workshop 2
14.30-15.00	Quick check	Guidance meeting	

### Waiting time

We hope that the day will be a positive experience for everybody. However, you must be prepared for some waiting time in connection with quick check and guidance meetings.

### Fill in the form and upload applications at mitIAK

No later than two days before the meeting you must update your job log and fill in two forms at [www.mitiak.dk](http://www.mitiak.dk) (this applies even if you have filled in the forms earlier):

- A job search form
- Plan for job search

**Your job log** must be updated with minimum 2-3 activities per week since your last meeting. Remember to note all job search activities, including net working activities.

You will find the forms at mitIAK in the box "Mødeaktiviteter" when you click on "Registrering af jobsøgning". If you have any questions regarding the forms, you are welcome to contact us. Furthermore you must **upload 2 applications** to your "dokumentmappe" at mitIAK. You will find a link in the box "Mødeaktiviteter". We will use the applications to give you some good advice about your job search.

You can log on to mitIAK using your pin code from IAK or "NemAdgang". If you have forgotten your pin code you can have it sent to your email – click on "Glemmt pinkode" when you are on the log in site.

### **Book a meeting date which suites you**

In order to find a date which suites you the best you have to register at mitIAK. Click on "Book møde" in the box "Mødeaktiviteter" and follow the instructions.

You must book a date for a meeting no later than <<BOOKING\_FRISTDATO>>. The sooner you book the more options you have.

If you are on holidays at the moment you will receive a new letter from us later on.

### **Attending the meeting is compulsory**

In order to seek your interest in the best way we have to tell you that it can have consequences for your right to receive unemployment benefits if you do not attend the meeting or have the things mentioned above ready. Therefore please contact us as soon as possible if you are prevented from participating in the meeting.

If you have got a job or have any questions, you are welcome to contact either secretary Lisbeth Rosquist or secretary Jytte Dahl at 7033 5010.

### **Expenses for transport**

There are no public grants for transport to the meeting, but IAK has decided to cover your expenses for transport with 1 Dkr. per km. Please remember to state how many km you have to the place of meeting when you book the time on IAKonline.

Kind regards,