

ACCOMODATION AND ACCESS TO THE CERF FACILITY

CERF is located on the Prévessin site of CERN in France. You can find accommodation either in France or Switzerland, but please remember that **Switzerland is not within EU so if you come from an EU country we recommend that you avoid taking your instrumentation into Switzerland, as this requires you to fulfil additional custom formalities.**

Please note that the power plugs at CERF are Swiss type; therefore if you have laptops or other instrumentation that need to plug, remember to bring with you an adapter.

You can find accommodation in France, either in one of the many hotels located in Saint-GenisPouilly, Thoiry, Ferney-Voltaire or Prévessin, or at the CERN hostel,
http://gs-dep.web.cern.ch/en/CERN_Housing

Please note that a car is anyhow necessary (in particular to carry your instrumentation to CERF) as the CERN Prévessin site is not served by public transport.

ACCESS FORMALITIES (ACCESS CARD AND DOSIMETER)

STEP 1.

Fill in a) the [HOME INSTITUTION DECLARATION \(HID\)](#)

Pay attention at the followings:

- *Expected overall period of association with CERN* (minimum 1 month, maximum 1 year). We recommend that you indicate as starting date a few days before the start of the CERF run.
- *Employed by:* put the name of your institute
- *Stamp:* you shall provide the stamp of your institute.

and b) the [REGISTRATION FORM](#)

- *Average presence at CERN:* 10%

STEP 2.

Send the HID together with a copy of your passport and the Registration Form to anxhela.nicko@cern.ch

STEP 3.

Once your dossier is registered in the CERN database, you will receive the following email (PLEASE READ IT CAREFULLY):

The Users' Office has reviewed the CERN Pre-Registration form for xxxxxx (Pre-Registration Form). Please be informed that you are now entitled to get your computing account before coming to CERN by **sending an email together with a copy of your passport to: service-desk@cern.ch** This will enable you to take the CERN e-courses at <http://sir.cern.ch> . We recommend you to take the mandatory courses 'Computing Security' and 'Safety at CERN'. If you do not come to CERN and sign your contract, your computing account will be deleted within 30 days after your planned arrival date. **You must come to the CERN Users' Office for the final registration together with your passport. When arriving at the CERN Reception Building 33 you will receive a day pass which will enable you to enter the CERN site.**

Please, note that an **attestation of Pre-registration is attached to this email**. Best regards,

CERN Users' Office Pre-Registration

STEP 4.

After sending a copy of your passport to the CERN Service desk (service-desk@cern.ch) as mentioned in the email above, CERN will provide you access credentials. Now, you shall follow the online training course "Radiation Protection – Supervised Area" on <http://sir.cern.ch>. **This course is mandatory to obtain a CERN dosimeter.**

STEP 5.

On the day of arrival, you must go first to building 33 (CERN reception) to obtain a visitor's card for the day. Then you have to go to the [User's office](#) (pay attention to the working hours: Monday, Tuesday, Thursday, Friday: 08.30 – 12.30, Monday to Friday: 14.00 – 16.00, Closed Wednesday mornings and on official CERN holidays) to validate your registration and receive your CERN id card.

STEP 6.

You then have to go to the CERN Registration Service, located on the first floor of building 55, next to the entrance B of the CERN Meyrin site (Switzerland), **open from Monday to Friday from 7:30 to 16:00 non-stop**) to obtain your access card.

You will then have to go to the dosimetry service on the ground floor of building 55, open **from Monday to Friday from 8:30 to 12:00**, where you will pick up your dosimeter.

Please note the opening hours of the registration and dosimetry services. They are not open on weekends!

The registration service is located in Switzerland, therefore, we advise that you leave the instrumentation in the hotel in France before going to the registration service.

STEP 7.

Go to the CERN Prévessin site (France). The CERF facility is located in building 887. Access into the 887 hall is via the dosimeter reader. **Safety shoes and helmet are required to access the area.** We will provide a few helmets to CERF users, but we cannot provide safety shoes. To access the CERF control barrack (HNA-445) you need to activate your access rights on your CERN card. This can be done by passing your card on a reader located in the coffee room on the first floor. You can also activate the card on the reader located on the Meyrin site close to restaurant 1 in the main building 500 (the reader is adjacent to the newsagent).

Please note that:

- **You cannot access the CERN Prévessin site without a valid access card**
- **You cannot access the CERF experimental area without a valid dosimeter**
- **You cannot access the CERF control room if you do not validate your access rights**

STEP 8.

Before leaving CERN after the CERF run, you have to give back your dosimeter to the dosimetry service. You can leave it in a dedicated mail box located just outside the dosimetry service, which is always accessible (also outside working hours and during weekends).

Material directly exposed to the beam will be subject to a compulsory radiological control before authorizing its export to an external destination. This applies to any material belonging to CERN or to external institutes, both in case of transport carried out by an external courier or by the owner himself/herself. The above does not apply for instrumentation exposed outside the shielding, in the reference exposure locations.