

# Questionnaire for requesting or extending the status of Recognized Experiment at CERN

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## General information:

**Name and location of the experiment**

**Experiment Home Page**

**Short description of the main purpose of the experiment**

**Information on where the experiment is reviewed scientifically**

**Details of each of the institutions involved.  
(Please attach your own table with the same headings)**

Country	Collaborating Institution	Town	Contact

**Specify how you see the role that CERN should play in the activities of your Collaboration (for example how much of the activities will be located at CERN) and why the Collaboration wants to become (or continue to be) a CERN Recognized Experiment**

**Current status at CERN (date recognition and for how long)**

**Number of users presently registered at CERN and estimation of the future number**

**Is the present activity at CERN regulated in official documents (MoU, Work Package, other)? *If yes, please specify the type of document***

## General information about contacts with the experiment:

**Name of the contact person for general matters (spokesperson, technical coordinator, ...)**

**Provide the contact details**

**Does your experiment have a contact person at CERN? *If yes, give the contact details:***

**Does your experiment have a person responsible for safety at CERN? *If yes, give the contact details.***

**If there is any special issue for which additional contacts may be useful, specify it (and give details).**

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Please complete the questions below, which will allow for a better evaluation of the needs of experiments and resources required.

## I. Administrative support:

### Use of office space at CERN

**Please give information about present allocations (if any) and future needs, specifying the timeframe.**

**Do you plan to use meeting rooms at CERN? *If yes, please give approximate frequency of meetings as well as size and equipment needed in the meeting rooms.***

### Accounts and finances

**Do you have CERN Team account(s)? *If yes please list them.***

**Do you need support from the CERN Finance and Procurement Department? *Describe what kind.***

### Secretarial Support

**Are you using or planning to use CERN secretarial support? Please justify the need and the estimated percentage**

## II. Technical support

**Do you plan to use/already use for your experiment any space at CERN other than offices?**

**Do you plan to bring or have brought material or experimental equipment (other than your laptop) to CERN? *If yes, please explain what and for which purpose. Please give also a description of equipment and material you presently have at CERN.***

**Do you plan to request/already have support from CERN services (e.g. design office, workshop, transport, the "purchase office"...)?** *If yes, please specify what kind and how much.*

**Do you plan to request or already use technical support/expertise (e.g. vacuum, RF, cryogenics)?** *If so, please give details.*

### III. Test beams

**Do you plan to use/have access to any kind of beam facility at CERN?** *If yes, please specify and explain for which purpose.*

**What are the needs and what is the time profile?**

### IV. Computing

**Do experiment members to be registered at CERN need standard computing services at CERN?\***

*Standard computing services include a CERN account, some limited home directory space, a phone number, a mail account, computer accounts on central systems etc. if so desired.*

**Does your experiment require computing resources at CERN for the processing of experiment data?**

*If yes, please specify your experiment's plans including data volumes, data flows, processing steps, requirements for processing capacity and storage etc. For significant requirements, prior discussion with Bernd Panzer-Steindel (CERN-IT, Bernd.Panzer-Steindel@cern.ch) is recommended*