

## CMS Virtual Visits Guide Training - SCRIPT

---

<p>Hello and welcome to the CMS Virtual Visits Guides online training! Today, you will learn how CMS Virtual Visits work and what your role will be as a guide.</p>	<p>Slide 1</p>
<p>CMS Virtual Visits are live conversations that connect the public worldwide, usually teachers and students, with scientists at the CMS Experiment at CERN, in their native language.</p>	<p>Slide 2</p>
<p>CMS Virtual Visits offer a unique opportunity to “virtually” explore the experimental site of the CMS detector.</p>	<p>Slide 3</p>
<p>Thank you for being one of the scientists that helps us to reach audiences around the world!</p>	<p>Slide 4 (map)</p>
<p>You have probably received an email with information about your audience, their background, when and from where they connect for your Virtual Visit.</p> <p>If you wish to know your audience better, we can put you in touch with the local coordinator whop can answer all of your questions.</p>	<p>Slide 5</p>
<p>In majority of cases, CMS Virtual Visits last one hour and are divided into three parts:</p> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Actual visit</li> <li>- Q&amp;A</li> </ul> <p>However, we are very flexible and we can tailor the CMS Virtual Visits to anyone’s needs. It can be from 10 minutes connection to 2 hours or even longer.</p>	<p>Slide 6</p>
<p>Technical aspects of the CMS Virtual Visits are fully covered by our technical team. They made the connection tests with the local sites and will equip you with the necessary gear when you arrive to CERN Point 5, from where the Virtual Visits are taking place.</p>	<p>Slide 7</p>
<p>Two guides are needed for each CMS Virtual Visit. One who stays on the surface – called “surface guide” and one called “mobile guide” who goes to the service cavern and to the experimental cavern, if accessible.</p> <p>Both guides are cooperatively guiding the participants of the virtual visit.</p>	<p>Slide 8</p>
<p>Surface guide:</p> <ul style="list-style-type: none"> <li>• stays on the surface, in the surface hall (SX5), in front of the real size CMS poster or in the CMS Control Room</li> <li>• is accompanied by a technical expert</li> </ul>	<p>Slide 9</p>
<ul style="list-style-type: none"> <li>• doesn’t need an underground access</li> <li>• has a very good internet connection, assuring the continuity of the visit while</li> </ul>	<p>Slide 10</p>

<p>the mobile guide loses the connection</p> <ul style="list-style-type: none"> <li>• Surface Guide sees and hears the mobile guide and all connected sites on the laptop installed in front</li> <li>• This guide starts the visit and introduces himself/herself and the other guide</li> <li>• encourages the audience to ask questions through the visit</li> <li>• explains where we are, what is LHC and CMS</li> </ul>	<p>Slide 11</p> <p>Slide 12</p>
<ul style="list-style-type: none"> <li>• if at the CMS surface hall, one can refer to the real size poster of CMS to explain more details about the detector</li> <li>• Surface guide passes the voice over to the mobile guide when he/she connects from the control room</li> <li>• Should be ready to “continue” the visit when the mobile guide loses the internet connection</li> </ul>	<p>Slide 13</p> <p>Slide 14</p>
<p>Mobile Guide:</p> <ul style="list-style-type: none"> <li>• “On the go” guide</li> <li>• Must be in possession of the appropriate access rights: USC is a minimum, but if the tour goes through to the UXC, the guide must have this access right, too. The corresponding Impact workpermit will be organised by the VV technical team.</li> <li>• Should bring the following equipment: CERN ID Card, personal dosimeter, helmet with a lamp and safety shoes</li> <li>• Is accompanied by a technical expert with the mobile camera (<i>image 4</i>) that sends a LIVE image from different facilities at Point 5, to the surface guide and to all connected sites</li> <li>• Mobile guide together with the surface guide cooperatively guide the visitors through different facilities. They are able to see and hear each other at all times.</li> <li>• There is no strict order to follow. However, here are the main surface points you may show to your visitors: <ul style="list-style-type: none"> <li>- Control room</li> <li>- Security door and the elevator– it’s likely that you will lose the internet connection at this point, if this happens the surface guide will ensure the flow of the visit</li> </ul> </li> <li>• The connection will be re-established once underground. Following underground areas are the main stops on your visit’s path: <ol style="list-style-type: none"> <li>1. USC55 -2 → service cavern and the racks</li> <li>2. Different levels of the experimental cavern, such as UXC55 -1 (visitors balcony), -2 and -3 → due to the fact that the virtual visits guides are always accompanied by a safety person, they have an exceptional access to -3 level from where you can approach the detector very closely with the mobile</li> </ol> </li> </ul>	<p>Slide 15</p> <p>Slide 16</p> <p>Slide 17</p> <p>Slide 18</p>

<p>camera.</p> <p>At the end of the visit, the mobile guide joins the surface guide where they both answer additional questions from the audience and they finish the visit.</p> <p>You can consult a rough <a href="#">script</a> for a detail time distribution of the visit.</p> <p>Don't hesitate to contact us: <a href="mailto:cms-virtual-vists@cern.ch">cms-virtual-vists@cern.ch</a> if you have any specific questions regarding your roles.</p>	<p>Slide 19</p> <p>Slide 20</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------

<p>Please arrive 15 minutes before the start of the visit .The meeting place is usually CMS surface hall or CMS Control room – will be confirmed to you by an email.</p>	<p>Slide 21</p>
<p>Note down our phone numbers, just in case.</p>	<p>Slide 22</p>
<p>Thank you for your help and enjoy your virtual visit.</p>	<p>Slide 23</p>