

ACCESS BADGES CERN—How to register and print his own Badges

ETAPE 1

In order to be able to register, we must create an event though INDICO , you will receive a link as below with your Event.

When you click on the link , you will have to register by pressing



<https://indico.cern.ch/event/716484/>




CreaDigital May Visit

14 May 2018, 08:30 → 16 May 2018, 19:00 Europe/Zurich
3179-R-E06 (CERN)

Description Directions on how to get to CERN you can find here: <https://home.cern/directions>
When on CERN site, you can find the meeting venue Ideasquare with this Google-map: <https://goo.gl/WNSa6P>
For registering your laptop/mobile phone for wifi access at CERN, please fill in a request here: <http://cern.ch/registerVisitorComputer> - and use Harri Toivonen or Sandy Petitfrere as the CERN contact person (on the last page of the request form).

Registration  Participants 

Participants  alexandre wehrlin

STEP 2

You have to fill all info and press



CreaDigital May Visit

Registration

Participants

 From 22 Mar 2018
To 7 May 2018

Personal Data

| | |
|---|--|
| Title | <input type="text" value="-- Choose a value --"/> |
| First Name * | <input type="text" value="Sandy"/> |
| Last Name * | <input type="text" value="Petitfrere"/> |
| Email Address * | <input type="text" value="sandrine.petitfrere@cern.ch"/> |
| The registration will be associated with your Indico account. | |
| Affiliation | <input type="text"/> |

(All the fields marked with * are mandatory)



Step 3

This page will come out, you will receive, and Email please see Step 4

CreaDigital May Visit

Registration

Participants

From 22 Mar 2018
To 7 May 2018

 Your registration has been completed

Summary

Reference: #2 Date: 10 Apr 2018

Personal Data

| | |
|---------------|-----------------------------|
| Title | Mrs. |
| First Name | Sandy |
| Last Name | Petitfrere |
| Email Address | sandrine.petitfrere@cern.ch |
| Affiliation | |

Use this link to come back to this page.
Make sure to keep it private as you do not need to be logged in to access it.

<https://indico.cern.ch/event/716484/registrations/41648/?token=f674d474-4361-4ca4-9a9a-1b0166e38b8f>

Step 4

You will receive this Email and you will have to Manage my registration and Click

To manage your registration follow this link: [Manage my registration](#)

CreaDigital May Visit

Participants ref: #2

Dear Sandy Petitfrere,

Thank you! Your registration for the event **CreaDigital May Visit** has been received.

Personal Data

Title: Mrs.
First Name: Sandy
Last Name: Petitfrere
Email Address: sandrine.petitfrere@cern.ch

To manage your registration follow this link: [Manage my registration](#)

Indico :: Event Registration

Step 5

This page will appear after saving

CreaDigital May Visit

Registration

Participants



From 22 Mar 2018
To 7 May 2018

Your registration has been completed

| Summary | | Reference: #2 | Date: 10 Apr 2018 |
|---------------|-----------------------------|---------------|-------------------|
| Personal Data | | | |
| Title | Mrs. | | |
| First Name | Sandy | | |
| Last Name | Petitfrere | | |
| Email Address | sandrine.petitfrere@cern.ch | | |
| Affiliation | | | |

Use this link to come back to this page.
Make sure to keep it private as you do not need to be logged in to access it.

<https://indico.cern.ch/event/716484/registrations/41640/?token=F674d474-4361-4ca4-9a0a-16b156e3bb6f>

Step 6

Then you will receive this @ and you will have to Click on This Form or ce Formulaire

Participants ref: #2

Dear Sandy Petitfrere,

The organizers of the event "CreaDigital May Visit" have requested access to the CERN premises for you for the period: 7 May 2018 (8:30) to 9 May 2018 (19:00). In order to grant you access to the site, we need you to provide some personal information in [this form](#) that our Host States authorities require for security reasons.

In accordance with CERN's data privacy policy, this data will be deleted from our Access database as soon as it is not required anymore.

Upon reception of this data, you will receive an automatic email, with your access ticket in PDF format and an access code.

Please note that no access to the CERN site will be granted without complying with this formality.

If you already have a CERN access card which will be valid on the day of the event please ignore this email as you do not need to request specific access for this event.

We look forward to welcoming you at CERN.

Chère/Cher Sandy Petitfrere,

Les organisateurs de l'événement "CreaDigital May Visit" ont demandé pour vous un accès au domaine du CERN pour la période: 7 mai 2018 (8:30) au 9 mai 2018 (19:00). Afin de vous accorder cet accès, nous avons besoin de certaines informations personnelles que vous pourriez remplir sur [ce formulaire](#), et qui sont demandées par les autorités de nos pays hôtes pour des raisons de sécurité.

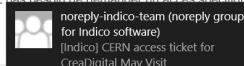
En accord avec la politique du CERN en matière de confidentialité des données, ces informations seront effacées de notre base de données aussitôt qu'elles ne seront plus nécessaires.

Dès réception de ces données, vous recevrez un mail automatique contenant votre carte d'accès au format PDF ainsi que votre code d'accès.

Aucun accès au site du CERN ne sera autorisé si cette formalité n'est pas remplie.

Si vous possédez déjà une carte d'accès au CERN qui sera valide le jour de l'événement, merci d'ignorer ce courriel car vous n'avez pas besoin de demander un accès spécifique pour cet événement.

Nous nous réjouissons de vous accueillir prochainement au CERN.



Step 7

Then you will receive a Final Email with your Badge enclosed and if you cannot print a Code that you will give to the security officer at Building 33 and they will print the badge for you

Ticket.pdf
153 KB

CreaDigital May Visit

Participants ref: #2

Dear Sandy Petitfrere,

You have been granted access to the CERN site for the period: 7 May 2018 (8:30) - 9 May 2018 (19:00). You can find your access ticket attached to this email. This ticket should be printed and presented at the CERN gate in order to enter the site.

If you cannot print the ticket yourself, you can also use the code **IECHJN7** to print an access ticket at the entrance.