

# CERN Visitor Card – How to register and get your visitor card



**IF YOU FAIL TO GET YOUR VISITOR CARD, YOU WON'T HAVE ACCESS TO CERN PREMISES!**

Safety is our priority number one in CERN. Therefore, CERN provides an access card for every person inside CERN campus.

This short guide explains how to register for an event, and how to get your visitor card in 7 steps. Your visitor card has your name on it, the dates you have access to CERN premises and the name of the event you are participating.

**It is important to print your visitor card before entering CERN!** We always recommend printing the visitor card at home before your trip to CERN.

Here is an example what your visitor card should look like:



Figure 1 Example of a CERN visitor card

## Step 1

Start by clicking on the 'Register now' button on the right bottom corner of the event's Indico page.

The screenshot displays the Indico event page for "I4C second visit to CERN - Prototyping". At the top, the event title is in a blue header. Below it, the dates "8-13 May 2018" and location "CERN" are shown. A search bar is on the right. A left sidebar contains navigation links: "Overview", "Timetable", "Registration", and "Participant List". The main content area includes event start/end times (8 May 2018, 09:00 to 13 May 2018, 21:00), location details (CERN, 3179-1-D06, Point 1), and an attached PDF file named "Access Badge Cern Guide\_Sandy.pdf". A central message box titled "Innovation For Change, 8th May 2018 - 13th May 2018" contains instructions for participants to read a manual and obtain a CERN visitor access badge. At the bottom, a blue registration bar shows "Registration" status as "open" and a "Register now" button with a right-pointing arrow. The button is highlighted with a red box, and a red arrow points to it from below. The footer includes the CERN logo, "Powered by Indico", and links for "Help | Contact | Terms and conditions".

Figure 2 Event's Indico page - click on 'Register now' to start your registration

If you don't see the button, registration for the event hasn't started yet, and you should come back when it is open.

## Step 2

Fill in all your personal information asked in the form. Click the 'Register' button below the form. Please notice that all the fields marked with \* are mandatory.

# I4C second visit to CERN - Prototyping

8-13 May 2018  
CERN  
Europe/Zurich timezone

Search...

- Overview
- Timetable
- Registration**
- Participant List

### Registration

I4C second visit to CERN - Prototyping 8 th May - 13 May

**From** 30 Apr 2018  
**To** 7 May 2018

**Contact info**  
sandy.petitfrere@cern.ch

[https://indico-user-docs.web.cern.ch/indico-user-docs/cern/cern\\_access/](https://indico-user-docs.web.cern.ch/indico-user-docs/cern/cern_access/)

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).

### Personal Data

Title

First Name \*

Last Name \*

Email Address \*

The registration will be associated with your Indico account.

Affiliation

(All the fields marked with \* are mandatory)

Figure 3 Fill in your information into the form and click 'Register'

### Step 3

Now you are registered for the event. You should see a page as shown below and you also received an email from Indico confirming that your registration has been completed.

The screenshot shows the Indico registration page for the event "I4C second visit to CERN - Prototyping" from May 8-13, 2018. The page features a navigation sidebar with options for Overview, Timetable, Registration (selected), and Participant List. The main content area includes a "Registration" section with event dates (30 Apr 2018 to 7 May 2018) and contact information for Sandy Petitfrere. A green notification banner states "Your registration has been completed" with a "Modify" button. Below this is a "Summary" section showing personal data: Title, First Name (Jani), Last Name (Kalasniemi), Email Address (jani.kalasniemi@cern.ch), and Affiliation. A footer note advises users to use a link to return to the page and to keep it private.

## I4C second visit to CERN - Prototyping

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CERN  
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Search...

- Overview
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### Registration

I4C second visit to CERN - Prototyping 8 th May - 13 May

**From** 30 Apr 2018  
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[https://indico-user-docs.web.cern.ch/indico-user-docs/cern/cern\\_access/](https://indico-user-docs.web.cern.ch/indico-user-docs/cern/cern_access/)

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).

**Your registration has been completed** [Modify](#)

### Summary

Reference: #65 Date: 3 May 2018

#### Personal Data

Title	
First Name	Jani
Last Name	Kalasniemi
Email Address	jani.kalasniemi@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.

Figure 4 Indico webpage view after successful registration



**noreply-indico-team (noreply group for Indico software)**

Jani Kalasniemi

Thursday, 3 May 2018 at 11.08

[Show Details](#)

## I4C second visit to CERN - Prototyping

I4C second visit to CERN - Prototyping 8 th May - 13 May

ref: #65

Dear Jani Kalasniemi,

Thank you! Your registration for the event **I4C second visit to CERN - Prototyping** has been received.

### Personal Data

First Name: Jani  
Last Name: Kalasniemi  
Email Address: [jani.kalasniemi@cern.ch](mailto:jani.kalasniemi@cern.ch)

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

Indico :: Event Registration

*Figure 5 Email from Indico confirming that you have registered for an event*

You can get back to your registration page from the 'Manage my registration' link in the email.

If you need to make changes to your personal information regarding this registration, you can click on the 'Modify'-button and make changes as long as the registration for the event is open.

## Step 4

Next, you have to wait for the IdeaSquare staff to grant you access to CERN premises. We need to grant access to every visitor manually and therefore; it might take a while to receive the email shown below.

[Indico] Action required: Access to the CERN site for I4C second visit to CERN -...



**noreply-indico-team (noreply group for Indico software)**

Jani Kalasniemi

Thursday, 3 May 2018 at 11.12

[Show Details](#)

### I4C second visit to CERN - Prototyping

I4C second visit to CERN - Prototyping 8 th May - 13 May

ref: #65

Dear Jani Kalasniemi,

The organizers of the event "I4C second visit to CERN - Prototyping" have requested access to the CERN premises for you for the period: 7 May 2018 (9:00) to 11 May 2018 (16:00).

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.

Figure 6 Email from Indico after IdeaSquare staff has granted you access to CERN. Click on 'this form' link to fill in additional information

## Step 5

After clicking on the link in the previous email, you will see a form where you need to provide some additional information. All the fields in the form are mandatory for you to get access to CERN premises.

After you filled in the needed information, press the 'Save' button.

### CERN site access

I4C second visit to CERN - Prototyping

 CERN's Security Policy requires you to provide the following additional data. The contents of this form will not be shared with the event organizers and will only be revealed upon request from CERN's Site Surveillance service.

Once you have provided this data, you will be able to download a ticket which grants you access to the CERN site during this period: 7 May 2018 (9:00) - 11 May 2018 (16:00)

<b>Name</b>	Jani Kalasniemi
<b>Birth date *</b>	<input type="text" value="03/06/1986"/> 
<b>Nationality *</b>	<input type="text" value="Finland"/> 
<b>Place of birth *</b>	<input type="text" value="Reisjärvi"/>
<input type="button" value="Save"/>	

Figure 7 To gain access to CERN, fill in all the information and click 'Save'

## Step 6

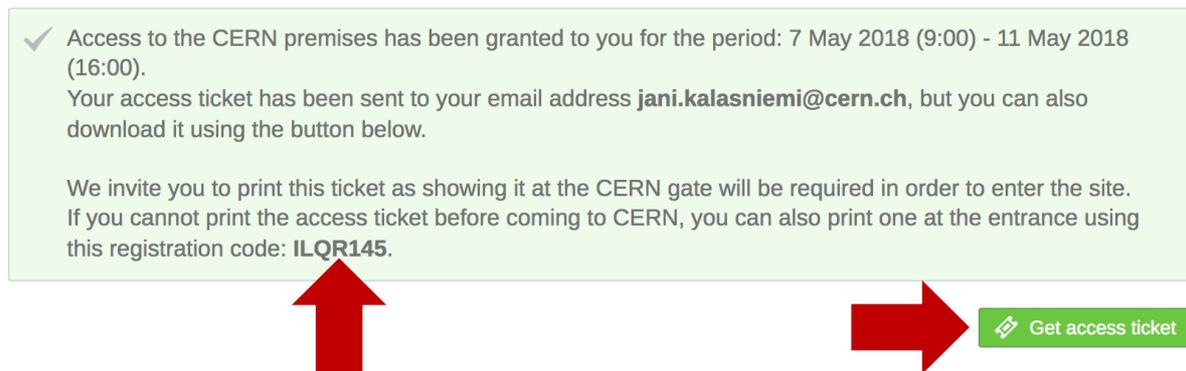
After saving your additional information, you should see a page as shown below and receive an email with the visitor card attached as PDF.

Now you have two options; either print your visitor card yourself or write down your registration code and print your visitor card at the CERN reception (building 33).

**We recommend printing your visitor card beforehand since there might be several other visitors printing their cards at CERN reception.**

CERN site access

I4C second visit to CERN - Prototyping



✓ Access to the CERN premises has been granted to you for the period: 7 May 2018 (9:00) - 11 May 2018 (16:00).  
Your access ticket has been sent to your email address [jani.kalasniemi@cern.ch](mailto:jani.kalasniemi@cern.ch), but you can also download it using the button below.

We invite you to print this ticket as showing it at the CERN gate will be required in order to enter the site. If you cannot print the access ticket before coming to CERN, you can also print one at the entrance using this registration code: **ILQR145**.

[Get access ticket](#)

Figure 8 Where to get your registration code and download your visitor card on the Indico webpage

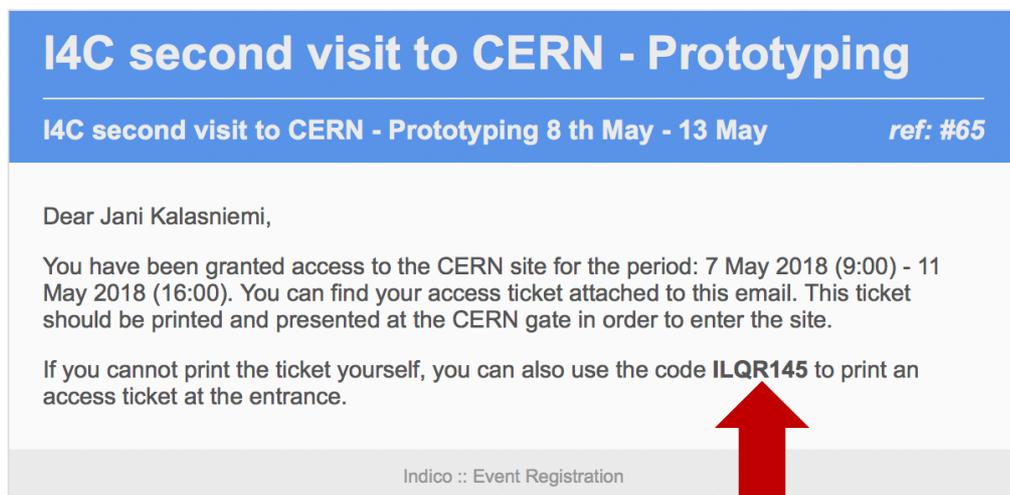
[Indico] CERN access ticket for I4C second visit to CERN - Prototyping



**noreply-indico-team (noreply group for Indico software)**  
Jani Kalasniemi  
Thursday, 3 May 2018 at 11:58  
[Show Details](#)

[Ticket.pdf](#)  
207,8 KB

[Download All](#) [Preview All](#)



**I4C second visit to CERN - Prototyping**

I4C second visit to CERN - Prototyping 8 th May - 13 May ref: #65

Dear Jani Kalasniemi,

You have been granted access to the CERN site for the period: 7 May 2018 (9:00) - 11 May 2018 (16:00). 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 **ILQR145** to print an access ticket at the entrance.

Indico :: Event Registration

Figure 9 Where to get your registration code and download your visitor card sent through email

## Step 7

By now you should have your visitor card printed in your hand

Check the information on your visitor card:

- your name is written right,
- dates cover your whole stay at CERN.

If you have a problem with you visitor card, contact the person responsible for the event.

Welcome to CERN and IdeaSquare! We are happy to have you visiting us!