



Granting Access to the CERN Site Through

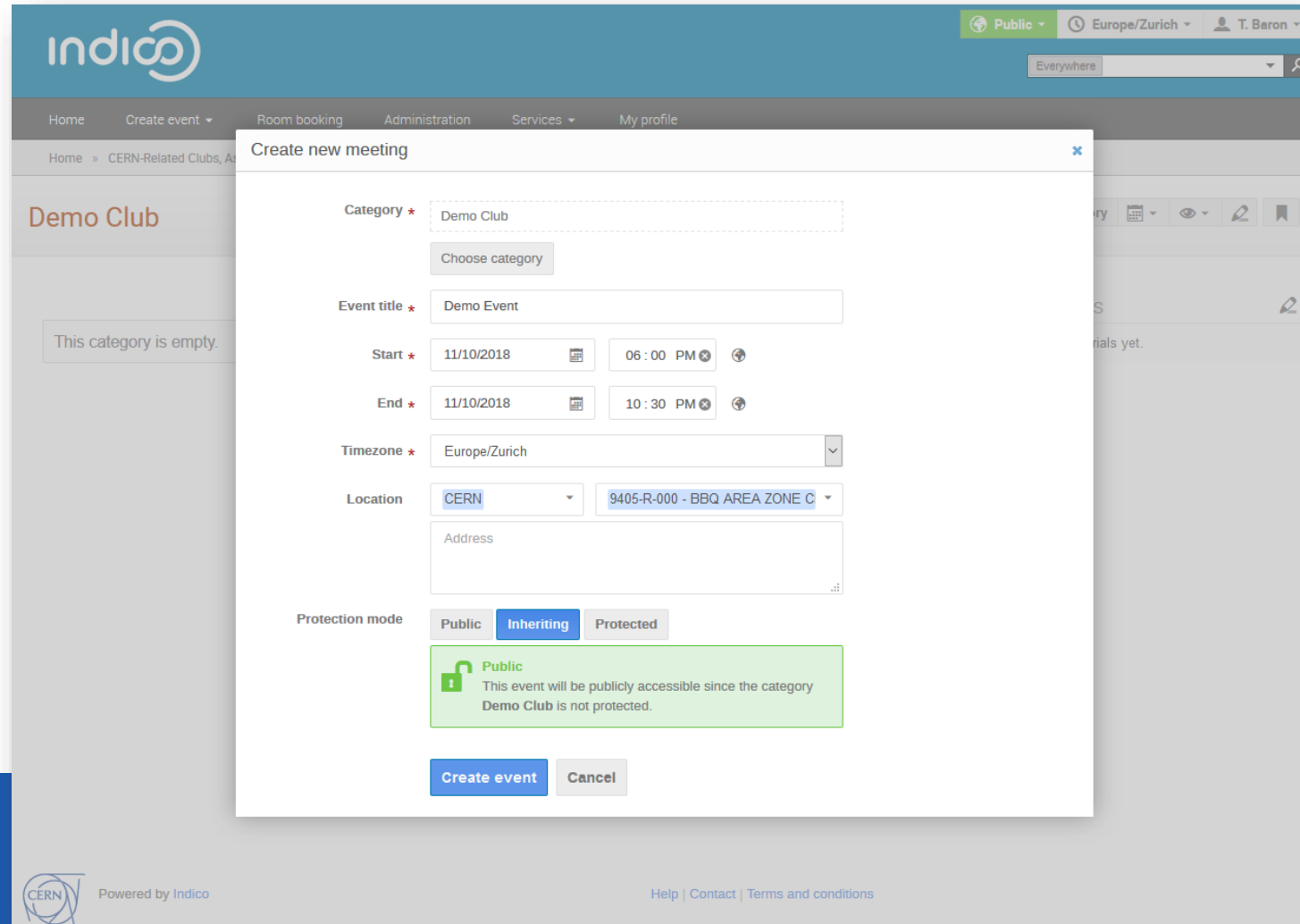
11th October 2018 – CERN Clubs



for the organiser

1/ Create your Event

- [Home](#) » [CERN-Related Clubs, Associations and Forums](#) » [CERN Clubs](#)



The screenshot shows the 'Create new meeting' form in the Indico interface. The form is overlaid on a page for a 'Demo Club'. The form fields are as follows:

- Category ***: Demo Club (with a 'Choose category' button below it)
- Event title ***: Demo Event
- Start ***: 11/10/2018, 06:00 PM
- End ***: 11/10/2018, 10:30 PM
- Timezone ***: Europe/Zurich
- Location**: CERN (dropdown), 9405-R-000 - BBQ AREA ZONE C (dropdown)
- Address**: (empty text field)
- Protection mode**: Public (selected), Inheriting, Protected

A green information box below the protection mode options states: 'Public This event will be publicly accessible since the category Demo Club is not protected.'

At the bottom of the form are two buttons: 'Create event' and 'Cancel'.

The background page shows the 'Demo Club' header and a message: 'This category is empty.'

The Indico logo is in the top left, and the user profile 'T. Baron' is in the top right. The footer includes the CERN logo, 'Powered by Indico', and links for 'Help | Contact | Terms and conditions'.

2/ Create Registration Form

The screenshot displays the Indico web interface for managing a registration form. The top navigation bar includes the Indico logo, user information (Europe/Zurich, T. Baron), and a search bar. The main navigation menu contains links for Home, Create event, Room booking, Administration, Services, and My profile. The breadcrumb trail shows the path: Home > CERN-Related Clubs, Associations and Forums > CERN Clubs > Demo Club > Demo Event.

The main content area is titled "Demo Event 11 Oct" and includes a "Switch to display view" button, "Clone" button, and a settings icon. Below the title, it states "Created by Thomas Baron (thomas.baron@cern.ch)".

The left sidebar contains a menu with the following items: Settings, Timetable, Protection, Organization (with sub-items: Materials, Participant Roles, Participants, Reminders, Surveys), Room Booking, Services (with sub-items: Agreements, Logistics, Videoconference), Reports (with sub-items: Logs, Statistics), and Customization.

The main content area is titled "Registration" and "Manage form 'Participants'". It features several management options:

- Registrations are not open yet:** Start now or schedule opening. Includes "Schedule" and "Start now" buttons.
- General settings:** Edit settings for this form. Includes an "Edit" button.
- Registration Form:** Add, remove or modify information registrants may fill out. Includes a "Configure" button.
- List of registrations:** Add, remove or modify registrations. Shows 0 registrations and includes a "Manage" button.
- Invitations:** Manage invitations to register for your event. Includes a "Manage" button.
- Tickets:** Configure ticketing system. Includes a "Configure" button.

A "Stats" button is located at the bottom right of the registration management section.

3/ Activate Site Access Features

The screenshot shows the 'Logistics' page. On the left is a navigation menu with categories: Settings, Timetable, Protection, Organization (Materials, Call for Abstracts, Call for Papers, Contributions, Programme, Registration, Reminders, Roles, Sessions, Surveys), Room Booking, Services (Agreements, Logistics, Videoconference), Reports (Logs, Statistics), Customization (Layout, Posters/Badges), and Advanced options (Features, Offline Copy, Registration, Roles Setup). The 'Logistics' page content includes the text 'You can request additional services for your event request.' and two blue buttons: 'Access to CERN site' and 'Webcast / Recording'.

The screenshot shows the 'Services' page, created by Thomas Baron (thomas.baron@cern.ch). The left navigation menu is identical to the previous screenshot, with 'Logistics' selected. The main content area is titled 'Services' and 'CERN Visitor Badges'. It features a warning box with the following text: 'By sending this request you are giving event participants access to the CERN site. Please note that after the request is accepted, you will need to grant the access to every participant manually on the registration list page. By default the tickets will be sent to them automatically afterwards. Before granting access to any user please make sure that the event is in its final form. If you change the: starting or ending time of the event, title of the event, registration details of participants the updated ticket will not be sent automatically. However the old ticket will be still valid.' Below the warning box is a table for 'Registration forms' with columns 'Registration form' and 'Include'. The 'Participants' row has a 'YES' button. There are also sections for 'Show during user registration' (set to 'Yes'), 'Start date override' (with a date picker), and 'End date override' (with a date picker). At the bottom are 'Send request' and 'Back' buttons.

Registration form	Include
Participants	<input checked="" type="checkbox"/> YES

4/ Grant the Access

indico Europe/Zurich T. Baron

Home Create event Room booking Administration Services My profile

Home » CERN-Related Clubs, Associations and Forums » CERN Clubs » Demo Club » Demo Event

Switch to display view Demo Event 11 Oct Clone

Created by Thomas Baron (thomas.baron@cern.ch)

Registration

List of registrations for "Participants"

Customize list Register Remove Export Import Actions Check-in control CERN access control

5

	ID	Full name	Title	Email Address	Affiliation	Registration Date	State
<input checked="" type="checkbox"/>	#6	Thomas Baron		thomas.baron@cer...	CERN	11 Oct 2018, 10:06	Completed
<input type="checkbox"/>	#4	Marek Domaracky	Mr	marek.domaracky...	CERN	11 Oct 2018, 10:04	Completed
<input type="checkbox"/>	#1	Pedro Ferreira		pedro.ferreira@cer...	CERN	11 Oct 2018, 10:04	Completed
<input type="checkbox"/>	#3	Loic Lavrut		loic.lavrut@cern.ch	CERN	11 Oct 2018, 10:04	Completed
<input type="checkbox"/>	#2	Tim Smith		tim.smith@cern.ch	CERN	11 Oct 2018, 10:04	Completed

Grant access Revoke access

Back

- Settings
- Timetable
- Protection
- Organization
 - Materials
 - Participant Roles
 - Participants
 - Reminders
 - Surveys
- Room Booking
- Services
 - Agreements
 - Logistics
 - Videoconference
- Reports
 - Logs
 - Statistics
- Customization
 - Layout
 - Posters/Badges

for the participant

1/ Register

Demo Event

Thursday 11 Oct 2018, 18:00 → 22:30 Europe/Zurich

9405-R-000 - BBQ AREA ZONE CLUBS (CERN)

Registration

Participants

Register

Registration

Participants



From 11 Oct 2018

To Not specified

Personal Data

Title	-- Choose a value --
First Name *	Thomas
Last Name *	Baron
Email Address *	thomas.baron@cern.ch
The registration will be associated with your Indico account.	
Affiliation	CERN



Request access to the CERN site

In case you do not have a valid CERN badge, you can request temporary CERN site access here.

Yes

Request access to the CERN site

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 get a ticket which grants you access to the CERN site during this period: 11 Oct 2018 (18:00 - 22:30)

Birth date *	DD/MM/YYYY
Country of birth *	
Place of birth *	

(All the fields marked with * are mandatory)

Register




The agenda of this meeting is empty


In order to add entries go to the [timetable](#) page.



2/ Receive and Print Access Badge

Thu 11-Oct-18 10:12 AM
noreply-indico-team (noreply group for Indico software)
[Indico] CERN access ticket for Demo Event

To  Thomas Baron
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

 Ticket.pdf
152 KB

Demo Event

Participants ref: #7

Dear Thomas Baron,

You have been granted access to the CERN site for the period: 11 Oct 2018 (18:00 - 22:30). 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 **IMI798U** to print an access ticket at the entrance.

Indico :: Event Registration



The screenshot shows a PDF viewer window titled 'Ticket'. The PDF content includes the CERN logo, a QR code, the name 'Baron Thomas', the role 'VISITOR / VISITEUR', the date '4 May 2018', and the location 'Demo Site Access Features ITTF'. The viewer interface shows a toolbar with various tools and a zoom level of 66.7%.

3/ Get a Plastic Sleeve at the Entrance



further considerations

Workflow - Details

- Organisers can see the status of the access request
- Organisers can at any time revoke the access of a participant, or grant a new access. ADAMS will be updated after a few minutes.
- Organisers can also manually add the security data to the participant profile

	ID	Full name	Title
<input type="checkbox"/>	 #1	Thomas Baron	
<input type="checkbox"/>	 #2	Pedro Ferreira	
<input type="checkbox"/>	 #4	Natalia Juszka	

Data Privacy

- Security data (birth date, nationality, birth place) not accessible by Organisers
- Automatically deleted 6 months after the event is over
- «Being able to answer a posteriori to the CERN host states on questions regarding a CERN visitor»

Who Can Use this Workflow?

- Guarantors as defined in the admin e-guide
 - members of the CERN personnel, or
 - members of the Council, a committee or another subsidiary body of CERN (usually registered as External, COMT), or
 - Industrial Liaison Officers
- The person who activates the access module in Indico for an event is considered the guarantor of the external participants

known limitations

- No car registration
- One participant cannot register other people (like family members)
 - registration is limited to one participant per unique email address

Conclusion

- Flexible workflow
- «Privacy by design»
- Indico User Guide
- Indico-support@cern.ch

The screenshot shows the 'Learning Indico' website interface. The top navigation bar includes the 'Learning Indico' logo, a search bar, and a user profile icon. The left sidebar contains a navigation menu with categories like 'Introduction', 'Categories', 'Lectures', 'Meetings', 'Conferences', 'Room Booking', 'Event Surveys', 'Other features', 'Vidyo Integration', 'Webcast/Recording Requests', 'Reminders', 'Importing into Calendaring tools', 'Sharepoint', and 'Access to the CERN site'. The main content area is titled 'Providing access to the CERN site' and contains the following text: 'It is now mandatory for everyone at the CERN site to wear a valid access badge at all times. If you are organizing an event which includes non-CERN participants you will have to use Indico's registration workflow to collect their personal data and produce access badges that will allow them to enter the CERN site. These badges can be either printed:'. A list of two options follows: 'At home by the participants and subsequently placed in a plastic cover attached to a lanyard (Print at home).', and 'By the CERN Printshop and handed to them at CERN site entrance, by the conference organizers.'. Below this is an 'Attention' box with a red exclamation mark icon, stating: 'Please note that if you choose to print all access badges yourself (second option), it will be your responsibility to provide the CERN Printshop in time with a PDF containing all badges (see instructions here) and to distribute the badges to the participants before they enter the CERN site.'. The page also features a 'Table of contents' on the right side, listing sections like 'Step-by-step instructions', 'Requesting authorization', 'Granting access to participants', 'Providing additional data', 'Checking participants status', 'Providing information on behalf of the participant', 'Access badge layout', 'Configuring the ticketing system', and 'Printing badges'. At the bottom of the page, there are sections for 'Step-by-step instructions' and 'Requesting authorization'.

