

# 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, every visitor must have a visitor card before entering CERN.

This short guide explains how to register for an event, and how to get your visitor card in just a few 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 in.

**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.

**Please bring and carry with you a government issued picture ID (passport) along with your visitor card - this might be asked by the guards on CERN access gates**

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



Figure 1 Example of a CERN visitor card

## Step 1 – Enter the Indico page of the event you are attending

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

The screenshot shows the Indico event page for "I4C second visit to CERN - Prototyping". The event dates are 8-13 May 2018 at CERN, Europe/Zurich timezone. The page includes a search bar, a navigation menu with "Overview", "Timetable", "Registration", and "Participant List", and event details such as start and end times and location. A message from IdeaSquare staff is displayed, along with an attached PDF file "Access Badge Cern Guide\_Sandy.pdf". At the bottom, a "Registration" section indicates that registration is currently open, with a "61" next to a person icon and a "Register now >" button highlighted with a red box and a red arrow. The footer contains 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 the registration form

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.

### Registration

Registration form CBI Barcelona December



From 2 Nov 2018  
To Not specified

#### Personal Data

Please fill in the information below

|                                                                 |                                                             |
|-----------------------------------------------------------------|-------------------------------------------------------------|
| Title                                                           | <input type="text" value="Mr"/>                             |
| First Name *                                                    | <input type="text" value="Santeri"/>                        |
| Last Name *                                                     | <input type="text" value="Palomäki"/>                       |
| Country *                                                       | <input type="text" value="Finland"/>                        |
| Email Address *                                                 | <input type="text" value="jere-santeri.palomaki@cern.ch"/>  |
| The registration will be associated with your Indico account.   |                                                             |
| Phone Number *                                                  | <input type="text" value="+41227664470"/> (+41) 123 45 6789 |
| Affiliation (University) *                                      | <input type="text" value="Aalto University (FI)"/>          |
| Student / Teaching Team *                                       | <input type="text" value="Teaching team"/>                  |
| CERN access card needed *                                       | <input type="text" value="Yes"/>                            |
| Please check "yes" if you do not have your own CERN access card |                                                             |
| Special dietary requirements                                    | <input type="text"/>                                        |

#### 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: 4 Dec 2018 (8:00) - 15 Dec 2018 (23:00)

|                    |                                         |
|--------------------|-----------------------------------------|
| Birth date *       | <input type="text" value="DD/MM/YYYY"/> |
| Country of birth * | <input type="text"/>                    |
| Place of birth *   | <input type="text"/>                    |

(All the fields marked with \* are mandatory)


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

### Step 3 – Wait for approval

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. 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 your Visitor Badge. Go for a run, read a book or call your loved ones.

**Registration**  
Registration form CBI Barcelona December

From 2 Nov 2018  
To Not specified

 Your registration has been completed [Modify](#)

**Summary** Reference: #1 Date: 22 Nov 2018

| Personal Data            |                               |
|--------------------------|-------------------------------|
| Title                    | Mr                            |
| First Name               | Santeri                       |
| Last Name                | Palomäki                      |
| Country                  | Finland                       |
| Email Address            | jere-santeri.palomaki@cern.ch |
| Phone Number             | +41227664470                  |
| Affiliation (University) | Aalto University (FI)         |
| Student / Teaching Team  | Teaching team                 |
| CERN access card needed  | Yes                           |

Figure 4 Indico webpage view after successful registration

[Indico] Registration for I4C second visit to CERN - Prototyping

 **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

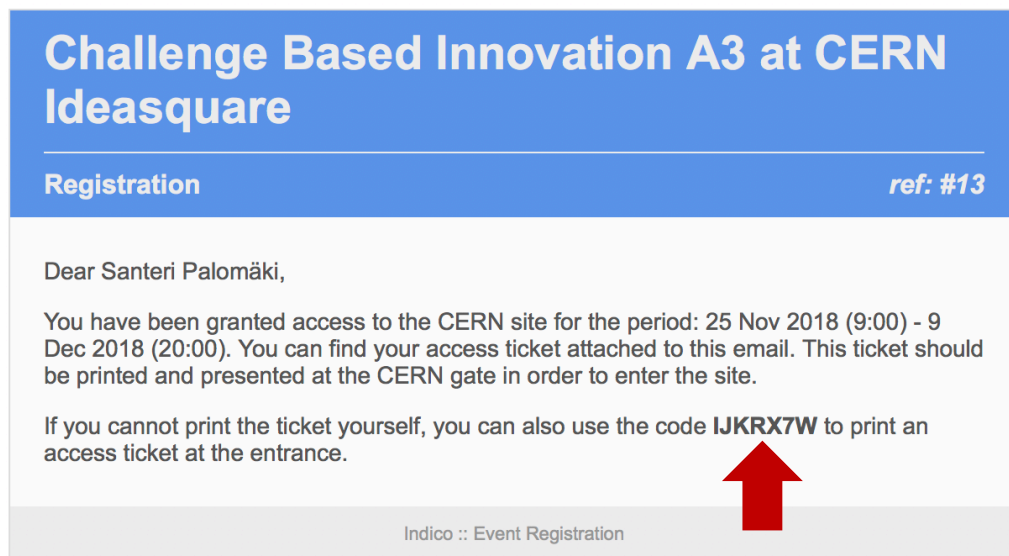
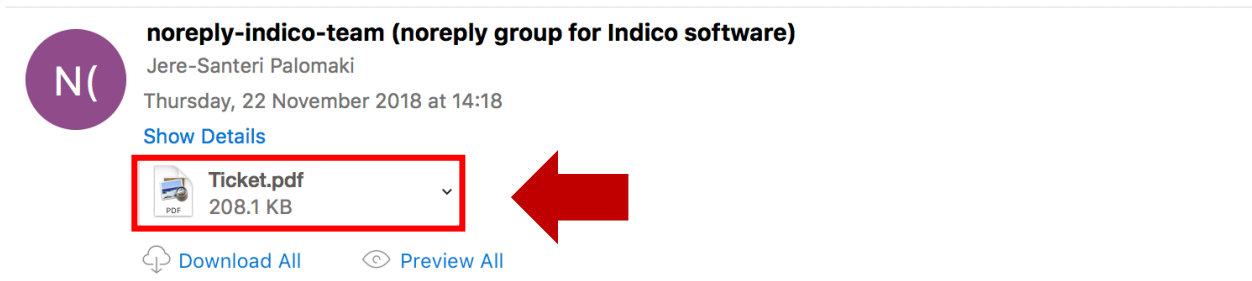
Figure 5 Email from Indico confirming that you have registered for an event

You can make changes to your registration by clicking the ‘Manage my registration’ link in the email.

## Step 4 – Print your badge

Once we have granted you access to the CERN site, you will receive the following email with your Visitor Badge / Ticket as attachment:

[Indico] CERN access ticket for Challenge Based Innovation A3 at CERN Ideasquare



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 at home since there might be several other visitors printing their cards at CERN reception. No one likes waiting.**

## Step 5 – Check that the information is correct

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

Check the information on your visitor card:

- your name is written correctly,
- the dates cover your whole stay at CERN

If you have a problem with your badge, contact the person responsible for the event.

Once more; remember to bring and carry with you a government issued picture ID along with your visitor card - this might be asked by the guards on CERN access gates.

PS. If you want to have your device(s) ready to connect to CERN wi-fi the moment you arrive, please fill in a request here: <http://cern.ch/registerVisitorComputer> - and use Jere-Santeri Palomäki or Jani Kalasniemi as the CERN contact person