

CERN IdeaSquare visitor guide

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1. How to get to CERN - From Airport to CERN

With CERN Airport Shuttle (see timetable below)

<http://smb-dep.web.cern.ch/sites/smb-dep.web.cern.ch/files/documents/Shuttle/L4-GVAAirport.pdf>

Public transport

Free tickets for public transport can be printed from ticket machines located at the exits from the baggage claim area (see image below). This ticket entitles you to a free ride on buses, trams and trains in the "Tout Genève" (which covers CERN) region for a period of 80 minutes, when produce along with your flight ticket or boarding pass (into Geneva).



Please note that once you are out of the baggage claim area, you cannot go back in to print a free ticket. Tickets can also be bought at the machines located at the bus stops or on the way to the train station located in the airport ("tout Genève" button on the ticket machine (3.40CHF), cards accepted).

Bus stops: Once in the arrivals meeting area, turn right and walk to the end of the terminal (signposted P51), past the post office, Montreux Jazz cafe and the car rental desks. Exit the building and cross the coach drop-off area to find the bus stop for buses 23, 28, 56 and 57 going downhill.

Bus 57 direction 'Gare de Meyrin' (get off at 'Blandonnet') + tram 18 direction 'CERN'

Bus 56 direction Meyrin, Hôpital de la Tour (get off at 'Blandonnet' + tram 18 direction 'CERN')

Bus 28 direction 'Parfumerie' (get off at 'Blandonnet') + tram 18 direction 'CERN'

Bus 23 direction 'ZIPLO' (get off at 'Blandonnet') + tram 18 direction 'CERN'

Please check the [tpg public transport timetable \(link is external\)](#) before travelling.

By TAXI

Taxis wait outside the Arrival's terminal. The average cost of a ride from the airport to CERN is between 30 and 40 CHF. AA Genève Central Taxi: 0041.22.320.2202

CERN is on **385, Route de Meyrin**. Ask to go to entrance B (**entrée B**). Building 55, where you will get your External or Visitor badge if you have not already printed it, is located next to the gate at entrance B.

Please note that students' taxi travels are never reimbursed. For guest lecturers: **please note that CERN only reimburses taxi travels outside of the operating hours of the CERN shuttle and public transport, or in special circumstances**. In these cases, you will need to clarify with your CERN contact person beforehand if special circumstances are met, AND fill in the justification in your claim. If the use of taxi is deemed justified, please remember to bring the original taxi receipt from your way to CERN and hand it over to IdeaSquare staff. Special taxi vouchers can be provided if the journey begins or ends at CERN.

By private vehicle

When the traveller uses his own means of transport (e.g private car), and if this has been approved by Markus Nordberg and CERN Staff, CERN will pay value of the cheapest ticket available on public transport, taking account of the journey time.

The CERN mobility centre parking place, next to GLOBE and very close to IdeaSquare, can be accessed and exited once per day without a parking permit. If you need to drive your car all the way to IdeaSquare parking lot or need to enter and exit several times during a day, contact your IdeaSquare contact person. This can normally be done with a Visitor badge during 7.30am and 6.30pm, and you can exit even after 6.30pm by using the intercom at the gate to call the guards to open the gate for you.

2. Getting to IdeaSquare from reception

Please collect your badge at the main reception or Building 55 and walk to IdeaSquare.

You can find an interactive google-map here: <http://goo.gl/WNSa6P> - this should work on mobile devices as well. Staff at CERN's security desk can show you the way if you ask them.

3. Accommodation

A list of accommodation providers in the area can be found at:
<https://smb-dep.web.cern.ch/en/content/hotels-and-apartment-hotels-local-area>.

Staying at the CERN Hostel is not possible for student groups. We recommend considering primarily the hotels in the list that have public transport access to CERN. For quest lecturers, please contact your CERN contact person for a possibility to stay in the CERN hostel if you like.

4. Access / Badges to get to CERN

Everyone accessing CERN needs to register either through an External registration or for a Visitor badge.

- A) External registration
 - a. An external registration requires a special justification, e.g. that the person is part of a teaching team or that they will receive reimbursement for their hotel or travels from CERN
 - b. People registered as Externals will receive a CERN ID which can be used to access CERN outside of the regular operating hours

- c. People who are applying for an External card need to fill in the “A2”-form provided by IdeaSquare staff (ONLY the part under “Person concerned” with a tick mark before “I certify...”. DO NOT fill “Period of association” or other parts unless instructed otherwise) as well as a photocopy of their passport
 - d. The application (or for a group, all of the applications) needs to be sent minimum two weeks before the person’s arrival at CERN, since the applications are delivered in bunches and processed manually. Thus, if one person in the group sends their A2 and passport too late, they will not get an External badge but instead will need to opt for a Visitor badge
 - e. When coming to CERN, the person needs to bring their passport or other national ID to CERN Building 55 (Route de Meyrin 385) to get their External card
- B) Visitor badge
- a. A visitor badge is granted for students and for other people who visit CERN only during operating hours (7:30am – 6:30pm)
 - b. A visitor badge is granted by registering to the Indico event that is the reason for the visit
 - c. The registration needs to be done a minimum of one week before the event. After the IdeaSquare team has granted access, the visitor will receive their badge via email
 - d. The person is highly recommended to print their Visitor badge before coming to CERN to ensure smooth entrance
 - e. A passport or national ID should always be carried with the Visitor badge
 - f. If entering outside of the operating hours (between 6:30pm and 7:30am), a Visitor badge holder cannot open the gate and thus needs to be accompanied by someone who has an access card. You can always exit CERN even after 6:30pm even with a visitor card.

5. Reimbursement for costs

- Always agree beforehand with your IdeaSquare contact person which costs may be reimbursed.
- Travel cost are reimbursed to the traveller **after the travel**, upon presenting a written request to CERN(Email)
- Please note that **a copy of your travel receipts will have to be scanned** and sent to CERN staff by email, accompanied with the original receipts and tickets, within 6 months following the return date to the address mentioned below.
- After this deadline, no reimbursement can be accepted.
- **CERN**
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