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 <u>BEFORE</u> 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:



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.

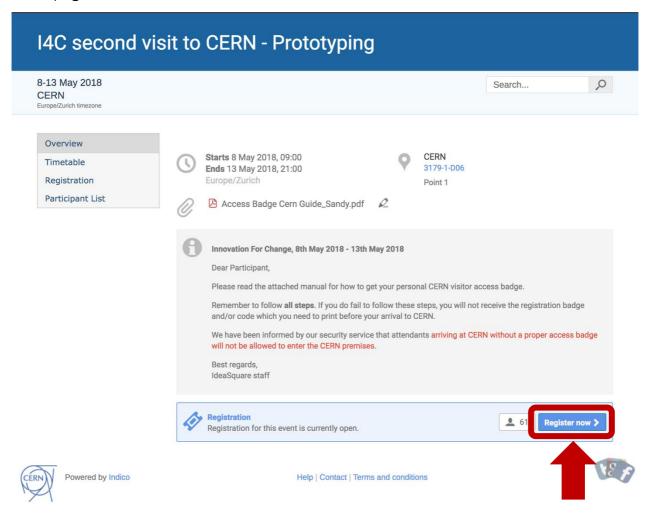


Figure 2 Event's Indico page - click on 'Register now' to start your registration

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 Cl From 2 Nov 20 To Not specifi | |
|---|---|
| Personal Data | |
| Please fill in the infor | mation below |
| Title | Mr 💠 |
| First Name * | Santeri |
| Last Name * | Palomäki |
| Country * | Finland \$ |
| Email Address * | jere-santeri.palomaki@cern.ch |
| | The registration will be associated with your Indico account. |
| Phone Number * | +41227664470 (+41) 123 45 6789 |
| Affiliation (University) * | Aalto University (FI) |
| Student / Teaching Team * | Teaching team |
| CERN accedss card needed * | Yes 💠 |
| | Please check "yes" if you do not have your own CERN access card |
| Special dietary require | ements |
| | |
| CERN's Security Policy with the event organiz Once you have provide | es to the CERN site y requires you to provide the following additional data. The contents of this form will not be shared zers and will only be revealed upon request from CERN's Site Surveillance service. ed this data, you will be able to get a ticket which grants you access to the CERN site during this :00) - 15 Dec 2018 (23:00) |
| Birth date | DD/MM/YYYY IIII |
| Country of birth | 1 * (|
| Place of birth | 1 * |
| | (All the fields marked with * are mandatory) |
| | Register |

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 Cl | BI Barcelona December | | |
| From 2 Nov 20 To Not specifi | | | |
| Your registration has been completed | | 🖉 Modify | , |
| r | | | |
| | | | |
| Summary | | Reference: #1 Date: 22 Nov 20 | 18 |
| Personal Data | | | |
| Title | Mr | | |
| First Name | Santeri | | |
| Last Name | Palomäki | | |
| Country | Finland | | |
| Email Address | jere-santeri.palomaki@cern.ch | | |
| Phone Number | +41227664470 | | |
| Affiliation | Aalto University (FI) | | |
| (University) | | | |
| Student / Teaching | Teaching team | | |
| Team | | | |
| CERN accedss card | Yes | | |
| needed | | | |

Figure 4 Indico webpage view after successful registration

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

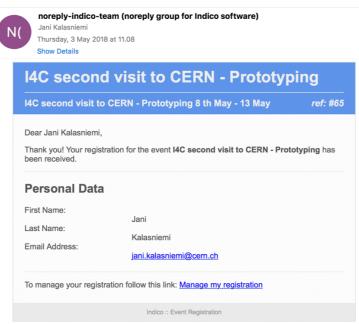


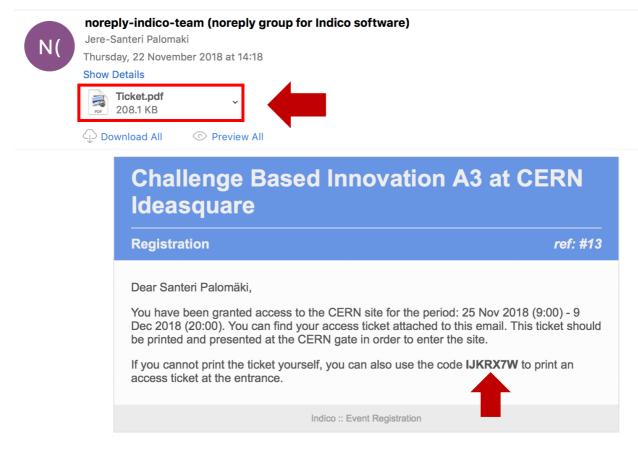
Figure 5 Email from Indico confirming that you have registered for an event

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: <u>http://cern.ch/registerVisitorComputer</u> - and use Santeri Palomäki or Hans Boe as the CERN contact person