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:

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.

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	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 requirements

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

*(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.

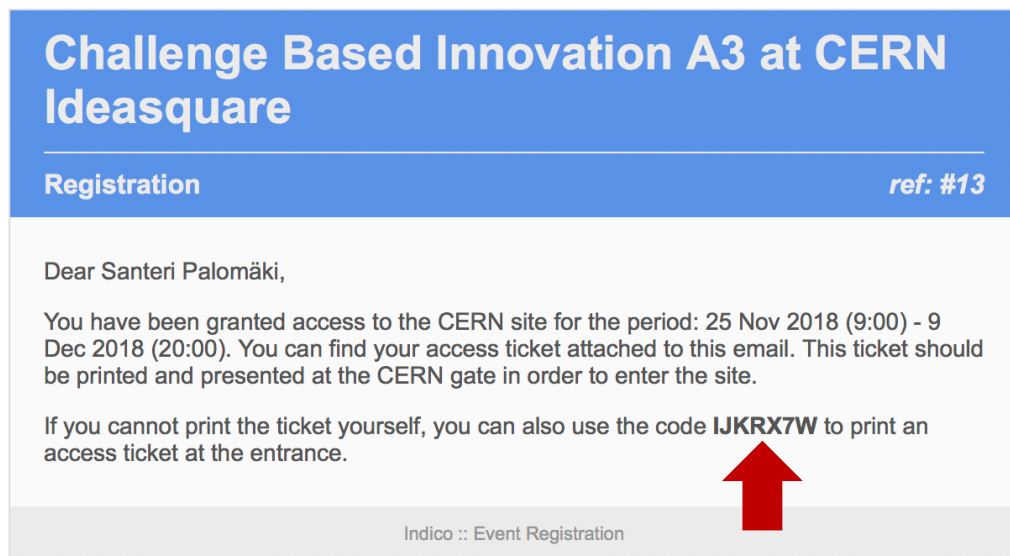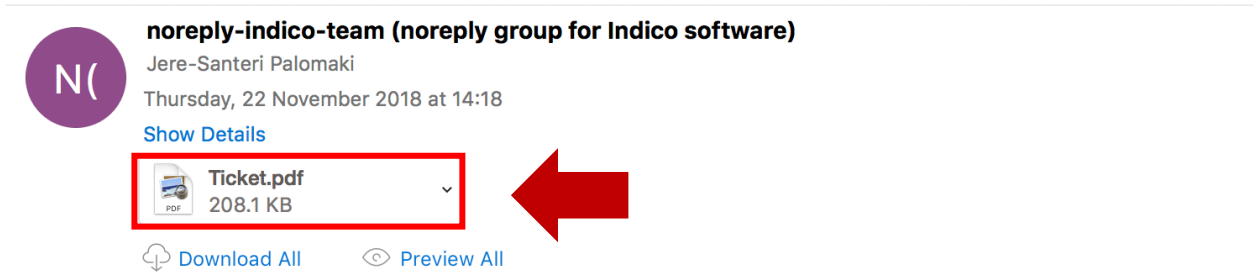*Figure 4 Indico webpage view after successful registration*

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

noreply-indico-team (noreply group for Indico software)
Jere-Santeri Palomaki
Thursday, 22 November 2018 at 14:18
Show Details

📄 **Ticket.pdf**
208.1 KB

☁ Download All   👁 Preview All

Challenge Based Innovation A3 at CERN Ideasquare

Registration   *ref: #13*

Dear Santeri Palomäki,

You have been granted access to the CERN site for the period: 25 Nov 2018 (9:00) - 9 Dec 2018 (20:00). 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 **IJKRX7W** to print an access ticket at the entrance.

Indico :: Event Registration

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 you r 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