

Dr. G. Cicognani, Scientific Coordinator – Tél (+33) 4.76.20.71.79; Email: cico@ill.fr

CHECKLIST FOR USERS VISITING ILL

Item	When	Details	Help	Completed?
Experiment registration on the User Club https://userclub.ill.eu/userclub/	As early as possible (at least 3 weeks in advance)	Registration on the relevant experiments enables you to have access on site and to the required areas within the experimental zones.	Ensure that all personal information (including ID details) are entered correctly into your account. You can also request accommodation and/or reimbursement at this stage.	
New! Screening for ZAC (zone à accès contrôlé) access.	As above	Your screening process is linked to your registration on the User Club. There is no action to be done on your side for the screening process besides registering for your experiment.	Screening can take up to 3 weeks. The screening outcome will appear at the top of the personal data page in your User Club account. If your screening has not been approved before your experiment start date, you will be allowed on site but not inside the ZAC. Please check the outcome of your screening before your visit to the ILL.	
Registration details	Before arrival	Please check that your registration is accurate and your accommodation request is up-to-date, particularly if your experiment dates have been changed.	Go to the User Club, 'Experiments - Registration for experiments - select experiment number - Visit details' to access this information. If any amendments need making, please contact the User Office.	
Training exercises on the User Club	Before arrival	The health physics training must be completed on the User Club in order for you to access experimental zones. For those wishing to use the chemistry labs, the chemistry lab training is also mandatory.		
New! Dosimeter regulations Employer authorisation form for Non-Exposed Users. Film dosimeter for Exposed Users.	Before arrival/on arrival	You can download the employer authorisation form here https://www.ill.eu/users/user-guide . This must be signed by your employer and brought to the ILL ZAC reception on the first day of each stay.	Electronic versions may be sent ahead of your experiment to user-office@ill.fr . Please ensure that you bring the required dosimeter if required (see info https://www.ill.eu/users/user-guide/before-your-experiment/before#c8535)	
ID document	On arrival	Upon arrival at the main gate of the ILL, you will be asked to provide a piece of ID.	Passports or national ID cards are OK however driving licenses are not accepted.	