Table of Contents

Preparing everything for arriving at CERN

You are about to arrive at CERN soon and should start getting all the paperwork ready!. Here is some useful information that you should mark down in order to have Chuck's approval.

Contact your team leader

Send and email to your team leader to let him know you are coming to CERN. The team leader's for your institute at CERN (who need to sign the forms) are Ricardo Piegaia for UBA and Maria Teresa Dova for La Plata, respectively.

- Ricardo Piegaia <aia@df.uba.ar>

Papers you must bring with you

- Pre-registration: It is really recommendable that you make the pre-registration⌐. This would be usually done by your team leader, who will deliver a paper to you like this . After doing the pre-registration, you will recieved an email with your new CERN's account (this account will be really useful to access to some of the web pages that are mentioned in previous sections).

- Attestattion of Employment: This paper is to certify that you are a CERN's employer. It could be either delivered by your team's leader or you can request it in attestation of associateship if you have the necessary permissions to access. This is how the paper should look like:

- Home Insitution Declaration: This is a really important paper, since with this paper you certify that you are an UBA's student. The Home Institution Declaration will be delivered by your team leader with his signature, and will look like this one:

It's really important that you bring this paper's with you, since they will be requested the first day of your arrival. You can also check that you have all the required documents by reading carefully the procedures at http://atlassec.web.cern.ch/atlassec/Registration.htm.
. If there is a new required document that is none of the above ones, you shall pre-fill the forms that can be downloaded from that page and get the required signatures before leaving your home institute.

Health Insurance

You will be registered at CERN in the category USER. You must have a valid (professional and private) health and accident insurance for this area! Note that failing to provide proof of the insurance CERN will not register you as users, so please take care!

There are several options for this that you can check here: http://usersoffice.web.cern.ch/health-insurance-information ⌐. This are some of the insurances that were used by some of us:

- - **Allianz** is the most recommended by CERN's people, it can be paid monthly or for your entire stay. In order to be ensured by Allianz, you will need to provide your CERN's attestation of employment (this would be the second paper mentioned above). You can check how much does it cost checking out this web page Allianz plan⌐ and register yourself by email just following this link: Allianze's online application⌐. In 2018 the cost is: 1560=180days; 3120 per year (prices will probably change after April)
  - **Swiss LAMal:** For the first 6 months you can also get Swiss LAMal which is quite reasonable but the actual price depends on many things.
  - There are many "expat" insurances. In 2017, the insurance with Regency for expats for US$1,122.6 for the whole year
  - **Assist Card:** If you have a credit card, you should probably have it for 3 months. If this is the case, you can call VISA/Mastercad/etc to ask for 6 months insurance. To get more information on how to do this, please contact your bank manager.

Social media (Facebook groups, Useful web-pages, etc)

You should tried to get in some of this facebook groups just to get in touch with people from CERN. I encouraged you to post in each group when are you comming to CERN, how much time you are planning to stay, and everything you want!. The important stuff here is to get every information you can get from each group!.

- ♦ Argentinos en el CERN : The argentinian group for people who is, will be or has ever been at CERN.

- ♦ Glocals⬀ : In this page you may find activities been done in Geneva. I encouraged to also post something about you, so people can get it touch with you, and if you have questions about life at Geneva, this would also be the place!

- ♦ Plan pour coloc à Genève? : This group will be useful for finding accomodattions

- ♦ young@cern : A place to get in touch with people that is from CERN, also useful for finding a place to stay in.

- ♦ Geneva EXPATS⬀ : Here post people that will stay in Geneva. If you are planning to stay in France, I encouraged to post something anyway!

Also if you are planning to come in Geneva's summer, you should try cern summer students group, in where they usually post meetings and other cool stuff.

Temporary Accommodation

Finding cheap accommodation (< 1000 CHF) in the Geneva area (both France and Switzerland) is not so simple. Make sure you book a temporary place for the first few days, if you don't have any friends that can host you temporarily. (Just to be sure that you have a place where to stay.)
CERN has a hostel (often fully booked) and a housing service: http://gs-dep.web.cern.ch/en/CERN_Housing

I strongly recommend that you book a room right away!, usually the cheapest room of the hostel are full really fast!. It's important to know that you can cancel your reservation at least 1 day ahead of the booking day in order to not be charged. The maximum stay is for 2 months, and we recommend that you either rent the "single with washbasin" in the Bldg38 for 27 CHF per day or the "SINGLE with washbasin" in St genis hostel for 23.1(17.9 if you will stay more than 10 days)   per day.
In order to make a reservation, you must follow this link: https://edh.cern.ch/Hostel/Home

REMEMBER Staying at CERN's hostel should be something temporary!, We strongly recommend that you booked at CERN's hostel just to be sure that you have a place to stay in until you find your permanent place.

Permanent Accommodation

The best solution is normally to find a place on the private market:

- http://gs-dep.web.cern.ch/en/private-market-accommodation (CERN's Mercadolibre)
- https://social.cern.ch/community/cern-market/SitePages/Category.aspx?CategoryID=3&SiteMapTitle=Housing (it usually appears houses to rent in st-genis)
- http://geneva.craigslist.ch/search/apa?query=+
- http://www.glocals.com/classifieds/geneva/housing-and-real-estate/

It's common to share the appartment with several persons, where each person has his owns bedroom, and the kitchen and bathroom are for common use.

Last but not least, since I don't expect that you will have a car, try to find a place that is served by public transport or close enough that you may even envisage walking/biking: http://gs-dep.web.cern.ch/en/CERN_Housing/Where_To_Live

. CERN has a bike service which it can lends you a bike. If you are coming in summer, you would have to pay 1CHF per day, otherwise is completely free!.

VISA

If you don't have an european passport, you will need a VISA. VISAS are needed to stay and work at CERN (you will be asked for one in the inmigration office at the airport), they are delivered by either France or Switzerland consulate and unfortunately you can't have both, so you will have to decide in which side you are going to live before traveling (either Switzerland or France). In order to ask for your visa, follow this link Requesting my Visa and click on "Submit a request - LONG TERM VISA".

In case you decide to live in Switzerland, you should probably know that it can happens in the Switzerland's consulate that they asked for some paper which says that your university will be responsible of your monthly payment. In case this happens to you, don't worry!, you can ask your team leader for some help ;).

Some other important stuff

You should totally bring connectors to Europe! (they are quite different from the ones that we have in Argentina, and are really expensive over here). Remember to bring mate, yerba, alfajores, and the most important things, buena onda!! :).

If you have some question that is not here, don't hesitate to write it down in Argentinos en el cern group!.

Once @ CERN (the first day)

1. 1. As first step you will have to register at the User's office (and hand in all the registration forms signed by your UBA team leader), here they will give you some instructions in order to get your access card (this card is needed to enter CERN). The CERN's reception is at the entrance and will be able to give you guidelines (and a map of the CERN site). Remember to request in the user office your Swiss and French card. These cards are working permissions needed to work at CERN.

1. 1. Once you will be finished with registration, you will need to go to the ATLAS secretariat (bdg 40 , 4th floor, office D01) in order to register as an ATLAS member. This is very important, since else your computer account will not give you access to the ATLAS information/resources.

1. 1. As third step, you have to ask for your office key!. Just ask in ATLAS secretary for the Demande de clé form (Our office is 40-5-C36)

1. 1. After asking for your key, you should open your bank account. At CERN is UBS bank, make sure you ask for michael.novo-mourin@ubsNOSPAMPLEASE.com since he speaks Spanish and is a really great guy!, also remember to this as fast as you can, since the bank account is needed for making the monthly payment deposit. **TRY TO AVOID nhung.dang@ubs.com**

1.   1. You should ask EDH permissions to enter the control room (this is in case you need to go to P1) https://edh.cern.ch/

1.   1. Talk with Wainer in order to request him accounts for remote access to TDAQ_EXPERT and TDAQ_REMOTE .

1.   1. Finally you should suscribe to some egroups (they are just mailing list in which you should be, follow this link to suscribe yourself http://egroups.cern.ch). Start by suscribing to the following ones:

- ♦ ◊   · - atlas-tdaq-software <atlas-tdaq-software@cern.ch>
  · atlas-tdaq-dataflow
  · atlas-tdaq-networking
  · atlas-tdaq-testbed . After suscribing to this one, follow these steps: Testbed steps
  · tdaq-simulation

After doing everything, you are already settle down to start working at CERN!. I hope you enjoy your stay, and remember to update this twiki in case something has changed!!. In case you need it, you may want to go for the tutorial Setting up your working enviorment.

This topic: Main > ArrivingATCERN
Topic revision: r9 - 2018-06-20 - MatiasAlejandroBonaventura