

## CERN support for HXSWG operation: Guidelines

The CERN management has agreed to provide, via the LHC Physics Center at CERN (LPCC), a financial and logistic support to the HXSWG. The present document provides some guidelines for the use of this support.

- Financial support: the participants to the general meetings or to the specialized meetings organized by the various working groups can apply for a local per diem support. The request will be done either via the registration form of the general meeting or by contacting the SC members [lhc-higgs-steering-committee@cern.ch](mailto:lhc-higgs-steering-committee@cern.ch). Our budget will support a limited number of people and priority will be given to those actively participating to the work of the HXSWG. Note that the participants of the HXSWG activities should **not** apply independently to CERN-TH via the short-term visitors form, to avoid double counting (unless they want to spend some time at CERN beyond the dates of the HXSWG meetings).
- Logistic support:
  - Registration as CERN users: all the active members of the HXSWG can request a one-year CERN visiting scientist status which comes with a full CERN email account, a CERN badge etc. The request should be sent to the SC members who will forward the request to the relevant person at CERN.
  - Accommodation during the general HXSWG meetings: subject to the hostel availabilities, a block-reservation for rooms at the Hostel will be arranged for the general meetings. As will be explained in the registration page, requests for the pre-booked rooms should be sent to the LPCC secretariat, which will assign them on a first-ask/first-served basis. When a block-booking is not possible, participants are encouraged to individually book a room as early as possible via the CERN hostel webpage [http://gs-dep.web.cern.ch/en/CERN\\_Housing/CERN\\_Hotel\\_BookNow](http://gs-dep.web.cern.ch/en/CERN_Housing/CERN_Hotel_BookNow) (if needed, the TH-LPCC secretary, Michelle Connor <[Michelle.Connor@cern.ch](mailto:Michelle.Connor@cern.ch)>, can be indicated as a contact person). The registration pages will include a link with a list of alternative accommodations in addition the CERN-hostel. It will be the participants' responsibility to secure these alternative accommodations.
  - CERN entrance cards: the participants who do not have a CERN badge can indicate it on the registration forms. Few days before the meeting, they will receive instructions on how to collect the access cards, how to reach CERN, etc.

For any HXSWG-related issue, please correspond with the CERN-contact SC person ([christophe.grojean@cern.ch](mailto:christophe.grojean@cern.ch)).

The HXSWG Steering Committee.