

USER KIT OF ENTRANCE

We remind you that your Local Contact is available to support your group during the experiment.

In case your Local Contact is not available, Floors Coordinators are on duty.

The main task of the Floor Coordinators is to provide immediate support to beamlines and laboratories, before contacting the Local Contact (if not present) or any “On Call” service. Please address to FCs. FC will patrol around regularly.

Floor coordinators contact details:

Weekdays: 15h00-07h00 (next day)
Weekends and public holidays: 00h00-24h00

Fixed phone (control room): 4401
Cell phone: 608 018 721
Email: floorcoordinators@cells.es

Useful ALBA telephone numbers:

Emergency: 4499

Beamlines:	BOREAS	4029
	CIRCE	4024
	CLÆSS	4022
	MIRAS	4001
	MISTRAL	4009
	MSPD	4004
	NCD	4011
	XALOC	4013

User Office: 4000 / 4438 / 4346 / 4073

Useful information for your stay at ALBA during your experiment

Computing resources

Wi-Fi network Identifier: Albaguest
Password: guest2010

Eduroam infrastructure access is also available at ALBA. Eduroam (education roaming) is the secure, internet access service developed for the international research and education community. It allows students, researchers and staff from participating institutions to obtain internet connectivity across campuses and other participating institution.

For any problem or additional requirements related to computing, please contact the User Office.

Meals

Meals during days of the experiment

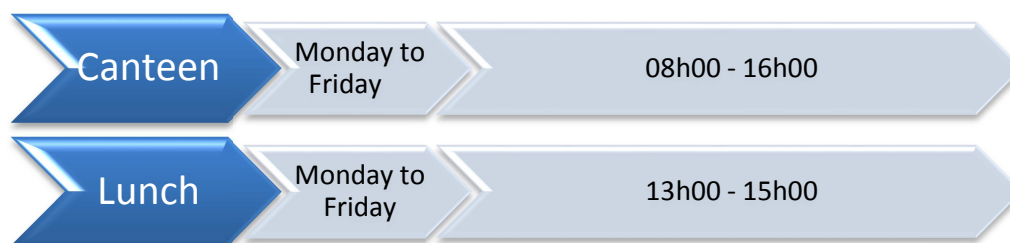
- **Working days:** lunches at ALBA Canteen and dinner at **Hotel Exe Campus** / **Hotel Exe Parc de Vallès** or take-away dinner from Hotel Exe Campus if you prefer to stay in the ALBA facility for the purpose of your experiment.
- **Week-ends and public holidays:** dinner at **Hotel Exe Campus** / **Hotel Exe Parc de Vallès** or take-away lunches.

LUNCH

Users are authorized to have lunch in canteen from Monday to Friday (holidays not included). They will request your signature in case you are a funded user.

[The Canteen, ALBA Synchrotron](#)

It is located on the basement floor. The Canteen is open from 8 a.m. to 4 p.m. on working days.



Vending area, ALBA Synchrotron

Vending area is near the Canteen with microwaves, refrigerators and vending machines.

BREAKFAST / DINNER

Users staying at **Hotel Exe Campus** / **Vila 2 Apartments** can have breakfast and dinner at the El Cafè de l'Hotel.

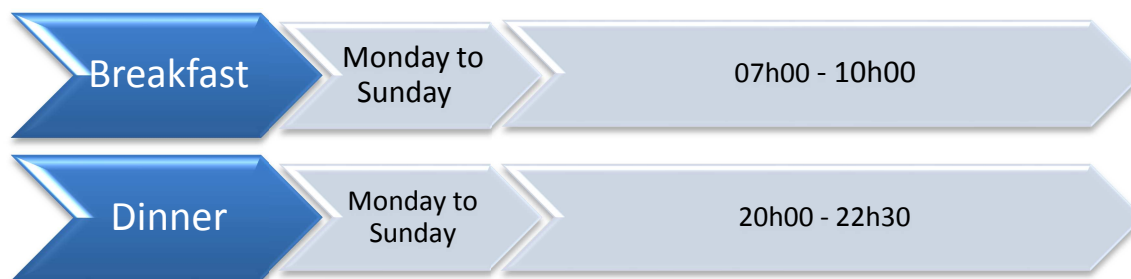
El Cafè de l'Hotel, **Hotel Exe Campus** (located at UAB Campus, about 3km from ALBA site)

El Cafè de l'Hotel is a lobby-bar where you can have breakfast and dinner all days. It is open at the following times. They will request your signature in case you are a funded user.

Breakfast	Monday to Friday	07h00 - 10h30
Breakfast	Weekends and holidays	08h00 - 11h00
Dinner	Monday to Friday	Until 22h30
Dinner	Weekends and holidays	19h00 - 22h30

Cafeteria **Hotel Exe Parc de Vallès** (located at the hotel)

Users staying at **Hotel Exe Parc de Vallès** can have breakfast and dinner at the hotel cafeteria. They can also go to El Cafè de l'Hotel (**Hotel Exe Campus**) and have dinner there. They will request your signature in case you are a funded user.



TAKE AWAY

Funded users can order take away food for lunch/dinner in Hotel Exe Campus. It should be requested one day in advance at **Hotel Exe Campus** reception or by phone in case you are staying in **Hotel Exe Parc de Vallès** (telephone +34 93 580 83 53).

ALBA – Guesthouse Transport

Public bus service is available on working days. It is included in the Barcelona's metropolitan area ticket ("Tarifa integrada") and connects FGC-Bellaterra and RENFE-Cerdanyola UAB train stations with Parc de l'Alba.

Línea FGC Bellaterra- Parc del'Alba

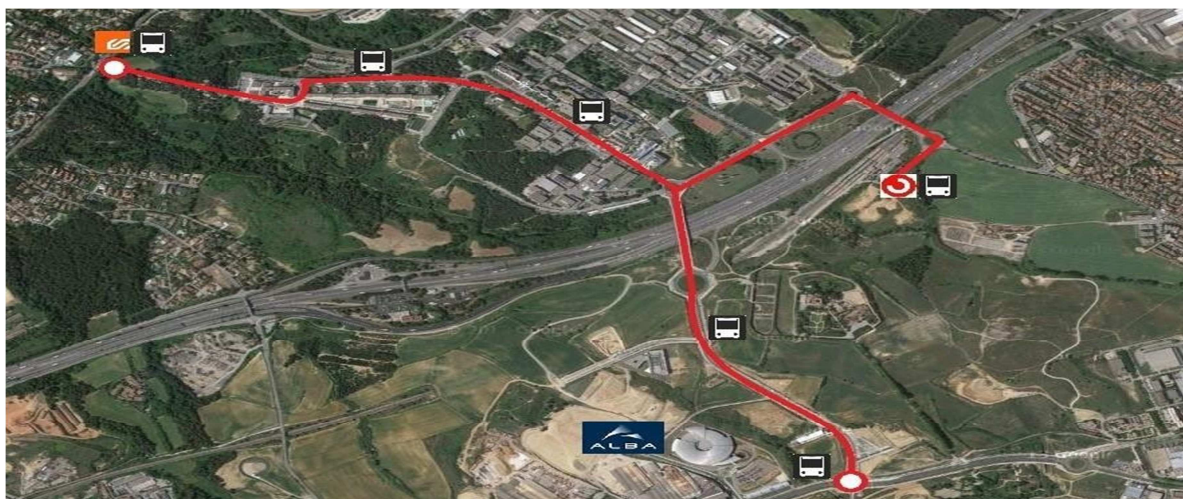
Estación FGC Bellaterra	7:45	8:09	8:40		9:15	9:34	13:54	14:16	14:39	15:03
Hotel (UAB)	7:46	8:10	8:41		9:16	9:35	13:55	14:17	14:40	15:04
Medicina-CC. Comunicación (UAB)	7:48	8:12	8:43		9:18	9:37	13:57	14:19	14:42	15:06
Estación RENFE Cerdanyola		8:20		8:55						
Parc del'Alba	7:57	8:30	8:50	9:05	9:25	9:44	14:04	14:28	14:51	15:15
Estación FGC Bellaterra	15:26	15:50	16:13	16:37	17:01	17:25	17:54	18:22	18:43	19:11
Hotel (UAB)	15:27	15:51	16:14	16:38	17:02	17:26	17:55	18:23	18:44	19:12
Medicina-CC. Comunicación (UAB)	15:29	15:53	16:16	16:40	17:04	17:28	17:57	18:25	18:46	19:14
Estación RENFE Cerdanyola										
Parc del'Alba	15:38	16:02	16:25	16:49	17:13	17:36	18:05	18:32	18:53	19:21
Estación FGC Bellaterra	19:32	19:53	20:14							
Hotel (UAB)	19:33	19:54	20:15							
Medicina-CC. Comunicación (UAB)	19:35	19:56	20:17							
Estación RENFE Cerdanyola										
Parc del'Alba	19:42	20:03	20:24							

Línea Parc de l'Alba- FGC Bellaterra

Parc del'Alba	7:57	8:30	8:50	9:05	9:25	13:42	14:04	14:28	14:51	15:15
Estación RENFE Cerdanyola			8:55							
Medicina-CC. Comunicación (UAB)	8:06	8:37		9:12	9:31	13:51	14:13	14:37	15:00	15:24
Vila Centro	8:08	8:39		9:14	9:33	13:53	14:15	14:39	15:02	15:26
Estación FGC Bellaterra	8:09	8:40		9:15	9:34	13:54	14:16	14:40	15:03	15:27
Parc del'Alba	15:38	16:02	16:25	16:49	17:13	17:36	18:05	18:32	18:53	19:21
Estación RENFE Cerdanyola						17:43	18:12		19:00	
Medicina-CC. Comunicación (UAB)	15:47	16:11	16:34	16:58	17:22	17:51	18:20	18:41	19:08	19:30
Vila Centro	15:49	16:13	16:36	17:00	17:24	17:53	18:22	18:42	19:10	19:31
Estación FGC Bellaterra	15:50	16:14	16:37	17:01	17:25	17:54	18:23	18:43	19:11	19:32
Parc del'Alba	19:42	20:03	20:24							
Estación RENFE Cerdanyola										
Medicina-CC. Comunicación (UAB)	19:51	20:12	20:33							
Vila Centro	19:52	20:13	20:34							
Estación FGC Bellaterra	19:53	20:14	20:35							

Servicio de lunes a viernes laborables

Marfina Bus, S.A.



You can order a taxi. Its fare is about 10€ and must be paid by the user.



For funded users, if you use our travel agency, ALBA User Office will reimburse a fixed small amount to cover taxis or other extra small expenses.

Each funded researcher shall receive 50 €:

- **150 € per group of 3 funder users**
- **200 € per group in case of red experiments with 4 funded users**

After the experiment, you should apply for the reimbursement. Reimbursement form is attached at the end of this document.

After the experiment

Please deliver the entrance badge to the Security Access at the Entrance.

Kindly fill in the User Feedback Form online <https://useroffice.cells.es/userFeedback/>

Travel financial support

Users from Spanish home institutions, remember to fill in the Travel Financial Support Request Form to be sent by email to useroffice@cells.es.

Users from European non-Spanish home institutions, please contact the User Office.

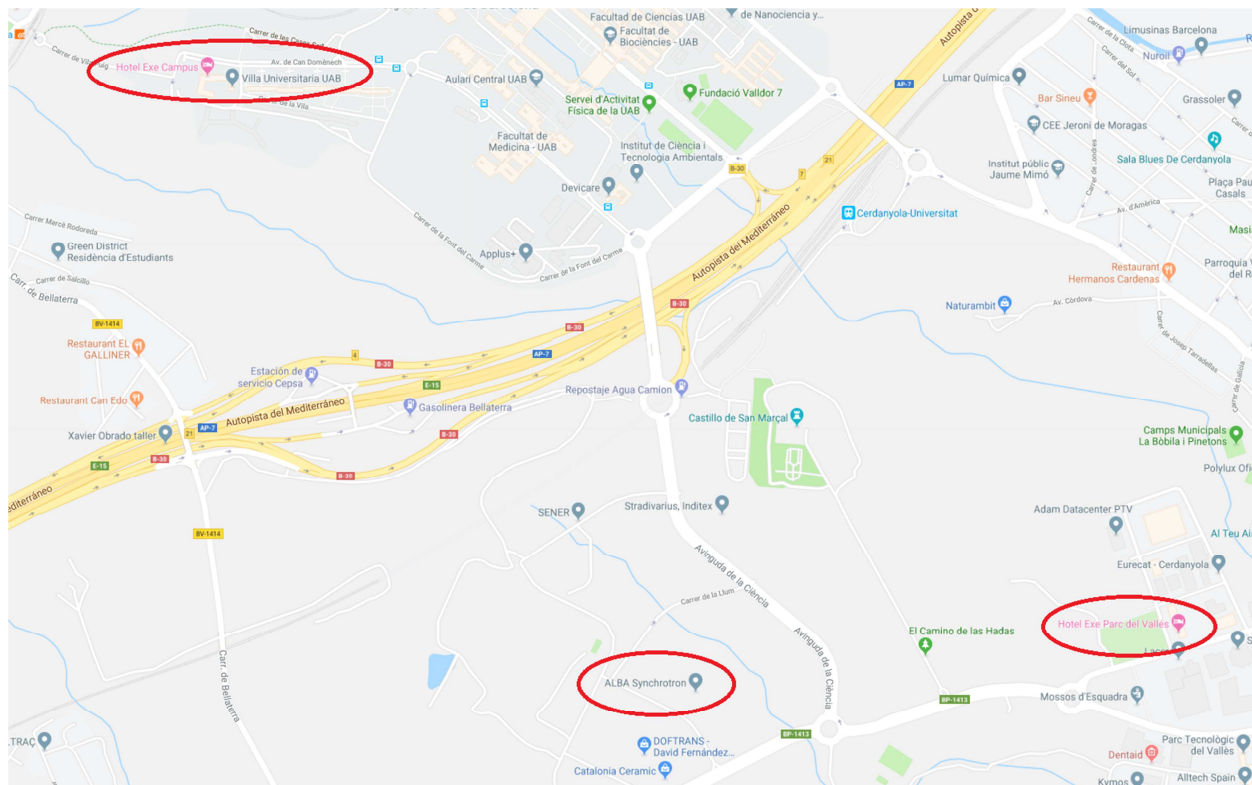
Experimental report and publications

Standard proposals shall submit their experimental report through the ALBA User office Portal no later than three months after the experiment and, if possible, no later than the next call for proposal submission deadline.

We kindly remind you that applying for beamtime commits you to inform the ALBA User Office of any publication that may result from measurements made while at ALBA.

Authors shall quote ALBA in the acknowledgement section as follow: "These experiments were performed at [...] beamline at ALBA Synchrotron with the collaboration of ALBA staff."

Please report your publication to us as soon as possible.



ALBA Synchrotron

Carrer de la Llum, 2-26
08290 Cerdanyola del Vallès, Barcelona

Hotel Exe Campus

Campus de la Universitat Autònoma de Barcelona – Vila Universitària
08193 Cerdanyola del Vallès, Barcelona

Vila 2 Apartments

Campus de la Universitat Autònoma de Barcelona - Vila Universitària
08193 Cerdanyola del Vallès, Barcelona

Hotel Exe Parc de Vallès

Carrer Artesans 2-8 Barcelona
08290 Cerdanyola Del Vallés, Barcelona



**In case of accident in the Campus of the Universitat Autònoma
de Barcelona (UAB),
please call 93 581 2525 (Security and safety service)**

General information of Cerdanyola del Vallès

Alba to Cerdanyola del Vallès downtown (2 km, 30 minutes walking)



More about Cerdanyola del Vallès

<https://www.cerdanyola.cat/>

TRAVEL FINANCIAL SUPPORT REQUEST

FOR FUNDED USERS

Full name: Full personal postal address: Home institution: Experiment ID: Starting beamtime date: Finishing beamtime date:	ID Card / Passport: Beamline:
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Please select your home institution location:

<input type="checkbox"/> Outside of Barcelona metropolitan area - Using our travel agency To cover extra travel expenses.....50 €	Total amount	
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<input type="checkbox"/> Outside of Barcelona metropolitan area - Using rental or own car (Select distance between ALBA and user's home institution) <div style="margin-left: 20px;"> <input type="checkbox"/> < 300 Km.....80 € <input type="checkbox"/> 300 - 650 Km.....150 € <input type="checkbox"/> > 650 Km.....200 € </div> Please provide car plate number: <input style="width: 200px;" type="text"/>	Total amount	
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<input type="checkbox"/> Barcelona metropolitan area To cover travel expenses.....15 € per beamtime day <input style="width: 50px;" type="text"/> days of beamtime	Total amount	
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BANK DETAILS (To be completed in the first request or in case of change of account number)
Account holder should be the user of this request.

Bank name: Bank address: IBAN: SWIFT:
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User Signature:	Approved: User Office Head	Authorized: Scientific Director
Name: Place & date:	Name: Inma Ramos Cerdanyola del Vallès,	Name: Klaus Attenkofer Cerdanyola del Vallès,