

CLASSROOM RULES FOR PARTICIPANTS

COMPUTER/ELECTRONIC

- Regarding your computer, it is to be used ONLY for training purposes. You may browse the website, check your email, or the daily news/weather report, but it is not to be used for any personal browsing. If there is a site you need to access for a given purpose, please check with the administrative and IT staff. ALL activity on ALL computers is very closely monitored. Our IT expert will be working in the Classroom B throughout the training course.
- There is a printer in the back of each classroom that you are mapped to if you need to print something. If you need any photocopies or if you need something faxed, please see the admin staff for assistance.
- On the website you will find daily evaluations and there will also be a direct link on your computer desktop. Please fill them out daily as they are very useful to the course directors, lecturers, and staff.

FOOD

- On your desk you will find an Argonne mug that is yours to keep. We are only able to provide “one per person” so we ask that you put your name on your mug, in order to identify it.
- On the table out in the hall, there will be a light snack brought in daily for you to enjoy during the morning break. Coffee and tea will be provided throughout the day up until 3:30pm.
- Please...do NOT bring any food or drinks into the auditorium
- We will provide a lunch for the first day only, and there will be a section in the cafeteria reserved for us. Then after that, you may bring your lunch and eat it here or in the cafeteria, or in the break rooms near the other labs where you will be working. You may also want to purchase your lunch at the cafeteria. There is a refrigerator and microwave in the kitchen area available to all. Wednesday evening there will be a dinner provided to all participants and lecturers at Gordon Biersch in the Bolingbrook Promenade. Transportation will be provided. More information to follow.

BUS/HOTEL/MISCELLANEOUS

- The North America Charter Bus will pick you up each morning from the Aloft Hotel. You **MUST** be on time for the bus in order to be in the classroom on time. It will leave the hotel **PROMPTLY** at 8:15 am for the remainder of the training course, and will bring you directly to Building 223 (more information to follow regarding Building 241 for next week).
- You must have your gate pass and passport with you, as this will be checked each morning at the gate. Without both of these items, the security guard will not let you pass through the gate.
- Your issued gate pass must be worn and visible at all times in the laboratory.
- There will be a Group Photo taken during the Tuesday morning (weather permitting) during the coffee break. An electronic copy of the photo will be placed on the CD that you receive at the end of the course.
- **If you have not paid your hotel bill, please pay your bill in full this evening – any participant without a credit card or debit card must pay their bill in full along with all incidental expenses immediately as they are incurred.**
- Please be aware that anything extra that you charge at the hotel will be your responsibility to pay. It would be a good idea for you to purchase a phone card. The phone card **MUST** be a card with an 800

number. Any other prefix (866, 877 etc.) will result in very high charges being placed on your final hotel bill. Also, making long distance calls from the hotel can be very expensive. Any phone charges you incur through the hotel will also be your responsibility to pay.

- The Aloft Hotel offers a free shuttle service to any location within an 8 mile radius from the hotel. The shuttle does not run past 11:00pm. Shuttle transportation is also limited on Sundays. Please let the front desk know in advance if you'd like to reserve the shuttle. They can also help direct you for different locations.
- Make sure to check out at the hotel.
- Smoking is NOT permitted inside your rooms at the aloft hotel. (\$300-\$500 Fine)
- Smoking at Argonne is only permitted outside of this building 15 feet away from the building. Please do not discard any paper/boxes in the cigarette receptacle outside of the building as it can cause a fire.
- If you have a document from your home institution that needs to be stamped from Argonne showing your arrival and departure, please give the document to the admin staff as soon as possible so they can get those back to you by the end of the course.
- A Social Calendar is posted in the training room and on the website.
- There is a lot of construction going on here at the laboratory. So for Safety and Security Reasons, the lab has restricted ALL visitors to the building that they are training in, which is building 223 for all of you. So other than lunch at the cafeteria, you will not be allowed to enter any other buildings without approval from the Program Manager.
- If for any reason you are too sick to attend the training course, you must call the training course office first thing in the morning to let someone know and the Program Manager will decide if further action needs to be taken.
- **Emergency Card – for all participants to keep in your wallet for identification in case of emergency. Please carry this card with you at all times.**
- Please stay in the classroom after you arrive from the hotel since we will need to take attendance every morning.
- Bathrooms are located down the hall directly across from the lecture hall
- If someone is not down here in this office, the doors will always be locked to protect your belongings. There is a phone right by the doorway. If you arrive here before or after lunch and the doors are locked and you need to access you belongings from this office, please use the phone to dial 2-7286 or 2-2508