

# USER KIT OF ENTRANCE

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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](mailto:floorcoordinators@cells.es)

## Useful ALBA telephone numbers:

Emergency: 4499

Beamlines:	MIRAS	4001
	MSPD	4004
	XAIRA	4006
	MISTRAL	4009
	NCD-SWEET	4011
	XALOC	4013
	NOTOS	4016
	LOREA	4020
	CLAESS	4022
	CIRCE	4024
	BOREAS	4029

User Office: 4000 / 4438 / 4073 / 4344

# Useful information for your stay at ALBA during your experiment

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## 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 institutions.

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**.
- **Week-ends and public holidays:** ALBA finances with a fixed amount of 18,70€ the dinners not offered at the hotel during weekends and holidays.

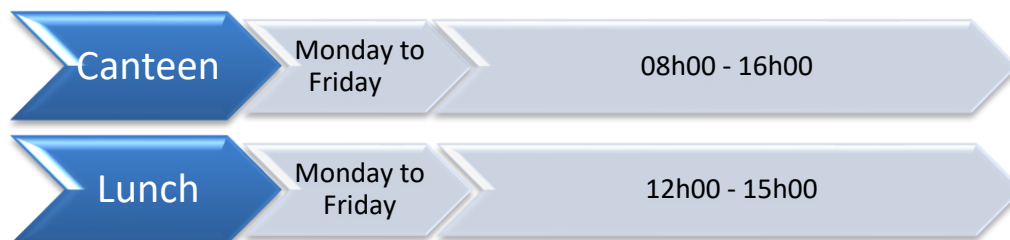
### LUNCH

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

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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

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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 Hotel Exe Parc del Vallès, from Monday to Thursday.

### **Hotel Exe Campus** (located at UAB Campus, about 3km from ALBA site)

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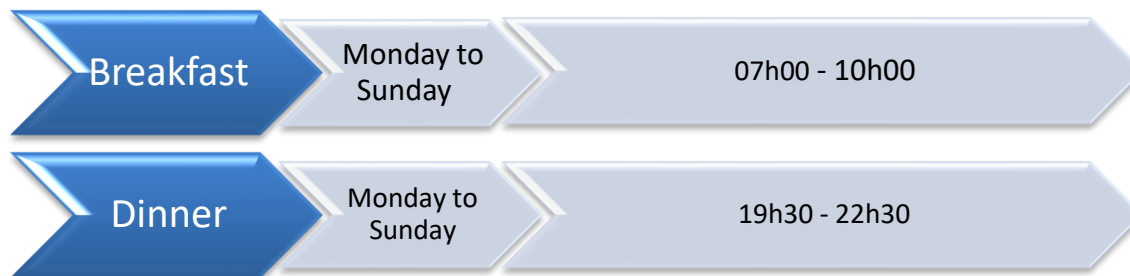
Is a lobby-bar where you can have breakfast and dinner all days. It is open at the following times. They will request your signature in case you are a funded user.

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

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

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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.



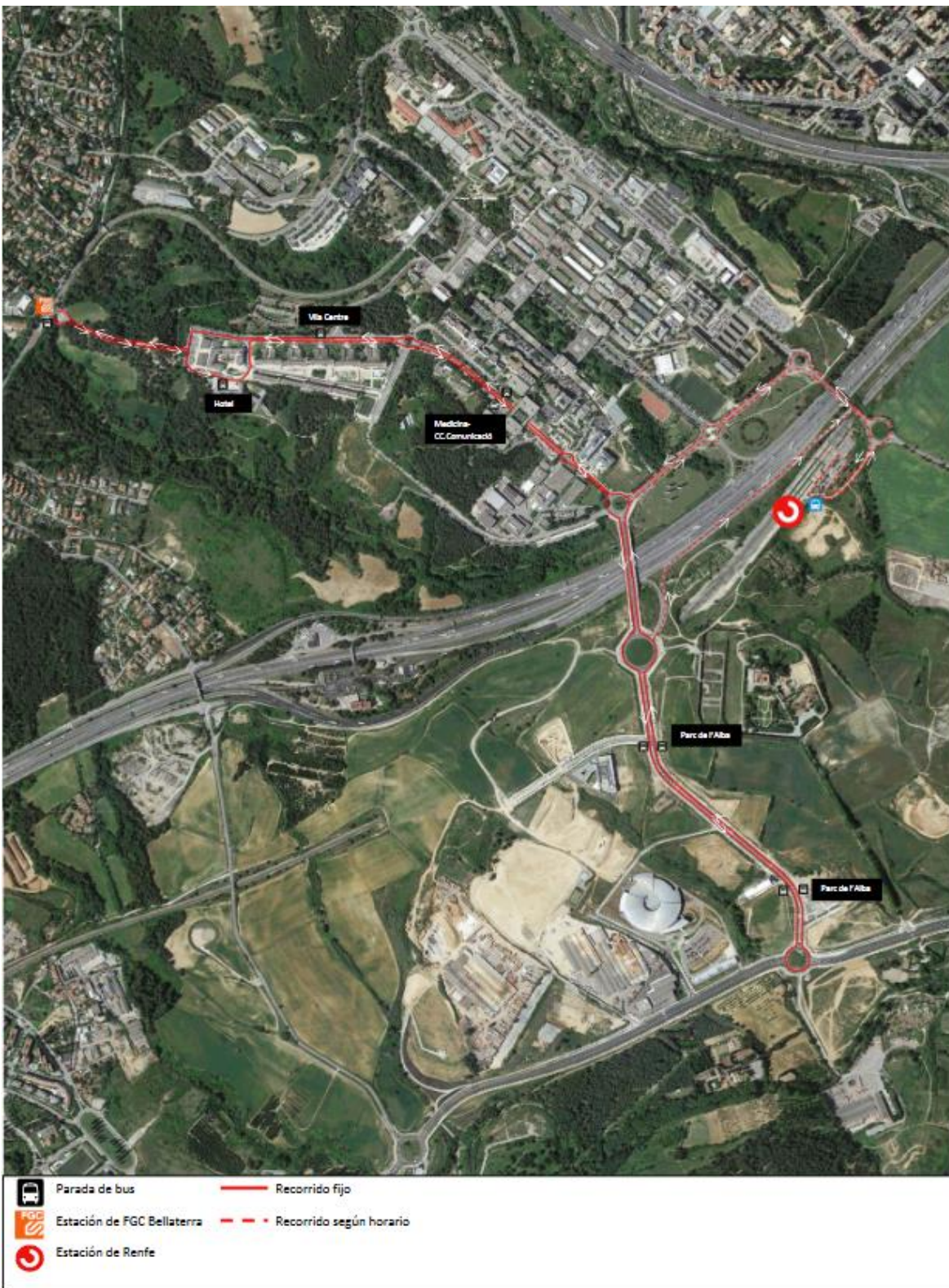
## ALBA - Guesthouse Transport

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 de l'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 de l'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 de l'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 de l'Alba	19:42	20:03	20:24							
Servicio de lunes a viernes laborables										Marfina Bus, S.A.

Línea Parc de l'Alba- FGC Bellaterra										
Parc de l'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 de l'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 de l'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.



**Radiotaxidelvallès Occ**  
desde 1986  **93 580 27 27**  
**93 692 40 16**  
**93 692 58 23**

info@radiotaxidelvalles.com / www.radiotaxidelvalles.com

Traslados a hospitales, aeropuertos,  
domicilios, estaciones, etc...

SERVICIO 24H

    
Cerdanyola Ripolllet Montcada

**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

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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](mailto:useroffice@cells.es).

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

## Experimental report and publications

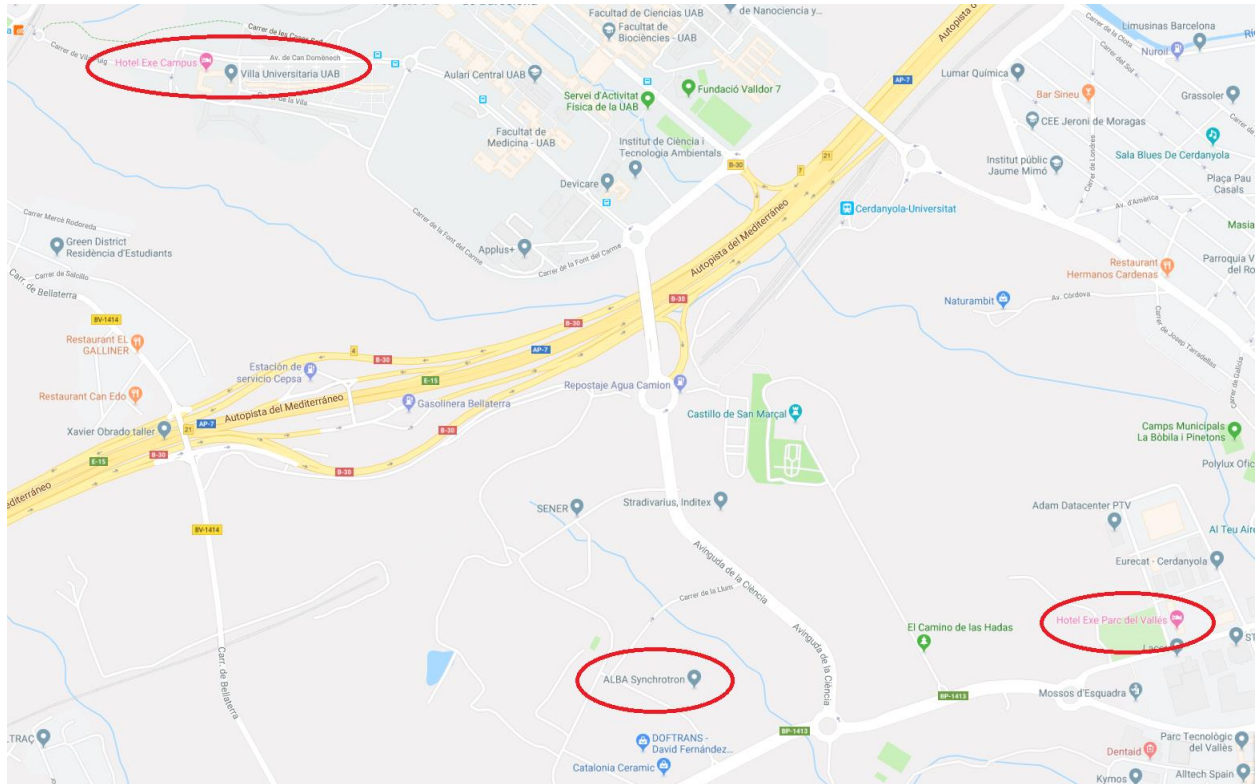
Standard proposals shall submit their experimental report through the ALBA User office Portal no later than three months after the experiment and, if possible, no later than the next call for proposal submission deadline.

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 Vallès, Barcelona





**In case of accident in the Campus of the Universitat Autònoma de Barcelona (UAB),**

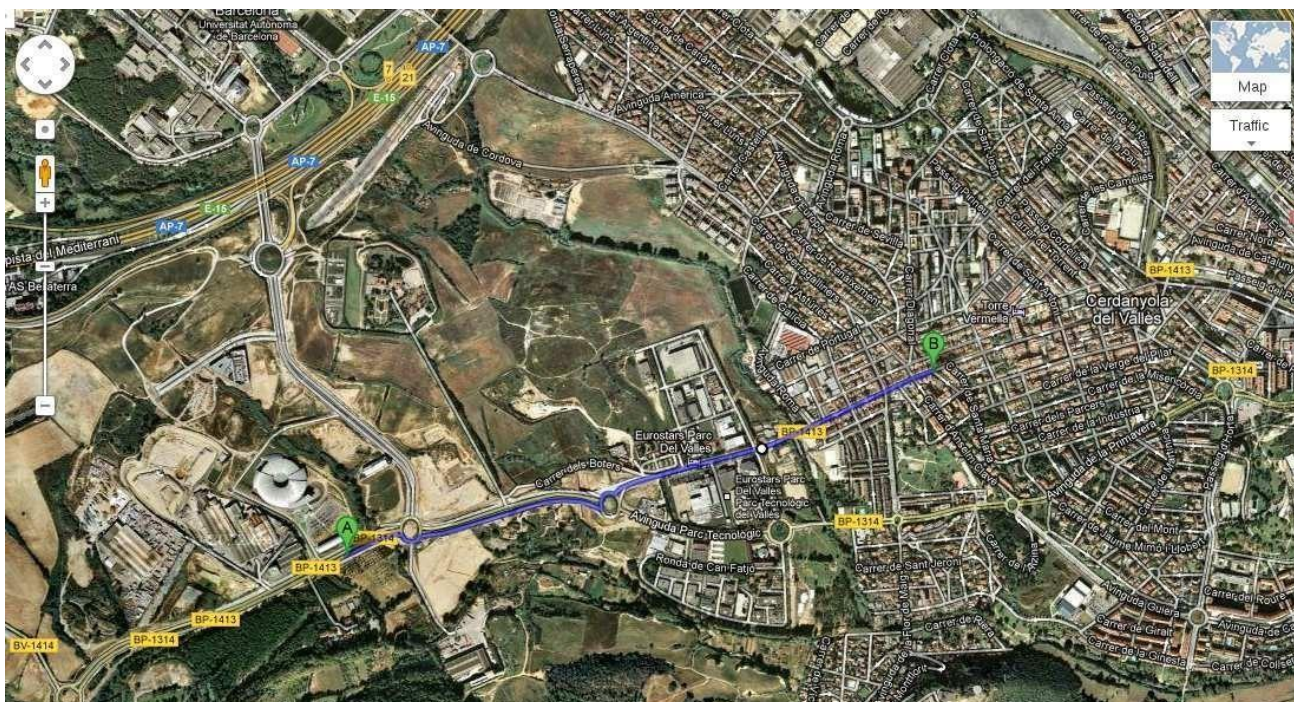
**please call 93 581 2525 (Security and safety service)**



# General information of Cerdanyola del Vallès

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



[More about Cerdanyola del Vallès](#)

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



## ALBA USER OFFICE TRAVEL FINANCIAL SUPPORT REQUEST

### FOR FUNDED USERS

Full name:	ID Card / Passport:
Full personal postal address:	
Home institution:	
Experiment ID:	Beamline:
Period:	

**Please select your home institution location:**

Outside of Barcelona metropolitan area - Using our travel agency To cover extra travel expenses.....50 €
Outside of Barcelona metropolitan area - Using rental or own car (Select distance between ALBA and user's home institution) <input type="checkbox"/> < 300 Km.....80 € <input type="checkbox"/> 300 - 650 Km.....150 € <input type="checkbox"/> > 650 Km.....200 € Please provide car plate number:
Barcelona metropolitan area To cover travel expenses.....15 € per beamtime day days of beamtime
I - Total amount

To be completed in case of weekends or bank holiday	Amounts
Meals Allowance	
II - Total amount	

<b>III = I + II - TOTAL AMOUNT TO BE REIMBURSED</b>
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<b><i>It is mandatory to enter the bank details each time the refund is requested. Account holder should be the user of this request.</i></b>		
Bank name: Bank address: IBAN: SWIFT:		
User Signature:       Name: Place & date:	Approved:       Name: M <sup>a</sup> José Simancas Cerdanyola del Vallès,	Authorized: Scientific Director       Name: Klaus Attenkofer Cerdanyola del Vallès,

*Request to be sent by email to [useroffice@cells.es](mailto:useroffice@cells.es)*