

# Preparing for Your Visit to BNL

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- Experiment approved or received invitation from BNL to collaborate/consult/perform research
- Approved for visit with guest number, via BNL's Guest Information System (GIS)  
<http://www.bnl.gov/guv/GIS.asp>
- Notified host, sponsor, and/or department of your arrival date, if necessary  
<https://guestcentral.bnl.gov/default.aspx>
- If needed, made housing arrangements with your guest number. Information can be found here: <http://www.bnl.gov/staffservices/onsitehousing.php>
- Take necessary training. Minimum requirements can be found here:  
<http://www.bnl.gov/guv/training.asp>
- If needed, obtain a BNL computer account; instructions can be found here:  
<http://www.bnl.gov/accounts/>
- Bring all required identification documents for arrival and on-site access to BNL:  
<http://www.bnl.gov/guv/ID.asp>
- Have medical insurance coverage and bring medical ID card
- Bring visit documents, if any (for example, housing agreements or invitation letter)
- If children are accompanying you, bring school records and immunization records
- Ship your labeled equipment to BNL, if appropriate  
<http://www.bnl.gov/guv/shipping.asp>
- Identify and tag equipment you are bringing to BNL, if any
- Open a budget account at BNL, if needed  
[http://www.bnl.gov/budget/linkable\\_files/pdf/Open-a-Financial-Account-Project-at-BNL.pdf](http://www.bnl.gov/budget/linkable_files/pdf/Open-a-Financial-Account-Project-at-BNL.pdf)
- Read and understand Guest Intellectual Property Agreement/Patent Agreement/User Agreement (you will be asked to sign upon check-in):  
<http://www.bnl.gov/guv/Agreements/docs/pdf/GIPA-Oct-2010-SAMPLE.pdf>
- Read and understand the Computer Use Agreement, if required (you may be asked to sign upon check-in): <http://www.bnl.gov/cybersecurity/policies/computeruse.php>

- Read and understand Commitments and Expectations Statement (you will be asked to sign upon check-in): <https://sbms.bnl.gov/sbmsearch/subjarea/50/1306e041.pdf>
- Read the Guidebook for Guests Conducting Research here:  
<https://sbms.bnl.gov/sbmsearch/subjarea/50/1306e011.pdf>

Bring an attitude of safety awareness with you. We expect you to drive and work carefully while on site to ensure your own safety and that of our employees. You must obey all traffic safety regulations on site and all safety procedures at BNL, even if they differ from those at your home institution. Please conduct all work safely, following BNL procedures.

