**Local Contact Duties**

One of the scientists of the requested beamline is assigned to your project and acts as *Local Contact*. His/her contact information is included in your *Experiment Invitation Letter*. For the benefit of your experiment, you are strongly encouraged to contact him/her as soon as possible in order to discuss your experiment and set up, organize your arrival or specify any particular requirement you may have regarding your experiment(s).

The *Local Contact*:

• ensures the beamline is properly set-up to perform your experiment(s),

• provides sufficient training and support for your team to efficiently and safely operate the beamline,

• helps with the sample environment set-up already available on the beamline.

Outside of working hours (typically from 8:30 a.m. to 5:30 p.m. on weekdays) the users are asked to contact the *Floor Coordinator* (9797) for all matters. The *Floor Coordinator* may require an intervention from the *Local Contact*, but only from 5.30 p.m. to 11.00 p.m. on weekdays and 8.00 a.m. to 8.00 p.m. on weekends and holidays.