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.

Users' Duties

- All users must perform the *Safety Training* course before starting the experiment.
- The samples to be brought to SOLEIL must comply with those mentioned in the accepted proposal. Exceptionally a complementary list of samples may be declared in the SUN set, but it must be approved by the safety group and the beamline staff prior to beam time.
- All participants must be declared by the Main proposer in the SUN set, within the appropriate delay.
- It is the responsibility of the users to provide sufficient human resources to operate the beamline 24 hours a day and perform experiments throughout the entire beam time. The users are requested to leave the experimental areas, the working spaces of the beamline and the support laboratory as clean and tidy as found when they arrived.
- Upon beamtime completion you are requested to submit an "**end of run report**" and an "**experimental report**" through the *SUN set*. Failure in providing the latter report may be detrimental for future beam time allocation by the *Peer Review Committees*.

Collaborations

Users and beamline scientists may wish to collaborate on a subject of common interest. This agreement should occur before the start of the experiment on the beamline(s).

Publication (general rules outside collaboration schemes)

1. Results from experiments performed at SOLEIL (except for proprietary data) should be published.
2. Publications: technical aspects related to the facility should be checked by beamline staff prior to publication. All confidentiality rules will be respected by SOLEIL personnel.
3. All publications resulting from work at SOLEIL must include a clear reference to all the beamline(s) and support labs used for experiments, as well as the corresponding proposal numbers, and include acknowledgments using the following format:

   "Experiments were performed on the "XXXX" beamline(s) {using the "yyy" support lab} at SOLEIL Synchrotron, France (proposal number(s) YYYYxxxx, …)."

   The contribution of the beamline staff should be fairly recognized in the publications or in the acknowledgments, such as:

   "*We are grateful to* {Local Contact name} *for assistance and to the SOLEIL staff for smoothly running the facility."*

   Support from external sources (EC, national or international grants, etc….) should also be clearly mentioned.

   A similar acknowledgement should be included at conference presentations, including proceedings, and at any other public presentations.

   If the publication also includes data collected at another synchrotron beamline, please indicate which experiments were made at SOLEIL and elsewhere.
4. We remind you that we need your cooperation in keeping track of all publications resulting from research carried out at SOLEIL. References of publications should be deposited via the *SUN set.* Your publication record is made available to the *Peer Review Committees* for future beamtime applications. We would strongly appreciate that you send a reprint to the SOLEIL library.