

## Necessary Procedures for your visit to PF, KEK

10<sup>th</sup> April, 2014

### 1. Financial support and approval of the visit

The Principal Investigator needs to inform Indian Beamline Office (by email to [unjoh@post.kek.jp](mailto:unjoh@post.kek.jp)) the names of the experimentalist who will visit Indian Beamline at PF for experiments during the beamtime and it is expected that PI is one of them. In the case where PI will not be able to go there during experiment, a special approval letter or email from Project leader, Prof. Milan K. Sanyal ([milank.sanyal@saha.ac.in](mailto:milank.sanyal@saha.ac.in)) is absolutely necessary for getting financial approval for the beam time.

A financial sanction letter will be provided to the PI from SINP for the visit to the Indian Beamline for experiment but once the sanction letter has been issued, the name of experimentalist who will travel to the Beamline cannot be changed. PI can request for advance to the Project leader, Prof. Milan K Sanyal as described in the document "Travel Rules - KEK" against this financial sanction letter. This financial sanction letter also can be produced to the Japanese consulate for visa purpose. The details for the travel support are also available in the attached "Travel Rules - KEK".

### 2. Visa to enter Japan

In order to visit PF, KEK, you need to get visa to enter Japan. The detailed information is available in the web site of Embassy of Japan in India, [http://www.in.emb-japan.go.jp/short\\_term%20visas.html](http://www.in.emb-japan.go.jp/short_term%20visas.html). Some documents provided from Japan are required for your visa application and so, we will arrange your invitation letter and other related documents. For this purpose, please fill out the attached "Required Information for your Invitation Letter from KEK" and send it to [unjoh@post.kek.jp](mailto:unjoh@post.kek.jp) as soon as possible.

The following information should be necessary to fill out the visa application form to enter Japan.

#### <Name and address of accommodation>

KEK Dormitory

High Energy Accelerator Research Organization

1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan

TEL: +81-29-864-5574

### **<Reference in Japan>**

Reiji KUMAI

Professor

Photon Factory

Institute of Materials Structure Science

High Energy Accelerator Research Organization

1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan

TEL: +81-29-879-6024

FAX: +81-29-864-3202

Email: reiji.kumai@kek.jp

Date of birth: 21/07/1966 (21<sup>st</sup> July, 1966), Male

### **<Inviter in Japan>**

Atsuto SUZUKI

Director General

High Energy Accelerator Research Organization

1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan

TEL: +81-29-864-1171

Date of birth: 03/10/1946 (3<sup>rd</sup> October, 1946), Male

## **3. Registration on KEK User Support System**

You are required to register yourself on KEK User Support System, through which the necessary procedures at KEK should be done. So, first of all, please access to <http://www.kek.jp/uskek/eng/index.html> and complete your user registration.

- 1) Click [User Registration] in the left menu and then 1. [User Registration].
- 2) Click [Agree] at the bottom and you will find User Registration form.
- 3) Fill in your details.

### **<Remarks>**

Institution type: foreign research institute

Primary purpose of visit to KEK: Tsukuba/Experiment

Details 1: Special Agreement, DST

Details 2: your KEK Proposal No.

Contact Section within KEK: IMSS (PF)

Contact Person within KEK: Atsuko UNJOH

KEK Contact Phone No.: 2512

Project Spokesperson Name : Principal Investigator of your experiment

Area to be accessed: PF, PF-AR, Slow Positron Facility

Name of KEK Host: Reiji KUMAI

- 4) Click [Continue]
- 5) Click [Confirm]

You will receive your user ID and temporary password by email from the Users Office. As the password is effective only for 48 hours, you must login as soon as possible and change it to a password of your choice.

#### 4. Radiation Safety Form

To enter our experimental hall, you are requested to submit the radiation safety form **“Statement of Acceptance”** (form 10).

- 1) Access to <http://www.kek.jp/uskek/eng/> and login to your portal site.
- 2) From the left-side menu, select :  
[Administrative Procedures for Visiting KEK/J-PARC]  
[1.Administration relating to your visit]  
Then, you can see the information on your visit. Click [Next].
- 3) You can find “Statement of Acceptance (Radiation Safety)” in [Online Application Forms].  
Click [Generate], then the screen changes to the form window.
- 4) “Cautions for Conducting Radiation Work at KEK for Visitors” is displayed.  
Click [Agree] at the bottom.
- 5) Enter the details in the form.  
Purpose of visit: Experiment  
Facilities concerned in KEK: PF, PF-AR, Slow Positron Facility  
Your status in KEK: Visiting User  
If collaborating in an experiment  
Group name : Special Agreement, DST  
Responsible person’s name : Reiji Kumai
- 6) Click [Submit], then the screen changes. Print this page and fill in the date and sign on it.
- 7) The lower part, Certificate by Radiation Safety Officer in Home Institute, should be filled in and signed.  
Please note that the **original** copy of Statement of Acceptance should be submitted. So, you need to bring the original copy with you when you come to PF. In addition, please send us the PDF copy of the same in advance by email to [unjoh@post.kek.jp](mailto:unjoh@post.kek.jp).

## 5. Declaration of introduction of samples/chemicals to PF

Please refer to <http://pfwww.kek.jp/safety/chem/chemsafe-e.html>, “Guide for Chemical Safety for PF Users”.

All the experimental groups must submit “**Declaration of introduction of samples/chemicals into the Photon Factory**” through the User Support System at least two weeks prior to each assigned beam time.

*<Only the principal investigator can submit the form.>*

- 1) Login to your portal site and select [Spokespersons Only Administration], then [1. Forms] from the left-side menu.
- 2) Select Project Type [Special Agreement, DST] and KEK Proposal No., then click [Search].
- 3) Click [Submit] for the Declaration of introduction of samples & chemicals for the assigned beam time.
- 4) Enter the Name of samples/chemicals, form, quantity and purpose, and select characteristics of substances. If you will not bring anything, write “nothing” on the form.
- 5) Click [Submit] at the bottom of the form window.
- 6) Examined form will be sent as an attached PDF file by email to the spokesperson or the representative. You should print it and post it on the beamline display board.

## 6. Declaration of the intended use of heating devices

Please refer to <http://pfwww.kek.jp/safety/heatsyse.html>, “Declaration of the intended use of heating devices”.

When you plan to use any form of ***heating device that will be brought from India*** at the Photon Factory, “**Declaration of the intended use of heating devices**” must be submitted through the User Support System at least two weeks prior to use. You will not be able to use such devices unless you have submitted the form.

- 1) Login to your portal site and click :  
[Administrative Procedures for Visiting KEK/J-PARC]  
[1. Administration relating to your visit]
- 2) Click [Next] for your project.
- 3) Click [Submit] for the Declaration of the intended use of heating devices for the assigned beam time.

- 4) Enter the details in the form.
- 5) Click [Submit].

## 7. Accommodation booking

You will stay at KEK dormitory. Two room types are available as follows.

Single room with bath/toilet	2,000 yen/night
Single room without bath/toilet	1,500 yen/night

Please refer to <http://www.kek.jp/intra-e/map/annai/shukuhaku.html> for the details.

Booking can be made from 45 days in advance through the User Support System.

- 1) Login to your portal site and click :  
[Accommodation Booking and/or Travel Expenses]  
[1.Make an Accommodation Booking and/or Apply for Travel Expenses]
- 2) Select [Accommodation only], then  
Primary purpose of visit to KEK : Special agreement, DST  
Details : KEK Proposal No.  
Click [Next].
- 2) Fill in [Accommodation Booking Request] and click [Next].
- 3) Check [Reservation Status] and click [Confirm]. Then, the booking is completed.
- 4) You can check your booking status by selecting:  
[Accommodation Booking and Travel Expenses Application Status]  
[1.Accommodation and Travel Expenses Status]  
Click the Reservation No.
- 5) Click [Dorm. Usage Record] and print this page.  
Please bring your “**KEK Dormitory Reservation Confirmation**” when you come to PF.
- 6) You can make a payment by cash or credit card at the Users Office before your departure.

## 8. Application for Wireless LAN access

If you will bring your laptop to use wireless LAN service at KEK, you need to apply for it.

Please submit the application form according to the following procedure. Detailed information is available on <http://www.kek.jp/uskek/eng/other/lan2.html>.

- 1) Login to your portal site and click:  
[Administrative Procedures for Visiting KEK/J-PARC]  
[1. Administration relating to your visit]

- 2) Click [Next] for your project.
- 3) Click [Submit] for Application for Wireless LAN access (Tsukuba Campus).
- 4) Enter the details in the form.

Phone number to reach you inside KEK : 2512

Name of your contact person in KEK : Atsuko Unjoh

Extension number of your contact person : 2512

- 5) Click [Submit].

*\* If your OS is Windows 7, there are two Wireless MAC addresses. Kindly apply both two addresses separately (i.e. two application) as you can apply one MAC address with one application.*

<Attention>

Please frequently use the Windows Update or Microsoft Update to protect your Windows computer. Please install and run most updated anti-virus software regularly.

## **9. Publication**

As per the recommendation of the steering committee members of the Indian Beamline project, the following experimental facilities need special attention during the experiments.

- 1) Low temperature powder diffraction facility
- 2) High temperature powder diffraction facility
- 3) High pressure powder diffraction facility
- 4) Liquid surface scattering facility

One person from the beamline maintenance group will be involved in setting up and help during the experiment. He/she should get the due credit for his support during the experiment as an author in the publication from the data obtained from the Indian Beamline at PF. The name of the person involved in the experiment will be notified during beamtime.

The authors should acknowledge the beamline facility and DST, India with the following statement in the acknowledge section of the paper published from the this beamline data.

"Authors thank the Department of Science and Technology, India for the financial support and Saha Institute of Nuclear Physics, India for facilitating the experiments at the Indian Beamline, Photon Factory, KEK, Japan."

**<PF Publication Database>**

**All types of publications (papers, reviews, thesis) regarding the experimental results should be registered to PF publication database through the following web page.**

<http://pfwww.kek.jp/publications/pfdbe.html>

**10. The below is the website of our project where you can get more information.**

<http://www.saha.ac.in/surf/india.japan/web/>

Attachment : Travel Rules - KEK  
Required Information for your Invitation Letter from KEK