WORKSHOP VENUE, DATES, CONTACTS & HOSTS

Dates:

- Dates: October 16 – 21, 2022

Host & Contact Information:

- IOC Host: ARW's International Advisory Committee
- Local Host: Ken Baggett, Jefferson Lab, +1 757-269-5822
- General Inquiries: ARW2022@jlab.org

Venue:

- Marriott at City Center
- 740 Town Center Drive, Newport News, Virginia, USA, 23606
- Front Desk: +1 757-873-9299
- Per Diem Reservation Deadline: Per diem rate booking deadline September 26, 2022

When was the last Accelerator Reliability Workshop held?

- The last ARW was held at CSNS in Guangzhou, China in 2019. The 2020 ARW was scheduled to take place in Newport News, Virginia. COVID delayed the workshop to October 2022. The local organizing committee is honored to host the first event in two years.
- In addition to the Newport News and Guangzhou, workshops have also been held at ESRF (Grenoble 2002), TRIUMF (Vancouver 2009), iThemba (Cape Town 2011), the Australian Synchrotron (Melbourne 2013), SNS (Knoxville 2015), Soleil (Versailles 2017), and CSNS (Guangzhou 2019).
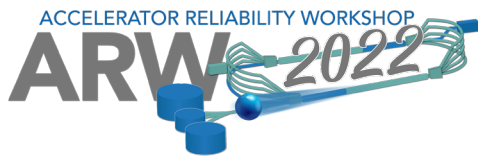
REGISTRATION & PAYMENT

What are the registration fees and deadlines?

- Early Registration Fee $675 USD per person (May 1 – September 16, 2022)
- Late Registration Fee $775 USD per person (after September 16, 2022)
- Optional fee for networking banquet and excursion $150 per person

How do I register to participate and pay my registration fee for ARW 2022?

- *Register* your participation on the ARW 2022 (Indico) website.
  - This site will house all travel information, workshop and poster board session information, schedules, agendas, timelines, workshop presentations and participants contribution.

- *Pay* your registration fee on JLab's website.
  - o Once payment has been made registrants will not need to return to this website. All workshop related information can be accessed via the ARW 2022 website.

How can I receive Early Registration pricing if I am paying the registration fee at the conference?

- The early registration fee will be extended to attendees who are paying at the conference when the following criteria are met during the early registration timeframe:
  - o Attendee registers on JLab's website (payment page). Instead of making payment, attendee should select the "Pay at Workshop" option.
  - o Attendee registers on the Indico website.

ACCOMODATIONS & TRAVEL
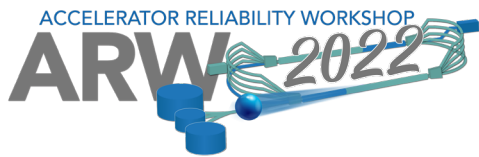
What is the address and phone number of the hotel/venue?

- Marriott at City Center
- 740 Town Center Drive, Newport News, Virginia, USA, 23606
- Per Diem Rate: $98 per night
- Front Desk: +1 757-873-9299

Is the Marriott at City Center offering preferred hotel pricing?

- Yes, ARW 2022 partnered with Marriott to offer workshop attendees lodging at per diem rates.
  - o To receive the per diem, rate your reservation must be booked with Marriott by September 26, 2022.
  - o The per diem rate is available to workshop guests from October 14 – 23, 2022.
  - o Rooms are allocated on a first come first serve basis.
  - o Book your reservation directly on Marriott's JLab Accelerator Reliability Workshop Reservation Page: Book Your Group Rate | Marriott International.
  - o A limited number of rooms are available before (October 14 & 15) and after (October 21 & 22) the workshop at the per diem rate. Availability is extremely limited and rooms are being allocated on a first-come first-served basis. Once the rooms are allotted no additional rooms will be made available for those dates.

What is Marriott's hotel cancellation policy?

- Attendees will receive a refund of deposits paid when reservations are cancelled within 72 hours of the attendees scheduled check-in date.

COMPLETION OF JLAB ELECTRONIC ACCESS REQUIRED BY ALL WORKSHOP ATTENDEES

Am I required to complete JLab's Electronic Access Registration Systems (EARS) to attend the workshop?

- Yes, <u>ALL</u> workshop attendees are required to complete JLab's Electronic Access Registration process at the following link at least 7 days before the start date of the workshop (10/16/2022): https://misportal.jlab.org/jlabAccess/.
  - o Choose "Visitor" as your JLab type.
  - o Complete your profile.
  - o Click on "Request a New Visit."
  - o Complete and submit the registration form.
  - o Once, you submit the completed registration form, you will see a "checklist".
  - o Complete and submit all required forms and document uploads in the checklist in order for your registration request to be processed.
  - o You will receive an email once <u>all</u> is complete, approved and uploaded to our system.
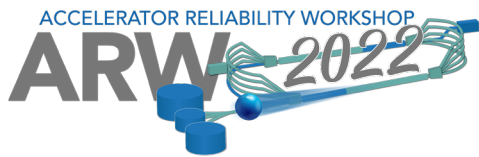
VISA GUIDANCE FOR FOREIGN NATIONALS

Do I need to VISA to attend the workshop and, if so, how do I obtain one?

- It is imperative that foreign nationals enter the US with a business VISA at the US port-of-entry and have your passport stamped with a B1 or WB (business) stamp.

Visa Waiver Program (VWP) & Listing of Designated Countries:

- U.S. visa policy permits citizens of certain countries to travel to the U.S. without a visa, when they meet certain requirements, under U.S. laws. To determine if you are eligible for this program, go to the Visa Waiver Program website and consult the listing of participating VWP countries.
- If you are a citizen or national of a VWP designated country follow the instructions for completing the Electronic System for Travel Authorization (ESTA) online form.
- Your approved application will be electronically linked to your passport. At the US port-of-entry immigration officers will:
  - o Scan your passport and electronically review your Visa Waiver to assign your visa category with a stamp in your passport:
    - YOU MUST SPECIFICALLY REQUEST THE IMIGRATION OFFICER TO STAMP YOUR PASSPORT WITH A "B1" OR "WB" BUSINESS STAMP.
      We recommend you have your Invitation Letter in-hand.
    - BEFORE LEAVING THE OFFICER AT THE PORT-OF-ENTRY, LOOK AT YOUR PASSPORT STAMP TO BE SURE IT IS CORRECT. IF IT IS NOT CORRECT, WORK WITH THE OFFICER TO OBTAIN THE CORRECT "B1" OR "WB" BUSINESS STAMP.

VISA:

- If your country is not a Visa Waiver Program (VWP) participant you will need a VISA to enter the USA. We urge you to apply for the VISA as early as possible. View the Visa Wizard on the US Embassy website to select the correct VISA type and follow the prompts. For additional VISA assistance visit the VISA resource webpage.

WORKSHOP SCIENTIFIC PROGRAM, TIMELINE AND ABSTRACTS

Has the Scientific Program and abstracts been published to the ARW 2022 website?

- Yes. In June the Scientific Program and workshop timeline were published to the ARW 2022 Indico website. Call for abstracts will be made in the near future.

When and where can I submit my abstract for consideration?

- Call for abstracts opened on July 1 and will continue until September 15, 2022.
- Submit your abstract on the ARW2022 Indico website abstract webpage.

INVITATION LETTERS

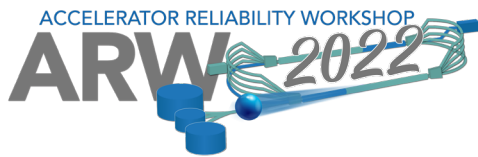Send your request for an Invitation Letter to: ARW2022 @jlab.org and include the following information:

- Requestor's name, as it appears on their passport or official identification
- Affiliate organization name and address
- Attendee phone number and email address

Allow three working days for your request to be processed.

JLAB TOUR

Are there any safety or dress requirements for participating in the JLab tour? Yes, your safety and comfort are a primary concern. Please:

- Wear long pants or slacks - Shorts, Capri pants, skirts, and dresses are not permitted.
- Wear short or long-sleeved shirts - Sleeveless shirts or tank tops are not permitted.
- Wear flat or low-heeled, closed-toe shoes - Sandals, open-toe or high heel shoes are not permitted.

- It is advisable to wear comfortable walking shoes as tours at JLab do involve quite a bit of walking and going up and down stairs.

WORKSHOP EXHIBITING AND SPONSORSHIP

I am interested in sponsoring the workshop. Where can I find sponsorship details and contact information? ARW 2022 has excellent sponsorship opportunities. For sponsorship information:

- Download the ARW 2022 Sponsorship Information Sheet
- Contact: Anita Seay, Event Services Manager, Jefferson Lab, 804-339-2006
- Email: ARW2022@jlab.org