

Umif Booking rules (valid only in the peak hour time)

- a) The peak hour time is: Monday-Friday between 8am-8pm.
- b) The following restrictions apply only to the peak hours:
 - 1) For confocal Leica sp5 sp8 not more than 3 hours in total and one slot per system per day is allowed.
 - 2) For all the other systems no more than 1 booking per day per user/system is allowed.
 - 3) There are 2 main groups of projects for the microscopes: Live imaging project, fix sample project. Every user has to select one of these projects during the bookings .
 - 4) The percentage of hours per week given to each projects changes depending on the microscope:

Microscope	% of time in for live imaging project	% of time for fix sample project
Leica SP8	30%	70%
Leica SP5	30%	70%
Improvision SDC	70%	30%
Visitron SDC-TIRF	70%	30%
Zeiss ApoTome	Not assigned yet	Not assigned yet
Olympus TIRF	70%	30%

Please note: this restrictions will be applied only if the above listed microscopes are fully booked in the peak hours.

- 5) A booking for live imaging cannot exceed 5 hours while one for fixed sample imaging cannot exceed 3 hours. Workstations can only be booked for 3 hours.
 - 6) The users that have to produce imaging data for a revision process or other special cases subject to a dead line might amend the booking rule described in 5). To do so, however, the users have to write on the booking system: “facility authorized” after receiving the approval of the facility staff.
- c) It will be possible to book a microscope only up to 2 weeks in advance.
 - d) No minimum time is set for cancelling a booking. These events will be registered by the PPMS and notified to the users via a RSS feed.
 - e) Cancelling a section within 24 hours before its beginning implies a fee as detailed in the UMIF ‘charging scheme’ document.
 - f) On not facility authorized bookings that not respect the booking rules will be not applied any discount but a double rate charge fee.