

## **BIOIMAGING**

### **"GUIDELINES FOR BOOOKING"**

(15. September 2008)

#### **GENERAL RULES:**

- ▶ Microscopes can be booked from 8:00 to 12:00 and from 14:00 to 18:00. Around lunch time no booking is allowed in order to keep flexibility for spontaneous usage. However, you may continue your work in case nobody wants to use the microscope. Individual users should book a maximum of 4 hours a day (only applies to times of heavy usage by many groups) Ideally, all time course experiments that take longer than 4 hrs should be done at the end of the week, or after announcing it to staff members, can be performed on the weekend.
- ▶ Booking can be done up to one month in advance. If you do not show up at the booked time, we will cancel your booking 20 minutes after time (unless we get a note from you).
- ▶ You will find the booking calendar on the web. Please identify a time slot that you want to book and send an Email to [bs-bioimaging@exeter.ac.uk](mailto:bs-bioimaging@exeter.ac.uk). Your booking should be done within 1 day and you will find your reservation on the calendar.
- ▶ Please remember to provide us with your name and the project number along with your booking.

(for more information see <http://cogeme.ex.ac.uk/bioimaging/index.html>)