

# PROSPECT VISITS

**Prospect visits are visits organized by the ILO of a given country on the CERN site for a limited number of companies (up to 6). The definition of the visit program depends on the duration of the visit, profiles and interests of the companies and opportunities in near future. Such visits are organized on demand.**

**Prospect visits shall be scheduled 3 months in advance at the latest**

## Role of the ILO

**Lead organiser and coordinator of the event; after identifying companies interested by a prospect visit, the ILO will make contacts with the CERN technical teams concerned and organize meetings and technical visits. Site visits of key parts of CERN site can be added to the programme and organized through the CERN visits service.**

## Role of the Procurement Service

**The CERN Procurement Service is available for a general presentation about CERN procurement rules and activities as well as a presentation on forthcoming procurement needs. The Procurement Service can provide guidance and limited support in the organisation.**

# AGENDA

Morning session	
Welcome (ILO)	5'
Introduction to CERN (film)	15'
Presentation Doing Business with CERN (PO)	30'
Q&A	25'
Transfer to visit location	
Visit (eg: Science Gateway exhibits, SC, antimatter factory...) depending on time and availability	45' - 60'
Lunch	
Afternoon Session	
Technical meetings and visits to be organized by ILO	

# ACTION LIST

ILO	Procurement Service
Request for event organization to IPT-PI Group leader specifying scope and companies concerned	Communicate to ILO the name of the IPT event coordinator dedicated to the event when event confirmed
Contact the IPT event coordinator with Title of event and indicative dates	Book a meeting room
Consider options and make all necessary arrangements for: <ul style="list-style-type: none"><li>Coffee breaks and lunch</li><li>Transports</li><li>Visits</li></ul>	Prepare the agenda in Indico (Web Page) and provide the link to the ILO
Provide the list of companies intended to participate to the IPT event coordinator	Take part to presentations: CERN Procurement Rules and forthcoming procurement needs
Contact the companies, share the Indico link and ask them to register their participation on Indico	
Inform companies that the online registration form includes the obligatory request for access card to enter CERN	
Do a general follow-up with the companies	
Lead visit	

# PRACTICAL INFO

## Visits (other than technical visits)

Please contact [Visits.Service@cern.ch](mailto:Visits.Service@cern.ch) and mention it is for an Industrial Event at CERN + inform Adam Horridge [adam.horridge@cern.ch](mailto:adam.horridge@cern.ch)

- General [website](#) for the CERN visit service (please use your ILO CERN login)
- Form to be completed for requests: [Visit CERN](#)
- Please note that no luggage nor high heels are allowed for visits
  - Luggage can be left in deposit lockers at the Railway and Airport in dedicated [places](#) and in Science Gateway for visits organized at the Science Gateway (only)
- Suggestion for visits not requiring transport: SynchroCyclotron + Science Gateway Exhibition

## Transport for visits

In case a bus is needed – please discuss this first with the visit service

- For payment without a CERN budget code:
- Please contact Autocar Jaquet (located at CERN) +33 450 98 20 01 and mention it is for a visit at CERN.
- For transport paid with a CERN budget code – please ask the visit service to organize it for you

## Coffee Break and Lunch

- For Coffee Break in the meeting room or Lunch in Restaurant 1, please contact [Eddy Franco](#)
- For lunch in Big Bang Cafe in the Science Gateway, please refer to [Big Bang Cafe](#)