How to prepare a "perfect" (?) SAS beamtime application

Before you file your application, read carefully the BioSAXS group pages



 Group members
 ATSAS software
 AtSAS software
 Web services
 Facilities
 Sample requirements
 Beamline P12
 Beamline N33
 Equipment Funding
 Courses
 Courses
 Contact us
 SASS finance of the about 0 models and proposal, EMBL staff will be happy to help you not only with data collection and processing, but also with the interpretation and model building.
 SAXS facilities

Last modified: December 18, 2015

https://smis.embl-

hamburg.de/misapps/SMISWebClient/protected/welcome.do

Small Angle X-Ray Scatteri 🗙 🏟 Welcome to the EMBL User 🗙 🕂							×
() A https://smis.embi-hamburg.de/misapps/SMISWebClient/protected/welcome.do		Q Search		☆ 🖻 🛡	+	🏫 👜 -	Ξ
졜 Most Visited 🥮 Come iniziare 🔜 Ultime notizie መ Università degli Studi							
Valley		Connected as:	1 👩 H	lome 💣 FAQ 🤘	Contact	🕘 Sign out	🖃 Hide
EMBL User Portal - v3.12.3.0							
NOTE: The SAXS proposal submission is no longer pos	ssible because of beamline overboo	oking					
Accounts 🚽 Froposals/Experiments 👻 Solecy 🗸 Review Process							
Welcome to the EMBL oser Portal (SMIS)	his vou are	tool	ato for	• thic		oor	
Please use the menu bar on top of this page to select your subject of interest and the sub menus on the le	It side to select the action you want to perform			UIIIS	y y y	cal.	••
Tou can use the FAQ page (the link is at the bottom of the en side bar) to get information on the difference:	atures of the application.						
SUBMISSION OF THE PROPOSALS :							
· Beamlines open for new proposals Register a	as new user	; get I	ogin a	nd p	as	SWC) rc
- General Information -		<i>,</i> 0	0	3			
No Upcoming Events							
- Proposal Submission -							
Please use the "Proposals/Experiments" Tab to :							
Submit Proposals and check their status Submit Sample Sheets and Experiment Reports							
 List and consult previous Proposals/Experiments 							
-Experiment sessions and A Forms							
Experiment Sessions for which you are main proposer							
Experiment Sessions for which you have a declaration form							

Select New Proposal . You can go back and edit «Proposal in progress»,

You can also check «previous proposals»

You will need to access the proposal to file the experimental report

after measurements

$) \textcircled{()} \triangleq https://smis.embl-hamburg.de/misapps/SMISWebClient/protected/proposals/selectOrCreateProposalAction.do?action=display}$	C Search	☆ 自 ♥ ♣ 余 🐵
1ost Visited 🥹 Come iniziare ᆋ Ultime notizie 面 Università degli Studi		
	Connected as:	👌 🔥 Home 🚽 FAQ 🥜 Contact 💩 Sign ou
MDI User Portal - v3.12.3.0		
NOTE: The SAXS proposal submission is no longer possible because of beamline over	erbooking	
Accounts		
Icome to the Electronic Utilities Application for EMBL Users		
to the Electronic ountres Application for Embe osers		
ew Proposal Proposals In progress, as Co-Proposer		
ew Proposal Proposals In progress, as Co-Proposer		
ew Proposal Proposals in progress Proposals with Final Number/Previous Proposals In progress, as Co-Proposer		
ew Proposal proposals in progress Proposals with Final Number/Previous Proposals In progress, as Co-Proposer		
ew Proposal proposals in progress Proposals with Final Number/Previous Proposals In progress, as Co-Proposer ou are <u>Main Proposer</u> of the following proposal(s) submitted by you recently and now in the EMBL database. o see the proposals for which you are not main proposer but <u>Co-Proposer</u> , click on tab "As Co-Proposer". B: Once given its FINAL NUMBER, a Proposal is registered as "Proposals with Final Number" (See related tab).		
ew Proposal proposals in progress Proposals with Final Number/Previous Proposals In progress, as Co-Proposer ou are <u>Main Proposer</u> of the following proposal(s) submitted by you recently and now in the EMBL database. o see the proposals for which you are not main proposer but <u>Co-Proposer</u> , click on tab "As Co-Proposer". B: Once given its FINAL NUMBER, a Proposal is registered as "Proposals with Final Number" (See related tab).		
ew Proposals In progress Proposals with Final Number/Previous Proposals In progress, as Co-Proposer ou are <u>Main Proposer</u> of the following proposal(s) submitted by you recently and now in the EMBL database. o see the proposals for which you are not main proposer but <u>Co-Proposer</u> , click on tab "As Co-Proposer". B: Once given its FINAL NUMBER, a Proposal is registered as "Proposals with Final Number" (See related tab). These proposals have not been completed and/or submitted.		

🍥 Small Angle X-Ray Scatteri 🗴 🍥	EMBL User Portal (SMIS) Li × +							×
🗲 🛈 🔒 https://smis.embl-hamburg.de	/misapps/SMISWebClient/protected/proposals/selectOrCreateProp	osalAction.do?acti	on=display	C Q Se	arch	☆ 自 ♥	🕂 🏦 🐠	- ≡
🧕 Most Visited 曫 Come iniziare 脑 Ultime	notizie 🔟 Università degli Studi							
EMBL Use NOTE: Accounts Propos	r Portal - v3.12.3.0 The SAXS proposal submission is no longer possib als/Experiments - Safety - Review Process -	ble because of	f beamline ov	Conner r <mark>erbooking</mark>	cted as:	I 🥎 Home 💣 FAQ 🥔 (ontact 🕔 Sign ou	t 🖃 Hid
Welcome to the Electronic Utilities	Application for EMBL Users							
*								
New Proposal Proposals In progress	Proposals with Final Number/Previous Proposals	ss, as Co-Propos	ег					
- Manage Previous Proposals (view details Click here to see the proposals existin Change the number of proposals show To carry out an action related to a propos	s, submit reports) g in the EMBL database. n : 5 or Search proposal Ref - sal, click on the appropriate icon.	or Search	proposals by typ		▼ Search	Clear filters		
Code Title		Туре	Round	Report	Beam	Actions		
-Main proposer The activating co	onformational changes of	EMBL SAXS BioSAXS	4/2016		Y	View proposal details Manage your Experiment Report Manage your samples : Duplicate this proposal		

The application consists of two main parts:

- Application form
- Detailed Sample information

Before you start writing, remember that the complete application will be subjected to evaluation with respect to:

- Scientific quality and excellence of the proposal
- Biological relevance and expected impact
- Track record with respect to the proposed project
- Successful publication record of previous EMBL proposals (if applicable)
- Importance for instrumental development

In two pages you want to clarify:

- Biological relevance of the project.
- How the SAXS experiments fit into the overall project.
- Highlight why SAXS measurements will provide key information and how urgent they are.
- Clearly explain the proposed experimental work giving information that will allow to establish the feasibility and the outcomes (quality and quantity of proteins, complementary and preliminary data, the type of measurements you plan to do).
- Clarify your expertize and that of your collaborators (New users are welcome!)



Application for a Proposal at the EMBL - BioSAXS Beam Time

Proposal Title (1	75 chars maximum.)		
	The activating co	onformational changes of human	: the
	multidomain	participating in	dynamics
Keywords #1:	#2:	#3:	#4: conformational flexiblity

This proposal is A new proposal ✓ A resubmission of	A continuation of :
 The proposal is a CRG access proposal Is the project a Service project or a Colla Service O Collaborative O 	with Helmholtz Zentrum Geesthacht 👩 🗖 borative project? : 👔
 This proposal is directly linked to an MX This proposal was approved (as individual This proposal is principally Fundamental Science % 100 	proposal? O Yes O If yes, EMBL MX Proposal Number D al proposal or as part of a BAG) by iNEXT? O Yes O No If yes, INEXT Proposal Number 🕅 Applied Science O % O Industrial Science O % O

- New project, resubmission or continuation of previous project at EMBL-HH
- iNEXT: whether the access is approved through iNEXT grant (www.inexteu.org)
- Service or collaborative:

- Service:

you will get training on the use of the beamline

you will be responsible for experimental design, data acquisition, data analysis;

will there be a scientist helping you with beamline-related technical issues

- Collaborative:

Establish contact with collaborator at EMBL-HH <u>before filing the application</u> Coordinate proposal with collaborator @ EMBL-HH

 This proposal is A new proposal A resubmission of 	A continuation of :
 The proposal is a CRG access proposal v Is the project a Service project or a Collaborative Service Collaborative 	vith Helmholtz Zentrum Geesthacht 👔 🗖 porative project? : 👔
 This proposal is directly linked to an MX p This proposal was approved (as individua This proposal is principally Fundamental Science % 100 	roposal? O Yes O If yes, EMBL MX Proposal Number I proposal or as part of a BAG) by iNEXT? O Yes O No If yes, iNEXT Proposal Number 🕅 Applied Science O O Industrial Science O O

Special rules about

- a company can also apply for free access if they publish within 1 year; otherwise apply through BioSAXS (www.biosaxs.com)
- Travel for iNEXT-approved proposals is financially supported by this grant.

Societal Theme	
Earth and Environment	Energy
Fundamental Science	Transport and Space
Enabling technologies	Key technologies
☐ Health	

The Societal theme does not influence scoring, but remember this is BioSAXS!!!

Beamline(s) requested: (See description of P12 for details)		
Principal	P12	
Number of shifts requested	6	Total required shifts: 6
Remote access:	🗘 Yes	No
Preferred starting time: Please select	the period June / July	Unacceptable dates

- P12 is the BioSAXS beamline
- 1 shift = 8 hours (rarely more than 3 shifts are assigned, but may apply)
- Please take into account the measuring time, special setups, sample preparation time.
- In the «Sample Description» form you will also be able to specify if you wish to split shifts in more than one visit. Note that splitting possibility depends on beamline load.
- Allocated shifts number may vary depending on the content of project proposal upon the scientific and technical evaluation
- In case of doubt: please contact the BioSAXS scientists
- Remote/mail-in access:fully prepared samples must be sent

Main propo	ser (to whom correspondence will be addressed): University of					
Name		Phone	Fax	Email n	j t	
Co-Propose Laboratory Name	ers (Laboratorv if different from main proposer)					-

Co-proposers:

- List the people that will participate in the experiments:
- they will also have to:
 - register with SMIS,
 - take safety courses for access to beamline, User's lab;
 - request badge and accommodation (through SMIS)

If Collaborative:

include your EMBL-HH collaborator <u>after</u> making contacts with him/her.

Laboratory Support Facility

- 🗹 DLS
- 🗆 FPLC
- D Refractometer
- 🗆 sls

 Equipment list and manuals are available at: <u>https://www.embl-hamburg.de/biosaxs/user_info.html</u>

- Additional equipment at the SPC facility: need to contact scientists at SPC in advance for access :

http://ww.embl-hamburg.de/services/spc/index.html

Sample Environment Items Supplied by the EMBL

Solution scattering experiments

BioSAXS with automated robotic sample changer. 25 ul sample; 0.2-10 mg/ml; 20 x 50 ms exposures (1 s total); 1 min turnover (loading, measurement, cleaning). Temperature 5-50C. Remote and mail-in measurement possible

□ Size exclusion chromatography (SEC)-SAXS. no molecular weight validation FPLC or HPLC SEC column connected directly to the beam line. Requires 45-80 min per experiment. Recommend 80-120 ul sample at 7-10 mg/ml. Room temperature only

Size exclusion chromatography (SEC)-SAXS with molecular weight validation (on collaborative basis only). SEC-SAXS with parallel RALS, RI and UV detection for molecular weight determination of separated sample components (please fill out section 4). Room temperature only

Non-standard ('in air') sample environments:

- O No "Non-standard ('in air')" sample environment required
- O Temperature controlled (5-95C) capillary holder
- O Stopped flow, time resolved setup. temperature: 5-80C
- O Other (specify, for example your own tailored sample environment):

□ For scattering vectors outside the standard range (s = 0.05 to 4.75 nm-1) please fill out section 5 of THIS FORM)

- Use of SEC–SAXS needs to be justified in the proposal
- Standard SEC-SAXS can be either service or collaborative.
- SEC-SAXS projects with additional MW validation require special work and are conducted on collaborative basis

Sample Description A detailed description of the sample will be requested in the sample sheets	
Advance notice period 2 months The sample(s) will be available from (dd/mm/yyyy) Macromolecules and other compounds Full-length [] and truncated foms (0.1-10 mg/ml) in 20-50 mM phosphate or Hepes buffer, pH 5-8, 0-100 mM NaCl, 1 mM EDTA, 1 mM DTT, 0-10% glycerol	

- A detailed sample description should appear in the «sample sheets» (see below), but sufficient information on the samples (quantities and quality) should be given here or in the text to allow PEC to evaluate (also) feasibility.
- Make sure you have enough sample (e.g. count on ca. 30 µl/measurement (Batch mode); 100 µl (for SEC-SAXS), etc. but you should be able to repeat measurements if something goes wrong!

Laboratory Support Facility □ Derivative □ User Lab 	
Sample Environment Items Supplied by the EMBL	
Detector system	
Other equipment	
Items Not Supplied by the EMBL List all equipment that you will insert into the instrument and indicate if electrical power is required Other equipment Please indicate requirements for special equipment or facilities	
Sample Description A detailed description of the sample will be requested in the sample sheets	
Advance notice period 3 days	
The sample(s) will be available from 27/05/2015 (dd/mm/yyyy) Macromoreulos and nime compounds	
Described in sample sheets	

Not a good idea! the PEC will not be able to have the information on the samples you want to measure. Make it short (indicate the macromolecules, concentration range and buffer composition)

Explain why you request access to BioSAXS@HH,

Experience with Synchrotro				
Do you have a specific reason for using the LMBL beamlines? If yes, please sta	ite here.			/*************************************
Have you used synchrotron radiation at the EMBL?	ΟN	No 🔘	Yes	
Have you used synchrotron radiation at other sources?	O N	No 💿	Yes, at:	ESRF, SLS
Have you already used synchrotron radiation for this project?	O N	No 💿	Yes	

Here Highlight:

- Previous experience with this and other SAXS beamlines
- Technical reasons for applying to this beamline

New users are welcome!

Experience with Synchrotron Radiation Do you have a specific reason for using the EMBL beamlines? If yes, please stat	te here	¢.			
The excellent previous collaboration with Dr. Svergun and his Group on g huma:			(see	Publiction li	st) will be resumed and extended to the study of
Have you used synchrotron radiation at the EMBL?	0	No	۲	Yes	
Have you used synchrotron radiation at other sources?	۲	No	0	Yes, at:	
Have you already used synchrotron radiation for this project?	۲	No	\circ	Yes	

Publications		
Description	luch a coloction of your publications to	
	include a selection of your publications to) SNOW
	expertize, even if you are famous!	

- Here list your publications and/or those of co-proponents (not of the EMBL staff you will be collaborating with, but it is OK to include publications in collaboration with BioSAXS group @EMBL-HH) to show the relevant expertize with respect to:
 - use of synchrotron radiation, especially SAXS (hands-on)
 - the specific project
 - your publication record
- Limit the list to about 5 references
- Include full reference: authors' list, full title, year, Journal, volume, pages
- This (with the actual proposal below) will also help to evaluate the type of assistance you will need (experimental design, data acquisition, data analysis, actual «service» or «collaborative»

Application for beam time at EMBL – Experimental Method

The activating conformational changes of human	1: the multidomair	participating in
	dynamics	
Aims of the experiment and scientific backgrou	<u>nd</u>	
Experimental method		-
Results expected		
References		

Max 2 pages with min 12 pts character size:

justify your application for beamtime and propose your experiments in order to allow it to be evaluated for the <u>scientific relevance</u> and <u>technical feasibility</u> by the Project Evaluation Committee and the Technical Staff Remember to include information on:

- The specific question you will ask: why do you need SAXS? which relevant information are you looking for?
- How the proposed work fits within your overall project
- Amounts and quality of protein available (size, stability, tendency to aggregate, data from gel filtration, DLS, AUC, other spectroscopies, MX, kinetics....)
- Ancillary information (e.g.: X-ray, NMR strucures available on this or homologous/similar systems? If dealing with complexes: stoichiometries? Kd's? (if known)
- Are the SAXS data needed to complete a leg of an on-going project (e.g.: how urgent the data are to complete data for a paper vs preliminary/ exploratory work)
- In the reference section include: Title and full reference; if possible include the full list of authors; in any case make clear in the text which is the work from your lab and what comes from the literature.
- Is is worth to include a figure and/or a table to clarify what you know, your question, the outcomes ?

Sample description form

						\						
🌒 Small An	ngle X-Ray Scatteri 🗙	🔹 EMBL User Portal (SMIS) Li	× 🧿 Biological SA>	(S - Biologica 🗙 🕂								
(+) + () (https://smis.embl-h	amburg.de/misapps/SMISWebClient/	protected/proposals/se	lectOrCreateProposalAction.do	?action=displa	C Q Se	earch	٦	☆ (e) ©	•	e	- ≡
Most Visited	🕹 Come iniziare 🔊	Ultime notizie 🍈 Università degli Sti	ıdi									
EMBL	User NOTE: The Accounts ▼ Proposa	Portal - v3.12.3.0 SAXS proposal submission is no lo Is/Experiments V Safety V Rev	nger possible becaus iew Process 🔻	e of beamline overbooking			Connected as:		👌 Home 🤞	FAQ 🤳 C	ontact 💿 Sign	out 🖃 Hid
Welcome to the	e Electronic Utilities App	olication for EMBL Users										
New Proposal	Proposals in progress	Proposals with Final Number/Previous	Proposals In progress	as Co-Proposer			\backslash	N				
-Manage Previo	ous Proposals (view details,	submit reports) 🔳										
Click here to Change the ni To carry out an	see the proposals existin umber of proposals shown : n action related to a propo	g in the EMBL database. 5 or Search proposal Re sal, click on the appropriate icon.		or Search proposals by type		Search	Clear filters					
Code	Title			Туре	Round	Report	Beam	Actions				
2 🖬	SAXS 512 -Main propos The activatin	er N g conformational changes of human MI 🤞	D	EMBL SAXS BioSAXS	4/2016		Y	View proposal detai Manage your Experi Manage your sampl Duplicate this propo	ls iment Report es : sal			

🍈 Small Angle X-Ray Scatteri 🗙 🌒 SAMPLE INFORMATION	N & × 🔘 Biological SAXS - Biologica × 🕴 +			- 0	×
🚯 🗿 https://smis.embl-hamburg.de/misapps/SMISWebClier	nt/protected/samplesheet/edit.do?action=prepareAdd&proposalTmpId=280 C Q. Search	☆ 自 ♥	. ♦	ABP -	888
🧹 Most Visited 🥘 Come iniziare 🗟 Ultime notizie መ Università d	degli Studi				
NOTE: The SAXS proposal submission	is no longer possible because of beamline overbooking				
Accounts	Review Process 🔻				
Sample #: Proposal / Experiment #: SAXS-512	SAMPLE INFORMATION & SAFETY SHEET * = Mandatory Field. (2) = Tooltip. = Read-Only Field. Complete all tabs prior to submission!				
escription Handling / Equipment Data Collection Certify Ar	nd Save				
lext Description of Sample and Protein+					
Sample Description:	Protein Acronym:				
	8				
	necular mass (kDa) ★ 0				
	Conc. Range [mg/ml] from [7] to Buffer Composition		2		
Sample Type 🔘 Isotropic 👘 Not Isotropic The Sample will be	O Brought by the User O Sent by Courier				
Classification Of The Substance*					7
Tissue					
Powder (7)					
In Solution If Tissue or Other please specify					
[synthetic sample]					
Classification Of The Sample +					-
Biological (?) Synthetic (?) Radioactive Contaminent Other (give a short explanation):	Toxic Flammable Corrosive Oxidizing				
Synthetic Or Binlogical Sample#					
	Class Of Riel++ () Group 1. no risk to fuman health and/or environment if standard bygene is maintained abcording to purrent knowledge Group 2: little risk to human health and/or environment Group 4: high risk to human health and/or environment T T				
Is the sample recombinant? • [11] III ves "Extression Rast" and "Class C					

Certify And Save

Description

- Text Description of Sample and Prote				
Text Description of Sample and Trou				
Sample Description: Recombinant hu	man	^ ~	Protein Acronym:*	
Molecular mass [kDa] 110.0	0			
Conc. Range [mg/ml] 🕅 0.1]	to	Buffer Composition	
from	10.0		Phosphate buffer,	2
Sample ()	The O Sent Sample Brought by will be User Courier			

If samples and materials will be sent by Courier, please check http://www.embl-hamburg.de/services/access_infrastructures/preparing-your-visit/index.html

Any advices on how to ship?

Include both D.Svergun's name and local contact in shipping address

Safety and practical information

Tissue Crystal Powder	Amount of substance, mg: 10-20
In Solution Other	If Tissue or Other, please specify:
Classification Of The Sa	mple*
☑ Biological থ □ Syn □ Oxidizing □ Other	thetic 🕅 🗌 Radioactive 🔲 Contaminent 🔲 Toxic 📄 Flammable 🗌 Explosive 🔲 Corrosive (give a short explanation):
Synthetic Or Biological	Sample*
Source Organisme: 🕅	Class Of Risk • 🕅
Human	Group 1: no risk to human health and/or environment if standard hygiene is maintained according to current knowledge Group 2: little risk to human health and/or environment Group 3: moderate risk to human health and/or environment Group 4: high risk to human health and/or environment
Is the sample recombin	ant?• ☑ (If yes: "Expression Host" and "Class Of Risk"; below must be provided) Class Of Risk• ②
Expression Host*:	Group 1: no risk to human health and/or environment if standard hygiene is maintained according to current knowledge
	Group 2: little risk to human health and/or environment Group 3: moderate risk to human health and/or environment Group 4: high risk to human health and/or environment
Provide the maximum At the EMBL only Lev	containment level in which you are working with your sample in your home institute*: Level 3 rels 1 and 2 are accepted, Levels 3 and 4 are strictly forbidden!

Handling / Equipment

Sample Storage*

 Danger linked to the handling of the sample or the use of special equipment*

 There is a risk

 If there is a risk or if you are not sure, please give some details.

 Specify special measures to be taken or equipment to be used/provided (gloves, goggles, ...):

 After the experiment the sample will be*

 Removed by the user

 Disposed on site

BioSAXS Data Collection

Scientific Justification* (Explain clearly the interest in and the status of this sample):

For this sample, please indicate:

- Number of sub-project to which the sample belongs
- Relevance
- Crystal availability (if yes, please provide diffraction limit)
- Any special requirements (e.g. microfocus, microspec, unusual wavelengths,

extensive screening).



Please limit to 300 words

For bio-SAXS samples, following information must be entered in "Scientific justification":

- 1. How many constructs do you intend to study?
- 2. Please provide the length and molecular mass of each construct if known
- 3. Do the samples contain detergent?
- 4. What conditions do you want to measure at (range of pH, temp, addition of ligand XX)?

Anomalous Scatterers

Zn 🗸 🔽 💙 😵

Additional Comments

This will help establish the technical feasibility of the project, experimental design, the number of shifts to allocate; whether special set-ups are justified or should be used.

 $\hat{}$

V

Avoid repeating what in the proposal form Rather, complete with technical/practical information (see questions in red as a guide, but add what is relevant to your system/planned experiments)

Please limit to 300 words

Remember to save!

Certify And Save

Extract data from the EM Type the first letters (2 at A list of possible names of	IBL scientist database: : least) of a surname in the text field and wait a few seconds. will appear.	7
 If the records fou fields below will If no existing rec surname typed is 	and include your personal details, select the correct one in the displayed list. The then be automatically filled. cord is found to match your personal details, click on anyway so that the transferred below and fill in the remaining fields manually.	
	Name: Mane: Management of the second	
Further Information		

Things to do AFTER your application is approved: just follow the instructions!



ACCESS TO INFRASTRUCTURES

PREPARING YOUR VISIT

Checklist and accommodation

A Form

DACHS cards

Safety training

Sample shipments

Your experiment

Contact

INEXT FUNDING

FREQUENTLY ASKED QUESTIONS Following positive evaluation of your proposal, you will receive an invitation for a scheduled beamtime session which has been allocated to your project.

Please make sure that you accept the scheduled beamtime before the deadline stated in the invitation.

In order to avoid any unnecessary delay to your beamtime, please consult the instructions under the section Preparing for your visit and carry out the required actions as far in advance of your beamtime as possible.

Not submitted your proposal yet?

Apply for beamtime.

Rolling proposals can now be submitted for beamtime in 2016 and will be reviewed on a rolling basis throughout the year.

4:42 PM

9/25/2016

P 🗖 🕩

Things to do AFTER your application is approved, and time slots have been allocated:

- safety training (remember to plan well ahead what you will need in order to get training and certification ; e.g.: access also to the sample preparation and purification lab)
- Fill new form with additional description of the samples you will bring for the scheduled measuring session.

The A form for accommodation, DACHS card , etc. should be filled by all participants