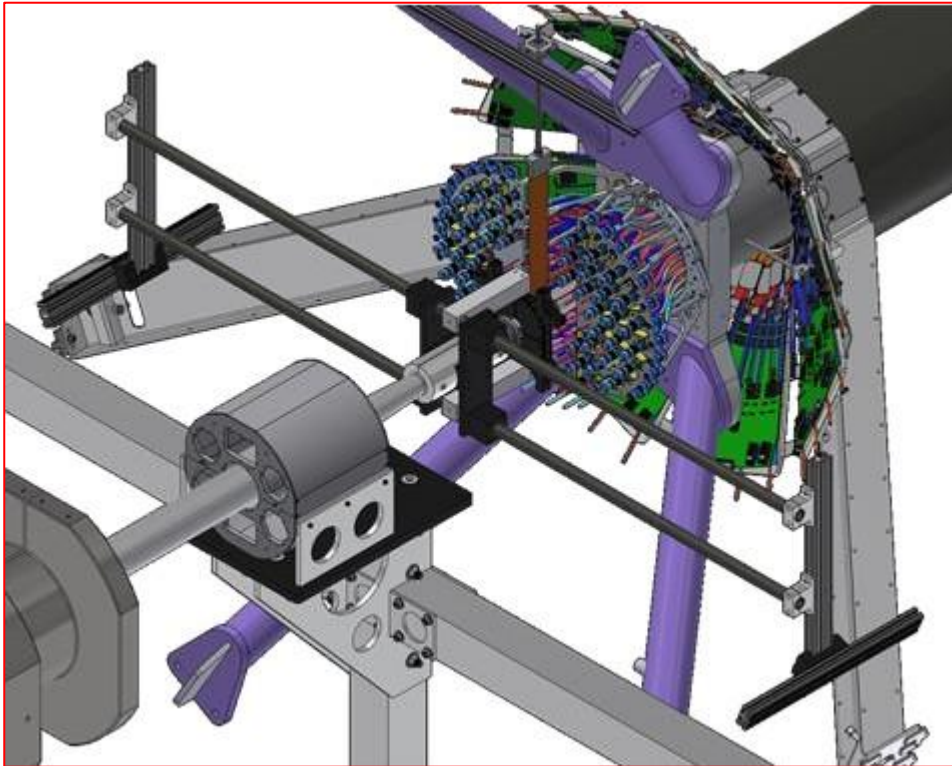
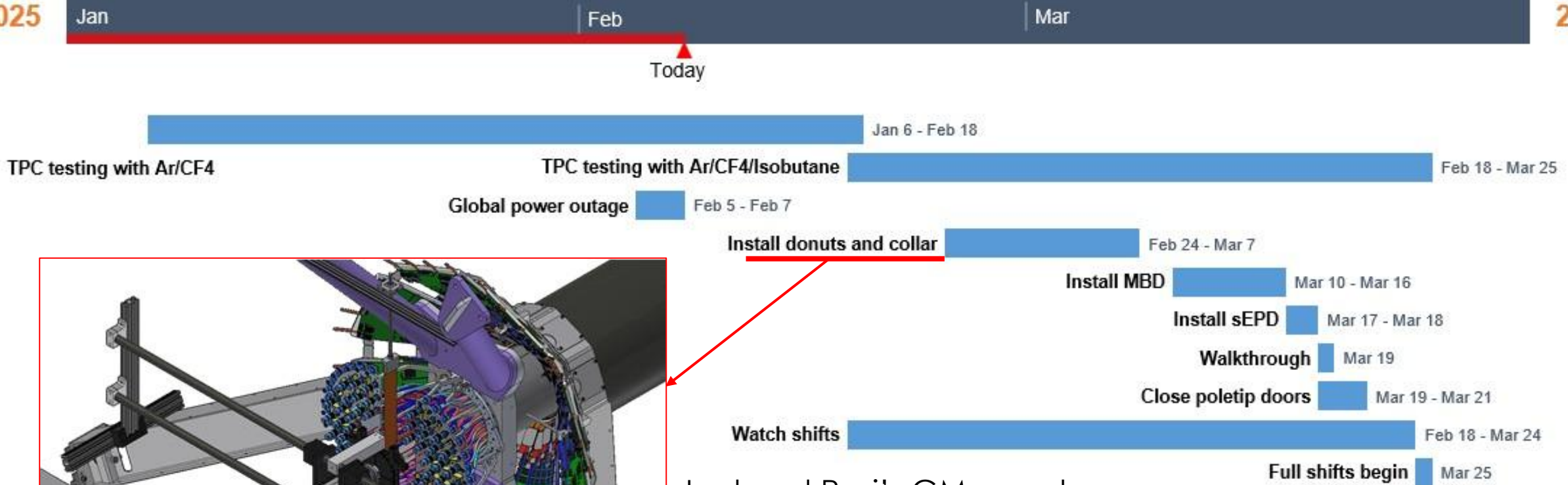


Preparation for Run25

Akitomo Enokizono

FY2025 Shutdown



Joel and Rosi's GM reports



BNL travel schedule

	Month	Feb							Mar							Apr							May							Jun							Jul							Aug							Sep							Oct							Nov							Dec						
	Period	1/28 2/3	2/4 2/10	2/11 2/17	2/18 2/24	2/25 3/3	3/4 3/10	3/11 3/17	3/18 3/24	3/25 3/31	4/1 4/7	4/8 4/14	4/15 4/21	4/22 4/28	4/29 5/5	5/6 5/12	5/13 5/19	5/20 5/26	5/27 6/2	6/3 6/9	6/10 6/16	6/17 6/23	6/24 6/30	7/1 7/7	7/8 7/14	7/15 7/21	7/22 7/28	7/29 8/4	8/5 8/11	8/12 8/18	8/19 8/25	8/26 9/1	9/2 9/8	9/9 9/15	9/16 9/22	9/23 9/29	9/30 10/6	10/7 10/13	10/14 10/20	10/21 10/27	10/28 11/3	11/4 11/10	11/11 11/17	11/18 11/24	11/25 12/1	12/2 12/8	12/9 12/15	12/16 12/22	12/23 12/29																													
	Cryo Week									1	2	3	4	5	6	7	8	9	10	11	12	13	14	Summer Break							15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32																														
	Events							JPS		QM								HQ															IS	JPS	SPIN																																											
	Beam			Pink					Beam? (3/24-)																7/1	No Beam			8/20	Beam (8/19-)		Beam(?)																	12/22																													
BNL	Rachid											QM																																																																		
BNL	Raul			2/17 BR				3/17																																																																						
Purdue	Wei																																																																													
Purdue	Joseph							3/22				4/11																																																																		
RIKEN	Yasuyuki																																																																													
RIKEN	Itaru				3/3		3/13	JPS																										IS	JPS																																											
RIKEN	Genki									4/3																																																																				
RIKEN	Akitomo				3/2				3/29																																																																					
RIKEN	Yuko				3/2				3/29																																																																					
RIKEN/NCU	Cheng-Wei		2/10						3/29																																																																					
NWU	Takashi																																																																													
NWU	Maya																																																																													
NWU	Manami																																																																													
NWU	Mai Kano																																																																													
NWU	Hinako																																																																													
NWU	Nao																																																																													
NWU	Yui																																																																													
NWU	Mahiro																																																																													
NWU	Itsuki																																																																													
Rikkyo	Ryota							JPS																																																																						
Rikkyo	Tomoya							JPS																																																																						
Rikkyo	Takahiro							JPS		4/3																																																																				
Rikkyo	Hayato																																																																													
Rikkyo	Tomoki																																																																													
Rikkyo	Yusuke																																																																													
JAEA	Shoichi																																																																													
NCU	Chia-Ming																																																																													
NCU	Kai-Yu																																																																													
NCU	Wei-Che																																																																													
NCU	Shan-Yu																																																																													
NTU	Rong-Shyang																																																																													
NTU	Lian-Sheng																																		</																																											

Shift arrangement within INTT group

Month	Feb				Mar				Apr				May				Jun				Jul				Aug				Sep				Oct				Nov				Dec							
Period	1/28 2/3	2/4 2/10	2/11 2/17	2/18 2/24	2/25 3/3	3/4 3/10	3/11 3/17	3/18 3/24	3/25 3/31	4/1 4/7	4/8 4/14	4/15 4/21	4/22 4/28	4/29 5/5	5/6 5/12	5/13 5/19	5/20 5/26	5/27 6/2	6/3 6/9	6/10 6/16	6/17 6/23	6/24 6/30	7/1 7/7	7/8 7/14	7/15 7/21	7/22 7/28	7/29 8/4	8/5 8/11	8/12 8/18	8/19 8/25	8/26 9/1	9/2 9/8	9/9 9/15	9/16 9/22	9/23 9/29	9/30 10/6	10/7 10/13	10/14 10/20	10/21 10/27	10/28 11/3	11/4 11/10	11/11 11/17	11/18 11/24	11/25 12/1	12/2 12/8	12/9 12/15	12/16 12/22	12/23 12/29
Cryo Week									1	2	3	4	5	6	7	8	9	10	11	12	13	14	Summer Break				15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32				
Owl / SL																																																
Owl / DAQ																																																
Owl / DM																																																
Owl / DO																																																
Day / SL																																																
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Day / DM																																																
Day / DO																																																
Eve / SL																																																
Eve / DAQ																																																
Eve / DM																																																
Eve / DO																																																
	<div><div></div>Shift available</div> <div>If you can give shift you reserved, change the cell color to cyan with your initial</div> <div>If you want to take any of the shifts, put your name after the initial</div>																																															
	<div><div></div>CW: would like to have these five shifts for NCU if it's possible</div> <div><div></div>Will be cancelled with credit for summer break</div>																																															

- Planned RHIC shutdown from July 1 – August 18th
 - Gas shifts July 1 – July 15th and Aug 5 – Aug 18th → Need SL and DO!
 - No shifts July 16 – August 4th
 - Will discuss continuity as we get closer

sPHENIX shift duty

Institution Name	# People	Current # of active Authors	Effective # of Authors	# total shift obligation	# Shifts Taken	Status	Member Names
Korea University	2	2	2	5 (7)	7	+40% (OK)	Byungsik Hong, Jaein Hwang
Nara Women's University	10	7	7	19 (26)	16	-16% (3 more needed)	Manami Fujiwara, Takashi Hachiya, Mahiro Ikemoto, Mai Kano, Nao Morimoto, Maya Shimomura, Hinako Tsujibata, Yui Ishigaki, Yumika Namimoto, Runa Takahama
National Central University	4	3	3	8 (11)	3	-63% (5 more needed)	Chia-Ming Kuo, Cheng-Wei Shih, Wei-Che Tang, Kai-Yu Cheng
Purdue University	2	2	2	5 (7)	6	+20% (OK)	Joseph Bertaux, Wei Xie
RIKEN	10	6	6	16 (22)	23	+44% (OK)	Akitomo Enokizono, Yasuyuki Akiba, Hideto Enyo, Yuji Goto, Itaru Nakagawa, Ralf Seidl, Minho Kim, Yuko Shoji Sekiguchi, Yasushi Watanabe, Satoshi Yokkaichi
RIKEN BNL Research Center	1	1	1	3 (4)	3	Exact coverage (OK)	Genki Nukazuka
Rikkyo University	6	1	1	3 (4)	5	+67% (OK)	Takahiro Kikuchi, Tomoya Kato, Ryota Shishikura, Kazuma Fujiki, Kazuyoshi Kurita, Jiro Murata

- Everyone who has signed up for summer shifts will get credit
 - 428 shifts → 541 shifts
 - Shift quota 2.7 → 3.7
 - This includes “extra” for summer shifters who will receive credit
 - Do not unsign up from your summer shifts or you won't receive credit!
 - Currently shifters are blocked from removing their names 4 weeks out
- We will **open the new shifts at noon March 24th**

Numbers in red parentheses are #obligation for the case of 3.7 shifts per person

Expert shift sign-up

- INTT expert sign-up sheet is available at:
 - https://docs.google.com/spreadsheets/d/1fScElAkR3y6s6T2XGG_EIEAp8q-i80elzFMKECRtIEk/edit?gid=0#gid=0
 - The INTT expert is responsible to report the INTT status at SCM
 - It would be nice to report the INTT status at INTT meeting also
 - Please sign-up for periods when you are available at BNL
- This is different from INTT expert on call list who has to decide how to fix the problem if it happens

	TPC	INTT	MVTX
2/18 – 2/25			
2/25 – 3/4			
3/4 – 3/11		Akitomo Enokizono (934-226-7791)	
3/11 – 3/18		Akitomo Enokizono (934-226-7791)	
3/18 – 3/25		Akitomo Enokizono (934-226-7791)	
3/25 – 4/1			
4/1 – 4/8			
4/8 – 4/15			
4/15 – 4/22			
4/22 – 4/29			
4/29 – 5/6			
5/6 – 5/13			
5/13 – 5/20			
5/20 – 5/27			
5/27 – 6/3			
6/3 – 6/10			
6/10 – 6/17			
6/17 – 6/24			
6/24 – 7/1			
7/1 – 7/8			
7/8 – 7/15			
7/15 – 7/22			
7/22 – 7/29			
7/29 – 8/5			
8/5 – 8/12			
8/12 – 8/19			
8/19 – 8/26			
8/26 – 9/2			

INTT <i>*primary contact(s)</i>	<i>*Rachid Nouicer</i> <i>(8:00am - 8:00pm)</i>	<i>631-652-5042</i>
	<i>Akitomo Enokizono</i>	<i>934-226-7791</i>

Apartments

- BNL housing office finally approved the following reservations
 - One-bedroom Apt for staff / Mar 2 – Oct 31 (Approved)
 - One-bedroom Apt for staff / Mar 3 – Oct 31 (Approved)
 - One-bedroom Apt for staff / Jun 1 – Aug 31 (Approved)
 - Two-bedroom Apt for staff / Aug 1 – Sep 31 (Approved)
 - **Team Apt (4 bedroom) / Mar 3 – Oct 31 (Will modify to start Apr 1)**
 - Team Apt (3 bedroom) / May 5 – Oct 31 (Approved)
- Due to the difficulty of RIKEN budget continuity, 4-bedroom apartment will start on April 1.
 - Dorm rooms until then (Cheng-Wei and Joseph)
 - Joseph will move to the apartment on Apr 1

Before you travel to BNL...

- (If you are not US citizen) Submit your arrival/departure date at the BNL Guest Central at
 - <https://guestcentral.bnl.gov/GuestPages/ArrivalNotification.aspx>
- If your travel is supported by RIKEN budget, please sign up the reservation forms and send it to Maureen as soon as you have purchased your flight ticket.
 - Forms are available at: https://wiki.sphenix.bnl.gov/index.php?title=INTT_Travel_Tips

Housing Request Form

HOUSING REQUEST:

ONSITE HOUSING REQUEST:

Name:
Guest Number:
Date of Arrival:
Date of Departure:
Type of Accommodation Requesting (Dorm, Guest House, 1/2/3 Bedroom Apartment):
Additional Family Members:

Additional notes:

PLEASE NOTE:

BNL Cancellation Policy:

Short-term reservations (1-14 days) must be cancelled no later than 6:00 pm the day of arrival to avoid a one night's no-show. No-shows will not be held, and will automatically be cancelled the following day.

Long-term reservations (15 days or more) require changes to be made two week's prior to the arrival/departure date. Cancellations or major changes which affect long-term reservations that are not communicated within this time period will result in a \$500 charge.

All change requests must be made by e-mail to: housing@bnl.gov.

(or notify Maureen and she will contact Housing of any date changes)

Rental Car Request Form

RENTAL CAR REQUEST:

PLEASE NOTE:

EMAIL and CELL PHONE NUMBER (U.S. or International) REQUIRED FOR ALL RESERVATIONS

Passenger E-mail Address:
Passenger Cell Phone Number:

RENTAL CAR REQUEST:

Name:
Pick-up Date & Time:
Pick-up Location (Rocky Point near BNL or airport):
Drop-off Date & Time:
Drop-off Location (Rocky Point near BNL or airport):

NOTE:

Flight arrival and departure info is helpful. Please provide if possible.

Transportation Request Form

PLEASE NOTE:

EMAIL and CELL PHONE NUMBER (U.S. or International) REQUIRED FOR ALL RESERVATIONS

IMPORTANT information from Gold Coast Transportation:

ALL passengers with international cell phone numbers **MUST** download **WhatsApp** so the driver can communicate with you upon arrival of your flight.

Passengers with U.S. cell phone numbers **DO NOT** have to download **WhatsApp**. The driver will text or call directly to your cell phone number.

Passenger E-mail Address:
Passenger Cell Phone Number:

Transportation FROM Airport:

Date of Service:
Name:
Additional Passengers:
Exact Pick-up Location:
Exact Drop off Location:
Airline:
Flight Number:
Flight Arrival Time & Terminal:

Transportation TO Airport:

Date of Service:
Name:
Additional Passengers:
Exact Pick-up Location:
Exact Drop off Location:
Airline:
Flight Number:
Flight Departure Time & Terminal:
(Limo company will determine pick up time based on flight schedule).