

Zeiss Sign-up Policy January 2018

Peak hours: 7am-7pm (Monday –Friday)

Off peak hours: 7pm-7am (Monday-Sunday)

Each week you may sign-up for a **three** imaging times. **Two** of these may be during peak hours (7am-7pm Monday through Friday); these two slots could be off peak hours. The **third** slot must be during off peak hours.

- **Peak hour** sign-up times are limited to **3 hr** slots for fixed imaging and 4 hr for live imaging (indicate live imaging on the calendar).
- **Off peak** hour sign-up times are limited to **12 hours**.
- If you connect a peak sign-up time with and off peak sign up time that counts as **2 sign-up times**.
- Each sign-up should be **labeled** with your name, lab, and which sign-up it is, i.e. 1st, 2nd, 3rd (if off-peak)
 - o Example:Tina, Tootle, 1st
- After you have completed your **final** time slot for the week, if there is available time you may sign up for an additional slot (labeled as **Add-1**). Similarly, after you have completed this sign-up, if there is available time you may sign up for another slot (labeled as **Add-2**).

You may only sign up for **two weeks** in advance. The week starts on Monday and goes to Sunday.

Cancellation policy

- If you have to cancel your time slot or if you end your imaging early, please email other users using the “confocal group user” email list, so that other people can use the time. However, please keep your booking but mark it “cancelled by name, lab”. The next person who books can add his/her name using “edit” function.