

## INOVA 600 and INOVA500 Sign-Up Policy

### **Time Slot Definition:**

**Day-Time Usage: 9:00AM - 8:00PM (M-F)**

**Off-Time Usage: 8:00PM - 9:00AM(M-F)**

**9:00AM - 8:00PM(S-S)**

**9:00 am - 8:00 pm(M-F) Max. 3 hour/per person**

**8:00 pm - 9:00 am(M-F) No limit**

**9:00 am - 8:00 pm(S-S) No Limit**

Overnight experiments may not begin before 7:00 PM and must be finished before 9 AM the following morning. You must write your contact information (email or cell phone number) in the logbook so that if you are late someone in your group can be contacted to remove your sample and save your data.

If you require more than 3 hours on 500 or 600 during a weekday you must email the following four people, any one of which may grant or deny your requested time:

Dr. Wang ([bwang2@emory.edu](mailto:bwang2@emory.edu))

Dr. Wu ([swu@emory.edu](mailto:swu@emory.edu))

Users may not use more than one instrument at a time without permission.

### **Cancellation of Sign-Up:**

1. More than or 1 hours contiguous use: You MUST cancel your sign-up at least 3 hours in advance OR PAY FOR IT.
2. 1 hours less contiguous use: You MUST cancel your sign-up at least 1 hours in advance OR PAY FOR IT.

### **Grace Time:**

1. More than or 1 hours contiguous use: If you have no shown up after 10 minutes according to the lock on the computer, you are a "No Show". YOU PAY FOR IT.
2. 1 hours less contiguous use: If you have not shown up after 5 minutes according to the clock on the computer, you are a "No Show". YOU PAY FOR IT.

***You must finish your experiment within your time slot. If you need more time, you should ask the next person's permission, otherwise, you have to stop the experiment and logout the computer.***

*All users are welcome to make suggestions and to discuss any questions concerning these policies or any aspect of the NMR Center operation with Dr. Shaoxiong Wu*