

Theory and Computing Sciences Conference Center

Space Use Guidelines

The Theory and Computing Sciences Conference Center reserves the right to limit the usage of the conference space to those organizations sponsoring programs that are consistent with the Argonne National Laboratory's mission of applying a unique mix of world-class science, engineering, and user facilities to deliver innovative research and technologies.

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Event Types - Security Procedures

For security purposes, there are four categories of events for the Theory and Computing Sciences (TCS) Conference Center, Building 240: public, private, lab-wide public, and lab-wide private.

Public Event

Co-mingling of public and private events within the TCS Conference Center facilities is prohibited.

A **public event** is defined by DOE Order 142.3A, *Unclassified Foreign Visits and Assignments Program*, dated 10-14-2010, as an event or activity that is determined to be open to the general public (such as a public lecture, community meeting, cultural or entertainment event, or open house event) and that is held in a location that is determined to be open to the general public by the hosting site approval authority in coordination with subject matter experts (SMEs) in security (to include cyber security, technical security, and operations security (OPSEC)), export control, technology transfer, counterintelligence, and intelligence (when there is a field intelligence element onsite).

Invitations and gate passes are not issued to public events. All Argonne information shared at the event must be publicly available to the attendees prior to the event.

An Argonne cost code or billing address will be required for additional charges for services or equipment. Public events not relevant to Argonne or DOE programs will be charged space rental fees. The following procedures apply to public events:

- The vehicle gate entrance (see A on following map) into the TCS public parking area will be opened prior to the event.
- The pedestrian/vehicle border gates (see B and C on following map) between the public and private parking areas will be secured before opening vehicle gate entrance of TCS public parking area (see A on following map) prior to the event.
- The TCS Conference Center entrance doors (see D on following map) are unlocked 6A-6P (or outside those hours if the event dictates).
- The entrance doors between the TCS Conference Center and the TCS office areas (revolving and handicap doors) will be secured (see E on following map) and monitored by the Argonne Security Protective Force Officer on duty. Only Building 240 residents, other Argonne-badged employees, or individuals with a gate pass will be allowed into the office space.
- This event will require the Argonne Security Protective Force Officer to be posted at the entrance doors between the TCS Conference Center and the office areas for the purpose of checking Argonne badges. These arrangements must be made at least two weeks prior to the event and require an Argonne cost code. A final agenda and all security arrangement details must be sent to tcsconferencecenter@cels.anl.gov two weeks before the date of the public event.
- Attendees will be allowed into the building at the scheduled start time of the Argonne Security Protective Force Officer.
- Residents of Building 240 will be given 24 hours notice via e-mail of a public event.



Private Event

Co-mingling of public and private events within the TCS Conference Center facilities is prohibited.

Facilities Management and Services – Protection Programs and Systems (FMS-PPS) define a private event as an event for which invitations are issued and/or attendance is restricted (such as a conference, seminar, workshop, or meeting). With Laboratory approval, attendees including foreign nationals will have access to other laboratory buildings including offices in Building 240 and/or the Argonne Guest House.

Access for foreign nationals must adhere to the guidelines set forth by DOE Order 142.3A. Any foreign national doing business at Argonne National Laboratory, or having access to information, equipment, and/or technology that is not publicly available, must be entered into Argonne's FAVOR system by the host or designee. Failure to do so may delay the visitor's access to the TCS building. The host or designee will also enter all required visitor information into the gate

pass system. In all cases, hosts are responsible for ensuring that site access requirements are met and for the actions of their visitors.

An Argonne cost code may be required if additional charges for services or equipment are required. The following procedures apply to private events:

- The vehicle gate entrance (see A on map above) into the TCS public parking area will be secured.
- The pedestrian/vehicle border gates (see B and C on map above) between the public and private parking areas will be open.
- The main entrance doors for the TCS Conference Center will be unlocked (see D on map above).
- The entrance doors between the TCS Conference Center and the TCS office areas (revolving and handicap doors) will be unlocked (see E on map above).

Lab-Wide Public Event

Co-mingling of public and private events within the TCS Conference Center facilities is prohibited.

A ***lab-wide public event*** is an event that typically is hosted by Argonne (non-TCS) personnel and is open to the public (see public event definition in item 1 above). For a public event, gate passes are not required. An example is the Argonne Open House.

Public events not relevant to Argonne or DOE programs will be charged space rental fees.

Unlike a public event:

- The vehicle gate entrance (see A on map above) into the TCS public parking area will be secured.
- The pedestrian/vehicle border gates (see B and C on map above) between the public and private parking areas will be open.
- The entrance doors between the TCS Conference Center and the TCS office areas (revolving and handicap doors) will be unlocked (see E on map above).

Like a public event:

- The main entrance doors for the TCS Conference Center will be unlocked (see E on map above).

Lab-Wide Private Event

Co-mingling of public and private events within the TCS Conference Center facilities is prohibited.

A ***lab-wide private event*** is an event that typically is hosted by Argonne (non-TCS) personnel and presents additional limitations on gate and entrance access. Like the private event (see private event definition item 2 above), invitations are issued, and/or attendance is restricted (such as a conference, seminar, workshop, or meeting). The attendees will have access to other laboratory buildings, which may include the Building 240 office spaces and/or the Argonne Guest House. An example is the Health Fair.

Access for foreign nationals must adhere to the guidelines set forth by DOE Order 142.3A. Any foreign national doing business at Argonne National Laboratory, or having access to information, equipment, and/or technology that is not publicly available, must be entered into Argonne's FAVOR system by the host or designee. Failure to do so may delay the visitor's access to the TCS building. The host or designee will also enter all required visitor information into the gate pass system. In all cases, hosts are responsible for ensuring that site access requirements are met and for the actions of their visitors.

An Argonne cost code may be required if additional charges for services or equipment are required.

Like a private event:

- The vehicle gate entrance (see A map above) into the TCS public parking area will be secured.
- The pedestrian/vehicle border gates (see B and C map above) between the public and private parking areas will be open.
- The main entrance doors for the TCS Conference Center will be unlocked (see D on map above).
- The entrance doors between the TCS Conference Center and the TCS office areas (the revolving and handicap doors) (see E on map above) will be unlocked.

	Public Event (see above, item 1)	Private Event Building 240 (see above, item 2)	Lab-wide Public Event (see above, item 3)	Lab-wide Private Event (see above, item 4)	No Events
Vehicle Gate Entrance (A) into Public Parking for TCS - west of Argonne Information Center	Open	Secured	Secured	Secured	Secured
Pedestrian (B)/Vehicle Border Gates (C) between Public/Private Parking – south of TCS Public Parking Area	Locked	Open	Open/ Locked	Open	Open
Main Entrance Doors for the TCS Conference Center (D)	Unlocked	Unlocked	Unlocked	Unlocked	Unlocked
TCS Conference Center Entrance from TCS Office Spaces – Revolving and Handicap Entrances (E)	Locked/ Secured, with SPF guard	Unlocked	Unlocked	Unlocked	Unlocked
Gate Pass and Form 593	N/A	Host/designee	N/A	Host/designee	N/A
Additional Charges	May apply	May apply	May apply	N/A	N/A

Reservation Procedures

To reserve a conference room space at the TCS Conference Center, contact the TCS Conference Center Manager tcsconferencecenter@cels.anl.gov about availability. A *Space Reservation Form* should be completed, signed, and sent to the TCS Conference Center Manager.

Rules for Using Space

- Furniture may NOT be moved within or removed from conference rooms without the prior permission of building management. NOTHING may be taped to walls or doors without prior permission of building management.
- All exit doors and aisles must be kept unobstructed during events.
- The TCS Building is a smoke-free environment.
 - Smoking is permitted no closer than 15 feet northeast of the main conference center entry doors (D).
- All coffee pots used in the conference center must be plugged into the wall outlets. Do not plug coffee pots into extension cords or power strips.

Hours of Operation

The TCS Conference Center is open weekdays from 6A.M. to 6P.M. Events taking place outside that timeframe may incur additional building operational charges (*see table below*). For events scheduled during weekend hours, a minimum of two weeks advance notice is required.

Additional Operational Charges – Off-Hours Space Charges

Daytime Hourly Rate	Current Hourly Rate
Evening/Weekend/Holiday Hourly Rate	Current Hourly Rate
Minimum of 4 hours on non-scheduled workdays (e.g., holidays, weekends). For current rate information, contact: tcsconferencecenter@cels.anl.gov . Rate is dependent upon who is scheduled to stay beyond the 6A-6P workday.	

Additional Operational Charges - Security

Security Guard Hourly Rate	Current hourly rate (contact FMS-PPS)
Provide cost code no later than two weeks prior to event	

Additional Operational Charges – Space Usage for Non DOE or Argonne Program Relevant Events

Space Use Charges	Rates
For current rate information contact: tcsconferencecenter@cels.anl.gov	

Room Setup

TCS has five rooms available for use. See Setup Section for typical setups and room capacity information. If your event requires special setup, please provide that information at the time of the reservation.

Setup information must be provided at least 72 hours prior to the start of the event to ensure the proper setup. Any changes or additions after this period may result in additional charges.

Equipment

- Table dimensions are provided below. Please make separate arrangements for any other type of table required by your group and provide vendor and delivery information to tcsconferencecenter@cels.anl.gov.

Meeting Room Tables – All Rooms	
Dimensions	20" x 60"

Catering Room – 1412	
Freezer	Microwave
Refrigerator	Sink

- Phone lines are available for conference calls in all of the dividable spaces. There is also a phone line available in 1416 – the multipurpose room.

Room No.	Jack No.	Phone No.
1416	52A	2-0095 (analog)
1416	9A	2-1429 (digital)
1404	19A	2-0016
1405	24A	2-0017
1406	35A	2-0019
1407	40A	2-0021
1402 - Registration Area – Phone Cordless phone is also available	3A	2-0046 (Internal ANL only)
1402 - Registration Area - FAX	3B	2-0047 (Fax machine not included)

Equipment Available for Sign-out:

Quantity	Equipment Type	Additional Information
1	Polycom Soundstation2 w/external mics and wireless mic	Call-in arrangements are the responsibility of the host group/meeting contact
2	Polycoms	Call-in arrangements are the responsibility of the host group/meeting contact
6	Directional signs	2 arrows, 4 rectangular (whiteboard)
1	Small podium	
50	Power Strips	Clip on tables – 5 outlets per strip
16	Tripods	
3	Dry-erase/flip chart easel	Paper and markers not included

Guest Wireless/Internet Access

Each room in the conference center is equipped with a multiple data port enabling access via a CAT 6 cable. Additionally, wireless access is available throughout the TCS Conference Center.

When you first access the Argonne wireless system, open a web browser and navigate to <http://www.anl.gov>. A web page will ask you to agree to the Argonne security and privacy notice and to have your computer scanned for common security vulnerabilities. Failure to agree to this policy will result in denied access to the visitor network.

If you agree to the security requirements by clicking the button, you will be asked to register by supplying your name, e-mail address, a telephone number where you can be reached while using the network, an Argonne contact person, and the name of your home institution. Once you complete this form, your computer will be allowed on the visitor network. The next web page should indicate that you will be getting an address on the visitor network within the next minute. In some rare cases, you may have to do a DHCP renew or reboot.

No changes will be made to your computer and no information will be copied from your computer.

Access to the visitor networks will be removed if subsequent suspicious network activity is detected. If this occurs, a web page indicating that your access has been revoked will appear in your browser. Network access will not be restored until your computer has been scanned by IT staff and verified that it is not a threat.

NOTE: If you have installed a personal firewall system, make sure that it is not blocking Internet access. You may need to authorize access while you are using the connection. Please refer to your vendor's documentation for instructions.

Restrooms

Restrooms are located on the west end of the TCS Conference Center.

Parking

Public Events

Parking is located in front of the main conference center entrance, west of the Argonne Information Center. There are 80 parking spaces, not including those spots for the disabled.

Private and Lab-Wide Events

Parking is located in front of the main TCS Conference Center entrance and east of the research entrance to the building.

Catering

All arrangements for food services, menu selections, and payment must be made directly by the sponsoring group. The sponsoring group or the caterer is responsible for all clean up. This includes the catering space (refrigerator, freezer, and microwave), if used. Clean up does not include trash removal. Failure to clean up after any given event may result in additional service charges. The preferred caterers for TCS Conference Center events are the following:

Sodexo

Argonne Café
Christine Avalos, General Manager
9700 S. Cass Avenue – Building 213
Argonne, IL 60439
Phone: (630) 252-5225
Fax: (630) 252-9255
E-mail: cavalos@anl.gov

Sodexo

Argonne Guest House
Carmie White, General Manager
9700 S. Cass Avenue – Building 460
Argonne, IL 60439
Phone: (630) 739-0475
Fax: (630) 739-1000
E-mail: cwhite@aps.anl.gov

Note: Only caterers with a Certificate of Insurance on file with the facility management company and advance notification to tcsconferencecenter@cels.anl.gov will be allowed to use sternos for serving hot food. They must also have a fire extinguisher on site and be present the entire time while sternos are lit.

Alcohol

Alcohol may be served in the TCS Conference Center space in accordance with Argonne policy (<https://docs.anl.gov/lms/documents/search/results/ARGPOL-6.12>) and notification of the TCS Conference Center Manager at the time of the reservation tcsconferencecenter@cels.anl.gov. Only the preferred caterers may be used to sell and serve alcohol.

Storage and other Services

Arrangements for equipment sign-out, storage, or changes to your event should be made with the TCS Conference Center Manager tcsconferencecenter@cels.anl.gov. There may be additional charges.

Cancellations

Cancellations should be made at least two business days in advance of weekday events, and three business days in advance of off-hour events. Failure to notify of cancellation via e-mail (preferred) to tcsconferencecenter@cels.anl.gov will result in a cancellation fee - \$100 (this fee would be considerably more for off-hours events). Conference center staff will confirm your reservation the week prior.

Appendix 1 – To Event Planners/Hosts

Public Event

Attendees of any **public event** must enter the building through the main TCS Conference Center entrance, and only when an Argonne Protective Force Officer is on duty.

Buses transporting attendees for **public events** either from offsite or onsite lodging will only be allowed to stop at the main TCS Conference Center entrance (D on map on page 4). No event buses will be allowed to use the research entrance (southeast entrance to building 240).

At the scheduled end of your event, attendees will need to vacate the building. Security will sweep the building asking attendees to leave. When the building is cleared the main conference center door will be locked. A nametag received at event registration cannot be used for identification or for access to Argonne.

Public Event Building Preparation Procedure

1. In most instances, an Argonne Protective Force Officer will secure the pedestrian gate (Gate B) and vehicle gate (Gate C) approximately 30 minutes prior to the beginning of the event. This time may change depending on host instructions.
2. The vehicle gate (Gate A) will be opened.
3. The doors between the TCS Conference Center and the office side of the building will be locked.

Public Event Building Closeout Procedure

1. Attendees will be expected to vacate the building at the scheduled shift end of the Argonne Protective Force Officer scheduled for the event.
2. The Argonne Protective Force Officer will sweep the building for all visitors.
3. When the sweep is complete and no visitors remain, the conference center main entrance doors will be locked (if after 6PM).
4. The vehicle gate (Gate A) will be secured.
5. The pedestrian gate (Gate B) and vehicle gate (Gate C) will be opened.

Private Event

Argonne visitor gate passes must be worn at all times during the event. Attendees must also carry a photo ID at all times while on Argonne property. A nametag received at event registration cannot be used for identification or for access to Argonne.