

Basic Rules of Equipment Booking at CF MAFIL

This document presents a summary of rules for correct booking of equipment and laboratories administered by CF MAFIL.

Equipment and laboratories available for booking

The following items can be booked at CF MAFIL:

- Magnetic resonance devices – *MRI-A* and *MRI-B*
- ExG devices– *Brain Products EEG/ExG system* and *Brain Products ExG system*
- *EGI EEG system*
- *TMS device*
- *Eyetracking system MR compatible*
- *LCD goggles MR compatible*
- Laboratories for measurement:
 - *Room – EEG laboratory (2S042)*
 - *Room – Pain research laboratory (2S048)*
 - *Room – rTMS laboratory (2S046)*
 - *Room – Neuropsychological examination room (2S041)*
 - *Room – Examination room near MR (2S132)*
 - *Room – Examination room 2 (1S138)*

Making a booking

Reservations can be made for standard operating hours of the given laboratory, i.e. from 8:00 a.m. to 05:00 p.m. This means that the first measurement starts no earlier than at 8:00 a.m. and the last measurement ends no later than at 05:00 p.m. After agreement with the laboratory staff, it is possible to adjust the times on individual basis, but prior discussion and agreement is always necessary.

When making a booking, it is necessary to fill the following details:

- Project name (with the acronym – assigned abbreviation – at the beginning of the name).
- Timeslot for which the booking is being made.
- Equipment/instrument(s) being booked or (as the case may be) laboratory where the measurement takes place.

It is advisable to specify in the private description field the name of the participant/volunteer who is expected to attend the measurement or, if applicable, his/her contact details. This facilitates the work of both the laboratory staff and the researcher in the event of any complications.

After placing the request, the booking appears in the planning chart as a request. The requested bookings that have not yet been approved are shown as hatched in the plan overview. As soon as the booking is approved by the administrator, the hatching disappears. This is the moment when the booking can be considered approved and when the applicant can fully count on its execution by CF MAFIL.

By prior arrangement with the device administrator, it is possible to use so-called blocking for selected projects. The blocking is used to pre-book the device timeslot and is automatically deleted 6 days (144 hours) before the blocking starts. For this reason, it is necessary to create an approved standard

reservation in parallel with blocking (the reservation project must correspond to the blocking project). The resulting "time conflict" will be resolved when the blocking is deleted.

Approving a booking

The laboratory is obliged to approve the booking or notify the applicant that the booking cannot be satisfied no later than one week in advance. The booking may not be approved for example in the following cases:

- The equipment is already booked by another researcher.
- The booking is being requested for a time outside the standard operating hours without a prior agreement.
- In the event of a sudden breakdown.
- If there is not enough staff available to perform the measurement.

The one-week deadline for approving the bookings does not apply to cases where the booking is being made or changed less than a week in advance.

Changes and cancellation of a booking

The researchers can at any time by themselves make changes or cancel their own booking in the system. The laboratory does not guarantee cancellation of bookings based on requests placed via telephone, email or by any other means.

Although a booked slot has already been approved, when it is changed, it switches back to the "requested" state and have to be approved again by the device administrator. If the time of the booking is changed shortly before the start of the measurement (e.g. 2 hours in advance), it is recommended to inform the laboratory staff and the device administrator of this also via email in order to ensure trouble-free measurement process.

Cancellation of bookings more than 48 hours in advance is not financially sanctioned in any way. If a researcher cancels their booking between 48 and 4 hours prior to its commencement time, a cancellation fee may be charged up to 25% of the price of the measurement. If a booking is cancelled less than 4 hours in advance, the cancellation fee up to 75% of the price of the measurement may be charged. If a measurement is cancelled after the planned commencement time, the measurement shall be considered performed and have to be paid in full.

If a measurement is cancelled due to reasons on the side of CF MAFIL (e.g. sudden breakdown of equipment), the project of this booking is transferred in the booking system into a CF MAFIL project and then the booking cancelled. In such a case, the researcher does not pay anything.

Contacting employees of CF MAFIL

It is advisable to contact laboratory staff through the following addresses. This will ensure the delivery of information even in the case of absence of any individual employee.

MR laboratory and operational staff can be contacted at:

mri.mafil@ceitec.cz

EEG laboratory and operational staff can be contacted at:

elfyz.mafil@ceitec.muni.cz

Inquiries regarding project formalities (new and changes to existing ones) can be addressed to:

projects.mafil@ceitec.muni.cz

Requests for measured data can be addressed to:
datarequest.mafil@ceitec.muni.cz