

GENERAL RULES

- To **make a reservation**, it is essential to be registered with CSIC. Therefore, external users must contact the Facility staff via email (cromatografia@cib.csic.es) or by phone (+34 911 09 80 96).
- To **book a slot**, click on the time block for the desired day.
- Reservations submitted without completing all identification details (Name, Extension, Supervisor, number of samples, and run method with its duration), or those not complying with these rules, **will be considered invalid**.
- To **modify or cancel** an existing reservation, simply click the “Edit Reservation” or “Cancel Reservation” buttons within the booking.

SPECIFIC RULES

- Internal CIB autonomous users must book through the following link: <https://reservas.cib.csic.es/cromatografia/>, using the same username and password as for the CSIC Intranet. For the last available time slot (shown as 16:30 on the calendar), users may bring samples (provided they do not require prior preparation by the Facility) until 17:00.
- Internal CIB users whose samples require preparation prior to analysis **must contact the Facility staff in advance**.
- When a reservation is made, a question mark will appear next to the user’s name. This symbol will disappear once the reservation is confirmed by the Facility staff.
- **Reservations must not be made more than 7 days in advance.**
- If a user books a free time slot for the same day, they must **notify the Facility as soon as possible**, to allow proper scheduling.
- Users requiring a high number of time slots (e.g., more than one per day over a week) **must consult** the Facility staff in advance

to ensure fair distribution and avoid monopolizing access for other users.

- Users are kindly asked **not to make “preventive reservations”** on a routine basis to avoid last-minute cancellations. Unused time slots are often lost, which negatively impacts other users, particularly during peak demand.
- Time slots marked as **“Contact the Facility”** require prior consultation with the staff to confirm availability.