

CMCA Booking Information

Electronic Booking of CMCA Instruments and Facilities:

The booking system includes the equipment that is housed at the Crawley Campus and the QEII Medical Centre, Sir Charles Gairdner Hospital.

- i) You must be registered with the CMCA before you can make instrument bookings. To register, contact the CMCA Office
- ii) All facilities must be booked via the web booking system, which can be accessed through the CMCA homepage: <http://www.cmca.uwa.edu.au>
- iii) There is no limit on the total number of hours you may use on any facility during a week. The only limit is on how many hours you can book in advance
- iv) Each week (Mon–Fri, 9am–5pm, excluding UWA public holidays) you may book one session in advance on each instrument (max 4 hours)
- v) You can extend your session if, at the end of the session, no-one has booked the instrument, however you must log into the web booking system and extend your booking
- vi) Once you have completed a session on an instrument, you may book another advance session on that instrument (max 4 hours)
- vii) In special circumstances, you can request permission to make additional advance bookings (contact CMCA Office to request permission)
- viii) You can also book an instrument on the day you are going to use it (max 4 hour session), independent of any advance bookings you have made
- ix) Experienced users can request permission to work out-of-hours (i.e. before 9am, after 5pm, at weekends, or during UWA public holidays – contact CMCA Office to request permission)
- x) You must start your session within 15 minutes of the booked start time or risk losing your session to another user
- xi) To cancel a booking, contact the CMCA Office
- xii) Different booking limits apply to the microprobe, cell sorter and flow cytometers (contact CMCA Office for details)
- xiii) Abuse of the booking rules can result in suspension of your access to the CMCA facilities and your bookings may be cancelled
- xiv) If you have any questions about CMCA bookings, contact the CMCA Office