

# User Office & International Services

Jefferson Lab

Volume 1, Issue 1  
March 25, 2013

## Students & New Users

To all new Users and those who will be bringing in new students this summer or beyond: we have updated the Student Orientation Brochure and New User Checklist.

All students and scientists should register before coming to JLab at: <http://wwwold.jlab.org/hr/jris/processing.html>

Computer accounts can be coordinated and requested through the User Office ([lorelei@jlab.org](mailto:lorelei@jlab.org)).  
<https://cc.jlab.org/system/files/UserAccountRequest2010.pdf>

Almost all training can be completed online before visiting. To speed up the badging process, please have students and new users complete the following training before they come to the lab:

- [SAF100](#)- Environmental, Safety and Health Orientation



User information from the homepage: [www.jlab.org](http://www.jlab.org)

- [GEN034U](#)- Security Awareness for Users (When completing training, your name and email address must match your registration)

A condensed document for new users is now available in the New User Checklist for:

U.S. Citizens: [https://www.jlab.org/sites/default/files/documents/us\\_checklist.pdf](https://www.jlab.org/sites/default/files/documents/us_checklist.pdf)

Non-U.S. Citizens: [https://www.jlab.org/sites/default/files/documents/non-us\\_checklist.pdf](https://www.jlab.org/sites/default/files/documents/non-us_checklist.pdf)

## Workshop and Conference Visas

When applying for a visa at a US Embassy/Consulate to attend a workshop, conference, etc., please be aware of the possibility of long processing times. Apply for visas early in order to ensure the visa will be issued before scheduled travel dates. Applying a few weeks out, most of the time, would be enough to issue the visa but

not always. Check the processing times posted on the web for the embassy/consulate of choice and allow additional time in case there is required "Additional Administrative Processing." This additional process can take 60-90 days to complete before the visa is issued.



Examples of passports.

### Special points of interest:

- [Updated Student Orientation Brochure](#)
- New User Checklists
- [UG Wiki](#)
- [Graduate Student & Post-Doc Association Wiki](#)
- [2013 Users Group Meeting](#)
- [ARC Reservation System](#) (reserve office space online)
- [CUGA archive](#)
- [IAG Page](#)

### Inside this issue:

Visa Stamp	2
Users Group Meeting	2
Poster Competition	2
Federal Taxes	3
VA Taxes	3
Visitor/Student Insurance Update	3
APS Satellite Meeting	3
Feature Recipe	4
User Space Clean-up	4

## Visa Stamp at the US Port-of-Entry

For those of you that travel under the B-1/B-2 visa stamp, we would like to remind you that in order to come to JLab, your Departure Record (I-94 card/stamp) must be correctly marked with a B-1 business visa. Please be sure to review your I-94 card/stamp for the correct category before you leave the custom officer's counter at the US port-of-entry.

For those of you that utilize ESTA, please be sure that your entry stamp is properly marked with a WB (business waiver) and not a WT (tourist waiver) or left blank. If the stamp is left blank, you technically have no proof during your stay that you are in the US legally. Please be sure to review your I-94 card/stamp for the correct visa category before you leave the custom officer's counter at the US port-of-entry.

Departure Number  
702897636 10

Immigration and Naturalization Service 130 U.S. IMMIGRATION SFR ADMITTED 3056  
I-94 Departure Record FEB 02 2004

14. Family Name CLASS UNTIL JLAB

15. First (Given) Name 16. Birth Date (Day/Mo/Yr) 07/08/78

17. Country of Citizenship L, A, N, D

See Other Side STAPLE HERE

Example of a Visa Stamp.

## Users Group Workshop and Annual Meeting

The 2013 JLab User's Group Annual Meeting will take place on May 29-31, 2013 at Jefferson Lab - MARK YOUR CALENDARS.

In addition to many talks from our community, there will be several invited presentations, including by F. Halzen, E. Aschenauer, T. Hallman, and M. Grosse-Perdekamp.

Topics will include Physics at Jefferson Lab in all "6 Halls" (incl. FEL and accelerator), special presentations by prize winners and recent APS fellows, invited talks on neutrinos, RHIC spin physics and hadronic physics

in Europe and Japan, reports from Lab management and from the funding agencies.

As always, there will be a Users Business Meeting, the annual graduate student Poster Competition, special lunch discussions for the graduate students and a reception. We are also planning a little party in the ARC user space.

Your participation is important, and we strongly urge everyone to attend. Registration will open soon.



## Student Poster Competition

We are happy to announce the Seventh Annual Poster Competition for Graduate Students. Abstracts must be received no later than May, 17th, 2013 to qualify. The first, second, and third-place prizes will be \$1000, \$500, and \$250 respectively. The poster session will occur on Wednesday evening, May 29th, at the Users Group Annual Meeting in conjunction with a reception.

Judging criteria: Judges will weight the poster and the presentation so that 40% of the score will come from the poster itself (poster quality), 40% will come from the presentation to the judges (command of subject matter), and 20% of the score will be based on the total impression made by

both the poster and the presentation.

Please remember that a poster should be concise enough to be read in its entirety in less than ten minutes! Posters with excessive detail will be penalized. Student registration fees will be waived for those participating. Students that are delivering a talk are still eligible to submit a poster.

Abstract submissions should be sent electronically (ps. or pdf. format) to [lorelei@jlab.org](mailto:lorelei@jlab.org) no later than May 17th and should be 300 words or less. Please forward this message to any students who you believe may not be on the JLab Users Group mailing list.



Judging during the 2012 Poster Competition.

## Help With US Federal Taxes

As a reminder Federal taxes are due April 15, 2013. The local Federal Tax office is located at: 903 Enterprise Parkway in Hampton, VA.

Hours are M-F 8:30am-4:30pm  
Phone: (757) 262-4007

Services Provided include:

- Account Inquiries
- Adjustments
- Alien Clearances
- Application for Taxpayer Assistance Order (ATAO)

- Copies of Tax Returns & Transcripts (Usually available for current year and three prior years)
- Help with preparing Form 2290
- Multilingual Assistance (over 150 languages translated)  
Federal Tax Return Preparation (Return preparation is available on Tuesday, Wednesday, and Thursday only)
- Payment Arrangements
- Payments (Check or Money Order only)\*

- Procedural Inquiries
- Solutions to Tax Issues
- State Return tax preparation (only for the state in which TAC is located). Return preparation is available on Tuesday, Wednesday, and Thursday only.
- Tax Forms (based on availability)
- Tax Law Assistance (answers related to your individual Federal Tax Return)
- Individual Taxpayer Identification Numbers and Form W-7  
\*Does not accept cash payments

## ...and VA State Taxes

VA State Taxes are due May 1, 2013. If you are required to file a state income tax return, the forms are available from the City of Newport News [Commissioner of the Revenue](#). If you bring a copy of your completed federal tax return and your W-2 form(s) to either of our offices, we will prepare your Virginia individual income tax return at no cost to you.

**City of Newport News Offices Address:**  
2400 Washington Avenue  
Newport News, VA 23607  
(757) 926-8653.

An appointment is not required. The filing deadline is **on or before May 1<sup>st</sup> of each year.**

Other services available:

- Processing of accelerated refunds
- Preparation of prior-year Virginia tax returns
- Electronic filing of qualifying federal and state returns
- Timely processing of tax dues and estimated payments
- Information about the status of your return
- Assistance with correspondence from the Department of Taxation

## April APS Satellite Meeting

The Jefferson Lab Users Group holds satellite meetings at the two major APS conferences relevant to our field: The Spring ("April") meeting (held this year in Denver, CA) and the Fall meeting of the DNP (this year in Newport News). Snacks and refreshments are served. Everyone attending these APS meetings is cordially invited to come and find out about the newest developments with the lab and its users community! The Spring 2013 meeting has been sched-

uled for Sunday, April 14 12:30 - 2:00 p.m. in the Director's Row E of the Sheraton Denver Downtown Hotel and will feature talks by Bob McKeown, another lab representative and Sebastian Kuhn (chair of the Users Group Board of Directors). If you are attending the APS April meeting please come to this meeting! Lunch will be served.

As always, more information on this and other Users Group matters can be found at <https://wiki.jlab.org/cugwiki>.

### Visitor/Student Insurance

Jefferson Lab continues to offer health insurance while visiting the Lab if you are not eligible for medical insurance coverage from any other source (home institution, family, etc.). In particular, if you are a qualifying individual affiliated with a domestic (U.S.) institution, Jefferson Science Associates can pay up to 50% of visitor medical insurance premiums if you elect to sign up for the Jefferson Lab health insurance plan while at the Lab. You would be responsible for payment of the remaining 50% monthly premium cost before each monthly premium due date. For specific inquiries on this matter, please contact Sue Ewing ([ewing@jlab.org](mailto:ewing@jlab.org)) or Tara Wilkerson ([wilkerso@jlab.org](mailto:wilkerso@jlab.org)).

### Upcoming Events:

- May 6– QCD Workshop
- May 12– IPAC13
- May 22– Run-A-Round
- May 28– HUGS begins
- May 29– Users Group Mtg.
- June 17– PAC40

## Jefferson Lab

### User Liaison Office

Lorelei Chopard  
User Liaison Administrator  
12000 Jefferson Avenue  
Suite 16  
Newport News, VA 23606  
757-269-6388  
Fax: 757-269-6134  
E-mail: lorelei@jlab.org

### JRIS Office

Sue Ewing  
International Services  
Administrator  
757-269-7687  
ewing@jlab.org

Tara Wilkerson  
HR Assistant- International  
Services  
757-269-6119  
wilkerso@jlab.org

628 Hofstadter Road  
Suite 2  
Newport News, VA 23606  
Fax: 757-269-7003  
E-mail: jris@jlab.org



## Feature Recipe From: Italy

### Pasta with Broccoli, Garlic & Pine Nuts

**Prepare the garlic:** place olive oil in a small to medium pan, smash 2-3 garlic cloves then turn heat to medium-high and cook smashed garlic until it begins to sizzle and turn a light brown (may add small amount of red pepper flakes if desired). Carefully and quickly remove garlic from the pan; reserve oil in pan.



Image from: [www.manusmenu.com](http://www.manusmenu.com)

**Prepare the broccoli:** place broccoli in a small sauce pan of salted boiling water and cook until very soft, drain broccoli until dry then heat reserved garlic oil on medium-high, add soft broccoli and sauté about 5 minutes.

**Prepare the pasta:** cook your favorite pasta, drain but do not rinse.

**Construct the dish:** place cooked pasta in the same pan with the soft broccoli, toss together, then plate pasta and broccoli and sprinkle with pine nuts

“Amazing taste with little time ”  
-Patrizia Rossi

## User Space Clean-Up Reminder



Label used to mark items.

As you are aware JLab has a very diverse collection of users who share office, storage and technical space at our facility. Over the past several years, as organizations have come and gone, we have accrued a significant amount of unclaimed property. This property (consisting of old computing equipment, file cabinets, books and documents, among other things) is distributed throughout the Lab and has grown in size to the point it is impacting the availability of user space.

As a result, we are asking for your help to reduce the load again before the start of 12GeV.

Materials that appear to be abandoned have been marked with a red tag. Following the Users Group Meeting this summer,

any tagged material that has not been claimed will be scheduled for disposal.

Users who have materials at the Lab and will not be here to claim them before the Users Group Meeting, should contact Lorelei Chopard of the User Liaison Office. She can be reached at 757-269-6388 or by e-mail at: [lorelei@jlab.org](mailto:lorelei@jlab.org). If you have office items you would like to temporarily store or dispose of please contact Lorelei.

Upon notification, the property will be considered claimed and marked accordingly. We appreciate your patience in this process, and we hope that when we're finished we'll all share a more accessible work environment.