



Booking Instructions for Gamma Cell Irradiator Facilities

1. Pass the trustworthiness verification process to become an authorized user.
 - a. The Radiation Safety Officer will add authorized users to the calendar with booking privileges
2. Log into your **U of T e-mail** through the Outlook Web App or Desktop App
3. Access the booking system through Outlook Calendars. Irradiator calendars are searchable in the UofT global directory under “MED IMM Elite Irradiator (MSB1345)” and “MED IMM Exactor Irradiator (CCBR 42B)”. A guide on how to access and add the calendars can be found [here](#).
4. Select the corresponding calendar and create a "New Event" for the duration of your experiment.
 - a. The event title should follow the following format: "User's Name - Group/Lab Name" such as "Jane Doe - Smith Lab"
5. Authorized users can create, edit, and delete their own bookings. Changes to other bookings can only be done by the calendar administrators.

Note: Irradiator facilities are managed by the Department of Immunology at the Temerty Faculty of Medicine. All questions regarding management of irradiation time should be directed to Dr. Thierry Mallevaey or the main facility contact.

Area	Main Contact
Training, Trustworthiness Verification, and Radiation Safety	Daniel Cardenas daniel.cardenas@utoronto.ca
Booking System management	Dr. Thierry Mallevaey thierry.mallevaey@utoronto.ca
DCM-CCBR Irradiator Facility	Dr. Arthur Mortha arthur.mortha@utoronto.ca
MSB Irradiator Facility	Dr. Alberto Martin alberto.martin@utoronto.ca