

**From:** Mahler, Florann M. mahler2@llnl.gov  
**Subject:** RE: HPCIC Reservation  
**Date:** February 7, 2017 at 3:43 PM  
**To:** Hussman, Britney Leann hussman1@llnl.gov  
**Cc:** Kolev, Tzanio kolev1@llnl.gov

MF

Hi Britney,

I have placed a **reservation** for the [T6475 R1115 Yosemite conference room](#) in the HPC Innovation Center/LLNL LVOC on [Tuesday - Thursday, August 15-17, 8:00-5:00pm](#) for your [CEED Annual Meeting](#).

We ask that you review the recently updated Facility Usage Policy (available online <https://hpcic-int.llnl.gov>). A few key points include:

- 1) Reservation cancellations must be communicated to HPCIC staff no less than 48 hours in advance.
- 2) A project/task is **required** for all meetings. For both no-shows and reservations canceled less than 48 hours in advance, an HPCIC administrative staff member will charge 2 effort hours in LITE. Please contact Jenessa Dozhier x4-5974 with questions.
- 3) For groups of 10 or more non-badged visitors, an administrative POC must physically be present to sign-in their guests and collect PII data on an HPCIC-provided sign-in sheet, in accordance with Security's GAA access policy.
- 4) Trailer 6527 ANNEX USERS ONLY – When using the HPCIC Annex, non-badged visitors must first go to the main HPCIC facility, trailer 6475, and sign-in/provide a photo ID at the front desk before proceeding to their meeting.

**IMPORTANT:** Please coordinate with your organization's labor support to post parking signage on saw horses directing guests to use the over flow lot. Ask Florann about HPCIC signs available for use, if needed. **Please also ensure your meeting participants are notified in advance** and reminded to 1) only park in designated parking spots, 2) *not* park at Uncle Credit Union (who has a legal right to tow), and 3) utilize the overflow parking area in the Northern end of the lot near the Discovery Center.

If you have any questions, please feel free to ask.

Thanks,  
Florann

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**Florann Mahler**  
**Lawrence Livermore National Laboratory**  
**Director's Office**  
**High Performance Computing Innovation Center**  
**P.O. Box 808, L-780**  
**7000 East Avenue**  
**Livermore, CA 94550**

**Phone:** 925-422-9173  
**email:** [mahler2@llnl.gov](mailto:mahler2@llnl.gov)  
**Hours:** 6:30a-4:30p M-Th  
6:30a-3:30p F (with evening after

8:30a-5:30p P (with every other  
Friday off)

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**From:** Hussman, Britney Leann  
**Sent:** Tuesday, February 07, 2017 2:58 PM  
**To:** Mahler, Florann M. <[mahler2@llnl.gov](mailto:mahler2@llnl.gov)>  
**Cc:** Kolev, Tzanio <[kolev1@llnl.gov](mailto:kolev1@llnl.gov)>  
**Subject:** HPCIC Reservation

Hi Florann,

Please see the attached HPCIC reservation form for 8/15/17-8/17/17.

Please let me know if you have any questions.

Thank you,

**Britney Hussman**

Administrative Support  
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