

Protocol for visits to IMDEA Water

1. Purpose of the visits

Visits to the IMDEA Water Institute aim to bring science and research closer to educational institutions and other groups, while ensuring a safe, well-organized, and respectful environment for both staff and facilities.

2. Application and pre-organization

- Visits must be requested at least one month in advance and must include the following information:
 - Name of the institution/company/educational center
 - Name of the group leader
 - Contact details (email address)
 - Proposed date and time of the visit
 - Total number of participants (students and teachers) and course level (for educational centers)
 - Brief explanation of the purpose of the visit to IMDEA Water
 - Any special needs (if applicable)
- IMDEA Water reserves the right to limit the maximum number of visitors (recommended number: 25 students; absolute maximum: 50).
- Visit requests must be sent by email to eventos.agua@imdea.org, using the subject line "New Visit Request".

3. Reception and access to the centre

- Visitors must identify themselves upon arrival and always follow the instructions of IMDEA Water staff.
- The group will be received at a designated meeting point for a brief institutional presentation. The visit will then proceed according to the program established by IMDEA Water.

4. Rules of conduct during the visit

To ensure safety and the proper functioning of the institute, the following rules must be observed at all times:

- Maintain appropriate behaviour, avoiding shouting, running or actions that hinder the work of the research staff.
- Always follow the instructions of the guide staff and the laboratory staff.
- Always stay with your group and do not deviate from the route.
- Do not touch equipment, instruments or machinery without express authorisation.
- Do not eat or drink inside the facilities, except in the areas specifically set up for this purpose or during the established breaks.

5. Responsibility of the visiting group

- In the case of school visits, accompanying teachers are responsible for the behavior of the group throughout the activity.
- If the behavior of the group compromises safety or interferes with the normal development of the visit, IMDEA Water reserves the right to suspend the activity and request that the group leave the premises.

6. End of the visit

- Visitors must leave the center accompanied by the responsible IMDEA Water staff.