

Intercomparison and Calibration Workshop at WCCAP
ecac@tropos.de

1. Shipping of Instruments to TROPOS

Please coordinate the shipping with us. The shipping address is:

Ingolf Bernhardt

ECAC: WCCAP <indicate instrument: AP/IN/EM>

LEIBNIZ-Institut für Troposphärenforschung e. V.

Permoserstraße 15

04318 Leipzig

bernhard@tropos.de

einkauf@tropos.de

Tel. +(49) 341 2717 7163

Fax +(49) 341 2717 997163

2. Getting to WCCAP TROPOS.

The WCCAP is hosted at Leibniz Institute for Tropospheric Research (TROPOS).

Address:

Leibniz Institute for Tropospheric Research (TROPOS)

Permoserstrasse 15

04318, Leipzig Germany

Note: We are inside the Science Park (Wissenschaftspark)



How to get here: <https://www.tropos.de/en/institute/about-us/contact-how-to-reach-us>

Please be advised that Leipzig has a **Low Emission Zone** in place which includes the Science Park where TROPOS/WCCAP is located.

3. Where to stay:

Near TROPOS:	Between TROPOS and City Center:	City Center:	
Suite Hotel Leipzig	Galerie Hotel Leipziger Hof	Intercity Hotel	Best Western
H4 Hotel Leipzig	Hotel Atlas Leipzig	Travel 24 Hotel	A&O Hotel
		Hotel Motel One	Holiday Inn Express Hotel
		Ibis Hotel	

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4. Workshop proper

Start time 08:00

End time: 13:00

Day 1: Set-up

- Instrument arrival, unpacking, and set-up

Day 2: Initial tests

- For IN: span check
- For AP: BC

Day 3: Instrument calibration

- Troubleshooting
- Instrument cleaning

Day 4: Final Test

Day 5: Packing of instruments

- Final discussions
- Packing of instruments

Notes:

- The schedule is quite flexible and depends highly on the performance of each candidate.
- Please do not bring any tools. It will be provided during the workshops. The WCCAP lab is already equipped with vacuum and compressed air.
- Workshop starts at 8:00 am (earlier when necessary) and ends at 13:00 pm. Lunch time is around 12 noon at the Science Park canteen. **Please bring cash as they don't accept card payments.**
- We normally organize a **joint dinner** in the middle of the week.
- **Please order the pick-up of your instruments** upon the end of the workshop and provide labels (with barcodes) and the waybill document. Once again, coordinate shipping with Stephanie Schüttauf (schuettauf@tropos.de) and Ingolf Bernhardt (bernhard@tropos.de, einkauf@tropos.de)

For specific questions and remarks regarding your instruments, please contact the corresponding Workshop Head (Sascha Pfeifer: pfeifer@tropos.de)

Other information:

- For participants supported by EUROCHAMP, please remember to hand in the **receipts of your travel costs to Stephanie Schüttauf** for reimbursement.