

OBSERVER/VISITOR SUPPORT PREPARATION FORM



Revised: 09/Sept/2015

(Please submit at least 4 weeks prior to your scheduled run)

Gemini Observatory Northern Operations
Attn: Adrienne Notley
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Phone: 808-974-2582 Fax: 808-974-2589

Observer Name:

Date:

Institution:

e-Mail:

Mailing Address: *(Street, Apt #, City, State, Zip Code)*

Phone Number: *(please include country code, area code, etc.)*

Fax Number: *(please include country code, area code, etc.)*

Observing Allocation Code:

Program Title:

Principal Investigator:

METHOD OF PAYMENT FOR Hale Pohaku (summit) LODGING:

Room and board at Hale Pohaku (currently \$132.00 per night) includes meals beginning with dinner upon check-in and ending with lunch upon check-out. An invoice for Housing Costs will be emailed to you prior to your arrival via Pay Pal. Please forward to your company/institution for remittance, if applicable.*

**A processing fee of 4% with the exception of International Credit Cards which will incur a 7.5% transaction fee of total amount due will be applied.*

HALE POHAKU (HP) LODGING INFORMATION *(Gemini office will handle these arrangements):*

Date In:

Time:

First HP Meal:

Date Out:

Time: *(check out 2pm)*

Last HP Meal:

Vegetarian Meals?

Other:

The information below is requested in reference to your accommodations/transport in Hilo should contact be required for any changes to your observing run due to weather, road closures, etc.

BEFORE OBSERVING RUN REQUIREMENTS:

Arrival Date in Hilo/Kona:	Airline/Flt. No:	Time:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Hotel Accommodations in Hilo/Kona Before Run:	Confirmation No.:	In:	Out:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rental Car:	Confirmation No.:	Pick up Date/Time:	Return Date/Time:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you require office space BEFORE your run: No Yes Date/Arrival Time:

AFTER OBSERVING RUN REQUIREMENTS:

Hotel Accommodations in Hilo/Kona After Run:	Confirmation No.:	In:	Out:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Departure Date From Hilo/Kona:	Airline/Flt. No:	Time:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you require office space BEFORE your run: No Yes Date/Arrival Time:

COMPUTER REQUIREMENTS:

Do you plan to bring a laptop during your run? No Yes

Will you require access to the Gemini Internal Network? No Yes

If yes, please indicate the operation system: Windows UNIX Linux Mac Other

NOTE: Commodity Internet access is widely available for your use. ***If you require access to Gemini internal network resources and intend on using your own computer to gain access then you MUST contact the Information Systems Group upon your arrival at the Hilo Base Facility (HBF) for computer assessment.*** It is highly recommended that you have an anti-virus program installed on your computer and run a full virus check not more than three days before your arrival. You should also ensure that your operating system and software are up-to-date on all security patches. The use of anti-virus software on Windows computers is compulsory, and proof of a recent virus scan and Windows Update patches will be requested. If proof of a recent scan (run in advance) can not be provided then a scan must be performed on-site (a potentially lengthy process) before you will be given permission to connect your computer to any Gemini internal network. Mac computers that do not have anti-virus protection already installed will be assessed by the Information Systems Group using a non-invasive, non-installable, stand alone anti-virus product.

SCIENCE TALK:

We request that visitors give a short science lunch talk for the staff about their own research/project. Please provide a short abstract and possible dates for a science talk and email to **Andre-Nicolas Chene** at achene@gemini.edu and **Andreea Petric** at apetric@gemini.edu