

# Observer/Visitor Accommodation Request Form

Please fill out this form before you come to observe at JCMT. Note: You must have javascript turned on for the form to work.

If you are having trouble with this online form you may submit your request by downloading a [pdf](#), and then submit it via fax or email.

Note: If you choose to email the form, please be aware that it will travel over unsecured channels and could be intercepted by a third party. For this reason, we recommend that you fax the downloaded copy.

\* = Required Field

## Observer's Information

*Observer's Name:	<input type="text"/>
*Institute:	<input type="text"/>
*Current Position in Institute:	<input type="text"/>
*Full Billing Address:	<input type="text"/>
*Telescope:	<input checked="" type="radio"/> JCMT
*Proposal Number:	<input type="text"/>
*Principal Investigator:	<input type="text"/>

## Arrival in Honolulu

Arrival Date (mm/dd):	<input type="text"/>	Airline Flight Number (UA0000):	<input type="text"/>	Arrival Time (22:00 or 10:00p):	<input type="text"/>
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## Arrival in Hilo or Kona

[Please click for important information on arrival times](#)

*Location:	<input type="radio"/> Hilo	<input type="radio"/> Kona			
*Arrival Date (mm/dd):	<input type="text"/>	Airline Flight Number (UA0000):	<input type="text"/>	*Arrival Time (22:00 or 10:00p):	<input type="text"/>

## Accommodations in Hilo before run

[Please click for accommodation and general travel information](#)

Hotel:	<input type="text"/>	Arrival Date (mm/dd):	<input type="text"/>	Departure Date (mm/dd):	<input type="text"/>
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## Hire/Rental Car Pickup before run

Location:	<input type="radio"/> Hilo	<input type="radio"/> Kona	
Collect Date (mm/dd):	<input type="text"/>	Pickup Time (22:00 or 10:00p):	<input type="text"/>

**Hire/Rental Car Return before run**Location:  Hilo  KonaReturn Date (mm/dd):  Return Time (22:00 or 10:00p): **Hale Pohaku Requirements**\* Arrival Date (mm/dd):  \* Departure Date (mm/dd): First Meal:  Dinner  Late Dinner  Breakfast Next Day

What kind of meals do you want?

- Std-1 (non-vegetarian, no dietary restrictions)
- Std-2 (non-vegetarian with restrictions - please list restrictions below)
- Veg-1 (fruits & vegetables only)
- Veg-2 (fruits, vegetables, dairy OK)
- Veg-3 (fruits, vegetables, dairy & fish OK)
- Veg-4 (fruits, vegetables, dairy, fish & chicken OK)
- Veg-5 (vegetarian with restrictions - please list restrictions below)

List Any Special Dietary Restrictions/Food Allergies: Will you be observing at another telescope just before or after your run at our telescope?  Yes  NoIf yes, at what telescope will you be observing? If yes, on what nights will you be observing at that other telescope? \* How are you expecting to pay your HP bill?  Mail Invoice to Institution  In person at EAO

NOTE:

- All rooms at HP are NON-SMOKING.
- Our standard departure time from HP to Hilo is 14:00. If your flights require that you depart earlier, you must advise us in advance.
- HP reservations for the nights on which you will be observing at JCMT must be made through the EAO office.

**Accommodations in Hilo after run**Hotel:  Arrival Date (mm/dd):  Departure Date (mm/dd): **Hire/Rental Car Pickup after run**Location:  Hilo  KonaCollect Date (mm/dd):  Pickup Time (22:00 or 10:00p): **Hire/Rental Car Return after run**Location:  Hilo  KonaReturn Date (mm/dd):  Return Time (22:00 or 10:00p):

**Departure from Hilo or Kona**

[Please click for important information on departure times](#)

\*Location:  Hilo  Kona

\*Departure Date  Airline Flight Number  \*Departure Time   
 (mm/dd): (UA0000): (22:00 or 10:00p):

**Hotel and Hire/Rental Car Confirmation Information**

(Please note that we do not arrange vacation-related reservations)

Have you confirmed any of the above hotel and/or hire car reservations on your own?

Yes  No

If yes, please advise reservations that you have confirmed:

**Contact Information (This information will be kept confidential and will be destroyed after your visit)**

Is there a phone number at which you may be reached prior to your departure for Hawaii?

If staying with a family in Hawaii before or after your run, is there a number at which you can be reached?

Next of Kin:

\*Name:  \*Phone:

Alternate Emergency Contact:

Name:  Phone:

**Medical Insurance Information**

(You must provide EAO with the name of your travel/medical insurance provider. UK visitors, please note that NHS coverage is not valid in the United States)

\*Carrier/Insurance Co.:

**High Altitude Medical Disclaimer**

\*Have you signed and returned a [medical disclaimer](#) form to the EAO?  Yes  No

(No one will be allowed to work at JCMT without having signed the form)

**Driving to Hale Pohaku**

Please refer to the Visitor information page [http://www.eaobservatory.org/jcmt/observing/support/visitor-information/#Getting\\_to\\_Hale\\_Pohaku](http://www.eaobservatory.org/jcmt/observing/support/visitor-information/#Getting_to_Hale_Pohaku) regarding transportation to and from Hale Pohaku.

\*Do you have a valid English-language driver's license?  Yes  No

(Note: The driving license must be in the English language, or accompanied by an English-language International Driving Permit (IDP). Drivers unable to meet these criteria should choose "No", and will be regarded as non-drivers for EAO purposes. Drivers with suitable licensing documentation should choose "Yes", and will be required to present the license (and IDP, as appropriate) on arrival at the EAO. Licensed drivers will be expected to drive themselves between Hilo and Hale Pohaku in an EAO vehicle).

Are you able to drive a vehicle with a manual gear change?  Yes  No

(The EAO has manual and automatic gear vehicles for travel between Hilo and Hale Pohaku.)

\*Have you observed on Mauna Kea before?  Yes  No

\*Have you observed on our telescope before?  Yes  No

If Yes, when (approximately)?

### Seminar Information

\*Would you be interested in giving an informal seminar at the EAO?  Yes  No

EAO Seminars can be on any topic that might be of interest to local staff. Talks are informal and are advertised to astronomers and observatory staff throughout University Park (Gemini, Subaru, SMA, UHH, and CSO). Talks may be short summaries of recent observations or research, or longer reviews covering more extensive projects. Seminars describing new instrumentation or observatory projects are also very welcome. Talks should last anywhere between 20 minutes and an hour. For further details, see the [EAO Seminars homepage](#).

### Other Requirements

### Acknowledgement

\*To whom acknowledgement should be sent:

\*E-Mail Address:

### Other Observers coming to Hawaii

Please complete/e-mail  this form to the EAO at least three weeks before your arrival.

Questions? Please email [Accommodations](#).

Please address any comments, suggestions or requests regarding this Web page to:  
[Harriet Parsons](mailto:h.parsons@eaobservatory.org) *h.parsons@eaobservatory.org*