



ISAAC NEWTON GROUP OF TELESCOPES
Roque de Los Muchachos Observatory, La Palma

ANNOUNCEMENT OF SCHEDULES
Semester 2011B: August 1, 2011 – January 31, 2012

Dear Colleague,

I am pleased to announce the release of the ING version 1.0 telescope schedules for Semester 2011B. Please read the **Information for Observers** document which is appended to this letter, and if you will not be carrying out your observations yourself pass it on to your nominated observer. Note that inexperienced observers **must** be accompanied by an experienced observer. Further details of ING operations are given in the [Visitors' Pack](#).

ING strongly advises that during the winter months, November to April, observers arrive on-island at least one day before the start of their run. Information on how to make your on-island travel and accommodation bookings, and a description of other essential information needed to maximise the success of your visit are given below. Please don't hesitate to contact me if you have any other questions related to your observing run.

If you have been awarded WHT time for LIRIS multi-object spectroscopy, please contact the LIRIS specialist Raine Karjalainen (rk@ing.iac.es) urgently to initiate the process of slit-mask preparation.

Finally, if you have been awarded time with the adaptive optics suite note that for operational reasons your observations cannot be conducted in visitor mode, but will be carried out by observatory staff in service mode.

Good observing!

Ian Skillen, wji@ing.iac.es
29th May 2011



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INFORMATION FOR OBSERVERS
Semester 2011B: August 1, 2011 – January 31, 2012

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1. Checklist for PIs and observers

- Inexperienced observers **must** be accompanied by a suitably experienced observer; if in doubt whether your nominated observer's experience is adequate seek the advice of your support astronomer (SA)
- Make contact with your SA one month before your run and provide details of the intended observer(s), and confirm your instrument and detector setup. For long INT runs with multiple observers inform your SA of the date(s) of observer handover(s)
- Guest computer accounts and laptop wireless network access are provided by default at the observatory; complete the **Computing Services** form for any additional computing requirements
- Arrange your La Palma travel and accommodation.
- Familiarise yourself with ING's Health and Safety guidelines
- Contact the seminar organiser

On arrival at the ORM:

- Ask for a visitors' pack on check-in
- Meet with your SA in the telescope control room no later than 3pm on the first day of your run

2. Allocations and schedules

A compilation of the WHT and INT allocations is listed at:

<http://www.ing.iac.es/Astronomy/observing/patt/time.html>

and the WHT and INT version 1.0 schedules are linked from this page. Observers may make travel arrangements based on these schedules.

Please examine the schedules carefully and inform me promptly of any inconsistencies in your allocation. Note that especially for the WHT, the schedules are highly constrained, and it has been necessary in a few cases to shift allocations by one night towards brighter lunar phase. Furthermore, there are several short, time-critical allocations in 2011B, and in a few cases this means that other longer runs are unavoidably split by such time-

critical nights scheduled to a different programme. **Please check the dates of your full allocation carefully before making travel arrangements.**

NL, SP and UK PATT observers should be aware that there are override programmes active in this semester on the WHT which may affect your programme. A summary of these override programmes and the procedure by which they are triggered and carried out is given at:

<http://www.ing.iac.es/Astronomy/observing/overrides.2011b.html>

3. Intended observers

PIs, please examine the schedules well in advance of your run, and contact your SA, listed in the schedules shortly after publication, to let him/her know who will be carrying out the observations for your programme, and to confirm your instrument and detector setup. **Inexperienced observers, both generally and in the actual observing technique scheduled, must be accompanied by a suitably experienced observer.** In addition, it is essential that INT observers have considerable end-to-end observing experience with mid-size telescopes. At the INT observers are responsible for all aspects of operating the telescope from opening the dome in the evening, to operating the telescope and instrumentation throughout the night, to parking the telescope and closing the dome at the end of the night or in the event of deteriorating weather conditions. If in doubt over the adequacy of experience of your intended observers please seek the advice of your SA.

4. Support at the telescope

An SA will be present on the first night of each run on the WHT and INT until approximately 11pm to provide an introduction to the telescope, instrumentation and data acquisition systems, and safety training etc. Please meet with your SA in the telescope control room at 3pm on the first day of your run to begin your introduction. INT support is provided by student SAs.

Duty engineer support on the WHT and INT has been withdrawn since May 2010. However, the WHT telescope operator role has been extended to that of observing support assistant (OSA), with the responsibility of providing all-night, year-round operator and engineering support at the WHT, and limited support for the INT. At the INT, observers should be aware that critical technical problems that occur on weekends or public holidays, and which cannot be solved by the OSA, will not be addressed until the next working day.

Physical changes to the configuration of an instrument within an observing run, e.g. filter, dichroic and grating changes, will be accommodated provided they have been explicitly requested in your telescope proposal. However, such physical changes to instrument configurations must never be carried out by visiting observers at either the WHT or INT, but will be made by qualified ING staff. At the WHT physical changes to instrument configurations can also be made during the night by the OSA, but due to its distinct support model, INT instrument configuration changes can only be made on normal working days, when appropriate day-time staff are available to effect the changes. Details of requested changes to instrument configuration during a run should be confirmed with your SA well in advance of the run. Requests for configuration changes not substantiated in the telescope proposal will be handled on a best efforts basis.

The INT/WFC is offered in the default rotator position angle of 180-degrees only. However, when there is compelling scientific justification, other rotator angles (0, 90 or 270-degrees) can be offered for the duration of the run only; changes to rotator angle during a run are not permitted. Such requests should always be justified in the original telescope proposal.

For long INT runs where there is a change of observing team planned within the run, you must inform your SA well in advance of the run of the names of the observers and date(s) of the handover(s). An SA will provide safety training for the new observers on the day of each handover.

If you wish to discuss any aspects of your run before your formal introduction to the facility, you may arrange a preliminary meeting with your SA. The ING offices are at sea level, so it is likely such preliminary meetings would take place in ING's sea-level office in Santa Cruz; make any such arrangements with your SA well in advance of your arrival on La Palma.

DDS3 tapes (INT/WFC) or DVD media (WHT and INT/IDS) are provided freely for you to make a personal copy of your data; you do not need to bring your own media. Observers on the INT/WFC who expect to generate large data rates, and who would like to bring their own external Firewire or USB2 hard disk to write their personal copy of the data, should contact their SA well in advance of their run stating this intention.

Observers bringing visitor instruments should allow enough time after the run to supervise packing of their equipment. ING will identify a contact person who will verify the contents and address to which the equipment is to be sent. A Contents Verification Form should be attached to each package/box being shipped from the ING. For further details, refer to the *freight* section at:

<http://www.ing.iac.es/Astronomy/planning/travel.html>

5. Travel and accommodation

You can make travel arrangements based on these schedules; you will be contacted individually about any subsequent changes in the schedules which affect your programme. For background information on planning your visit, please refer to the *Planning Observations* section of our web pages:

<http://www.ing.iac.es/Astronomy/planning/>

Visiting observers may use ING-allocated vehicles for transport on-site provided they hold a current full driving license.

Accommodation at the observatory should be booked directly using the Residencia web bookings form:

<http://www.iac.es/orm/residen/reser/reser.html>

Sea-level accommodation and transport to/from the observatory should be booked directly through ING:

Email:	bookings@ing.iac.es
Phone:	+34 922 425410
Fax:	+34 922 425401
Webform:	http://www.ing.iac.es/ds/booking/

Some other useful ING telephone numbers are:

Sea-level office:	+34 922 425400
Residencia (ORM):	+34 922 405500
WHT control room:	+34 922 405559
INT control room:	+34 922 405640

6. Health and safety guidelines

Guidelines regarding Health and Safety issues for visiting observers are available at:

<http://www.ing.iac.es/Astronomy/planning/health.html>, and

<http://www.ing.iac.es/Astronomy/planning/safety.html>

Please familiarise yourself with these guidelines; your continued health and safety throughout your visit is of paramount importance to us. During periods of severe winter weather you will be asked to follow special *Winter Procedures* which govern travel between sea-level and the ORM, as well as travel between the ORM Residencia and the telescopes.

Observers who are resident in an European Economic Area (EEA) country or Switzerland are advised to carry a European Health Insurance Card (EHIC) to facilitate any medical care within the Spanish public health system that may be needed during your stay on La Palma. Residents of the Netherlands and UK may apply for their EHIC respectively at:

<http://www.ehic.nl>

and

<http://www.ehic.org.uk>

Residents of other EEA countries and Switzerland should apply for their EHIC through their national health insurance systems.

7. Visitor programme

We run a full seminar and visitor programme, and we invite all observers to spend some time before or after your run at the ING sea-level office in Santa Cruz to give a seminar on your research or instrumentation work. Such a visit may also allow discussion of your run with, for example, your support astronomer. We have office and computing facilities for visitors, and a good library, so you can start reducing your data or read up on those journals of the past months. If you would like to present a seminar on your work, please contact the seminar organiser Ovidiu Vaduvescu (ovidiuv@ing.iac.es). A list of recent seminars is available at:

<http://www.ing.iac.es/Astronomy/science/seminars.html>

8. Computing services

The Conditions of Use for users of ING Computers and Networks are described in the following document:

<http://www.ing.iac.es/~cfg/public/policies/aup.html>

and a description of the ING computing facilities available to visiting astronomers is given at:

<http://www.ing.iac.es/Astronomy/computing/>

Four guest computer accounts and laptop wireless network access are provided by default at the observatory; your SA will explain how to access these facilities as part of your introduction. For additional, non-default computing requirements, e.g. if you are bringing your own instrumentation and computers, or you require additional guest accounts, please complete the **Computing Services Request Form** for visiting astronomers:

http://www.ing.iac.es/~cfg/pub_notes/request.php

9. The ING standard acknowledgement

The ING asks users of its facilities to give proper acknowledgement to this effect in the papers that they publish. This may be done in either of two ways:

1. Preferably, as a footnote to the title: *"Based on observations made with the (name of telescope) operated on the island of La Palma by the Isaac Newton Group in the Spanish Observatorio del Roque de los Muchachos of the Instituto de Astrofísica de Canarias"*
2. If editors won't allow a footnote, then in the acknowledgements section: *"The (named telescope) is operated on the island of La Palma by the Isaac Newton Group in the Spanish Observatorio del Roque de los Muchachos of the Instituto de Astrofísica de Canarias"*

Authors are asked to send the journal reference for such papers to the ING librarian, Javier Méndez, jma@ing.iac.es.