

General Observer Visit Information & Check List

Before a GO visit, fill out as much of this form as possible. A copy of this form should be sent to the INS Division Office for tracking so that logistics (hotel accommodations, packet for front desk) can be arranged.

General Information

Date of contact: _____

GO Name: _____ GTO/GO/AR (circle one)

Address: _____

Email: _____ Phone: _____ Fax: _____

First Time Visitor? Yes No

Visit Information

Visiting Dates From: _____ To: _____

Proposal ID: _____ Instrument used: _____

Contact Scientist: _____

Data Analyst: _____

If GO likes to have data ready on arrival, please select and complete:

Retrieve all data

Retrieve only a subset of data (please list the subset) _____

Logistic Support

Need Logistic Support? Yes No

Hotel Accommodation (require at least 3 week advanced notice, and no guarantee of availability)

Inn at the Colonnade (\$\$\$\$ - high) The Broadview (\$\$ - moderate)

Check-in date _____ Check-out date _____

Confirmation _____

Envelope at front desk:

Visitor's badge Guest Information Sheet Visitor Evaluation

GO Computer Account

Need Computer Account? Yes No

Username: _____ Node: _____

Password: _____ Expiration: _____

Workstation Location: N409 Nemesis Room

Data Disk: _____

When the GO leaves:

Be sure that the GO fills out the Evaluation Form

Help the GO transfer data to his/her home institution (write tape, burn CD/DVD or ftp)

If necessary, write a backup tape after the GO leaves and ship it to the GO