

## V. VISITOR POLICIES

The MMT is located on the grounds of the F.L. Whipple Observatory (FLWO). The FLWO also provides dormitory and living space to the visitor as well as other services. An abridged version of the FLWO visitor guide is appended to this booklet in Appendix A. It provides much useful information on transportation, living arrangements, etc., on Mount Hopkins. The visitor is urged to read it carefully. Neither FLWO or the MMTO provides food serving facilities so the visitor has to bring and prepare his/her own. Visitors are requested to observe the policies of the MMTO regarding smoking, food preparation, and alcoholic beverages. The MMT telescope operator carries the responsibility for equipment and personal safety while operating the facility and he/she is authorized to terminate observations for such reasons as equipment failure, weather, general unsafe conditions, etc. The visitor is expected to bring his own magnetic tapes (and floppy disks if needed).

## VI. PUBLICATIONS

The visiting astronomer must include an acknowledgment in his papers to the use of the MMT in the acquisition of his data. This acknowledgment will consist of a credit line on the first page of the paper reading: \*"Observations reported in this paper were obtained at the Multiple Mirror Telescope Observatory, a joint facility of the University of Arizona and the Smithsonian Institution," where the asterisk refers to either the author or the title of the paper. If the journal does not accept such a credit line, the acknowledgment of the MMT should appear elsewhere in a prominent place. The author(s) should submit a copy of the preprint and reprint to the MMTO Director's office.

## VII. OBSERVING REQUESTS

The MMT is scheduled by trimester starting January 1, May 1, and September 1. Observing requests are due no later than five weeks ahead of the trimester in which they should be scheduled or, for example, before March 27, 199x if they are to be scheduled in the May - August, 199x trimester. The proposals are evaluated by a MMT Allocation Committee. Proposals involving collaborations between visitors and members of the staffs of either parent institution will not be

considered under the auspices of the visitor program. Such proposals should be submitted through the relevant parent institution. On the basis of this evaluation, the MMT Director assigns the approximately 10 visitor nights per trimester. Proposals which use the MMT facility instruments will be given preferred treatment. The proposer will be informed 3 weeks before the start of the trimester about the acceptance or rejection of the proposal and about the actual schedule. Although not totally impossible, it is unlikely that the visiting observer will receive more than 3 nights on the MMT because of the pressure of a large number of good proposals. Therefore, unless your proposal is likely to far outclass other proposals, scale your request to 2, at most 3 nights.

In submitting his/her proposal, we request that the proposer use the MMT observing time request form which is attached.

Checklist for Submitting Proposals:

- Attached Visitor Observing Request cover page?
- Listed times during which you cannot observe due to other commitments (keep MMTO office informed of changes.)
- Telephone numbers listed?

Checklist Before Coming to MMT:

- Did you inform MMT (Secretary: 602-621-7933) of arrival time? Plan to arrive at least one day ahead of your observing run to acclimate yourself and to become familiar with the telescope and instrument.
- Are you certified to observe with the instrument (if not, contact instrument scientist or instrument specialist)?
- Do you have good (1 arcsec) coordinates? The best way to use your observing time is to have a list of good coordinates (1950 preferred). Finding charts are a poor way of doing things at the MMT. Bring them if you need them for your peace of mind, but make sure your coordinates are accurate.
- Bring your favorite food since there is no cafeteria on the mountain.
- Bring magnetic tape to take away your data. The MMT does not provide a transportable storage medium.
- Bring warm clothes and good shoes for winter (it does snow in southern Arizona).
- Realize that you are scheduled on six telescopes at once, so come well prepared.

### Checklist After Coming to MMT

- . Send MMT Director confidential observers report.
- . If you have something of wider interest to report (and which should not remain confidential therefore) submit a general observers report as well.
- . Send MMTO office a preprint and reprint of your paper which should have the MMTO credit line on it (Section VI).

## MMT VISITOR OBSERVING TIME REQUEST

1. Name(s):

2. Address:

3. Telephone: (Work) (Home)

4. Title of Program:

5. Instrument to be Used: Echelle Spectrograph:  
MMT Spectrograph: Grating:  
IR Photometer:  
Other (Describe):

6. Dates of Trimester Requested:

7. Time Requested: No. of Nights:  
Lunar Phase:  
Other Restrictions:

8. Observing List:

<u>Object</u>	<u>RA</u>	<u>Dec</u>	<u>Magnitude</u>
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9. Special Requirements:

10. What makes MMT more suitable than other telescopes for doing this research?

11. There is a description of the proposed research including a scientific justification, relevant references, and the status of analysis of previously obtained data.







## APPENDIX A

### Summary of Transportation and Accommodation Arrangements for Your Stay on Mt. Hopkins

For a full description of the facilities available, please obtain the GOLDSHEET and a VISITOR'S GUIDE from one of the following people: Sandy Parker, 621-7933 or 670-6747; Grace Alegria, 670-5704; or Ginnee Larson, 670-5701. The information you will find in these publications will make your visit much more enjoyable.

#### Transportation

Your Vehicle - You may arrange for your own vehicle if you wish. Vehicles can be parked overnight(s) inside the security yard at the Basecamp. Because of the dangerous single lane, steep dirt road from the Basecamp to the MMT, visitors should never drive private vehicles up the mountain.

Taxi Service - Call Senior Transportation Service, 625-1055. Fare is \$40.00 for a ride from the Basecamp to Tucson, or vice versa.

FLWO Shuttle Service from the Basecamp to the Mountain - Vehicles are available for transportation to and from the mountain at the times listed below. DO NOT leave the Basecamp before the listed time. If you are not licensed (Government Driver's License) to drive FLWO vehicles, call the Basecamp office to find out when a licensed driver is going to the mountain. Note that the observatories are not day-staffed, nor do they operate shuttles on weekends and holidays.

<u>Day Shuttles:</u>	<u>Leave Basecamp</u>	<u>Leave Ridge</u>
	8:30 AM	4:15 PM
	11:00 AM	By arrangement

<u>Evening Shuttles (Daily):</u>	<u>Leave Office</u>	<u>Leave Mtn</u>	<u>Leave Office</u>	<u>Leave Mtn</u>
	Jan 4:15 PM	8:00 AM	Jul 6:15 PM	6:00 AM
	Feb 4:45 PM	7:30 AM	Aug 5:45 PM	6:00 AM
	Mar 5:15 PM	7:00 AM	Sep 5:15 PM	6:30 AM
	Apr 5:45 PM	6:30 AM	Oct 4:45 PM	7:00 AM
	May 5:45 PM	6:00 AM	Nov 4:15 PM	7:30 AM
	Jun 6:15 PM	5:30 AM	Dec 4:15 PM	7:30 AM