

MEMO

To: All MDM Reverberation Project Observers
From: Brad Peterson
Re: Logistics for MDM Runs
Date: 17 January 2005

We are now getting ready to begin our 63-night reverberation-mapping program on the MDM 1.3-m telescope. The first thing we need to arrange is logistics. We will purchase electronic air tickets in advance for the US observers (Ed, you'll have to make your own flight arrangements and purchase your ticket as per procedures at St. Andrews, though you have a little time to work on this) – all you'll need to do is show up at the observatory on time, and everything else should be pretty well set up for you.

1. **Check the scheduled appended to this memo to determine which nights you are expected to be at the telescope.** Consider (briefly) whether you feel you should overlap with the previous observer more than the single night indicated. My own recommendation is that if you are an experienced observer, one night overlap will suffice. If you have not observed at MDM or have never done spectroscopy, then I would recommend two nights overlap. If you have no observing experience at all, then three nights is recommended.
2. **Consider how you will get to the mountain.** Rental cars are horrendously expensive for long observing runs, and we will avoid using them for this project. We recommend taking the Kitt Peak shuttle, which leaves from NOAO Headquarters at 950 North Cherry Avenue in Tucson. You can reach NOAO Headquarters by taking a taxi. The most reliable Kitt Peak shuttles (“most reliable” meaning that there are other shuttles scheduled, but they sometimes are “drive yourself” and if you do not have a Federal GSA Driver’s License, you’re out of luck) are those that depart Tucson at 6:40 am and at 2:00 pm, arriving 1 hr 20 minutes later. If you arrive at the Tucson airport before 12:30 pm or so, it is possible to get a taxi to NOAO in time to catch the shuttle. If you arrive later, you can stay overnight in Tucson (hotel recommendations will follow), or if you arrive before, say, 3:00 pm, the previous observer might be willing to drive down to the Tucson airport to pick you up.
3. **Consider how you wish to return from the mountain.** The most reliable Kitt Peak shuttles leave the mountain at 8:30 am (arriving NOAO at 9:50 am) and at 4:00 pm (arriving Tucson 5:20 pm). If you take the earlier shuttle, you can schedule a return flight any time after noon. If you take the later shuttle, you will have trouble making any flight that departs before 8:00 pm or so, and you will probably want to spend one night in Tucson and depart the next day. Note that if your departure is late in the day, you might want to spend your night off on the mountain rather than in Tucson and take the early shuttle the next day.
4. **Let me know as soon as possible when you would like to arrive and when you would like to depart Tucson.** Feel free to check Orbitz or Yahoo! Travel for flights and recommend specific dates/times. For Ohio State and Michigan observers, will then procure your ticket at Ohio State. And, while I apologize for

this, we will need to have the Social Security Numbers of the Michigan observers (we already have those of the OSU observers) in order to process travel authorizations. Please send these to me along with your preferred arrival/departure dates.

5. **Accommodations on the mountain are free for MDM observers.** There will also be a car available for transportation between the MDM Observatory and Kitt Peak National Observatory that will allow you to use the dining facilities on Kitt Peak.
6. **Ohio State and Michigan observers will be reimbursed for meal expenses, but you will have to pay for them before leaving KPNO.** All charges can be paid by check, cash, American Express, MasterCard, or Visa prior to leaving Kitt Peak or the Tucson office. To pay your Mountain fees, see the Mountain Receptionist, or the Cashier downtown in Accounting. *If you will be leaving on the weekend or a holiday, please pay your bill on the last working weekday (Thursday or Friday) before 3:30 pm.*
7. **You don't have to make reservations for any meal at the Kitt Peak cafeteria except night lunch;** night lunch orders must be submitted via a web-based form by no later than 3:00 pm the previous afternoon. You can pick up your night lunch at dinner time. Meal rates and schedules are as follows:

Breakfast/Snack	\$4.50	
Lunch	\$8.00	11:30 am-1:00 pm
Dinner	\$11.00	4:30 pm-5:45 pm
Night Lunch	\$8.00	

This is intended just to cover the basics – at this point, the critical task is to get everyone's travel information so we can purchase air tickets. We will follow up soon with more detailed information on logistics, including recommendations on hotels, etc.

We have requested and have been granted two nights of Director's Discretionary time next week, 24–25 January. Marianne Vestergaard (the first observer, starting on 7 February) and I will run through our program to make sure things work properly and to compile a list of detailed observing instructions; we did this once before for our program on Akn 564 and found that it was very useful. Rick Pogge is also working on some command scripts that will make the observing easier.

Again, right now the most important thing to do is make some travel plans and get in touch with me as soon as possible, preferably no later than Thursday (20 January) for those of you who are taking any of the first four observing runs, since Friday is my last day in the office (and, sorry, yes, I know the HST deadline is Friday also). Others should try to have their travel preferences to me by no later than Friday, 28 January.

