



# Calar Alto Academy

## Guide for Calar Alto Academy participants

In this guide you will find useful information for your stay on Calar Alto Observatory. If you stay here the first time, please read carefully this introduction in order to get acquainted with the basic rules of the observatory.

### **Inform Calar Alto in Advance**

Calar Alto staff wants to provide you with an adequate support. For this reason it is important for us to get detailed information about:

- Dates of arrival and departure
- Number of students and tutors
- Details about the required instrumentation
- Observing programmes

Please contact David Galadí (dgaladi@caha.es) or/and Santos Pedraz (pedraz@caha.es) to send this information.

### **What you find on Calar Alto**

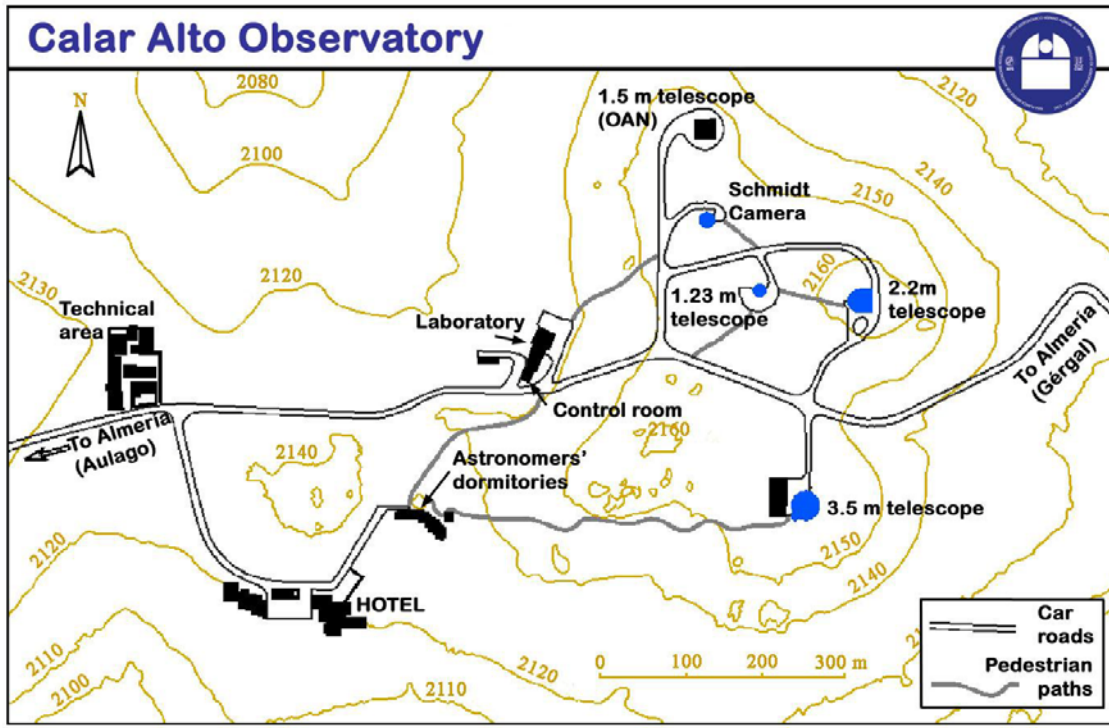
The main buildings at the observatory are these:

- Telescopes: Centro Astronómico Hispano Alemán telescopes (3.5 m telescope, 2.2 m telescope, 1.23 m telescope, Schmidt camera); Observatorio Astronómico Nacional 1.5m telescope.
- Laboratory: This building houses the Library, staff offices and the remote control room.
- Hotel: Contains the administration office, the cafeteria, staff dormitories and rest areas.
- The astronomer's dormitories are in a separate complex near the hotel.
- Technical area.

All these buildings are indicated in the attached map.

Our staff will welcome you at the hotel, where you will receive two keys and an electronic card. One key is for the apartment and the second one opens the hotel,

domes and library doors. With the electronic card you will pay meals and the products at the vending machines.



## Lodging

Academy students will normally be accommodated at the astronomer's dormitories. Each apartment has an entrance hall, one living room, one bathroom and two bedrooms. Two persons are to occupy each apartment. Please think in advance the apartment-mate distribution, to make the key distribution faster and easier at your arrival. Sheets, blankets and towels are provided by the observatory. There is a cleaning service in working days, but not on holidays nor weekends. In any case, remember that the accommodation services of the observatory are not a hotel. Please take care of the facilities and make your best to leave the rooms in the best conditions at your departure.

## Meals

All meals are prepared to order in the hotel cafeteria. Make sure that you have placed your orders in advance by checking in on the list provided.

The latest ordering time for lunch, served at 13:00 hours, is 11:00. The latest ordering time for dinner, served at 17:00 in winter and at 18:30 in summer, is 15:00 hours. Please be punctual, try to be on time for the meals.

Breakfast may be taken at any time (self-service; bread is free, other products to be paid with the card at the vending machines).

If you require sandwiches or extra dishes for night lunch, order them in the cafeteria before 15:00 hours. For milk and fruit, that are available at the vending machines, ask the cooker at lunch or dinner time.

## **Telephone**

Calar Alto phone number: 34 950 632 500 and fax number: 34 950 632 504.

For internal calls, simply lift the receiver and dial the desired extension. Extensions lists are next to all phones. You may receive calls from outside at the number 34 950632xxx, where xxx is the internal extension. Astronomer's apartments have a telephone terminal where you can receive calls from anywhere, and make calls inside the observatory. The extension of each apartment is made up from number 5 plus the two last digits of the apartment number (for instance, the phone number, for receiving external calls, of apartment number 409 is 950 632 509).

## **On site transportation**

Observatory cars are to be used only by the observatory staff. Professors could use some cars following the instructions of our staff.

Students will move on foot, by bicycle (when available), or will be transported in the observatory cars driven by observatory staff or the professors.

At the hotel entrance you will find an assortment of bicycles which are at your disposal when weather conditions make it possible.

When moving around the observatory on foot, take into account that the observatory roads are transited by the observatory cars and, also, that the central road supports external traffic. Be specially careful when walking at night: cars move with only position lights on. Be alert to spot cars moving at night and, also, take the necessary precautions to make yourself visible to night drivers. When moving not following the observatory roads, take precautions for not getting lost.

Students are not allowed to access telescope domes without supervision.

## **Computers**

Observatory computers are intended primarily for staff use and to give support to the observations. Students will have access to them under the supervision of their professors and the observatory staff. Several Unix terminals are available at the Library for private use by the students, following the instructions that can be found beside them. Calar Alto has a DHCP server. So, if you want to integrate your laptop on our network, only plug it into any TP connector and configure it to accept dynamic addressing. If your laptop has wireless connection, you can use it at the hotel hall and at the laboratory.

Calar Alto network has a Proxy for external http/https/ftp connections. Set it up on your personal computer with the address *derfel.caha.es* and the port 3128.

A description of the available software facilities can be found at [www.caha.es/software-facilities.html](http://www.caha.es/software-facilities.html) and the list of printers at [www.caha.es/dhcp-and-linux-private-network.html#printers](http://www.caha.es/dhcp-and-linux-private-network.html#printers).

Any extra information can be found at the computer department webpage [www.caha.es/caha-computer-department.html](http://www.caha.es/caha-computer-department.html).

### **Observing Instructions**

The personnel of Calar Alto will provide adequate support and help to Academy participants while they carry out their planned observations.

Upon arrival at Calar Alto a staff astronomer will instruct the observers in the use of the telescope and instrumentation. He will be also the primary contact between the observers and all other technical personnel of the observatory.

Another two technical astronomers will be on duty from sunset till sunrise for all the telescopes in use.

In case of a malfunction or failure in an instrument or telescope (suspected or real) the observers should first communicate the trouble to the staff astronomer. Under no circumstances should they attempt to carry out readjustments or repairs, no matter how simple they may appear.

For the protection of the telescopes and their equipment no observing activity shall be undertaken and the domes shall be maintained closed under the following conditions:

- Excessive wind: 18 m/s at the 1.23m and 21 m/s at the 2.2m and 3.5m telescopes.
- Excessive humidity: Domes shall be closed when the external humidity exceeds 98% or the difference between the coldest part of the telescope and the dew point is below 2 degrees. Domes can be reopened when the humidity dropped below 95% firmly.
- Excessive frost: Domes shall be closed whenever the outside temperature is below -15°C.
- Ice or snow on the dome
- Excessive airborne dust.

Data obtained during the observations will be put at the disposal of the Academy students by the means agreed with their professor.