＊ Please send the form to the Operation Center Subaru Telescope
Fax No. 1-808-934-5099.

Received No.:

Subaru Telescope Visitor Form（□ New □ Revised)

Date:

To: Director of Subaru Telescope

□	**Purpose**	□ **General** Acceptance Staff of Subaru Telescope: Purpose : □ **Open Use(SUBARU)** Proposal ID: PI's Name: □ **Open Use(UH88)**
□	**Visitor's Information**	Male / Female Name: Affiliation: Title: TEL: FAX: email:
□	**Hotel Reservation**	* Please choose one hotel from below. □ Hilo Hawaiian □ Hilo Seaside □ Naniloa □ Uncle Billy's Hilo Bay Check-in Date: Check-out Date: **Conf No.:** Check-in Date: Check-out Date: **Conf No.:**
□	**Hale Pohaku Reservation**	*Please write special requests: ex. vegetarian meal code or others(Check-in Date: Check-out Date: Check-in Date: Check-out Date:
□	**Shuttle Reservation (Check one)**	※ **Hilo Base 13:30→Hale Pohaku 14:30、Hale Pohaku 14:30→Hilo Base 15:30** □ Need the Shuttle □ No Need (Arrange the transportation by myself) □ No Need (Arrive in Kona) □ No Need (Remote Observation)
□	**Safety**	Do you plan to use machine tools, power hand tools, laser or hazardous chemicals? Yes / No If yes, describe what you will use. ( )
□	**Rental Car (Hilo Only)**	National Car Rental : Hilo Airport (808)-935-0891 ext:LOCAL Pick up Date & Time: Return Date & Time: □Compact □Midsize □Full Size □Others: **Conf No.:**
□	**Visiting Period**	Date of Arrival in Hilo: Date of Departure from Hilo:
□	**Emergency Contact Person**	Name: Telephone:
□	**Travel Insurance**	No / Yes (Company Name:) *Travel Insurance will be provided if your travel expense is covered by NAOJ's budget.

* The Above schedule has been approved.

Subaru Telescope Approval Signature :

Operation Center Use Only

Subaru Project (Mitaka)	Accounting	Operation Center		Approval
HP Accommodation Fee □ Subaru Telescope □ Individual Payment	□Copy	□HP Reservation □Car Reservation □Sent to Mitaka	□Copy to Hilo □Hotel Reservation	

* Visitors residing outside Japan need to submit this form to the Operation Center Subaru Telescope by e-mail or fax (1-808-934-5099) and visitors residing in Japan need to submit this form to the Mitaka Office (81-422-34-3527).
* If a change to a previously submitted form is necessary, please submit a new form and be sure to check "Revised".