



INSTITUTO DE ASTROFÍSICA DE CANARIAS

PRENSA

GENERAL RULES - Observatories of the Instituto de Astrofísica de Canarias

Please return this document, signed, to prensa@iac.es.

The Canary Observatories are happy to welcome all the media of communication, journalists, writers, production companies, or agencies who may be interested in visiting our installations.

Information about visits by the media

Days and times for visits

1. Visits may be made from Monday to Friday on working days. Any activity during the week-end is not advised.
2. The reference time for communications media is between dawn and 60 minutes before sunset. After the sun has set access to the area, or remaining there must be authorized. We advise the media that if they are interested in night-time images they should use archive material and the resources of the IAC. They can request these via the email address prensa@iac.es.
3. In exceptional circumstances it is possible to give additional time during the week-end or at times later than the reference day. This permission must be requested beforehand, explaining the causes, and it will be evaluated by the management of the Canary Observatories and the relevant scientific institutions. However, there is no guarantee of this authorization.
4. The visit must be confirmed again at least two day before the agreed date. If not it may be cancelled.
5. Permission for visits will be given only to media with a well-defined project who have completed the [form for requesting a visit for communications media](#), and who have been authorized previously by the Canary Observatories.
6. The activities undertaken will be strictly according to the approved programme, both in time and with respect to the installations to be visited and the people to be interviewed, with special note on the punctuality of what has been agreed. Any change, cancellation, or delay could cause the visit to be cut short or even canceled. In addition, the IAC, and the user Institutions of the Canary Observatories reserve the right to cancel or modify the programme due to adverse meteorological conditions, for security, or for internal reasons.

Journey, transport and stay

1. The Canary Observatories do not provide transport for visitors. They must have their own vehicle, suitable for reaching the Canary Observatories and must travel unaided.
2. Before driving up to the Canary Observatories it is convenient to consult the meteorological conditions and the state of the access roads.
3. Because of the considerable height of the site be warned that it is not wise for very old people or those with physical problems to go up, and particularly unwise for those who have heart complaints or significant breathing problems. We request that you read the following [recommendations and warnings](#).
4. It is forbidden to enter any installations if unauthorized. The visit is permitted only to the places or installations agreed on previously.
5. Is possible to enter inside the telescopes only during the day, when their domes are closed. During the night, and after the domes are open, access to the telescopes is restricted.
6. Whenever possible IAC personnel will be on the spot to accompany the visitors, acting as a link with the astronomers and the engineers, and helping to access the telescopes and other installations previously requested, authorized and confirmed.
7. Depending on the circumstances the Canary Observatories reserve the possibility to assign outside personnel suitably qualified ([Starlight Guides](#) in the ORM and [Volcano Teide](#) in the OT) to accompany the visit. The cost of contracting them will be paid for by the visitor.
8. Special parking areas will be assigned for the activity of the media. The personnel of the Canary Observatories will be able to check the identity of any visitor or vehicle, and will be able to deny access to unauthorized persons or vehicles.
9. In exceptional cases where the visitors think it is necessary to stay overnight and/or to eat in the Residence they should fill in all the details in the field [Special Requirements](#) on the form. The viability of the proposal will be assessed and if it is accepted the steps to take will be indicated. However, the concession of this authorization cannot be guaranteed.
10. All the costs generated during the stay of the team will be paid for by them.
11. Taking pictures of the National Parks close to the Canary Observatories (such as the Caldera de Taburiente, the Roque de los Muchachos, Teide etc.) entail their own procedure, which is independent of the Canary Observatories.
12. The Administrator of each Observatory can demand the presence of the visitors if, once their work has begun, it is shown that this does not correspond to what was agreed in their request.

Security

1. The visiting medium will cover any damage which may occur while performing the authorized work. For this purpose, the damages and harm will be specified, if so there be, in order to proceed with their compensation.
2. The Canary Observatories and the scientific institutions which operate within them will not provide insurance to any of the people who carry out their authorized activity. Equally they will not take responsibility for the accidents which may occur inside or outside the installations which are within the precinct of the Canary Observatories.

Restrictions

1. There will be no authorization of work which could imply a risk for the technical or natural resources of the Canary Observatories. Also, you will not be allowed to undertake activities which could prejudice the quality of observation of the telescopes, which includes the movement of vehicles.
2. Any use of outside lighting for recording in the open air after sunset is forbidden.
3. The use of spotlights and other sources of illumination inside the telescope installations is limited. The management of each scientific institution will assess its viability and will set the conditions which it considers necessary.
4. According to the Law 31/1988 and the order PRE/1841/2005, it is forbidden to fly over the Canary Observatories. The protected air spaces are published in AIP-España ENR5.6-6 of May 17th 1998.
5. If there is a special, and justified interest to use remote control aircraft, or drones, this should be explained in detail in the field Special Requirements on the form. The request will be evaluated and you will be shown exactly what you will need to do. However, the concession of this authorization is not guaranteed.
6. Significant alteration of any natural element of the Canary Observatories or their installations will not be authorized.
7. Smoking is prohibited in the installations of the Canary Observatories, nor is the use of any type of fire permitted in the exterior area of the Canary Observatories.

Commitments

1. Those applying make the commitment to deliver to the Outreach and Press Unit (UC3) of the IAC a copy of the work finally produced, for its archive, and if images have been obtained, to assign some of the raw material for informative and non-commercial use.

2. The applicants must promise to publish in the credits of their work the collaboration they obtained from the Instituto de Astrofísica de Canarias, with specific reference to the institutions and the telescopes filmed.

At.....on.....of20.....

The applicant (*),

Signed:

(*) The applicants agree that they have read these rules and are in agreement with them.