

Reminder for the user of RIS.

When booking to Kings Bay make sure that:

- You create a field period and not a project period. In other word, the field period is when you (or the group) have planned to stay and work in Ny-Ålesund.
- You chose the right hosting station
- You choose STUDENT if you are a bachelor- or master student only.
- You fill in ALL flight information (dates, gender, phone number, etc)
- You provide a valid mobile phone number so that the reception can join you during your travel from Europe in case of last minute change.
- You fill in all accommodation fields, including the room would like to have.
- You chose OWN STATION if you plan to be accommodated at your station (don't leave it blank)
- You choose OVERNIGHT STAY IN FIELD if you plan to camp while working in Ny-Ålesund
- You mention if you are leaving/coming by other means of transport
- You add additional overweight/freight information (we strongly recommend to send large cargo by ship)
- You provide the ALL names, periods and other details when you book the marine lab. Make sure to read the information link in each of the field
- You provide ALL invoice information
- You click on SEND BOOKING when all is done or if you have done any changes (note that when you do changes, the booking ends up in the EDITED BOOKING file).
- You follow the current status of your booking via the RIS portal

Remember also that Kings Bay will proceed your request only after your hosting station has approved your booking.

Thanks for your cooperation!

KB research adviser/reception