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| To be completed by all researchers (including PI’s) planning to visit the NERC Arctic Station – following NERC project approval. **Please return to BAS Ops (****externalvisitors@bas.ac.uk****) as soon as possible.** Please note that Longyearbyen – Ny-Ålesund flight bookings and accommodation in Ny-Ålesund cannot be approved until visitor details forms are received by the Station Manager. |
| NAME |  | DATE |  |
| ADDRESS (work) |  |
| TEL |  | FAX |  | EMAIL |  |
| ADDRESS (home) |  |
| TEL |  | MOBILETEL |  | EMAIL |  |
| PROJECT PI /LEADER |  |
| PERIOD IN NY-ÅLESUND | FROM |  | TO |  |
| NEXT OF KIN: Name |  |
| NEXT OF KIN: Address |  |
| TEL |  | FAX |  | EMAIL |  |
| HAVE YOU RECEIVED RIFLE TRAINING IN NY-ÅLESUND? | YES / NO |  |
| IF YOU HAVE RECEIVED RIFLE TRAINING IN NY-ÅLESUND PLEASE PROVIDE A DATE. | DATE |  |
| DO YOU HOLD A FIRST-AID CERTIFICATE VALID DURING YOUR STAY IN NY-ÅLESUND? | YES / NO |  |
| DATE OF BIRTH |  |
| PLEASE PROVIDE ANY ADDITIONAL DETAILS ON YOUR FIELD SKILLS AND PAST FIELD EXPERIENCE RELEVANT TO YOUR VISIT TO SVALBARD.  |