
List of things to check/prepare/pack for an observing trip or conference visit

Sort these out well in advance

- Flight(s)
- Transport to airport
- Transport to hotel
- Hotel(s)
- Transport to observatory
- Book nights at observatory
- Transport from observatory
- Transport from hotel
- Transport from airport
- Foreign currency
- Credit/debit cards
- Travel insurance documents
- [EHIC](#) card
- Passport
- Visa
- Prior authorisation form
- Travel details to next-of-kin

Sort these out advance

- | | | | |
|------------------------------------|--------------------------|----------------------------------|--------------------------|
| Confirm telescope/instrument setup | <input type="checkbox"/> | Register for conference | <input type="checkbox"/> |
| Which gratings/grisms/filters? | <input type="checkbox"/> | Write conference talk | <input type="checkbox"/> |
| Which dichroic? | <input type="checkbox"/> | Backup talk / send copies to LOC | <input type="checkbox"/> |
| Order-sorting filters? | <input type="checkbox"/> | Laser pointer | <input type="checkbox"/> |
| CCD binning and windowing? | <input type="checkbox"/> | Write poster | <input type="checkbox"/> |
| Finder charts | <input type="checkbox"/> | Print poster | <input type="checkbox"/> |
| Visibility plots | <input type="checkbox"/> | Caffeine tablets | <input type="checkbox"/> |
| Observing plan | <input type="checkbox"/> | Travel guide | <input type="checkbox"/> |
| Standard stars? | <input type="checkbox"/> | | |
| Calibration observations? | <input type="checkbox"/> | | |

Pack these

- | | | | |
|-------|--------------------------|------------|--------------------------|
| Shoes | <input type="checkbox"/> | Wallet | <input type="checkbox"/> |
| Socks | <input type="checkbox"/> | House keys | <input type="checkbox"/> |

Underwear	<input type="checkbox"/>	Car keys	<input type="checkbox"/>
Trousers	<input type="checkbox"/>	Watch	<input type="checkbox"/>
Shirts / T-shirts	<input type="checkbox"/>	Money	<input type="checkbox"/>
Jumpers	<input type="checkbox"/>	Foreign currency notes	<input type="checkbox"/>
Shorts	<input type="checkbox"/>	Foreign currency coins	<input type="checkbox"/>
Coat / jacket	<input type="checkbox"/>	Passport	<input type="checkbox"/>
Gloves and hat	<input type="checkbox"/>	Photocopy of passport	<input type="checkbox"/>
Handkerchiefs	<input type="checkbox"/>	Money belt	<input type="checkbox"/>
Swimwear	<input type="checkbox"/>	Travel insurance documents	<input type="checkbox"/>
		EHIC card	<input type="checkbox"/>
Toiletries bag	<input type="checkbox"/>	Details of flight(s)	<input type="checkbox"/>
Toothbrush	<input type="checkbox"/>	Frequent flier cards	<input type="checkbox"/>
Toothpaste	<input type="checkbox"/>	Details of hotel(s)	<input type="checkbox"/>
Shampoo	<input type="checkbox"/>	Water bottle	<input type="checkbox"/>
Hair brush	<input type="checkbox"/>	Glasses / contact lenses	<input type="checkbox"/>
Comb h	<input type="checkbox"/>	Diary	<input type="checkbox"/>
Moisturiser	<input type="checkbox"/>		
Deodorant	<input type="checkbox"/>	Torch	<input type="checkbox"/>
Razor	<input type="checkbox"/>	Torch batteries	<input type="checkbox"/>
Shaving foam	<input type="checkbox"/>	Music (CDs/MP3s)	<input type="checkbox"/>
Bubble bath	<input type="checkbox"/>	Mobile phone (CHARGED)	<input type="checkbox"/>
Soap	<input type="checkbox"/>	Mobile phone charger	<input type="checkbox"/>
Cotton buds	<input type="checkbox"/>	Mobile phone credit	<input type="checkbox"/>
		Camera	<input type="checkbox"/>
Suitcase	<input type="checkbox"/>	Camera batteries/charger	<input type="checkbox"/>
Suitcase lock	<input type="checkbox"/>	Camera film / memory / USB cable	<input type="checkbox"/>
Penknife (HOLD LUGGAGE)	<input type="checkbox"/>	USB memory stick	<input type="checkbox"/>
Hand luggage	<input type="checkbox"/>	Laptop	<input type="checkbox"/>
Any medicines	<input type="checkbox"/>	Laptop power cables	<input type="checkbox"/>
Clear plastic bag for medicines	<input type="checkbox"/>	Laptop mouse	<input type="checkbox"/>
Paracetamol/Ibuprofen	<input type="checkbox"/>	Tablet computer	<input type="checkbox"/>
Suncream	<input type="checkbox"/>	Tablet computer charger	<input type="checkbox"/>
Papers to read	<input type="checkbox"/>	Two/three-pin power adaptor	<input type="checkbox"/>
Other work to do	<input type="checkbox"/>	Pens and pencils	<input type="checkbox"/>
Pad of blank paper	<input type="checkbox"/>	Ruler and stationery	<input type="checkbox"/>
Books to read	<input type="checkbox"/>	String and sellotape	<input type="checkbox"/>
Travel guide(s)	<input type="checkbox"/>	Pack of tissues	<input type="checkbox"/>
Plasters / first-aid kit	<input type="checkbox"/>	Tea bags	<input type="checkbox"/>
Travel sewing kit	<input type="checkbox"/>	Spare food	<input type="checkbox"/>
Plastic bags	<input type="checkbox"/>	Change heating of home	<input type="checkbox"/>