



Kings Bay AS
N-9173 Ny-Ålesund,
Norway
Telephone: +47 79 02 72 00

Field Stay Procedure

A field stay refers to a period in which researchers are stationed outside the settlement and do not utilize infrastructure, services, or other resources in Ny-Ålesund.

Field Stay Booking Procedures:

Plan ahead:

- Researchers who are planning a field stay must book their field stay in RiS.

Before departing:

- If checked in with housing and board in Ny-Ålesund already, you must check-out **in person** at the reception before departing to the field.

Returning to Ny-Ålesund:

- Check in at reception in person *

** If you are unable to check in in person within the reception opening hours, your institute staff must write an e-mail to the reception within reception opening hours. The e-mail must confirm when their scientists plan to arrive in Ny-Ålesund. **All individuals returning to Ny-Ålesund from the field, are required to notify the reception ahead and pay the daily board rate for each day of their stay in town.***

This regulation is mandatory. Any violation or misuse of the field stay procedure regulation may result in stricter measures or sanctions.



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Note that as per Kings Bay Terms & Conditions, a change fee applies with unscheduled returns from the field:

A change fee applies for modifications made to confirmed bookings. The fee covers administrative costs related to processing changes and will be added in the event of adjustments to the following:

- Name changes
- Change of participant type (e.g. student, scientist)
- Modifications to booked items, services or facilities
- Additional check-in/out

Individual bookings: 250 NOK

Group bookings: 500 NOK

If changes from scheduled departing or return times from the field occurs due to unforeseen events like difficult weather conditions, medical emergencies or polar bear incidents, Kings Bay will be flexible to help researchers act safely.

Reception opening hours:

Monday – Thursday from 08:00 – 12:00 and 13:00 – 16:00

Friday from 08:00 – 12:00 and 13:00 – 15:00

If you have any questions regarding field stays, contact the Kings Bay reception reception@kingsbay.no