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

Last revised 22.10.26

**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.**

**If it is strictly necessary to return unscheduled from the field stay outside the reception opening hours due to an emergency or as a safety concern, you must ensure the Kings Bay watchman is notified of your arrival. Contact the Kings Bay Watchman immediately and the reception at the earliest possible opportunity.**

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

Last revised 22.10.26

**These are mandatory rules due to fire safety.**

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

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