



The GRADUATE SCHOOL of ARTS AND SCIENCES HARVARD UNIVERSITY

OFFICE OF HOUSING SERVICES

X-Ray Astronomy School (XAS) Housing Services Overview Summer 2011

Prepared for
XAS Participants
Smithsonian Astrophysical Observatory

By
GSAS Housing Services
January 2011

Table of Contents

<i>Table of Contents</i>	2
Overview.....	4
Accommodations.....	4
Dates of Availability.....	4
Services.....	4
Fans.....	4
Internet Access.....	4
Linens & Blankets.....	4
Parking.....	5
Telephone Service.....	5
Facilities.....	5
Bathrooms.....	5
Furnishings.....	5
Kitchens and Lounges.....	5
Laundry Rooms and Vending Machines.....	5
Televisions and Cable.....	5
Community.....	6
Residence Hall Policies.....	6
Smoking Policy.....	6
Participant Information.....	6
Roster and Room Assignments.....	6
Keys.....	6
Procedures.....	6
Key Distribution & Collection.....	6

Lockouts.....6
Facilities Problems.....7
Safety.....7
STUDENT AGREEMENT8

Overview

There are currently five operating x-ray astronomy satellites, Chandra, RXTE, Swift, Suzaku, and XMM-Newton, in addition to the on-line archives from earlier missions. X-ray astronomy is thus an important resource for research in many topics in astrophysics. However, many astronomers have never analyzed X-ray data and do not have a clear idea of the methods and challenges involved. To enable young astronomers to get a good command of an important sub-topic in astronomy, we are organizing the Sixth X-Ray Astronomy School intended for graduate students and recent postdoctoral fellows who want to understand the intricacies of x-ray astronomy. The emphasis is on the foundations of x-ray astronomy rather than on any particular software tools. However, the school does include a hands-on component in which participants will analyze an x-ray dataset of their choice using the standard software.

Accommodations

GSAS Housing Services has reserved **20 rooms** in Harvard University's Child Hall, 26 Everett Street, Cambridge, MA, for use by X-Ray Astronomy School participants for the dates outlined below. All rooms are single occupancy.

Dates of Availability

Rooms Available: Sunday, July 31, 2011 at 12pm
Last Checkout: Saturday, August 6, 2011 by 12pm

Services

Fans

GSAS Housing Services will provide one fan for each room for the duration of the X-Ray Astronomy School's occupancy period. The student will be charged for the replacement cost of a fan missing at the end of the housing period. Fans will be delivered to individual rooms prior to the program's arrival.

Internet Access

In-room access to Harvard's data network will be available to X-Ray Astronomy School participants. In order to take advantage of this access, participants must bring a computer that meets minimum network requirements (published on the FAS Computer Services website at www.fas.harvard.edu/computing/students/), an Ethernet card or device conforming to 10BaseT or 10/100 standards, and an Ethernet cable (10BaseT or CAT-5).

Information about accessing the network will be provided to participants at move-in. Participants are expected to adhere to University policies regarding use of the network. These policies can be found online at www.fas.harvard.edu/computing/rules/. Violation of these policies will result in the immediate termination of network access for the participants involved.

Linens & Blankets

GSAS Housing Services will provide linen sets. A linen set includes: one (1) pillow, one (1) blanket, one (1) pillowcase, two (2) sheets, two (2) bath towels and one (1) face cloth.

The linen sets will be delivered to each participant's room prior to the arrival date indicated above.

Soiled linens are to be placed in one of the "Soiled Linen" bins or bags provided by GSAS. GSAS will arrange for soiled linens to be picked up by the linen rental company at the end of the program.

Parking

Visitor parking is available at various lots and garages across campus. The cost for a visitor pass is currently \$12.00 per day (7:30AM - 11:30PM, M-F) or \$5.00 per day after 5:00 p.m. weekdays and all day Saturday and Sunday. One-day visitor passes can be purchased on the Harvard Parking Services website at <https://www2.uos.harvard.edu/cgi-bin/permit/purchase.pl>.

Telephone Service

There is a telephone jack in each room that will be active upon move-in and will provide unlimited calls to all metro Boston exchanges. Occupants must supply their own telephone. Individual telephone numbers will be printed on the room key envelopes. Floor plans with room telephone numbers will be available to the X-Ray Astronomy School staff.

Facilities

Bathrooms

Each residence hall is equipped with at least one single-sex bathroom per floor, so bathroom designations typically alternate by floor between men and women. Some residents in the building may therefore need to use the bathroom either one floor above or one floor below them. All bathrooms are single sex only. Residents and visitors must use the bathroom designated for members of their sex. The female bathroom doors in all buildings are locked. A combination for these doors will be provided to female residents upon move-in.

Furnishings

All rooms have basic furnishings: a bed, bookcase, desk, desk chair, desk lamp, bureau, closet or wardrobe, and window shades or blinds. Furniture provided by the University cannot be removed from rooms.

Kitchens and Lounges

The X-Ray Astronomy School participants will have access to the kitchens and lounges on the floors in which they are housed. The X-Ray Astronomy School participants are responsible for keeping the equipment in these kitchens and lounges in good repair. The X-Ray Astronomy School participants are responsible for immediately reporting theft, damaged equipment, or the failure of equipment (beyond normal wear and tear) to the X-Ray Astronomy School Director.

Laundry Rooms and Vending Machines

There are laundry rooms, soda machines and snack machines in the basement of each residence hall.

Televisions and Cable

Individual rooms in the residence halls are not equipped for cable TV; however, there is at least one lounge in each building with cable television. There are also several VCRs and a DVD player in lounges throughout the halls. Please note that the installation of devices and equipment for capturing Direct TV or other satellite signals is

strictly prohibited.

Community

Residence Hall Policies

The X-Ray Astronomy School participants are expected to comply with the rules and regulations of the Residence Halls as outlined in the *GSAS Residence Hall Handbook* found online at http://www.gsas.harvard.edu/current_students/residence_hall_handbook.php. GSAS Housing Services may revoke housing privileges for residents who fail to follow the rules and regulations set forth in the GSAS Residence Hall Handbook or for any other cause the University deems reasonable.

Smoking Policy

Smoking is prohibited in any area of the GSAS Residence Halls--this includes individual resident rooms and all common areas. Residents who smoke must smoke outside. However, please note that smoking is prohibited within 50 feet of the residence halls. **Smoking may not take place within 50 feet of any entrance or window.**

Participant Information

Roster and Room Assignments

The X-Ray Astronomy School provided GSAS Housing Services with an electronic roster of all participants.

Keys

GSAS Housing Services will provide the X-Ray Astronomy School with one copy of each room key as well as building access cards for access to the outer doors of the residence halls. The student will incur the following charge for any keys or ID cards missing at the end of the housing period:

- Access Cards: \$2.50 per card
- Keys: \$25.00 per key

Procedures

Key Distribution & Collection

- GSAS Housing Services will provide the X-Ray Astronomy School with one copy of each room key in an envelope labeled with the room number.
- The X-Ray Astronomy School will be responsible for distributing keys to individual program participants when they arrive.
- The X-Ray Astronomy School will be responsible for collecting all keys and access cards and returning them to GSAS Housing prior to departure.

Lockouts

- **During the weekday business hours (9am-5pm)**, participants who have locked themselves out of their room may call GSAS Housing Services at 617-495-5060.

- **During the weekday evening hours (5pm-12am)**, participants who have locked themselves out of their room may call the on-call conference assistant to let them into their room.
- **During the weekends, conference assistants are on call between 9am and 12am.** If no conference assistant is available, then the University Police may be called for assistance.
- **Between midnight and 9am**, participants should call the University Police at 617-495-1212.

Facilities Problems

- The X-Ray Astronomy School participants are to inform XAS staff of any problems they have with the contents of their rooms.
- The XAS participants are to report non-urgent problems (broken shades, flickering lights to the XAS Director and the X-Ray Astronomy School staff will report non-urgent problems by emailing Bob Byrne, facilities manager, at gsasfm@fas.harvard.edu or by calling him at 617-495-0747.
- Urgent problems (flooding) are to be reported by calling the Harvard Operations Center at 617-495-5560.

Safety

Review the http://www.gsas.harvard.edu/current_students/residence_hall_handbook.php. The following is a partial excerpt from the Residence Hall Handbook.

The XAS Participant Role in Preventing Crime and Staying Safe. Keep yourself, your residence, your office, and your car safe by incorporating safe behavior into your daily routine.

- When you leave your room, office, or vehicle, event for a moment, always keep your doors and windows locked.
- Never leave your purse, wallet, book bag, laptop, or other property unattended, even for a moment.
- When locking your bicycle, use a steel “U” lock rather than a cable lock. Lock the frame and tire together to a stationary object.
- ***Trust your instincts.*** Be careful when people stop you for directions, request money, or ask you for the time. Always reply from a distance; never get too close to the car or the person. If you feel uncomfortable about someone near you, head for a populated area and call the HUPD at 617-495-1212.
- Know the locations of *blue light emergency phones on campus.*
- If you are out after dark, use only well lit routes or *Designated Pathways*, make use of shuttle buses, the escort van, and HUCEP, and travel in groups when possible.
- Look confident when you walk. Make eye contact with passersby, and keep a firm grip on your property.
- Carry your keys in your hand so you can quickly get into your car or home.
- In your vehicle keep possessions out of sight (in the trunk).
- Although it seems courteous to open doors for others, especially persons carrying groceries or packages, do not open any doors for strangers.

For more detailed information on safety and security, please read the Harvard University Police Department’s “[Playing it Safe](http://www.hupd.harvard.edu/playing_it_safe.php)” booklet, which can be found at http://www.hupd.harvard.edu/playing_it_safe.php



Smithsonian Astrophysical Observatory



STUDENT AGREEMENT

- Please complete and return this page to a secure fax number no later than **July 27, 2011**. To ensure the privacy of your information, hours of operation are Monday through Thursday between 11:00 a.m. and 3:00 p.m. The secure fax number is 617-496-7523.
- Or, you may send a pdf file of the completed and signed page to h_mtqplnrs@head.cfa.harvard.edu no later than **July 27, 2011**.

TO:  ADMINISTRATOR

1. Print Student's Name:

2.	A. I will comply with the rules and regulations of the:	➤ <i>X-Ray Astronomy School Housing Services Overview Summer 2011</i> document prepared by GSAS Housing Services; and the ➤ Residence Hall Handbook as prepared by Harvard University's <i>The Graduate School of Arts and Sciences</i> .			
	B. My personal information required to comply with the housing roster is	<i>Home Address</i>	<i>Home Telephone</i>	<i>Cell Telephone</i>	<i>Gender</i>

1. Emergency Contact Information

	Primary Contact	Secondary Contact
Name		
Relationship		
Home Telephone		
Office Telephone		
Cell Telephone		

2. Agreed and Accepted:

 (Signature) (Date)