



INSTITUTO DE ASTROFÍSICA DE CANARIAS

# PRENSA

## APPLICATION FORM

Requests for permission to record must be received in good time (at least one week before the recording date) by sending this document to [prensa@iac.es](mailto:prensa@iac.es) (with copy to [adminorm@iac.es](mailto:adminorm@iac.es) if the visit is to the ORM).

Subject: Request for visit by "name of the communication medium"  
to the attention of Carmen del Puerto (Science Communication and Education Unit)

### REQUEST FOR VISITS BY COMMUNICATIONS MEDIA, TELEVISION AND PRODUCTION CREW PERMITS, ETC

1. Name of communications media, company or freelance requesting the visit.
2. Name, surname, position and identity card number of crew members who will be visiting the facilities.
3. Name and telephone number of the person co-ordinating the visit.
4. Purpose of the visit
5. Intended use of the information or images obtained.
6. Facilities to be visited.
7. Details of the visit: date, timings, perspectives (exteriors/interiors), potential interviews.

8. Technical requirements: connections, electricity supply, use of specific facilities etc.

\* If the request is for an audiovisual production for publicity or commercial purposes, the IAC may levy a charge, depending on the nature of the production and by prior agreement. A detailed technical screenplay or storyboard will be required.

Send to: [prensa@iac.es](mailto:prensa@iac.es)

Where an overnight stay at the Residence is required, the dates must be provided. A charge will be made for this service, which is subject to availability and at the discretion of the Administrator.

\* If you will require meals at the Residence, you should reserve them in advance using the menu on the relevant Observatory's website once we have confirmed that your application has been accepted. A charge will be made for this service, which is subject to the availability of kitchen staff.

#### ***Personal data protection statement***

*In accordance with current rules governing the protection of personal data, the Instituto de Astrofísica de Canarias (IAC) hereby gives notice that the data supplied by you in connection with your request to visit our Observatories, is stored in our files which are registered with the Agencia Española de Protección de Datos and will be used by our automated systems for administrative purposes and for the management of your relationship with the IAC relating to your request.*

*In accordance with Ley Orgánica 15/1999, which governs the Protection of Personal Data, you may exercise your right to access, correction, cancellation and opposition to data referring to you contained in our database, by submitting a signed request in writing to the File Administrator at the INSTITUTO DE ASTROFÍSICA DE CANARIAS at the following address:*

*Instituto de Astrofísica de Canarias  
c/Vía Láctea s/n La Laguna (Santa Cruz de Tenerife), enclosing a copy of both sides of your National Identity card and an address to be used for correspondence.*

*So that we can keep your data up to date, if the details on our file are incorrect or if they change in future, please notify the Instituto de Astrofísica de Canarias.*

**At.....on.....of.....200X**

**Fdo:**