ESOFORM LaTeX MACROS
USERS' MANUAL FOR PHASE 1 PROPOSALS

European Southern Observatory

13 July 2001

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ESO DEADLINE FOR PROPOSAL SUBMISSION
The ESO deadline for proposal submission is:

20 AUGUST 2001, 1200 CET DST

This deadline is for Period 68 SEST+SIMBA proposals ONLY.

2 INTRODUCTION

This **ESOFORM** package has been designed to enable a fully electronic preparation and submission of applications (including Postscript files for black-and-white figures) for observing time at the European Southern Observatory, for all telescopes located at Paranal and La Silla observatories.

Getting help. Should you need assistance from ESO to prepare your proposal, please send emails to the following address `esoform@eso.org` for questions relative to the ESOFORM package as well as for more general questions about instrument performance, Observatory policy, etc.

2.1 How to Obtain the new ESOFORM Proposal Package

The **ESOFORM** Proposal Package may be obtained in two ways.
(i) Either directly over the web via URL:
http://www.eso.org/proposals/esoform.html
(ii) or via anonymous ftp on the internet host:
ftp://ftp.eso.org/pub/eso/proposal
A detailed description of how to obtain the package (including a sample ftp session), and how to unpack and install it is also provided on the ESO web:
http://www.eso.org/proposals/get-esoform.html

2.2 Description of the Content of the ESOFORM Proposal Package

SEST+SIMBA proposals for Large Programmes during Period 68 are not allowed.

The **ESOFORM** package consists of:

- two general information files, (`README` and `ReleaseNotes`);
- one LaTeX style file (`esoform.sty`) that define all macros to exactly reproduce the standard application form for normal programmes;
- a set of LaTeX style files (`common.sty`, `config.sty`), along with the `esologo.ps` and `psfig.tex` files. Each of them defines specific macros related to the contents of the applications. All these macro files are automatically loaded by `esoform.sty` or `esoformlarge.sty` when processed with LaTeX;
- one template proposal (`template.tex`), which the users may edit directly in order to create a new proposal;
- one file (`example.tex`) containing a filled template, as example proposal for a normal programme;
- this users' manual (`usersmanual.tex` and `usersmanual.ps`) which contains all the information required to fill the template for a proposal (`template.tex` for normal applications , as well as a guide on how to submit proposals via electronic mail.

2.3 General Features

The present manual describes the use of the **ESOFORM** templates which are composed of macros which use the style files (`esoform.sty` and `esoformlarge.sty`). The macros allow the computer controlled typesetting of applications for observing time at ESO.

If you are already familiar with TEX or LATEX, you will probably have no difficulty using the macros provided. You should follow the instructions given below and keep in mind that all your input must conform to the standard LATEX rules.

The **ESOFORM** package has been prepared with the following versions of TEX and LATEX: TeX, C Version 3.141 - LaTeX2e <1995/12/01> patch level 2. If you encounter any serious TEX or LATEX problem, please send an email to the address `esoform@eso.org`, describing the problem and indicating which version of TEX or LATEX you are using.

For ease of use, we have adopted (and already included in the style files `esoform.sty` and `esoformlarge.sty`) the following list (see Table 1) of LATEX definitions of commonly used astronomical symbols.

Table 1. Astronomical LaTeX Symbols

`\ang`	Å	`90\deg`	90°	
`\halpha`	Hα	`16\sqdeg`	16deg^2	
`\hbeta`	Hβ	`28\arcmin`	$28'$	
`\hgamma`	Hγ	`11\arcsec`	$11''$	
`\lya`	Lyα	`5\fd4`	$5\overset{\mathrm{d}}{.}4$	
`\lyb`	Lyβ	`8\fh2`	$8\overset{\mathrm{h}}{.}2$	
`\mv`	m_V	`2\fm56`	$2\overset{\mathrm{m}}{.}56$	
`\Mv`	M_V	`10\fs08`	$10\overset{\mathrm{s}}{.}08$	
`\ubvr`	*UBVR*	`23\fdg12`	$23\overset{\circ}{.}12$	
`\ub`	$U-B$	`3\farcm6`	$3\overset{\prime}{.}6$	
`\bv`	$B-V$	`0\farcs27`	$0\overset{\prime\prime}{.}27$	
`\vr`	$V-R$	`0\fp4`	$0\overset{\mathrm{p}}{.}4$	
`\ur`	$U-R$	`\onehalf`	$^1/_2$	
`\jhk`	*JHK*	`\onethird`	$^1/_3$	
`\jh`	$J-H$	`\twothirds`	$^2/_3$	
`\hk`	$H-K$	`\onequarter`	$^1/_4$	
`\jk`	$J-K$	`\threequarters`	$^3/_4$	
`\ion{C}{4}`	C IV	`\slantfrac{{22}}{7}`	$^{22}/_7$	(braces unless one character)
`3.6\micron`	3.6μm	`$\squig$`	$\sim$	(math mode only)
`25\kms`	25 km s^{-1}	`$\lesssim$`	$\lesssim$	(math mode only)
`\peryr`	yr^{-1}	`$\gtrsim$`	$\gtrsim$	(math mode only)
`M\subsun`	M$_\odot$	`$\la$`	$\lesssim$	(math mode only)
`\sun`	$\odot$	`$\ga$`	$\gtrsim$	(math mode only)
`\earth`	$\oplus$	`\nodata`	$\cdots$	(tables only)
`\sq`	$\square$			

For every observing period, the layout of the instrument will be updated according to the anticipated availability of instruments at the Paranal and La Silla Observatories. *Please note that* **only** *proposals corresponding to the respective* **latest** *version of* **ESOFORM** *will be valid and accepted by ESO.*

3 HOW TO FILL A NORMAL PROGRAMME TEMPLATE

As mentioned in the Introduction, you should fill in with your favorite editor the template file (`template.tex`) for normal programmes. This section describes the method. It is strongly suggested that you first process and print the sample file `template.tex` along with `example.tex`. These examples will illustrate clearly what information you are expected to enter in each field of the template.

3.1 Start–up

The file you are going to generate will later have to be processed with LaTeX. Therefore, some general LaTeX rules apply.

Any text in a line typed after a '`%`' character is taken as a comment. The first non-comment line of your file must be:

```
\documentstyle{esoform}
```

This defines the document as an ESO application for observing time conforming to the **ESOFORM** standards and loads the necessary special ESO macros. Please note that **no options** are allowed in the LaTeX document style, i.e. the optional construct e.g. `\documentstyle[12pt]{esoform}` is explicitly forbidden.

All other text must be typed between the following two instructions:

```
\begin{document}    and    \end{document}
```

If you have your own macros or definitions, please insert them between the `\documentstyle` and the `\begin{document}` commands.

PLEASE USE NEITHER YOUR OWN MACROS NOR ANY TEX/LATEX MACROS IN THE `\Title`, `\Abstract`, `\PI`, `\CoI`, and `\Target` MACROS.

However, avoid loading too large a set of additional macros, because LaTeX's internal memory is rather limited; the macros of the ESO style file itself use indeed a substantial part of this memory. The **ESOFORM** macros *must not* be changed in any way. Also avoid modifying the layout or formatting of a page (i.e. commands like `\textheight`, `\textwidth`, `\hoffset`, etc.), since **ESOFORM** defines them automatically to the values appropriate for A4-format paper. Your file will then have this general structure:

```
\documentstyle{esoform}
  <your own macros or definitions>
\begin{document}
         .
  <your application>
         .
         .
\end{document}
```

A few other rules will be of interest to you if you have never written a LaTeX document before:

- `{\bf text}` sets text in boldface;
- `{\em text}` sets text emphasized;
- `\\` breaks a line (in most cases, inserting a blank line has the same effect);

3.2 The text of your application

You must fill LaTeX commands which are macros creating LaTeX boxes only visible (through dvi or ghostview or in the printed version) after you have run LaTeX on your proposal file. The corresponding style macros always have the same generic form, viz. the mnemonic name of the macro, `\macroname{}{}...` followed by one or more pairs of curly braces. All your inputs must be located between the corresponding pairs of curly braces. It is mandatory that each argument is enclosed between curly braces: `{argument1} {argument2}`. For instance, the title of your application must be typed as:

```
\Title{... The text of the title ...}
```

(remember that LaTeX is case sensitive, so `\Title{}` is different from `\title{}`).

A full application simply consists of a set of sequences which each comprise a number of such macros which you fill with text. Each box has a mnemonic name. At the end of the file, a subsequent command with name `\MakeProposal` places the contents of the different boxes at the right place in the different pages and draws them.

The syntax rules to be followed for each sequence are given individually in the rest of this section.

WARNING: IT IS THE RESPONSIBILITY OF THE APPLICANTS TO STAY WITHIN THE CURRENT BOX LIMITS AND ELIMINATE POTENTIAL OVERFILL/OVERWRITE PROBLEMS.

3.3 The Title, the Subcategory Code, and GTO and ToO Flags: BOX 1

This is the first sequence; it contains three pieces of information:

- `\Title` must contain the title of the application (up to two lines);
- `\SubCategoryCode` must contain only one subcategory code, corresponding to the given keyword (see table below) best summarizing the aim of your proposal. E.g., a study of high-redshift clusters of galaxies will have the code A5. All panels (A, B, C, and D) with all their keywords and corresponding codes are given in Table 2 below;
- `\GuaranteedTimeObservation` must be uncommented if your proposal represents the formal request for some Guaranteed Time Observation (GTO). You must uncomment the macro by removing the `%` sign in front of it. A GTO proposal should ask only for GTO time; it is compulsory to fill another non-GTO proposal if you need more non-GTO time, even if it is exactly for the same kind of science.
- `\TargetofOpportunity` must be uncommented if your proposal represents a Target of Opportunity (ToO) proposal. You must uncomment the macro by removing the `%` sign in front it.

Your first sequence will then have the following general format:

```
\Title{ AGN host galaxies }
\SubCategoryCode{B9}
\GuaranteedTimeObservation
```

which means that you would like to study some AGN host galaxies, with subcategory code B9, and this would be guaranteed time observations.

Table 2: ESO OPC CATEGORIES AND SUBCATEGORIES

Panels	Categories	Code	Subcategories
A	Cosmology	A1	Surveys of AGNs and high-z galaxies;
		A2	Identification studies of extragalactic surveys;
		A3	Large scale structure and evolution;
		A4	Distance scale;
		A5	Groups and clusters of galaxies;
		A6	Gravitational lensing;
		A7	Intervening absorption line systems;
		A8	High-redshift galaxies (star formation and ISM).
B	Galaxies and galactic nuclei	B1	Morphology and galactic structure;
		B2	Stellar populations;
		B3	Chemical evolution;
		B4	Galaxy dynamics;
		B5	Peculiar/interacting galaxies;
		B6	Non-thermal processes in galactic nuclei (incl. QSRs, QSOs, blazars, Seyfert galaxies, BALs, radio galaxies, and LINERS);
		B7	Thermal processes in galactic nuclei and starburst galaxies (incl. ultraluminous IR galaxies, outflows, emission lines, and spectral energy distributions);
		B8	Central supermassive objects;
		B9	AGN host galaxies.
C	ISM, star formation and planetary systems	C1	Gas and dust, giant molecular clouds, cool and hot gas, diffuse and translucent clouds;
		C2	Chemical processes in the interstellar medium;
		C3	Star forming regions, globules, protostars, HII regions;
		C4	Pre-main-sequence stars (massive PMS stars, Herbig Ae/Be stars and T Tauri stars);
		C5	Outflows, stellar jets, HH objects;
		C6	Main-sequence stars with circumstellar matter, early evolution;
		C7	Young binaries, brown dwarfs, exosolar planet searches;
		C8	Solar system (planets, comets, small bodies).
D	Stellar evolution	D1	Main-sequence stars;
		D2	Post-main-sequence stars, giants, supergiants, AGB stars, post-AGB stars;
		D3	Pulsating stars and stellar activity;
		D4	Mass loss and winds;
		D5	Supernovae, pulsars;
		D6	Planetary nebulae, nova remnants and supernova remnants;
		D7	Pre-white dwarfs and white dwarfs, neutron stars;
		D8	Evolved binaries, black-hole candidates, novae, X-ray binaries, CVs;
		D9	Gamma-ray and X-ray bursters;
		D10	OB associations, open and globular clusters, extragalactic star clusters;
		D11	Individual stars in external galaxies.

3.4 The Abstract: BOX 2

This macro (`\Abstract`) contains the abstract of the proposal, i.e., a brief summary, in up to nine lines, of your scientific aim.

```
        \Abstract{ .
                   .
                   .
                   The text of your summary which will usually be
                   several lines long. Line breaking will
                   automatically be taken care of by LaTeX.
                   .
                   .
                   .              }  <-- Do not forget the
                                         closing brace !
```

3.5 Information about the Different Runs: BOX 3

The next macro (`\ObservingRun`) allows the description of the different parameters characterizing your observing run(s) and necessary for the schedule and completion of your programme (see examples below).

This macro is made of nine pairs of (`{}`), namely (`\ObservingRun{}{}{}{}{}{}{}{}{}`), arguments which are related to the following parameters.

1. RUN ID. Your programme may require more than one observing run, because of the complementary use of different telescopes or different instruments. Each observing run (up to 10) required by a proposal should be identified by a different letter, following the sequence A,B,C,...,J, as needed. Provide, in the first pair of curly braces, this(these) run identification(s). For example,
`\ObservingRun{A}{}{}{}{}{}{}{}{}` in most cases,
`\ObservingRun{B}{}{}{}{}{}{}{}{}` adding more as needed.

2. TELESCOPE KEYWORD. Provide the keyword related to the required telescope(s). **Only the SEST is offered for this special Call for Proposal.**

Table 3: Keywords of Available Telescopes

SEST	for the SEST

Provide, in the second pair of curly braces, the telescope(s) required. For example,
`\ObservingRun{A}{SEST}{}{}{}{}{}{}{}` if you need the SEST telescope.

3. INSTRUMENT. Provide the keyword of the instrument required for each observing run. **Only the Bolometer Array SIMBA at the SEST is offered at this time.**

Table 4: Keywords of Available Instruments

SEST	1.3Bolo

Provide, in the third pair of curly braces, the instrument(s) required for each observing run. For example,
`\ObservingRun{A}{SEST}{1.3Bolo}{}{}{}{}{}{}`.

4. TIME REQUESTED. In order to allow for the automated scheduling of proposals, you must provide the amount of time requested (in hours). Please provide at this stage only the total number of hours requested, followed by the letter `h` for hours. This should include also the time related to any special calibrations required in addition to the standard calibrations provided by ESO. Any more detailed information about possible particular scheduling features will be provided during Phase 2 Service-Mode proposal preparation.

`\ObservingRun{A}{SEST}{1.3Bolo}{10h}{}{}{}{}{}`.
For all non-consecutive schedules, the details of the time intervals between the different sub-runs are provided in Box 13 below.

5. MONTH PREFERENCE. Provide the first three letters of the month (e.g. nov) which would be your first preference for scheduling. If you do not have any month preference simply write "any". For example,
`\ObservingRun{A}{SEST}{1.3Bolo}{10h}{nov}{}{}{}{}`.

6. MOON REQUIREMENT. Provide the required phase of the moon, by using only one of the following three characters, namely:

- `d` for "dark time"
- `g` for "grey time"
- `n` for "no restriction"

For example,
`\ObservingRun{A}{SEST}{1.3Bolo}{10h}{nov}{d}{}{}{}`.

7. SEEING REQUIREMENT. Provide the required maximum acceptable seeing value in seconds of arc (FWHM), with 0.8 meaning a seeing of 0.8 arcsec or smaller. Your requirement must be one of the following values:

- 0.4, 0.6, 0.8, 1.0, 1.2, 1.4,
- n = no restriction.

For example,
`\ObservingRun{A}{SEST}{1.3Bolo}{10h}{nov}{d}{0.8}{}{}`.

8. TRANSPARENCY REQUIREMENT. Provide the transparency condition of the atmosphere required during your observations. A programme requiring accurate photometric zeropoints may very well need only a subset of the exposures to be taken in photometric conditions, in which case put "CLR". Your requirement must be one of the following values:

- `PHO` for "photometric, no visible clouds, transparency variations under 0.02 mags"
- `CLR` for "clear sky, no visible clouds at airmass ≤ 2, transparency variations under 0.1 mags"
- `THN` for "thin cirrus, transparency variations under 0.2 mags"

For example,
`\ObservingRun{A}{SEST}{1.3Bolo}{10h}{nov}{d}{0.8}{PHO}{}`.

9. OBSERVING MODE. Provide the required observing mode: only Visitor Mode (`v`) is offered for SEST. Therefore:
`\ObservingRun{A}{SEST}{1.3Bolo}{10h}{nov}{d}{0.8}{v}`.

3.6 Past, Present, and Future of this Programme: BOX 4

In order to allow for the evaluation of the the past, present, and future of the programme related to this proposal, indicate below, along with the telescope(s) needed:

- `\AwardedNights`: the number of nights/hours already awarded to the programme, if any (please provide programme ID, e.g., 67.B-1234);
- `\FutureNights`: the number of nights/hours still necessary, in the future, after this proposal, to complete the programme, if any.

For example,

```
\AwardedNights{NTT}{4n in 67.B-1234}
\FutureNights{2.2/SEST}{2n/20h}
```

3.7 Special Remark: BOX 5

Take advantage of this box to provide any special remark (up to three lines). For example,
`\SpecialRemark{ Dear OPC, I want some time ! }`.

3.8 Name and Affiliations of PI and CoI(s): BOX 6

For the Principal Investigator (PI), write below his/her initial(s), family name, present affiliation, the country or organisation code of his/her present institution, and full email address. See the following list in Table 5 for the only country or organisation codes to be used.

For example,
`\PI{Initial1.}{Name1}{Paris Observatory}{F}{name1@obspm.fr}`.

Provide also, for all the Co-investigators (CoIs) of this proposal (up to 20 CoIs for normal programmes and 25 CoIs for large programmes), their initials, family name, present institution, and country or organisation code of their present institution. See the list in Table 5 for the only country or organisation codes to be used. For example,

```
\CoI{Initial2.}{Name2}{Leiden}{NL}
\CoI{Initial3.}{Name3}{Geneva}{CH}
\CoI{Initial4.}{Name4}{STScI}{USA}
\CoI{Initial5.}{Name5}{ESO}{ESO}
```

3.9 Link to student PhD Thesis: BOX 7

If this programme is part of a student's PhD thesis work, please uncomment the line containing the macro `\Thesis{}{}`, and give the name of the student and indicate also the status of his/her thesis work by: s = starting, m = mid-course, n = near completion. For example,
`\Thesis{A. Student}{m}`.

Table 5: Keywords for Countries and Organisations

B	Belgium
CH	Switzerland
D	Germany
DK	Denmark
F	France
I	Italy
NL	The Netherlands
S	Sweden
P	Portugal
RCH	Republic of Chile
AUS	Australia
UK	United Kingdom
USA	United States of America
ESA	European Space Agency
ESO	European Southern Observatory
OTHER	all other countries

3.10 Description of the Proposed Programme: BOX 8

The next two pages contain the description of the proposed programme. This description is restricted to TWO pages and composed of five different sections, activated by five different macros.

A) Scientific rationale: this section should describe the scientific background of the project, with pertinent references; any previous work in the field plus the justification for the present proposal should be included. The content of this section should be placed between the curly braces of the following macro:
`\ScientificRationale{}`

B) Immediate objective of the proposal: this section should state what is actually going to be observed and what shall be extracted from the observations, so that the feasibility becomes clear. The content of this section should be placed between the curly braces of the following macro:
`\ImmediateObjective{}`

C) This section should provide a justification for the use of the selected telescope (e.g., VLT, NTT, etc...) with respect to other available alternatives. The content of this section should be placed between the curly braces of the following macro:
`\TelescopeJustification{}`

D) This section should provide a justification for the observing mode requested (Visitor or Service). The content of this section should be placed between the curly braces of the following macro:
`\ModeJustification{}`

E) This section should provide a brief explanation of the strategy for data reduction and analysis with a description of available hardware, software, and manpower. The content of this section should be placed between the curly braces of the following macro:
`\Strategy{}`

The references should use the simplified abbreviations as those used in A&A.

THE RELATIVE LENGTHS OF EACH OF THESE FIVE SECTIONS ARE VARIABLE, BUT THEIR SUM IS RESTRICTED TO TWO PAGES.

3.11 Attachments: BOX 8 (cont'd)

Attachments are not allowed for Period 68 SEST+SIMBA proposals.

3.12 Justification of Requested Time: BOX 9

This box should provide a careful justification of the requested lunar phase and of the requested number of nights or hours. ESO Exposure Time Calculators exist for all Paranal and for some La Silla instruments and are available at the following web address:
`http://www.eso.org/observing/etc`.

In relation to the telescope(s) and instrument(s) to be used, please indicate what version of the ESO Exposure Time Calculator you have used. Do not include any correction for unexpected meteorological conditions. The text should be typed as arguments of the following two macros:

```
\WhyLunarPhase{}
\WhyNights{}
```

Proposals asking for observations in Service Mode may need more calibrations than the standard calibrations provided with the automated data reduction pipelines. Please, uncomment one of the following two macros. In the case of special calibrations, the amount of time needed to carry them out should be included in the total amount of time requested in Box 3 and some explanations/descriptions should be provided between the curly braces at the end of the corresponding macro.

```
\StandardCalibrations
\SpecialCalibrations{}
```

3.13 Last Use of ESO Facilities: BOX 10

This box should provide a brief report on the last use of the ESO facilities in Chile. Provide the programme identification number, the first initial and name of the PI, and the title of the programme, as arguments of the following macro: `\LastProgramme{}{}{}`. For example:

```
\LastProgramme{67.A-0125}{Initial1. Name}{Globular clusters}
```

Then, provide the telescope(s) used, the instrument(s) used, the dates of observations, the completed fraction of the programme (in percent), the fraction of time lost (in percent), and the reason(s) for this loss (weather or technical, if any) as arguments of the following macro, which can be used for up to five telescopes: `\LastObservation{}{}{}{}{}{}`. For example:

```
\LastObservation{NTT}{EMMI}{18-21 Jul 1999}{100}{0}{}
\LastObservation{NTT}{EMMI}{19-24 Aug 1999}{50}{40}{weather}
\LastObservation{3.6}{EFOSC2}{24-26 Aug 1999}{60}{25}{technical}
```

And use the following macro, `\LastObservationRemark{}`, if you want to add any brief remark on this subject.

```
\LastObservationRemark{}
```

3.14 Applicant's Publications: BOX 11

The applicants should provide, with the following macro, `\Publications{}`, a list of their publications related to the subject of this proposal and published during the past two years. Use the simplified abbreviations for references as in A&A. Separate each reference with the following usual LaTeX command: `\smallskip\\`. For example:

```
\Publications{
Name1 A., Name2 B., 1999, ApJ, 518, 567: Title of article1
\smallskip\\
Name3 A., Name4 B., 1999, A\&A, 345, 17: Title of article2
\smallskip\\
Name5 A. et al., 2000, AJ, 118, 1567: Title of article3
}
```

3.15 List of Targets: BOX 12

Provide the complete list of targets proposed in this programme, by using the following macro, `\Target{}{}{}{}{}{}{}{}`, with the following parameters: run id(s) (you may use the same target in more than one run), target name, RA(h,min,s), DEC(°,′,″), equinox, magnitude, angular diameter, and additional information (e.g., globular cluster, etc.) for each target. Seconds of time and arc should not have more than two decimals. Please respect the format {00 00 00.0} if you want to leave the coordinate fields empty.

For example:

```
\Target{A}{J0240-343}{02 40 07.7}{-34 34 19.8}{J2000}{17.5}{}{sep=6''}
\Target{AB}{NGC 104}{11 20 00}{-17 40 00}{B1950}{4.08}{1deg}{globular}
\Target{}{NGC 105}{22 55 00}{-47 50 30}{B1950}{}{}{}
```

Use the following macro, `\TargetsNotes{}`, to include any comments that apply to all targets.

```
\TargetsNotes{The planned grid pointings around the targets
             listed above will be defined during the first
             observing night.}
```

THE LIST OF TARGETS IS LIMITED TO ONE PAGE Should the number of targets exceed the available space defined by this page, please provide instead the central coordinates of target fields.

3.16 Scheduling Requirements: BOX 13

In order to allow for the automated scheduling of all visitor and service observing runs, you are requested to provide any information related to the details of the way the scheduling of your programme should be prepared.

1. RUN SPLITTING. Since for SEST the fourth argument you have provided in Box 3 indicates a simple number of hours, e.g.:

`\ObservingRun{A}{SEST}{1.3Bolo}{10h}{nov}{d}{0.8}{v}{}`,

you do not have to do anything.

2. SPECIFIC DATE(S) FOR TIME CRITICAL OBSERVATIONS. If you have requested ten hours in Box 3, e.g.:

`\ObservingRun{A}{SEST}{1.3Bolo}{10h}{nov}{d}{0.8}{v}{}`,

and if for whatever reason (e.g., specific phase of a variable object or parallel observations with already scheduled HST observations, etc...) you need these ten hours scheduled between some precise dates, then use the macro `\TimeCritical{}{}{}{}` in the following way:

`\TimeCritical{A}{12-nov-01}{14-nov-01}{parallel observation with  HST}`.

3. UNSUITABLE PERIOD(S) OF TIME. If you have requested ten hours in Box 3 and would like them to be scheduled to avoid some unsuitable periods of time, for whatever reason, then use the macro `\UnsuitableTimes{}{}{}{}` in the following way:

```
\UnsuitableTimes{A}{12-nov-01}{14-nov-01}{Workshop}
\UnsuitableTimes{A}{12-dec-01}{14-dec-01}{Conference}
```

4. LINK FOR COORDINATED OBSERVATIONS. If you have requested three different runs in Box 3, e.g.:

```
\ObservingRun{A}{SEST}{1.3Bolo}{10h}{nov}{n}{0.6}{CLR}{v}
\ObservingRun{B}{SEST}{1.3Bolo}{5h}{jan}{d}{0.8}{PHO}{v}
\ObservingRun{C}{SEST}{1.3Bolo}{8h}{jan}{n}{0.8}{CLR}{v}
```

and would like some of them to be simultaneous and some later than others (by any delay), this independently of the exact period of scheduling, then use `simultaneous`, `after` and the macro `\Link{}{}{}{}` in the following way:

```
\Link{B}{after}{A}{any}
\Link{C}{after}{A}{10 days}
```

5. SPECIAL REQUIREMENT(S). If you have any special scheduling requirement(s) then use the macro `\SpecialRequirements{}{}` in the following way:

`\SpecialRequirements{A}{Coordination with AAT; contact PI before scheduling}`.

6. UPPER LIMIT OF PROPER MOTIONS OF MOVING TARGETS. Provide (if applicable) upper limit of proper motions of moving target using the macro `\MovingTargets{}{}` in the following way:

`\MovingTargets{A}{ This comet has so far no known p.m. ! }`.

7. SEST. For SEST users:

Provide your preferred LST interval with the following macro:

`\SESTLST{}`.

Provide the periods when the targets can be observed, taking into account the sun constraint (50 degrees), with the following macro:
`\SESTperiod{}`.

3.17 Instrument configuration: BOX 14

The template proposal (`template.tex`), contain the only instrument configuration (1.3Bolo) offered for this special Call for Proposal.

You will find detailed information in the users' manuals of the instrument.
Finally, in order to generate the different pages of the proposal and to properly close your LaTeX file, don't forget to enter

```
\MakeProposal
\end{document}
```

at the end of the file.

4 SUBMISSION OF THE APPLICATION

Proposals must be prepared as LaTeX source files, making use of the **last ESOFORM** document style, corresponding to the period for which you are applying for observing time. When the LaTeX source file of your application is complete, **please process it with LaTeX** because this will identify any possible LaTeX format errors.
Note that ESO will *not* make any attempt to correct LaTeX errors. When the text of your proposal does not require further refinements and LaTeX does not report any errors, you may submit the text file to ESO. Proposals received in any other format, or with modified **ESOFORM** macros, will be automatically rejected by this automated processing facility.
The submission is done as follows:

- **PROPOSALS AS LaTeX FILES.** A special mail account, viz. `simba68@eso.org`, has been installed for this purpose at the ESO computers only. Proposals submitted to any other account will not be processed by the proposal reception system and, therefore, *ignored.* **Note:** It is entirely the responsibility of the sender to ensure that his/her proposal reaches ESO uncorrupted. All messages that do not conform to the **ESOFORM** convention will be automatically rejected. You can submit the LaTeX file of your proposal from inside any mailer, or you may do it directly as a UNIX shell command:

  ```
  mail simba68@eso.org < myproposal.tex
  ```

  If your proposal is successfully submitted, you should receive an automatic acknowledgement.

  Note that we do not currently support submission of LaTeX attachments in MIME format.

- SUBMISSION PROBLEMS. Upon submission of a correctly completed electronic proposal, the ESO proposal validation software will return an ID assigned to the valid proposal. Typical acknowledgement time is a few minutes, but during the last 24 hours before submission deadlines the acknowledgement process may take 1 – 2 hours. Proposers who have not received an acknowledgement within two (2) hours, should notify ESO (via email to **esoform@eso.org**) immediately. In extremely urgent cases only call 49 - 89 - 320 06 223. Proposers should under no circumstances re–submit proposals until they have received further instructions from ESO.

A safe way to avoid such problems (sometimes related to heavy network use during the few hours before the deadline) is to submit your proposal early. We strongly encourage you to send in your applications and all attachments **at least one week** before the deadline.

- **YOUR OWN RESPONSIBILITY. All proposals and their attachments must reach the ESO computers by electronic mail BEFORE 12:00 noon (Central European Time) on the date of the deadline. Responsibility for verifying that ESO has correctly received, processed, and acknowledged your proposal before the proposal submission deadline lies entirely with you. Revisions, corrections, and/or modifications will not be accepted after the deadline.**
- Please do not resend a proposal that has already successfully entered the proposal entry system.

IMPORTANT NOTICE

Electronic mail submission does not allow applicants to sign their proposals. Therefore ESO assumes that PI's, by sending observing time proposals electronically, take full responsibility for the contents of the proposal, in particular in regard to the names of co–investigators and the agreement to act according to the instructions for visiting astronomers, should observing time be granted.