How to Prepare VEGA Observations
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Sommaire

0 Initial configuration (all users)

Download the more recent PIVOT application on http://pivot-ws.oca.eu and the StarlistEditor plugin. This one should be placed in a folder 'plugins' in the folder of the PIVOT application.

1 Proposal submission (all users)

A call for proposals is issued twice a year by CHARA, usually in early February (period April-August) and mid-June (period September-December).

VEGA observing proposals are sent to CHARA and set in PIVOT using the "P1.1: Proposal" tab in the PIVOT application. One observing proposal could be made of many PIVOT proposal, one PIVOT proposal corresponding to one configuration of telescopes and to one spectral configuration. [At this stage all proposals have a status "1"]

2 Semester preparation (PI)

1. After the deadline, the PI has access in tab P1.2: Semester Planning to all the valid proposals for the considered period. The validity of proposals is defined with respect to the time allocated globally to CHARA by the TAC. The notes given by the VEGA TAC and by the CHARA TAC to the proposals are used to define the order of priority and then, depending of the allocated time, the list of proposals considered as valid.
2. By using the button Print Planning, the PI can import all these information into a excel sheet, where it is possible to sort the individual proposals with respect to the observing months, to the Scope configuration and to estimate the number of nights requested as a function of months, as well as the needs in terms of telescope's availability.
3. With this in hand the corresponding request is sent to the CHARA group as an input for the global scheduling. [The request in terms of nights and observing periods is sent to CHARA at a global level for VEGA (and not program per program), which requires a summary job of the PI but which allows a more flexible scheduling of the programs.]

3 Run preparation (PI and all users)

3.1 Preparation of proposals – Template settings. PI

1. Using PIVOT tab P1.2: Semester Planning, the PI of the run first sorts the proposals with respect to the 'Scope' column in order to identify all the proposals using the same scope configuration.
2. The next step is, first to start ASPRO2 and then to select all the proposals with the same configuration and to send them to ASPRO2 (button Send line to ASPRO).
3. Using ASPRO2, it is then easy to define the optimal POP configuration.
4. For each of the proposals in PIVOT, the PI sets the Template by fixing the POP and the BEAM for each telescope (button: Create or Edit Template). Use the Plugin Pupils to choose the best Beam-Scope-Pop configuration (**to be done**).
5. Finally the proposals are set in Status "2" (ready for starlist preparation ?) by using the button Change Proposal Status.

3.2 Preparation of starlist. All users

1. Using PIVOT tab P2.1: Starlist Settings, the user should first choose an active proposal using the available list in the Choose active proposal drop-down menu.
2. **ASPRO2** should be running. Click on Sent Proposal to Aspro2 button. **In ASPRO2**, choose the correct spectral configuration in tab "UV coverage". Search for calibrators using **Searchcal** in interoperability mode. Use searchcal to send back the **calibrato**rs to ASPRO2.
3. When settings in ASPRO2 are ready with observability, calibrators… click on Send Starlist to PIVOT in Interop menu.
4. In PIVOT, the starlist is now loaded. Click on Edit Starlist to verify the settings and fix the number of blocks for the data recording (using the SNR calculator) and if possible update the angular diameter information. Click on 'Save' when done with modifications.
5. When done with the previous step, click on Export File button to save locally your starlist file.
6. Conclude this step by associating the starlist to the proposal by clicking on Associate to this starlist button [The number and the name of the corresponding proposal are written in the right panel]. The proposal is considered as ready for the run and will be available to the PI for phase 3.

3.3 Definition of the observing strategy for each proposal. All users

1. Using PIVOT tab P2.2: Strategy Settings, select the correct period and an active proposal. If a starlist has been correctly associate to this proposal (see 3.2 – step 6), the different OBs of the proposal appear in the window. If not it means that no starlist has been associated to the proposal.
2. Set the observing strategy using the graphic tool.
3. Click on Save Strategy button when done.
4. Click on Export button, to save the strategy information.
5. When done with steps 3.2 and 3.3, inform the PI of the run and send the starlist and the strategy information with any additional important comments.

3.4 Run and night organization. PI

1. During the previous phase, the PI collects from the users the starlist files and the strategy.
2. Using PIVOT tab P3.1: Run Management, the PI can select all proposals with the same configuration and send them to ASPRO to have a global overview of this configuration. Do that for each configuration. **(to be done)**