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Welcome to IndEcol!

Here some things that you might need to know:

# **About the office**

1. **Office map:** You will find here the **number of the rooms** <https://link.mazemap.com/Nxdfa132>
2. **Office management**: The person responsible for the office management is Filitsa Pappa (me) [triantafyllia.pappa@ntnu.no](mailto:triantafyllia.pappa@ntnu.no) (E4-153).
3. **Going in and out of the office**. Make sure to bring your card and key. Doors are closed before 8.00AM and after 4.00PM, so you need to use the card to access.
4. **Office material** at the printing room E4-118. If you need something else, ask me.
5. **Printing documents** follow the instructions you will find in the printing room to connect your computer to the printer.
6. **Kitchen duty**: Every week three staff members are responsible for kitchen duties. We are all responsible for keeping the common spaces, kitchen and tables clean and tidy (E4-100 (kitchen in the main common area), the kitchen inside E4-127 and the small kitchen at the end of the corridor E4-025). If you are not available to do your kitchen duty in the selected/assigned date, please find someone to switch with you.
7. **IndEcol Office Space calendar**: You will be invited to join this calendar. Here each one of us can make entries, as well as view what others have registered. If you are going to be out of office for a period **longer than a week,** please register the dates in the ‘IndEcol office space’ calendar. If you register that you are out of office, a guest researcher might use your desk temporarily, while you are away.
8. **Use of fridges**: Ask Martin for your own lunch box. More info here: [Use of fridges](https://teams.microsoft.com/l/message/19:3d39244a38ff4077b8d2883a2810ec86@thread.tacv2/1677060818800?tenantId=09a10672-822f-4467-a5ba-5bb375967c05&groupId=b2c89bca-e6d6-44d9-b10b-afc204bfed4d&parentMessageId=1677060818800&teamName=IndEcol&channelName=General&createdTime=1677060818800&allowXTenantAccess=false).
9. **Coffee and tea for staff.** Coffee machine and tea (in the first drawer) of the kitchen E4-100.
10. **Post box**: There is a post box at the entrance (E4-023), ask me to add your name if you want to receive post. You can also use it to send out your postal mail.
11. **Meeting rooms**: We have4 meeting rooms & 4 ‘quiet’ rooms. Book them in advance through Outlook. You can use the screens and cameras for videocalls, you just need to plug in the HDMI and USB cables (for more info follow the QR code you will find on the meeting’s room table).
    1. Big meeting room E4-145
    2. Water- E4-108
    3. Climate- E4-112
    4. Land- E4-116

# **Office Rules**

Please familiarize yourself with the office rules:

1. To the extent possible, use meeting rooms when you are in a call.
2. Personal conversations should be taken outside the office space.
3. Eating and other activities that might disturb and create discomfort for those around you, like noise and smell, should be taken outside the office space.
4. Talk together, but do not talk all the time. Use the social zones actively.
5. Never use the speaker function, use a headset if needed. Notifications from your computer and phone should be off.
6. Keep the office space clean and tidy. Everyone has a responsibility to create a good work environment.
7. If a desk in your room becomes available, the person who has been the longest in this room can take it.
8. **The golden rule:** Treat others as you would like others to treat you.

# **Group activities**

1. **Weekly seminars** every Thursday at 12. One person hosts the seminar and gives a 15 min presentation to the group about his/her own research. It is a way that we get to know each other’s research and keep in contact. You can check the planning of the year [here](https://studntnu.sharepoint.com/:x:/r/sites/o365_IndEcol/Shared%20Documents/social-weekly_seminars/Lunch%20seminars_2023.xlsx?d=waa652e95b79c4a7dae652480aaecbd91&csf=1&web=1&e=yza6Ja).
2. **Friday’s cake**:Similar to the wine lottery, it takes place every other Friday. Three people volunteer to bake a cake and we all gather at the common area during lunch time. To check the schedule and participate check here: [Friday cake.xlsx](https://studntnu.sharepoint.com/:x:/r/sites/o365_IndEcol/Shared%20Documents/social-chat/Friday%20cake.xlsx?d=webe281b68b9846728f5be8d0e141f423&csf=1&web=1&e=aCsqXW)
3. **EPT Women in Science**. This group organizes activities for female researchers at the department. Be updated following the Innsida channel (EPT Women in Science).
4. **Wall of faces:** We have a board in the common area with the pictures of everyone in the room. Please send me your photo to add it to the board.
5. **World map:** Each one of us has placed a push pin on the location on the map where we come from. You are welcome to do it too! You will find push pins on the table in front of the map in the common area.
6. **Birthday calendar**: You will receive an invitation to join the Birthday calendar and add your birthday there. For more info check here: [IndEcol Birthday calendar](https://teams.microsoft.com/l/message/19:3d39244a38ff4077b8d2883a2810ec86@thread.tacv2/1691672091502?tenantId=09a10672-822f-4467-a5ba-5bb375967c05&groupId=b2c89bca-e6d6-44d9-b10b-afc204bfed4d&parentMessageId=1691672091502&teamName=IndEcol&channelName=General&createdTime=1691672091502&allowXTenantAccess=false)

# **Email and digital tools**

1. Email Lists: You will be added to Indecol and PhD/Postdoc email lists. Female staff will also be added to the EPT Women in Science list.
2. Anne Lise Berg is managing the lists. Please contact her if you are not included to these lists.
3. Make sure you have access to Teams. Also access to Indecol group and its channels.
4. For ordering computer equipment contact Eugen Uthaug (after acceptance by your supervisor).
5. There are some spare equipment parts (keyboard, cables) in the printer room. Please also put any surplus parts into the correct drawers there.
6. For any issues regarding the NTNU software stack (email, teams, …) contact Orakel (<https://innsida.ntnu.no/wiki/-/wiki/English/Orakel+Support+Services>).
7. Check Innsida periodically. A lot of the official communication from the department goes via Innsida and it is also important for Corona notifications.
8. NTNU is part of the eduroam network which is the recommended WIFI access point at campus. Once setup it works at most European university campuses and on some airports.
9. You have access to various cloud tools through your NTNU account:
   * Office 365 <https://innsida.ntnu.no/wiki/-/wiki/English/Office+365>
   * Professional Overleaf account for collaborative Latex docs: <https://www.overleaf.com/edu/ntnu>
   * Box account with 1 TB (<https://innsida.ntnu.no/wiki/-/wiki/English/Box>)
   * Zoom educational account:
     + <https://innsida.ntnu.no/wiki/-/wiki/English/Zoom+-+download+and+install>
     + <https://ntnu.zoom.us/>
     + <https://innsida.ntnu.no/wiki/-/wiki/English/Zoom+videoundervisning>

Many more which you can find at

<https://innsida.ntnu.no/en/programvare>

**IMPORTANT**!

You must update your Innsida profile. It is very easy, you just need to go to Innsida> My Profile> Background and activities. There you can upload your picture and add a description to your profile.

In your profile, you should include information about:

* Your position and research group (including your supervisor and co-supervisor, if applicable)
* Background
* Research work (past and present)
* Interests
* Others

# **Digital Infrastructure**

## **Wiki**

The Industrial Ecology Programme hosts a Digital Laboratory (<https://iedl.no/>) which can help you in software architecture, hosting of webpages, data management and other research software engineering related issues.

We have an internal wiki for information about the Industrial Ecology Programme, specifically for all digital stuff. Please request to get access to the wiki as soon as you receive your official @ntnu email address by dropping an email to contact@iedl.no

The wiki is open for edits from all, so if you see some mistakes, want to add a page or change some information just go ahead. If you have a software- or data-centered project, it would be great if you could add it here: <https://www.ntnu.no/wiki/display/iedl/Digital+Tools+for+IndEcol+Research>

Important: On the wiki you will also find the standard setup for work pc <https://www.ntnu.no/wiki/display/iedl/Indecol+digital+work+environment>

## **Network drives**

Please follow this to the point - unless you have a good reason not to and know what you are doing ;-) If you are on windows, you should install Matlab through the Software Center (search the windows menu for the entry). If you do not find Matlab there, please ask Eugen Uthaug (<https://www.ntnu.no/ansatte/eugen.uthaug> ) to add you to the Matlab user group.

There are several network drives which are used regularly at IndEcol. The mapping is described in the wiki:

* If you go to the indecol wiki, on the left there will be a shortcut to "Network Drives".
* If you don’t have access to X (ept/eksperimentell), M (your personal network drive) or P (progdist), please contact Eugen Uthaug.

By default, you should work on the network drive and not on your local harddisk. The network drives are regularly backuped and provide access to previous versions of all data on it.

## **Coding**

We use git and gitlab for version control. We manage several gitlab groups, please contact the Digital Lab for access.

## **Publishing data, code and misc**

We have an IndEcol community at Zenodo for publishing pre-prints, posters, presentations, data, software: <https://zenodo.org/communities/indecol/>

If you want to publish there, we are happy to help but please contact your supervisor first.

## **System Info**

After you received your work PC/Laptop and a designated place to sit (don't do that at home, this is used to gather the ip-box number of your place) please run the file (for win)

T:\iv\ept\Industrial\_Ecology\Systeminfo

For Mac/Linux:

Download the script gatherer\_mac/\_linux\_dyn/\_static from X:\indecol\Software\iedl\_checks\sys\_info\_gatherer\ to a folder of your choice. Open the terminal and navigate to this folder. Then make the script executable by "chmod +x gatherer\_apple" (or the corresponding Linux version) and then run the script with "./gatherer\_apple". Contact us if you are lost.

The script asks for your network box outlet. If you are on a single outlet, just put the number (probably something like +T419-X1034). For dual outlets, you will find something similar to +T419-X 470/472 - for the left outlet the number is then +T419-X470, the right one would be +T419-X472.

# **Outreach & Social media**

Indecol has different digital and social platforms:

* Web: <https://www.ntnu.edu/indecol>
* Blog: <https://blog.indecol.no/>
* Twitter: <https://twitter.com/indecol>
* Facebook: <https://www.facebook.com/IndustrialEcologyNTNU/>
* LinkedIn: <https://www.linkedin.com/company/industrial-ecology-ntnu/>
* Instagram: <https://www.instagram.com/indecol_ntnu/>

We recommend you follow these social media so you will be updated about the news of the group.

We also encourage researchers to share their publications, projects, conferences, etc. on these channels. You can read how to do it here:

<https://www.ntnu.no/wiki/display/iedl/Communicating+your+research>

The contact person for outreach and social media is Filitsa Pappa.

# **Other administration stuff**

The EPT Innsida side lists all lot of useful information for students and employees.

<https://innsida.ntnu.no/wiki/-/wiki/Norsk/ept+-+department+of+energy+and+process+engineering>

Including logos/templates for your presentations and a “Who does what” regarding the EPT administration.