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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>

1. Responsible for the **office management** are Filitsa Pappa [triantafyllia.pappa@ntnu.no](mailto:triantafyllia.pappa@ntnu.no) and Qiaoqiao Wang [qiaoqiao.wang@ntnu.no](mailto:qiaoqiao.wang@ntnu.no) (E4-136).
2. **Going in and out of the office**. Make sure to bring your card and key. Doors are closed before **8:00 am** and after **6:00 pm**, so you need to use the card to access.
3. **Office material** at the printing room E4-118. If you need something else, ask your supervisor.
4. **Printing documents** follow the instructions you will find in the printing room to connect your computer to the printer.
5. **Janitor service**. For janitorial services, please submit your request here: <https://i.ntnu.no/vaktmestere>
6. **Meeting rooms**: We have4meeting rooms and 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).

|  |  |
| --- | --- |
| **MEETING ROOMS** | **QUIET ROOMS (up to 2 people)** |
| * 1. Ehrenfeld & Marstrander (big meeting room. Book both for the whole area or one of them separately for smaller meetings)   2. Water- E4-108   3. Climate- E4-112   4. Land- E4-116   5. Biodiversity (inside E4-127) | * 1. Winter E4-112A   2. Spring E4-112B   3. Summer E4-112C   4. Autumn E4-112D |

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# **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. **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_2024.xlsx?d=wea0d670adb644be2873ac6a14ae6ad43&csf=1&web=1&e=cNhAgO).
2. **Friday’s cake:** [Friday’s cake](https://studntnu.sharepoint.com/:x:/r/sites/o365_IndEcol/Shared%20Documents/social-chat/Friday%20cake%202024.xlsx?d=webe281b68b9846728f5be8d0e141f423&csf=1&web=1&e=wqgXNh) takes place every other week. Stay tuned!
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).

# **Email and digital tools:**

* 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.
* Anne Lise Berg is managing the lists. Please contact her if you are not included to these lists.
* Make sure you have access to Teams. Also access to Indecol group and its channels
* There are some spare equipment parts (keyboard, cables) in the printer room. Please also put any surplus parts into the correct drawers there.
* For any issues regarding the NTNU software stack (email, teams, …) contact Orakel (https://innsida.ntnu.no/wiki/-/wiki/English/Orakel+Support+Services).
* Check Innsida periodically. A lot of the official communication from the department goes via Innsida.
* 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.
* 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

# **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. Please ask your supervisor for further information.

# **Digital Infrastructure:**

You should discuss which software and data you need with your supervisor. Below some default software packages we recommend:

## LCA

We recommend Brightway and the Activity Browser for all LCA project. For a guide on how to install/use it and how to get the required Ecoinvent data see <https://lcahub.indecol.no> . IMPORTANT: The link only works within the NTNU network or over VPN.

Alternatively, some students will use SimaPro for their thesis. Please contact your supervisor if you need access.

## MRIO

For MRIO studies you will most likely use EXIOBASE.

You can always find the latest public release of EXIOBASE on Zenodo: https://doi.org/10.5281/zenodo.3583070

The structure of the data is explained in the description of the data on Zenodo, for more background on the data see the Open Access publication Stadler et al (2018, https://onlinelibrary.wiley.com/doi/10.1111/jiec.12715) and the update blog post (<https://blog.indecol.no/exiobase-update-v3-8/>).

For handling MRIO data (EXIOBASE, but also applicable to other MRIOs) we recommend Pymrio (https://github.com/IndEcol/pymrio) . Note also the docs (https://pymrio.readthedocs.io/en/latest/).

## Other

The IndEcol Github repository (this is a community repository, not specific to NTNU-IndEcol) contains a dashboard with a list of available Open Source Industrial Ecology software (<https://github.com/IndEcol/Dashboard> ). Have a look. And you can find a list of software provided by NTNU here: <https://i.ntnu.no/studentprogramvare> .

# **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.