

HOW TO NECSTLab

Getting started

To access the Lab you need to:

1. have a supervisor

- a. students usually enter NECSTLab to work on some projects under the supervision of a professor (e.g. Prof. Donatella Sciuto, Prof. Marco D. Santambrogio, Prof. Stefano Zanero).

2. activate your Polimi badge

- a. be sure you took the online Basic Course on Safety (Corso Base sulla Sicurezza) (<https://formazione sicurezza.polimi.it/>) of Politecnico di Milano and you passed the online test;
- b. agree with your supervisor about the **expiration date (MAX 1 year)**;
- c. send an email with the **access request to Mrs. Laura Caldirola** (laura DOT caldirola AT polimi DOT it) DEIB CE Section secretary (be sure that your name, your Person Code (Codice Persona), your University ID (Matricola), your supervisor name, and the expiration date in the request are correct);
- d. as soon as you receive the notification email about the request approval, contact Fausto Berton of Department's Access and Safety office (fausto DOT berton AT polimi DOT it) and schedule a meeting to have your Polimi badge activated (**bring your badge with you**).



3. ask to be added to the mailing lists of your interest

- a. the main communications of NECSTLab are through **emails**;
- b. examples of mailing lists are general-ml@necst.it and students-ml@necst.it;
- c. ask Ph.D. students or research assistants to be added to the mailing lists.

4. add the NECSTLab calendar to your calendars

- a. the main events of NECSTLab appear on the related calendar;
- b. follow the instruction in the CALENDAR section of the website (<https://necst.it/calendario/>) to sync the calendar with your devices.



5. before entering NECSTLab read carefully "How to survive in the Lab" and "The Hitchhiker's Guide to the NECSTLab"

- a. <https://necst-guide.readthedocs.io/en/latest/>



As a NECSTLab member, you have access to a series of events and practices (e.g. Courses@NECST, NECSTCamp, etc.). If interested in knowing more send an email to Prof. Marco D. Santambrogio (marco DOT santambrogio AT polimi DOT it)

HOW TO NECSTLab

How to survive in the Lab

To survive in the Lab you need to:

1. relate with people

- a. NECSTLab is mainly people;
- b. during the time you spend in the laboratory you could work in a team;
- c. every NECSTLab folk is glad to cooperate and help others (that doesn't mean that you can ping them as many time as you want or that just because they are in the lab, and you can see them, they are available, especially when they are wearing their headphones. **headphones == do not disturb!**);
- d. every person is working on at least one project: **be respectful of others, of the time they are dedicating to you and their work.**

2. know the spaces

- a. NECSTLab is mainly people, but also spaces;
- b. **every person is in charge of keeping NECSTLab clean;**
- c. the **open space** is the biggest room of NECSTLab:
 - i. be respectful of others and their work;
 - ii. supervisors, research assistants, and Ph.D. students have their own desk;
 - iii. students can use half space of one of the remaining desks to work, while they are physically in NECSTLab;
 - iv. **students must leave the desks clean after use;**
 - v. students must ask research assistants or Ph.D. students when they need to use devices, tools or other technologies available in NECSTLab.
- d. the **meeting room** is booked by supervisors, research assistants or Ph.D. students:
 - i. every person involved in a meeting can use the LEGOs on the desk;
 - ii. every person involved in a meeting is in charge of cleaning the meeting room at the end of the meeting;
 - iii. every person NOT involved in a meeting must be respectful of the people involved in meetings (e.g. avoid noises);
- e. the **NECST lounge / bambam room** is the room where you can have a break:
 - i. every person **must read carefully the rules** they can find written on the sheets hanging on the wall of the coffee room to use this space;
 - ii. food, beverages, seasonings, plastic cutleries, plastic dishes, and paper napkins are made available by NECSTLab. As a NECSTLab member, please, refer to the coffee room rules to know how to use and access them;
 - iii. every person is in charge of keeping the coffee room clean;
 - iv. every person in the coffee room must be respectful of the people involved in meetings (e.g. avoid noises).
- f. the **kitchen** is placed next to the coffee room:
 - i. every person can use the fridge or the microwaves during the day;
 - ii. every person is in charge of keeping the fridge and the microwaves clean;
- g. the **dining space** is placed in the open space:
 - i. be respectful of others and their work;
 - ii. every person in the dining space must be respectful of the people involved in meetings (e.g. avoid noises);
 - iii. every person is in charge of keeping the dining space clean (this rule is subject to variations in case of a bambam match after lunch).