

Bienvenido  
Benvingut  
Welcome



INSTITUTE FOR  
INTEGRATIVE  
SYSTEMS BIOLOGY

# Welcome route

Read this manual

Meet the people responsible for your welcome

Submit the signed form

# What should you know?

- Basic laboratory rules
  - You are going to work in a research center where you will have access to equipment and facilities of which you must know the operation and their rules of use, especially if you are going to work in a Biosafety room, Phytotron Chambers or Insect Chambers.
- Use of common facilities
  - The person in charge of your laboratory will show you the common facilities. A list of I2SysBio's general use equipment is available for users.
- Emergency Plan
  - I2SysBio has an Emergency Plan that you should be aware of. A member of your plant's emergency team will explain the measures to be taken in case of emergency. Training sessions are held periodically, which should be attended.
- Scientific Seminars & outreach
  - I2Sysbio organizes scientific seminars in the seminar room and other outreach and training activities, get involved!
- Welcome itinerary
  - The steps to follow to become a member of I2SysBio. Access to the facilities and the Parc Científic of the University of València.

# Let's take a Little welcome tour

Person in charge	Signature of the person in charge	
Access to I2SysBio Elena Navarro		
Administration Ana Belén Pozo		
Person in charge of the host group		
Emergency Plan Consuelo Escrivá		
Biosafety rooms/ equipment and general services Consuelo Escrivá		
Waste management Julia Garzón		
Approximate length of stay	Start	End

I have received all the information

Signature:

And when my  
time here is  
over?

- Oh! if your time at our research center has come to an end, you must follow a series of steps before leaving:
  - Return the access card.
  - Notify us to cancel your access to the facilities and the website.

We wish you good luck in your new stage!

# Any questions? Ask!

¿Cualquier duda? Pregunta!

Qualsevol dubte? Pregunta!

## Welcome to I2SysBio!

The I2SysBio Welcome Package aims to inform you about the steps to follow in your incorporation to our Institute, either through the CSIC or the University of Valencia. I2SysBio is a joint institute of the Spanish National Research Council (CSIC) and the University of Valencia (UV), so part of the staff is employed by CSIC and part by UV.

For I2SysBio staff employed by CSIC:

On your first day at I2SysBio, please contact with Elena Navarro and Institute Manager Ana Belén for an initial orientation to your position. Basic issues: your contract, your salary, work schedule, working hours and location of your position. More initial issues: access card, e-mail account, CSIC intranet password and work equipment (computer, etc.). How to take vacation days and/or special leave, using the CSIC intranet. Attachment to your research group at I2SysBio.

You can find more information about the CSIC Welcome plan here: [institucional - csic.es](http://institucional-csic.es)

For I2SysBio staff employed by the University of Valencia:

On your first day at I2SysBio, please contact Elena Navarro and Institute Manager Ana Belén for an initial orientation to your position. The signing of your contract will take place at the UV central services at Av. Blasco Ibáñez, Nº 13. After signing your contract, you will contact Elena Navarro again to formalize your attachment to I2SysBio and your research group within the institute.

For visiting staff at I2SysBio: Contact Elena Navarro to formalize your affiliation to I2SysBio.

Any suggestions please send an email to [carla.rubio@csic.es](mailto:carla.rubio@csic.es)