Welcome to the CBM!
Welcome Manual

1. CBMSO: Estructura, Organización y Ubicación
2. INCORPORACIÓN: Trámites, Intranets, Web CBMSO
3. PREVENCIÓN Y SALUD LABORAL
4. SEGURIDAD BIOLÓGICA, QUÍMICA Y RADIOLÓGICA
5. OTROS SERVICIOS TÉCNICOS
6. TECNOLOGÍAS DE LA INFORMACIÓN
7. INFORMACIÓN PRÁCTICA ADICIONAL
8. TELÉFONOS ÚTILES
Joint center

No matter your affiliation, you are a member of the CBM
Governance (useful names to know in spanish)

Comisión rectora

Junta de centro

Dirección

Vicedirección

Gerencia

Comisiones y comités

Programas científicos

Unidades Científicas

Grupos de investigación

Servicios Científicos

Servicios Técnicos

Servicios de Gestión

Comité asesor científico externo

Claustro científico

Comité científico interno del claustro
- Membership: CBM director, Vice director and Directors or Research Programs, plus

- Three CBM staff representatives

- Meets quarterly

- Contact your reps if you’d like to raise any topics or issues
Introduce yourselves!

- Your name and role (e.g. predoc, postdoc, student, technical role, etc.)
- Your lab / team & location in the building
- Where were you before?
- In english or spanish!
❖ Who are we?

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prepost_committee@cbm.csic.es
Objectives and Functions of the Committee:

- **Represent**: To be the voice of the P&P community before CBM governance bodies and other relevant bodies.

- **Identify and Act**: To know and address the needs and problems that affect the P&P community of the center.

- **Create Community**: Foster the consolidation of a social and academic community among the P&P members of the CBM.

- **Promote**: Organize events of interest to the P&P community, promoting collaboration and knowledge sharing.

- **Welcome**: Facilitate the integration of new P&P members, providing support and orientation.

- **Connect**: Serve as a liaison between the CBM P&P community and other internal groups or services, as well as establish connections with external organizations.

- **Influence**: Encourage and influence the CBM's P&P training program, ensuring a training environment that is responsive to our needs and aspirations.
C/ Nicolás Cabrera, 1, (28049 Madrid)

How to arrive: Bus 714, RENFE C4a/b

Tel.: +34-911964401

**Floor 0:** Operations teams, library

**Floors -1 & -2:** Facilities, Services, etc
Structure - Software (Science)

❖ Research Programs

- Cell architecture and organogenesis
- Cell-cell communication and inflammation
- Molecular neuropathology
- Metabolic and signaling networks in disease
- Immune system development and function
- Microbes in health and welfare
- Genome dynamics and function
  - Genome decoding
  - Genome maintenance and instability
- Tissue and organ homeostasis
  - Cell architecture and organogenesis
  - Cell-cell communication and inflammation
- Physiological and pathological processes
  - Molecular neuropathology
  - Metabolic and signaling networks in disease
- Interactions with the Environment

Discover our programs and units
CBM Committees

CBM Predoc and Postdoc Committee

Hello to all members of the CBM predocotorial and postdoctoral community! We are the Predoc and Postdoc (P&P) Committee, an initiative created by and for our predocotorial and postdoctoral researchers.

Supported by the Direction, the governing bodies and the external Scientific Advisory Board of the CBM, this committee aims to strengthen our community, address our needs and contribute to the social and academic enrichment of our stay at the CBM.

We welcome the active participation of all members of the P&P community and encourage you to get involved in the activities and contributions of our Committee.
Equality Committee

CBM Excellence Severo Ochoa

Structure - Software (Committees)

Equality Committee

To communicate with the equality working group, you can contact us at iguale@cbm.csic.es

CBM Excellence Severo Ochoa

Equality

The CBM2020 Equality Working Group is formed in accordance with equality policies launched by the State General Administration and the CSIC, and namely, in line with the CSIC Equality Plan that states that "In any institute and centre whenever it is considered, equality committees could be formed, as a good practice policy and on a voluntary basis, aimed to boost the equality policies reflected in the CSIC Equality Plan in force at the moment". The Board of Directors of the CBM2020, in its meeting held on April 22nd 2021, approved the constitution of the Equality Committee.

Equality in Numbers

Gender perspective in research

News, Activities and Dissemination

Diversity

Prevention of Harassment

La expresión "acoso" abarca toda conducta ofensiva, humillante, intimidatoria, violenta o discriminatoria por razones de origen racial o étnico, religión o convicciones, opinión, sexo, género, orientación sexual, discapacidad, edad o cualquier otra condición o circunstancia personal o social.

El acoso laboral ("mobbing") es una situación de violencia que se da en el lugar de trabajo, y en la que un individuo o varios, ejercen violencia...
Structure - Software (Committees)

❖ Equality Committee
❖ Sustainability Committee

Equality

To communicate with the equality working group, you can contact us at igualdad@cbm.csic.es

Sustainability Committee

Nós encontramos en una etapa climática sin precedentes, y todas tenemos la responsabilidad de tomar medidas al respecto. Las actividades de investigación consumen aproximadamente diez veces más electricidad y cuatro veces más agua que las oficinas del mismo tamaño, y se estima que generan 0,3 millones de toneladas de residuos plásticos al año. Por lo tanto, es innecesario hacer modificaciones en nuestra forma de trabajar, en la gestión de los residuos que producimos y tomar parte activa en la lucha contra dicha crisis.

La Comisión de Sostenibilidad tiene como objetivo principal promover e impulso prácticas sostenibles y responsables en todas las áreas de actividad del CBM, garantizando un compromiso efectivo con la conservación del medio ambiente y la biodiversidad. Para ello, estamos trabajando en una serie de propuestas que son relativamente simples con el objetivo de reducir la huella de carbono en nuestro centro y fomentar prácticas más ecológicas.
Which services does the CBM offer?

- Facilities & Services
  - Scientific Facilities
  - Technical Services
  - Operations Teams

Do you want to use a new technique? Any problems with your samples/protocol?

Don’t be shy, talk to them!
Facilities and Services are spread throughout the building

Certificate to work with animals
Get your CBM email: “@cbm.csic.es”
+ join the lists* (profesional, social, etc)
(Floor: 2, Room: 214. Talk to Pedro Pemau)

*even if you are a student
Card to enter the CBM and restricted rooms

Floor: 0
What to do if I want to use a Facility?

All Facilities support your work, in some cases they can run some experiments or help with the data analysis:

A) Advanced Light Microscopy Facility (SMOA)  
   ➔ ImageJ macros for analysis

B) Genomics / Biocomputational Analysis

C) Proteomics

D) ...

Tip: Go and talk with them about your experiment
What to do if I want to use a Facility? (on your own)

1) Training
   ➔ By Facility Heads: periodic email announcements
   ➔ You need it to get access to some rooms: card activation

2) Tutor
   ➔ Responsible person from your lab: initial supervision

3) Bookings
   ➔ Go to the CBM/Facility webpage and click on “Booking”
   ➔ You need a user + password (each lab usually has one)
What to do if I want to use a Facility? (on your own)

3) Bookings

Animal facility

The Animal Facility of the CBMSO, inaugurated in January 2011, is a facility that occupies an area of about 1500 m². It has rooms for the following species: mice, fish and frogs. The mice are housed in ventilated racks, and are handled in biological safety cabinets. Fish and frogs are housed in specific racks for their maintenance.
Equipment for common use:

1) Tutor + Training
   ➔ Responsible person from your lab

2) Bookings
   ➔ Go to: CBM webpage -> Intranet -> CBM Intranet -> Instrumentation booking system (choose: centrifuges or equipment)
   ➔ You need a user + password (each lab usually has one)

NEVER USE ANY EQUIPMENT WITHOUT BEING ABSOLUTELY SURE THAT YOU KNOW HOW TO USE IT!!!
1) **Departamental seminars**

- Once a week - fortnight - month
- You could participate as a speaker
- Good forum to meet & learn from other groups and receive feedback on your project
1) Departamental seminars

2) Severo Ochoa Seminar Series
   ➔ Once a month
   ➔ Top-level speakers
1) Departamental seminars

2) Severo Ochoa Seminar Series

3) Special Seminars

**Special Seminar**

**Title:** "Beyond Expectations: Unlocking New Physiological Functions of the succinate G-Protein-Coupled Receptor SUCNR1"

**Speaker:** Sonia Fernández Veledo (Institut d’Investigació Sanitària Pere Virgili (IISPV) Hospital Universitari Joan XXIII, Tarragona / CIBERDEM - Universitat Rovira Virgili (URV))

**Host:** Federico Mayor  fmajor@cbm.csic.es  Ext. 4626

**Place:** Sala Ramón Areces, CBM
1) Departamental seminars

2) Severo Ochoa Seminar Series

3) Special Seminars

4) Memorial Lectures
   ➔ Severo Ochoa
   ➔ Margarita Salas
   ➔ This Friday!

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4th Memorial Lecture "Margarita Salas"

- Title: "Insights from the smallest people in the world: AI, DNA replication, epigenetics and stem cells"
- Speaker: Andrew Jackson (MRC Human Genetics Unit, Institute of Genetic and Cancer, University of Edingurgh, UK)
- Host: María Gómez  mgomez@cbm.csic.es  ext. 4724
- Date: 15 Mar 2024
- Time: 12:00h
1) Departamental seminars

2) Severo Ochoa Seminar Series

3) Special Seminars

4) Memorial Lectures

5) Job seminars
1) Departamental seminars

2) Severo Ochoa Seminar Series

3) Special Seminars

4) Memorial Lecture

5) Job seminars

Certifications: all of them by your IP
Students & Postdocs Workshop

- End of October or beginning of November
- Organized by Predocs & Postdocs
- Poster and short talk sessions by Predoc & Postdoc Community
- Awards
- Games & networking
- Career talks

Certifications will be announced at the same time as the Workshop
CBM annual Workshop

➔ End of December
➔ Speakers: CBM IPs
➔ Talk sessions

Training activities

This is not certified
TRAIN@CBM Committee

- CBMSO Intranet
  - Welcome Manual
  - CBMSO statutes
  - CBMAgreement
  - Management Report 2021
  - Board meeting minutes
  - CBMSO Committees
  - Application to request Resources

TRAINING@CBM
Presidentes: Laura Formentini/ Miguel Manzanares
Vocales: Alvaro Sahun
         Catí Ribas
         Claudio Toma
         Carlos Estella
         Enrique Gabande
         Maria Gómez
         Maria José Martín
         Marta Pérez Pereira
TRAIN@CBM Committee

1) **PhD Advisory Committee**
   - For PhD Students: 3 meetings during your PhD. Discuss with your IP, come up with committee members and inform Almudena Hernando

2) **Off-Academia seminars**
   - Every 2 months on careers: pharma/biotech industry, science policy, publishing & editorial, etc

3) **Help@hand**
   - Raising concerns, help managing critical interactions
TRAIN@CBM Committee

1) Advisory Committee

2) Off-Academia seminars

3) Help@hand
How do I know that there is a seminar?

1) **Emails**
   - Periodic emails: weekly digest and same day

2) **Public address system**

3) **Webpage**
❖ **BioMingle** (1st Friday of the month - food, drinks + games)
❖ Spring Festival (end of June - BBQ, drinks, costumes, ...)

Social events - More reasons to stay at the CBM!
Social events - More reasons to stay at the CBM!

❖ Christmas Cup (end of December - lunch, drinks, costumes, ...)
Important things to do

1. **Get the card**
   - Human resources (ground floor - 071): gpersonal@cbm.csic.es

2. **Institutional email ("@cbm.csic.es")**
   - IT service (2nd floor - 214): tic.cbm@csic.es
   - Ask to join the mailing lists**: “profesional”, “social”, ...

3. **PhD Advisory Committee**

4. **Do the training for the services you need to use**
   - + 1st times with your tutor

5. **Attend the seminars**
   - Get the certificate

6. **Institutional questions**
   - Almudena Hernando (ground floor - 060): institucional@cbm.csic.es
Important things for PhD students!

1. **PhD Program:**
   - Check the requests: University and specific program ("compromiso documental", "plan de investigación", ...)
   - Deadlines!

2. **Type of contract:**
   - Check the requests: FPU, FPI, private foundations, ...
   - Deadlines!
Welcome!

For any questions, contact us

prepost_committee@cbm.csic.es

Follow the CBM in socials to find out what’s on:

Instagram: @cbmseveroochoa | X: @CBMSO_CSIC_UAM