WELCOME to Center for Macroecology, Evolution and Climate
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Front cover photo: The CMEC group on the annual CMEC retreat in 2017, Arraiolos, Portugal.
Welcome to Center for Macroecology, Evolution and Climate
We hope this guide will make your transition to Center for Macroecology, Evolution and Climate as smooth as possible. Hopefully, it will answer most of the questions you probably have about practicalities and life in general at your new workplace.

The information has been selected based on recommendations from other people who started at CMEC. You will probably not remember everything, so do not hesitate to ask your new colleagues, if you have any questions.

Updated August 2018

Abbreviations
Throughout this guide and in everyday life at CMEC we use several abbreviations. The most commonly used are listed below:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMEC</td>
<td>Center for Macroecology, Evolution and Climate</td>
</tr>
<tr>
<td>BG</td>
<td>Botanical Garden</td>
</tr>
<tr>
<td>DNRF / DG</td>
<td>Danish National Research Foundation / Dansk Grundforskningsfond</td>
</tr>
<tr>
<td>GM</td>
<td>Geological Museum</td>
</tr>
<tr>
<td>IFRO</td>
<td>Department of Food and Resource Economics</td>
</tr>
<tr>
<td>ISM</td>
<td>International Staff Mobility</td>
</tr>
<tr>
<td>IPBES</td>
<td>Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services</td>
</tr>
<tr>
<td>NHM / SNM</td>
<td>Natural History Museum / Statens Naturhistoriske Museum</td>
</tr>
<tr>
<td>UCPH / KU</td>
<td>University of Copenhagen / Københavns Universitet</td>
</tr>
<tr>
<td>SSC</td>
<td>Sustainability Science Centre</td>
</tr>
<tr>
<td>UP</td>
<td>University Park / Universitetsparken</td>
</tr>
<tr>
<td>ZM</td>
<td>Zoological Museum</td>
</tr>
</tbody>
</table>
**Introduction to CMEC**

Center for Macroeocology, Evolution and Climate - colloquially called CMEC - brings together high-profile scientists, postdoctoral scientists, PhD-students as well as technical and administrative staff. Our scientists work in the fields of macroecology, historical biogeography, oceanography, evolutionary biology, ecology, population biology, climate change, conservation biology and environmental economics.

You are strongly encouraged to take part in - and make use of - our scientific cross-disciplinary network. Hopefully, your stay will lead to many professional and personal contacts – and of course result in good science.

**Organizational structure**

CMEC is based on the Natural History Museum of Denmark. The Museum is a Department under the Faculty of Science at the University of Copenhagen. In addition, CMEC has faculty from the Department of Food and Resource Economics (IFRO) and a number of affiliated staff from other universities.

Along with Copenhagen Bird Ringing Centre (Ringmærkningssentralen), most employees at CMEC are part of the Section of Biodiversity under the Natural History Museum.

CMEC hosts KU’s Sustainability Science Centre and the Danish branch of The Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, IPBES i Danmark.

The organizational structure is illustrated here:
### Who to ask – CMEC administration

To assist you with administrative issues, see whom to contact below.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment and work (Bank account, NemID, contract, payslip etc.)</td>
<td>Center administrator</td>
</tr>
<tr>
<td>Visa</td>
<td>Pil Zülow</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Pil.zulow@snm.ku.dk">Pil.zulow@snm.ku.dk</a></td>
</tr>
<tr>
<td></td>
<td>Center secretary</td>
</tr>
<tr>
<td></td>
<td>Line Lund Hansen</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Lihansen@snm.ku.dk">Lihansen@snm.ku.dk</a></td>
</tr>
<tr>
<td>Funding</td>
<td>Center administrator</td>
</tr>
<tr>
<td>Grants</td>
<td>Pil Zülow</td>
</tr>
<tr>
<td>Budget</td>
<td><a href="mailto:Pil.zulow@snm.ku.dk">Pil.zulow@snm.ku.dk</a></td>
</tr>
<tr>
<td>e-mail account</td>
<td>Center secretary</td>
</tr>
<tr>
<td>Parking permits (campus)</td>
<td>Line Lund Hansen</td>
</tr>
<tr>
<td>Meetings with Carsten Rahbek (booking)</td>
<td><a href="mailto:Lihansen@snm.ku.dk">Lihansen@snm.ku.dk</a></td>
</tr>
<tr>
<td>Assistance with travel &amp; hotel booking</td>
<td>Center secretary</td>
</tr>
<tr>
<td>Assistance with travel reimbursement (RejsUD)</td>
<td>Line Lund Hansen</td>
</tr>
<tr>
<td>Assistance with fees</td>
<td><a href="mailto:Lihansen@snm.ku.dk">Lihansen@snm.ku.dk</a></td>
</tr>
<tr>
<td>Computer purchase</td>
<td>GIS-manager</td>
</tr>
<tr>
<td>Software</td>
<td>Bjørn Hermansen</td>
</tr>
<tr>
<td>Mailing-lists</td>
<td><a href="mailto:bhermans@snm.ku.dk">bhermans@snm.ku.dk</a></td>
</tr>
<tr>
<td>Student projects (administration)</td>
<td>Section Secretary</td>
</tr>
<tr>
<td>Room allocation/ working stations</td>
<td>Birgitte Klein</td>
</tr>
<tr>
<td>Key to office</td>
<td><a href="mailto:BirgitteKlein@snm.ku.dk">BirgitteKlein@snm.ku.dk</a></td>
</tr>
<tr>
<td>KU ID card for guests</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>Press</td>
<td></td>
</tr>
<tr>
<td>CMEC’s website</td>
<td></td>
</tr>
<tr>
<td>Social Media</td>
<td></td>
</tr>
<tr>
<td>CMEC’s website</td>
<td></td>
</tr>
</tbody>
</table>
Employment in general
References to information about working at KU and in Denmark are found below. For questions related to CMEC and SNM specifically, see the following parts.

Life in Denmark
General information about life in Denmark, e.g. tax issues, childcare, etc., is found on KU’s website; International Staff Mobility: www.ism.ku.dk and the official government website Work in Denmark: www.workindenmark.dk.

To help you find a place to stay in Copenhagen, contact KU Housing Foundation: www.housingfoundation.ku.dk.

Working at KU
Information about your employment at KU is found in The Employee Guide (Medarbejderguiden), on the university’s intranet, KUnet. Use KUnet to keep updated on news, events, skill development courses and much more.

The Employee Guide provides information about personnel policies, rules on paternity/maternity leave, childcare days, illness, holidays, retirement, skill development, work environment, common benefit, links to central and local work councils, information about MUS/mandatory annual performance review (Medarbejder-Udviklings-Samtale), staff policy issues, etc.

Access KUnet: https://kunet.ku.dk (use the link and password, you find in the email that confirmed your job offer)

Via KUnet you also get access to Self Service, through which you can edit personal information and data, order your ID-card, see remaining holydays etc. Find Self service on KUnet in the top toolbar.

Add or update information about yourself via KUnet → Self Service / Selvbetjening (Top toolbar) → My Data → Directory/phonebook

We encourage you to spend some time making yourself familiar with KUnet, Self-service and the Employee Guide
Employment at CMEC and SNM

Department intranets
SNM and the Faculty of Science, which you are now a part of, have each their own intranet-sites within KUnet. These sites hold department specific information about booking of rooms, vehicles and AV, news, HR, finance, communications, exhibitions, courses etc.

Access SNM and SCIENCE’s intranet via Faculty and department etc. in the top tool-bar on KUnet.

PhD student
As PhD Student at CMEC, you are part of the Faculty of Science’s PhD-school. Information about regulations, supervisions, structure, etc. is available on the PhD-school’s website https://www.science.ku.dk/english/research/phd/student. If you have questions, please contact one of SNM’s PhD coordinators. Contact information is found on the school’s website: Contacts ➔ Natural History Museum of Denmark ➔ Biodiversity.

Museum activities
As a permanent employee at SNM (more than 9 month), you get free admission to Danish museums who are members of the Association of Danish Museums (ODM) (not for students, incl. PhD students). Some museums offers free access to you family too. Pick up a personal ODM-card in the reception at SNM. Find additional information on: www.dkmuseer.dk/content/English

The museums under SNM (Zoological Museum, Geological Museum and the Botanical Garden) always provide free access for you and your family (including students and PhD students). Just show your ODM/KU ID at the entrance. Keep updated on museum events in our Activity Calendar: http://geologi.snm.ku.dk/aktiviteter (in Danish).

Field work (experience sharing)
If you are planning fieldwork in an – for you - unknown area, do not hesitate to ask your new colleagues for tips and insights. Many employees at CMEC have great fieldwork experiences from various places and cultures.
Information about safe fieldwork on [https://kunet.ku.dk](https://kunet.ku.dk) ➔ My portals ➔ Faculty of Science ➔ Buildings and Facilities ➔ Safety and Field work

Practicalities at CMEC

Office supplies
Office supplies are located in the corridor closet between office 309 and 311. It contains paper, pens, batteries, etc. If you cannot find what you need, please contact: Birgitte Klein: [BirgitteKlein@snm.ku.dk](mailto:BirgitteKlein@snm.ku.dk)

Maintenance of CMEC’s kitchen
The cleaning staff sweeps and mop floors and empty litterbins. To keep our kitchen clean on a daily basis, please leave it, as you would like to enter it. Used dishtowels and dishcloths goes in the blue barrel. If you use the coffee machine for steaming milk, remember to clean it every time.

Tea and coffee supplies
If there are no more coffee beans or tea, additional supplies are located in the corridor cabinet between offices 327 and 329. If something is missing, please contact: Birgitte Klein: [BirgitteKlein@snm.ku.dk](mailto:BirgitteKlein@snm.ku.dk)

Milk for coffee and tea
If you use milk for your coffee or tea, then sign up for CMEC’s Milk club. It is free of charge, but you must buy milk one week once per rota. The credit card for buying milk is available at Line Lund Hansen and Birgitte Klein’s office. To join the Milk club, please contact: Jacob Heilmann-Clausen: [jheilmann-clausen@snm.ku.dk](mailto:jheilmann-clausen@snm.ku.dk)

Days off

Holidays and days off
You are entitled to six weeks of holiday each year. Please registers your holiday’s priory to your absence by sending an e-mail to SNM. Registration and change of holiday must be directed to [frav@snm.ku.dk](mailto:frav@snm.ku.dk). Number of your remaining holidays on [https://kunet.ku.dk](https://kunet.ku.dk) ➔ Self service ➔ My Data
Childcare days
As a parent, you are entitled to two paid childcare days per year per child (below the age of seven). Read more about the use of childcare days in the Employee guide on KUnet. Register your childcare days by sending an e-mail to: frav@snm.ku.dk. 
Number of your remaining childcare days is found on https://kunet.ku.dk → Self service → My Data

Illness
Absence due to illness must be registered in KU’s administrative staff system. Please register illness and recovery by e-mail to frav@snm.ku.dk.
Number of your registered illness days is found on https://kunet.ku.dk → Self service → My Data.

Travel
Information on what to do before, during and after a travel: https://kunet.ku.dk → The Employee Guide → Finance → Travel and Transportation

Travel bookings
Work-related trips must be booked through KU’s travel agency, Carlson Wagonlit Travel (CWT). However, hotels and train travel in Denmark may be booked directly with the supplier. See more https://kunet.ku.dk → The Employee Guide → Finance → Travel and Transportation → Travel Booking

Insurance
Work related travels are covered by KU’s travel insurance, but you need a travel insurance card. To get an insurance card, please contact: Line Lund Hansen: Lihansen@snm.ku.dk

Reimbursements and external projects

Externally funded projects
If you have externally funded projects, it will be handled by SNM. Please contact projekt@snm.ku.dk
Reimbursement of expenses

Expenses are reimbursed through the online system RejsUD. Travel expenses must be submitted to RejsUd within 14 days upon return. Read more: https://kunet.ku.dk → Employee guide → Finance → Expense claim

Please, contact SNM’s Accounting Department, if you have any questions: SNM-Regnskab@science.ku.dk.

IT, computers and printers

To assist you with IT, computers and printer, contact KU-IT service desk. Question related to CMEC, please contact Bjørn Hermansen: bhermans@snm.ku.dk

**KU-IT service desk** (Phone is open between 7:30 am and 4:00 pm)

- **Website:** [https://kunet.ku.dk](https://kunet.ku.dk) → Employee guide → IT
- **Submit a request:** [https://propel.ku.dk:9000/dashboard](https://propel.ku.dk:9000/dashboard) (in Danish)
- **E-mail:** it-service@adm.ku.dk
- **Phone:** (+45) 35 32 32 32

Remote access to KU’s network (VPN)

If KU-IT has not set up your work computer yet, or you are working from home, you can access KU’s network via a VPN connection. Get the guide to set up the VPN on [https://kunet.ku.dk](https://kunet.ku.dk) → Employee guide → IT → Network and eduroam → Remote access (VPN)

Drives

As employee at KU, you get access to a number of drives on KU’s network.

CMEC drives

As an employee at CMEC, you get access to SNM’s common drives. The drives are organised in folders and contains information about hard- and software, manuals, data resources, photos, meetings agendas, etc.
Find SNMs drives under THIS PC on the I-drive:

I:\SCIENCE-SNM-CMEC-CMEDISK (CMEdisk is for employees at CMEC)
I:\SCIENCE-SNM-ZMDISK (used by personnel at ZM incl. CMEC)

NB: Keep in mind that everybody at CMEC have access to the folders on the I:-drive. Do not use it for strict personal files. Use the H:-drive or an external hard drive for personal data.

Personal drive
You get a personal drive to store data and documents on KU’s network. The drive is located at the university’s central servers and accessible from all of the universities computers under: THIS PC. The drive is named H:\Homedir on a001XXx

Backup of drives
Data on the I: and H: drive is located at the universities central servers. The servers are backed up minimum 3-4 times a day. The university is obliged to store back-ups 5 years back in time, unless something else has been specified. NB: Local drives, e.g. C: and E: are not backed up automatically. This includes data stored locally on the computers in GIS-lab.

Printing
To set up a printer to your computer (PC, Mac or Linux) find step-by-step-guides on https://kunet.ku.dk → Employee guide → IT → Print & copy

Most offices in CMEC have a black and white printer. Connect your computer via an USB-cable or by using the name of the printer. For colour print, use one of the two printers in the GIS-lab. The network addresses are:

\\a00149\UP15-3-2-328 (Size: A3)
\\a00149\UP15-3-2-328-B (Size: A4)

Online print
Print directly via the internet from your PC, smartphone or tablet. This service requires internet access. For online print, go to https://webprint.science.ku.dk (use KU-username and password to KUnet).
As employee at the *Faculty of Science*, you are able to print from so-called *FollowMe printers*. They are located around the faculty (North Campus and Frederiksberg Campus). Print your document by installing the printer named *FollowMe-staff*. Find the nearest FollowMe printer and follow the guide on the printer. Use your KU ID-card to log on to the printer.

**Scientific poster print**

To print *scientific posters*, contact *Grafisk*, who do professional printing for employees throughout the university:

- Grafisk’s website: [http://hum.ku.dk/omfakultetet/fakultetsservice/alle/publikom/grafisk](http://hum.ku.dk/omfakultetet/fakultetsservice/alle/publikom/grafisk) (In Danish)
- Poster templates: [http://designguide.ku.dk/ku/skabeloner/powerpoint/videnskabelige_postere](http://designguide.ku.dk/ku/skabeloner/powerpoint/videnskabelige_postere) (In Danish)

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**Use of data and resources**

**Computer resources (GIS lab)**

CMEC has 11 common computers in the GIS-laboratory, available for everyone at CMEC. They are larger (up to 128 GB RAM) and faster than ordinary desktops. You login using your KU-username (=KU-ID) and password. You book a specific computer via the whiteboard on the wall. Long-term use must be specified on the whiteboard too. Each computer can be accessed remotely via VPN-connection and use of the computer name (or IP-address) if they have the power turned on.

**Software and licenses**

Install software to your computer via the *Software Library* [https://kunet.ku.dk](https://kunet.ku.dk) → *Employee guide* → *IT* → *PC & software* or from *The Software Center* (located on your computer’s desktop, if it is bought via KU). You can use software without purchasing new licenses to e.g. ArcGIS, Xtools, SigmaPlot, Matlab, SPSS, EndNote, Skype and R-programming language.

**Data and citation policy**

Always cite the data you use at CMEC, if possible. Data has various restrictions, some are freely available, some are restricted external data and some are restricted internal CMEC-data. Restricted CMEC-data can for example be a dataset, which is unique and you or a colleague have “copyright”.
Data generated while working at CMEC must be uploaded to `I:\SCIENCE-SNM-CMEC-CMEDIISK\data_upload`

Restricted CMEC-data must be described in the CMEC metadata format. Deadline for the description is the end of the project or research analysis. Upload it here: `I:\SCIENCE-SNM-CMEC-CMEDIISK\cmece_metadata`

Datasets
CMEC has created and access to a number of datasets, which you find on the `I:`-drive.

<table>
<thead>
<tr>
<th>Examples on CMEC’s datasets on the drive (I:\SCIENCE-SNM-CMEC-CMEDIISK)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CMEC_Metadata</strong></td>
</tr>
<tr>
<td><strong>Digital Maps</strong></td>
</tr>
<tr>
<td><strong>Climate_and_Model_data</strong></td>
</tr>
<tr>
<td><strong>Satellite_data</strong></td>
</tr>
</tbody>
</table>

Publishing papers
When you publish a paper, you must upload it to KU’s database, CURIS (forskningsregistrering). Find CURIS on [https://kunet.ku.dk → Employee guide → Communication → Web and intranet → Researcher Profile on web (CURIS)]

Acknowledgement
If you are paid by CMEC, or your research time is allocated to the centre by your institute, it is important you always include your CMEC affiliation and acknowledgment to The Danish National Research Foundation.
State your address, as follows:

Center for Macroecology, Evolution and Climate
Natural History Museum of Denmark [or your departmental name]
University of Copenhagen
Universitetsparken 15 [or the address of your department]
DK-2100 Copenhagen [or your postal code]
Denmark

The Danish National Research Foundation has requested CMEC to insert the following statement in the acknowledgement (no grant number (DNRF96) – only the text below):

"NN acknowledges the Danish National Research Foundation for support to the Center for Macroecology, Evolution and Climate"

**CMEC templates and logo**

Whenever you present your work - internally and externally - use CMEC’s PowerPoint template. If you send a letter, you should use our letter template. Download templates and logo from CMEC’s intranet (to access CMECnet, see section: *Internal communication*).

For written presentation of your work, e.g. posters, PowerPoints, merchandise, websites, etc., the Danish National Research Foundation requests us to make it clear that we represent one of their research centres and use their logo. CMEC’s logo has incorporated the foundations logo, thus using the CMEC logo is sufficient.

Comments and request for changes to the template should be made to Lotte Nymark Busch Jensen lotte.jensen@snm.ku.dk
Communication and outreach

Internal communication
Information in this guide, communication templates and much more are found on CMEC’s intranet, CMECnet. Access CMEC’s intranet from CMEC’s website: http://macroecology.ku.dk/internal (Login and password: CMEC).

Share your publications internally
When you publish papers, remember to inform the rest of CMEC via the email list. Your paper must be added to the official list of CMEC publications on our website. Do so by sending link and information about your publication to: Michael Borregaard mkborporregaard@snm.ku.dk and Line Lund Hansen LiHansen@snm.ku.dk. If it is published in a high impact paper, we also want to highlight it on the homepage. Information about high impact or novel papers must be send to Carsten Rahbek Carsten crahbek@snm.ku.dk.

Job board (physical)
Job advertisements must be hang on the Job board opposite of the lunchroom. They should not be circulated via CMEC’s e-mail lists.

SNM Newsletter, Origins
The SNM newsletter, Origins, is send out to all employees at SNM by email every 4 - 6 weeks. If you want to include a story, announcement, etc., please contact CMEC communications officer: Lotte Nymark Busch Jensen: lotte.jensen@snm.ku.dk.

CMEC’s e-mail lists
If you want to reach out to people at CMEC, you can use our e-mailing lists (See table below). You are automatically added to relevant mailing lists upon employment. You can request to be taken off the list, but it is not recommended, as you will lose relevant information.

(see e-mail lists for internal communication on the next page)
<table>
<thead>
<tr>
<th>Type of information</th>
<th>Included on the list</th>
<th>Name of e-mail list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formal information, which everybody is expected to read:</strong> E.g.: News from the</td>
<td>All CMEC</td>
<td><strong><a href="mailto:Sci-snm-center-for-macroecology-evolution-and-climate@list.ku.dk">Sci-snm-center-for-macroecology-evolution-and-climate@list.ku.dk</a></strong></td>
</tr>
<tr>
<td>research foundation, new employees, annual evaluation of the center, etc.</td>
<td>(mostly used by Carsten Rahbek)</td>
<td></td>
</tr>
<tr>
<td><strong>Informal information, that can and should be circulated:</strong> New papers, Papers of</td>
<td>Almost all CMEC members</td>
<td><strong><a href="mailto:sci-snm-cmec-chat@list.ku.dk">sci-snm-cmec-chat@list.ku.dk</a></strong></td>
</tr>
<tr>
<td>relevance to CMEC’s research, Seminars, Upcoming events (meeting, conferences,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>workshops, PhD-courses etc.), If you are seeking help/information on how to do...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or where to find... or does anyone have..., Evolving discussion on things that are</td>
<td></td>
<td></td>
</tr>
<tr>
<td>circulated, Cake announcements, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Please keep in mind, it is a work related list</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Information to Post docs and PhD-students:</strong></td>
<td>All postdocs and PhD-students at CMEC plus Michael Borregaard Krabbe and Carsten</td>
<td><strong><a href="mailto:CMEC-POSTDOC-PHD@snm.ku.dk">CMEC-POSTDOC-PHD@snm.ku.dk</a></strong></td>
</tr>
<tr>
<td></td>
<td>Rahbek</td>
<td></td>
</tr>
</tbody>
</table>

**External communication**

One of CMEC’s main missions is to reach out and communicate our scientific knowledge, methods and data to academia and the broader public – nationally and internationally.
CMEC’s website
Approximately 140,000 people visit CMEC’s website\(^1\) annually. This makes it a perfect window to display our research and our researchers. To keep it alive and up-to-date we need input from you. Following information is relevant for the website:

- Visitors at CMEC (longer and shorter periods)
- New personnel
- Media appearances
- Publication of papers
- General edits for the website

Press and (social) media
CMEC are often in the media and make an active effort to be so. We regularly make press releases on our high-profile research.

Many of CMEC’s researchers use social media to promote their research and work with great success. Thus, we encourage you to do the same. The Center uses Twitter (@Macroecology) and Facebook (www.facebook.com/Macroecology).

If you want to improve your presentation techniques or need media advices or training, please contact: Communications officer Lotte Nymark Busch Jensen, lotte.jensen@snm.ku.dk

Display your work on KU’s website
As a scientist at KU, you are assigned a webpage under the university’s website. Use it to display your publications (external or center ones) and publish information about you and your work. The page has an English and a Danish version (Please make sure to include the English text in both versions, even if you do not translate your text into Danish).

Remember to add information about your work and upload your publications via CURIS (forskningsregistrering).

KU’s website
As an employee at SNM, you will be listed on SNM’s website. Thereby, people at able to find your contact information and description of your job responsibilities.

\(^1\) http://macroecology.ku.dk
**CMEC meetings**
We have a number of returning meetings to support our work. You might have an idea for a discussion group or a workshop. CMEC offers financial support for the completion of such activities on ad-hoc basis. It is up to you to decide the topic, size and scope of the event. Please let us know if you have an idea and would like to lead the organization.

**Lunch meetings / Section of biodiversity meetings**
This meeting is held to keep everyone updated on institutional news, SNM, personnel news, research, conferences, events, etc.

**When:** The 2nd Wednesday of the month, starting at 12:15 noon  
**Where:** CMEC lunch room  
**Who should participate:** Near- to-mandatory for all CMEC personnel  
**Organizer/Anchor-person:** -

**Tuesday Seminar**
The Seminars provide an informal setting to hear about each other’s research. It is our possibility to learn about ongoing projects, discuss new ideas, test out conference talks, inspire each other, and forge new collaborations within CMEC. Use the Seminar to get insight and comments from others, practice for conference talks, advertise your work for any visitors that are around.

We aim at having “in-house” speakers most of the time, with some guests once in a while. Sign up by reaching out to one of the members in the organizing committee.

**When:** Every Tuesday at 11.00-12:00  
**Where:** The Map Room  
**Who should participate:** MSc students, PhD students, postdocs, and faculty – all are welcome irrespective of career stage.  
**Organizer:** The CMEC Tuesday Seminar Organizing Committee: Naia Morueta-Holme, morueta-holme@snm.ku.dk and David Nogues- Bravo, dnogues@snm.ku.dk
**Journal Club**
We discuss new exciting, novel, and/or field changing papers, or older papers of particular historical significance. The responsibility for choosing and presenting papers will rotate among Assistant Professors and Post Docs, who are expected to run a JC session once a year.

**When:** Once a month for one hour  
**Where:** -  
**Who should participate:** The journal club is open to everyone at CMEC and we strongly encourage you to attend, particularly PhD students  
**Organizer/Anchor-person:** David Nogues Bravo [dnogues@snm.ku.dk](mailto:dnogues@snm.ku.dk)

**Women in science**
Women in Science breakfast is an informal breakfast gathering. We talk about science, women or whatever subject suits our fancy. Each participant contributes to the breakfast table.

**When:** Approximately once a month (no set dates) at 9:00 AM.  
**Where:** CMEC lunch room  
**Who should participate:** We invite all women, regardless of academic rank.  
**Organizers/Anchor persons:** Sissel Sjöberg [ssjoberg@snm.ku.dk](mailto:ssjoberg@snm.ku.dk) / Julie Koch Sheard [julie.sheard@snm.ku.dk](mailto:julie.sheard@snm.ku.dk)

**Ecology and Evolution Seminars**
The seminar series is held together with Centre for Social Evolution in the department of Biology. The talks are primarily given by visiting high-profile scientists. These talks are advertised on the departmental homepage and through e-mail lists. Feel free to contact the organizer if you want to suggest a speaker.

**When:** Friday at 2.00 p.m. - 3.00 p.m.  
**Where:** Auditorium A, building 1 (Universitetsparken 15)  
**Who should participate:** All CMEC-research personnel should be active - everyone is welcome.  
**Organizer/Anchor-person:** Jonathan Z. Shik [jonathan.shik@bio.ku.dk](mailto:jonathan.shik@bio.ku.dk)
**Write club**

During sessions we write; we do not do analyses, read emails, connect to the internet, talk or any other activity. Between each session, we have a 15-minute break. Sign up by sending an email to one of the organizers.

**When:** 9:30-12.15 for 3 x 45-minute writing sessions  
**Where:** -  
**Who should participate:**  
**Organizer/Anchor-person:** Michael Borregaard mkborregaard@snm.ku.dk and Bo Dalsgaard bo.dalsgaard@snm.ku.dk

**Read club**

We will not have to read the same articles, nor present them to each other – the idea is simply to create a focused space for studying that helps concentration. Between each session, we have a 15-minute break. Sign up by sending an email to one of the organizers.

**When:** Alternating weeks from 9:30 (2 x 45-minute sessions plus breaks)  
**Where:** -  
**Who should participate:** -  
**Organizer/Anchor-person:** Michael Borregaard mkborregaard@snm.ku.dk and Bo Dalsgaard bo.dalsgaard@snm.ku.dk

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*We hope you find this information useful. If you have further questions, do not hesitate to ask.*

*Look forward to get to know you!*