

# The unofficial secrets of working at DAB, for C-EENRG visitors

Welcome! You've arrived at a wonderful building and a vibrant group. Here are some notes for you to make the most of it.

## Institutions

The **David Attenborough Building (DAB)** was inaugurated in December 2015. It was a joint effort led by the Cambridge Conservation Initiative. Sir David is a living legend of environmental communication. He's like Jacques Cousteau in France or Rodriguez de la Fuente in Spain and, at his 90-odd years old, he's amazingly lucid. That's him inaugurating our building: <http://www.mirror.co.uk/tv/tv-news/sir-david-attenborough-abseils-down-7702931>

The building is owned by the University of Cambridge, and it hosts staff from NGOs as well (e.g. UNEP-WCMC, Birdlife, etc.).

The **Cambridge Conservation initiative (CCI;** <http://www.conservation.cam.ac.uk/cambridge-conservation-initiative-cci>) is a long-running consortium that aggregates all NGOs in the city of Cambridge working on conservation, plus staff and students from different university departments. The CCI is led by Prof Mike Rands and the contact point is Elizabeth Allen. Elizabeth is the communications manager and lives one or two floors below us. Contacting her would be useful mostly in terms of organising events where you want to involve everyone in the building, distribute information, etc.

The **University of Cambridge Conservation Research Institute (UCCRI;** <http://research-institute.conservation.cam.ac.uk/about>) was born from a university-wide strategic initiative that aimed at gathering everyone working on conservation, from across departments. Our work, as part of C-EENRG, falls under the UCCRI's umbrella. UCCRI is part of CCI. People from any of these departments who work on the topic can also fall under UCCRI's umbrella: Geography, Zoology, Plant Sciences, Land Economy, the Judge Business School, and the Cambridge Programme for Sustainability Leadership. Only a portion of the staff from these departments is at DAB. For anything related to UCCRI, talk to Ms Alison Harvey, who's the research administrator and helps Dr Baskar Vira on everything. They have some funding for events and other resources, particularly for early-career researchers: <http://research-institute.conservation.cam.ac.uk/directory/support>

The building also hosts staff from the Centre for the Study of Existential Risk (<http://cser.org/>), a centre within the university, possibly because we interpret conservation in a broad way (conservation of the human species?).

## Events

- There is a lot going on in the building and by no means we can collect it here.
- When you arrive in Cambridge, the administration will add you to the C-EENRG and DAB mailing lists - if you think that you might not have been included in the mailing lists, do enquire.
- The longest-lasting seminar series is organised by Geography, on Wednesdays 5pm during term time (they often go to the pub afterwards).
- C-EENRG has weekly or fortnightly seminars during term time at midday, which are informal and very interesting and we often go to have coffee and cookies in the common room afterwards: You're most welcome to present at these seminars: it'd be a great chance to find synergies within the group and the seminar organiser will be very happy if you offer to do so.
- CCI started organising seminars on Mondays.
- There are clubs that gather every once in a while, like the stats club, choir, yoga...
- Every month there is a DAB happy hour event (you'll see posters around), and we have coffee and cake mornings every Wednesday.
- C-EENRG also regularly organises informal drinks - often at the Pint Shop next door!
- Many events happening at DAB are announced in the intranet: <http://www.cambridgeconservationcampus.org/>
- For an overview of talks at the university, check <http://talks.cam.ac.uk/>
- For completeness, you can check the websites of individual departments and centre (e.g. Land Economy, Economics, Law, Lauterpacht Centre, CRASSH etc.) to find out more about what's going on.
- As a side note, a lot of the classical music scene in Cambridge (world class, yet free or very cheap) is compiled in <http://www.cambridgeconcerts.com/>

## Practicalities

Full details about the building are found in the intranet:

<http://www.cambridgeconservationcampus.org/>

### *Building*

For practical things about the building, there is a team that manages it, called **CCI Services Limited**. This is the team at reception (Yasmine, Shruti, Alison, Georgina...) and is led by Jack Foxall. You can contact them:

- To book rooms, email [reception-cciservices@conservation.cam.ac.uk](mailto:reception-cciservices@conservation.cam.ac.uk). All rooms have computer, speakers, microphones and (high quality) camera for videoconferences. They are of sizes from two people to many. The small rooms can be booked almost on the spot. The large rooms (1.25 next to the common room and 2.49 Weston seminar) need to be booked months in advance usually—there is high demand (but free of charge as well)!

- If anything doesn't work and is about the building itself (radiators, light, sockets, noise...), you can report to the building manager Jack Foxall ([jack.foxall@conservation.cam.ac.uk](mailto:jack.foxall@conservation.cam.ac.uk)) he's very friendly and usually responds (and acts) very promptly, but please don't abuse contacting him for minutiae.

### ***Food and hot drinks***

- There are about two Tea points (kitchens) on every floor at DAB, plus the common room.
- The coffee/ chocolate machines in the common room are free to use for everyone working at the building. Please note that, when organising events with many people from outside, in theory we should provide hot drinks via catering.
- In both the kitchens and the common room there are mugs, plates and cutlery that you can use. Anything you use, put it in the dishwasher. If the dishwasher is full, wash it by hand. Please, be diligent in keeping this tidy; it often ends up being a tragedy of the commons.
- In the common room there are also water jars, coffee thermos and trays for larger parties.
- In both the kitchens and the common room there are also rounded tins with sugar, teabags and ground coffee, and in the fridges there is milk in glass bottles. All these are also free for everyone to use.
- In kitchens, there is a microwave and fridge. You can leave your food in the fridge. Beware that fridges are emptied on Friday afternoons, so if you leave something there, it'll end up in the bin or in a fridge in the common room.
- Also on Friday afternoon, the milk glass bottles remaining from the week are put in the common room and offered to a good home. You can take them for yourself.
- Freeby food left from catering brought for meetings and workshops is usually left in the central table in the common room.

### ***Spaces***

- Access to the building out of reception hours (8am-6pm approx.) requires your card to have been activated at reception.
- Note that many inside doors also get locked out of reception hours, so you'll need your card to move around.
- The terraces are open only during reception hours.
- All meeting rooms are freely available for booking (see above). If you want to connect your computer to the screens in the rooms, you'll need a cable (e.g. HDMI or VGA): there is one at the C-EENRG tower, and you can also borrow it from reception.
- The windows open and close automatically (we guess that this depends on temperature and CO2 concentration), and all rooms also have a button to open/close them manually.
- Feel free to use the empty lockers/ shelves in the tower where the C-EENRG desks are.

- The blinds inside the glass walls that separate some of the rooms have a remote to open/close them, and its instructions are here:  
[http://uniggardin.se/img/cms/PDF/SE/Remote\\_ABC-01.pdf](http://uniggardin.se/img/cms/PDF/SE/Remote_ABC-01.pdf)
- In the tower desks of C-EENRG, there are several computer screens and probably there'll be some free for you to use. However please note that these are either personal or leftover from previous projects, and the department isn't required to provide you with one.

## ***Waste***

Note that there are recycling bins everywhere: for organic matter (food, dirty paper, etc), for mixed recycling (paper, plastic, tins, tetra-packs, etc.) and for the remaining residues.

In the common room there is also a bin for batteries.

In the common room, there is a zero-waste policy, which means that there is no bin for regular waste, although you should be able to put most stuff among the recycling bins.

## ***Printers***

1. To get you access to the system, IT staff in Land Economy would have given you instructions. Once you are in the system (i.e. you have a card, and probably Raven password) you should be able to use the large printing machines that you see in all floors in the building (the photocopy/ printing machines). These do scan and email you PDFs, photocopy, print in colour and staple. The one in the stationery room (second floor) also perforates and folds. None writes papers yet, but give them time... In order to use these printers, you need your card, and you can either:

- a. Put your document in a USB, or
- b. Install a software called [PaperCut](#) and send the documents directly from your computer (not for Linux machines)

2. There is an additional small B/W printer in the C-EENRG space in the tower. Getting this printer here was less trivial than it sounds (long story) and uses a different printing system. If you're going to visit for a long period and be based in this office, it's worth trying to get it installed, otherwise, it may be an unnecessary hassle. In a nutshell, you need to be connected to the network with your computer. This is the difficult part and there is no single answer to it, some got an IP number from the Land Economy IT, some others connected seamlessly. Once connected to the network, the printer is in network, so you just need to use the 'add/find network printer' application from your computer. The paper for this particular printer comes, in theory, from Land Economy, rather than from the stationery room at DAB.

## ***Mail post***

You'd rarely go to the main stationery room. Most of the stationery there isn't free for us to take (I believe), but you can probably grab a marker or an envelope in case of emergency. The most important thing here (apart from the machine that perforates and folds) is the post mailing service. You can send post charged to the department of Land Economy, by

putting your envelope in the corresponding tray (the transparent plastic trays at the window, with an LE label). The people at reception will do the rest.

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The keywords for the final secrets are *hammock* and *roof view of King's*. If you score these two, you've mastered the building.