

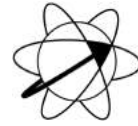
The ORBIT Code of Conduct

Inspired by Code of Conducts from other labs, Google and Hajor League Hacking

- All guests and members must follow the Code of Conduct.
- Since we are a part of Aarhus University, all AU rules are still applicable.
- Be excellent to each other. We are all here to learn and have a good time.
- Be open-minded, positive, and approachable. Help others when you can, and others will want to help and teach you!
- Harassment in any way, shape or form is not tolerated.
- It is the responsibility of all members to help enforce the Code of Conduct - speak up if you hear or see something. Contact a staff member if there is an issue.
- Always leave the space and equipment in better shape than you found it.
- Do not use equipment that you are not confident using - ask for help! Some spaces and equipment requires an introductory session before you are granted access.
- Own up to it if you break something. You will not be asked to replace/repair equipment based on accidents and honest mistakes. We need to know, so it can be fixed, or new equipment can be purchased.
- Spaces in ORBIT Lab are generally available but can be booked for projects, events or other activities
- Planned events takes priority over unscheduled events. Events are scheduled through an ORBIT Lab responsible.
- Only staff, members or registered guests are allowed in the spaces outside normal opening hours
- Members are responsible for their guests
- Except for special events, preparing and consuming food is for the kitchen and open social area. Snacks and drinks are permitted in the other lab spaces, but always be considerate - and clean up!
- If in doubt - ask a staff member!



AARHUS UNIVERSITET



ORBIT LAB

Welcome to ORBIT Lab!

We're really glad you want to join and hope the experiences had here in this lab, will teach you something useful.

This manual describes the basic rules and procedures you have to follow, in order to become (and keep on being) a member in ORBIT Lab.

Since the lab is generally not manned, and since you have 24 hour access, usage of the lab and devices requires you, and everyone else, to adhere to the rules described below. Please adhere to them - then we can keep giving people flexible access to the lab and the devices. Failure to comply will result in a warning. If you keep breaking rules, you will get banned from using the lab and the equipment.

General Code of Conduct at ORBIT Lab

When working in or around ORBIT Lab, treat your fellow students/ORBIT members excellent. Respect each other, and behave responsibly. Harassment is not tolerated. Everybody are welcome, so everybody should feel welcome.

If a fellow ORBIT member leaves something, respect your peer's property and leave it alone. Everyone should feel safe around ORBIT Lab, which also includes not feeling like you have to take your stuff with you everywhere.

Be open-minded, and practice saying yes! Be approachable, and help where you can. If all members, guests and staff are helpful to each other, the community will grow and learn faster.

Generally: ORBIT Lab is a learning environment that will thrive much more, if the users are friendly, happy and helpful!

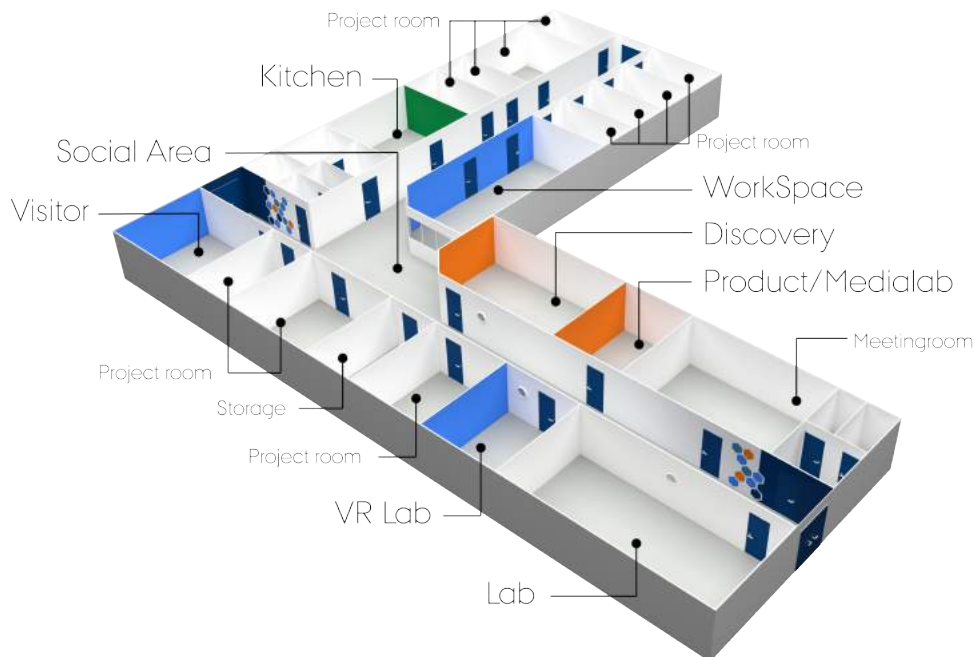
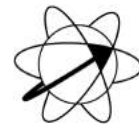
Lab Access

When you become an ORBIT Lab member, you are granted access to the outer shell of the building, like most ASE students are. In order to get access to the Labspace, you have to write a reason for why you need access to the Labspace, and what project(s) you will be working on. We also require that you stop by and have a chat with a Lab responsible about your project(s).

The two labs called VR Lab and Product/MediaLab, are run by ORBIT Lab, and you are free to use them once you have participated in an introduction to the workflow of the rooms, safety details, and rules at the specific environment.

When you have been granted access to one, or all, of the lab-spaces you are welcome to use it for all of your projects. If you want to use some specific materials/equipment for your projects, we ask that you run it by a lab responsible first, to ensure that the machinery/equipment can handle it.

All lab access will be granted by Lab Manager Simon (simon@ase.au.dk), with whom you will have to talk to about access to the other spaces around the lab. You will be granted access for a specific time period, which, to begin with, is a couple of months.



Your account and the keycard access will become inactive when the period expires. If your project is still ongoing, you should apply to renew your access before it expires.

In essence, ORBIT Lab has different zones:

- First zone is the shell and hallway of ORBIT Lab, where general rules of AU apply, but we ask that you still respect the ORBIT Lab Code of Conduct.
- Second zone refers to the rooms, which you can be granted access to, when you are an accepted ORBIT member, working on relevant projects, for example the Labspace.
- Third zone are the rooms which requires an introductory session, relevant project and/or affiliation. These are VR Lab, Product/MediaLab and Discovery.

The access is granted for you alone. If you bring guests in the lab, you have to sign them in as guests, and you are responsible for them and what they do. You sign guests in, by sending an email to simon@ase.au.dk, with their full name and reason to be in the lab. Do not let guests use equipment that you had to get an introduction to the usage of. Encourage the guests to become members, since this will give them the opportunities that you have.

If you are the last person in the lab, remember to clean and tidy up after yourself, and close the windows when leaving. Everybody has a more pleasurable experience at the lab, when it feels pleasant to be here.



Responsible Usage of Equipment

The lab contains various devices for you to work with. A reservation system exists which makes it possible for you to ensure that a device will be available, and also keeps a record of who is in possession of a given device.

The devices are divided into the following categories:

- In-lab, no reservation. These devices may be used in the lab and cannot be reserved.
- In-lab, reservation required. These devices must be reserved before you use them in the lab.
- Out-of-lab, reservation required. These devices must be reserved, and may then be taken out of the lab.

Devices in category 1 and 2 may not leave the lab.

Some devices will be locked away in cupboards which can be opened with a key from the key box located on the left side of the red cabinet. A lab responsible has the code for the key box, which means that if you want to borrow or try something out, you should check in with a lab responsible first. The lab responsible will only hand out a device when you have made a corresponding entry in the ORMS reservation system, where you have to create an account.

If something breaks or stops working, it is important that you let us know. If you fail to let us know when you return equipment, we will end up having faulty equipment in storage, which will waste both your fellow students' and the lab responsible's time. We would like to know as soon as something happens to the equipment, so we can either get it repaired or order new equipment.

Fridge and Kitchen

For your convenience, the lab contains a fridge wherein you can store various drinks and small snacks. If you have bought some extra beverages or snacks, you can mark it with your MobilePay number and allow others to chip in, and buy one of your drinks. Remember to label what you put in the fridge, or it will be thrown out.

It is not permitted to eat lunch in the lab spaces. You should consume your food in the kitchen or social area. In the kitchen there is a fridge, where you can store your food and leftovers - remember to label them with name and date. Drinks and small snacks are allowed in the lab, but please do it in moderation, and clean up after yourself.

In the kitchen there is also a microwave oven, a Grohe Red tap with instant boiling water, and a coffee machine. Please help keep it clean, refilled and usable. Failure to adhere to the kitchen rules can result in you getting your access revoked.

ORBIT Sponsors and Partners

ORBIT Lab is partly supported and funded by our partners and sponsors, who will also facilitate talks, workshops and other interesting events. These sponsors have also donated equipment, and we have regular contact with them. If you would like to do a project with one or more of the external partners, or are interested in a specific talk, that you know one of the companies could do, please let us know.