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Welcome to the New SCI Newsletter

A quarterly information update for SCI members.

To improve communication with SCI members we have launched:

- a quarterly newsletter
- a new intranet site
- new mailing lists
- new functionality on the SCI website and intranet.

We will keep SCI members updated on the latest SCI developments through these four media. **This issue focuses on the new functionality and how to use it.**

Member Newsletter

Issue 1—March 2013

Launch of the SCI Intranet

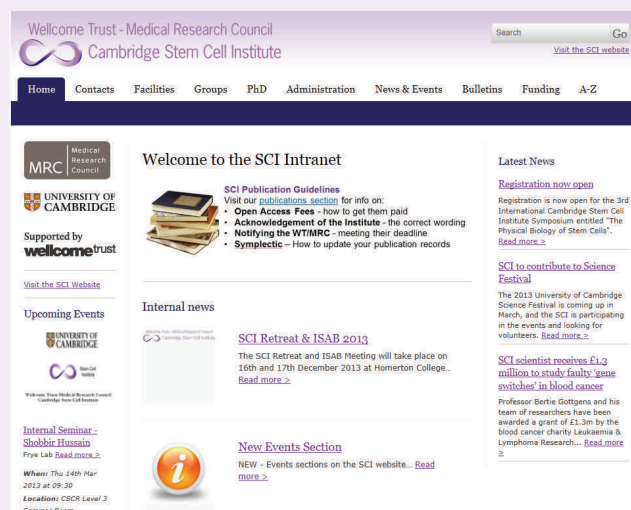
Your first port-of-call for all SCI information

<http://intranet.stemcells.cam.ac.uk/>

All SCI members have been given access to the intranet via their **Raven ID**. The intranet contains the following sections:

- Contacts
- Facility resources
- Research Group pages
- Student info
- Admin info
- News & Events
- Bulletins
- Funding Opportunities

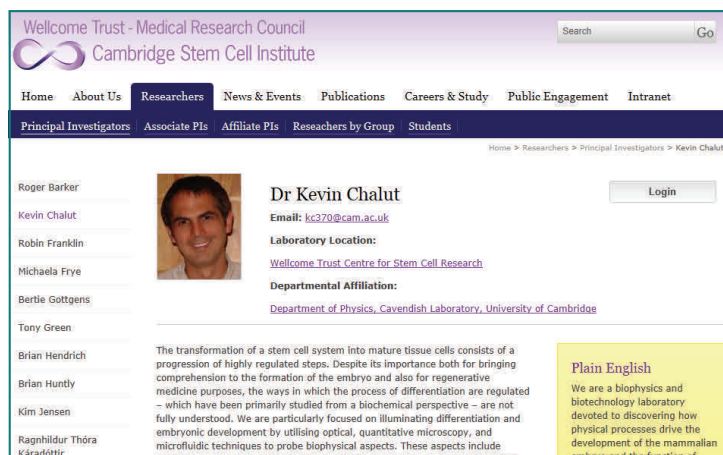
If you find that you cannot access the intranet please email the [SCI Coordinator](#).



Edit your own profile page

It is quick, easy to do and requires no training

All SCI members are now responsible for editing their own personal profile pages on the SCI website. All you need is your RAVEN ID. Click on the login link on your personal profile page whenever you want to update it. A five minute training session can be provided (just drop in and see the admin team at any time). **To activate your account and start editing your page please email the [SCI Coordinator](#).**



Events

NEW - Events on the Intranet

<http://intranet.stemcells.cam.ac.uk/news-events/>

Due to the vast number of events that the admin team are asked to advertise we are changing how we do this. **We will no longer be sending emails about events.** Events will now be advertised on our intranet. The intranet events section is divided in 4 parts:

To advertise an event on the website or intranet please email details to the SCI Coordinator.

- **Stem Cell Events** - Events with direct stem cell relevance including conferences, seminars etc which are generally held in Cambridge. These will appear in the calendar on the intranet.
- **University Events** - A selection of University events and seminars, including a section where you can sign up to specific seminar series.
- **External Events** - A selection of external events and seminars.
- **SCI Social Events** - for SCI staff to advertise leaving do's, happy hours etc.

Events on the Website

<http://www.stemcells.cam.ac.uk/news-events/events/>

Any events being run by the SCI which are open to non-SCI members are now advertised on the external website, including conferences, seminars and public engagement events.



SCI at the Science Festival

<http://www.stemcells.cam.ac.uk/news-events/events/>

Three events are being run for the Cambridge Science Festival. **All are open to the public.**

- **Stem Cell Generation** - Drop in sessions on 16th and 17th March 2013
- **Stem Cells: Hope or Hype** - a public talk by Austin Smith on 21st March 2013
- **Stem Cell Revolutions: A vision of the future** - a film about stem cells on 26th March 2013

3rd International Cambridge Stem Cell Symposium: "The Physical Biology of Stem Cells".

<http://www.stemcells.cam.ac.uk/news-events/events/physical-biology-stem-cells>

Registration is now open. For more details visit the website.

Places are limited to 100 participants so book soon.



SCI Official Launch Meeting

Celebrate the launch of the Stem Cell Institute - all members invited

When: Date to be confirmed (possibly June 2013)

Venue: To be confirmed

Programme: This is being finalised & will be advertised on the SCI website shortly.

Attendees: Representatives from the Wellcome Trust, MRC & Industry will attend as well as the Pro Vice Chancellor for Research.



SCI Retreat and ISAB Meeting 2013

All SCI Members are invited to our annual Retreat and ISAB Meeting.

When: 16th & 17th December 2013

Venue: Homerton College

Programme: The programme will be advertised on the SCI website later this year.

Attendees: ISAB Members, representatives from the Wellcome Trust and MRC.



Publications

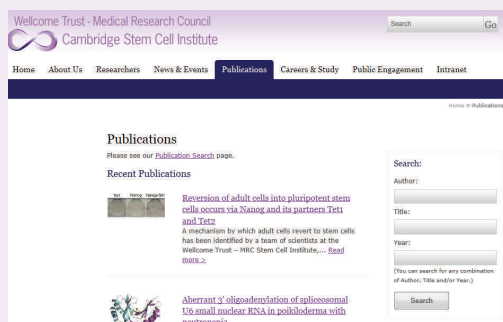
WT & MRC Publication Requirements

The Wellcome Trust and MRC specified the following terms and conditions relating to publications by SCI members:

- All SCI publications must acknowledge the “Wellcome Trust - Medical Research Council Cambridge Stem Cell Institute”
- All SCI publications must be open access
- The SCI must notify the WT & MRC of all publications at least 10 days in advance of their publication date

To assist SCI staff with meeting these requirements the Institute has put in place a publication submission process. As soon as you know a publication has been accepted please email the publication submission form to the SCI Coordinator. We will then liaise with the press offices (at the WT, MRC, University and any other specific sponsors for your paper). We can also pay your open access fees.

Full details of the process and the forms can be found on the [Publication section](#) of the SCI Intranet



Publications on the website

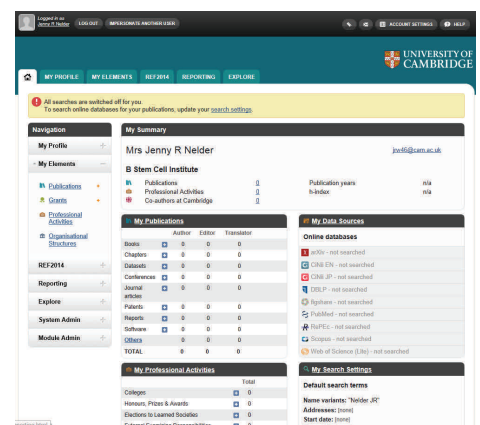
<http://www.stemcells.cam.ac.uk/publications/>

The Institute website now has a dedicated publication section. Publications that have generated media interest are featured on the homepage of the website as well as on the publications page. You can also do a publication search for SCI members which draws data from the University's symplectic system.

Symplectic

The Symplectic system manages the publication records for the University: <https://ref.cam.ac.uk/>

This information feeds into the REF, annual reporting for the Institute. We have been updating the records for all members of the SCI and this includes their publications as well as professional activities such as conferences, outreach events, patents etc. Research staff can update their own records in Symplectic. We are currently working on a simple user-guide to Symplectic but in the mean time if you need advice or assistance with updating your records please contact the [SCI Coordinator](#).



SCI Branding

The New SCI Logo

New “branding” for the Institute

The WT and MRC funding terms required the Institute to have a new logo and standardised documentation such as templates for:

- Powerpoint presentations
- Poster presentations
- Letters

All of these templates and the logos can be downloaded from the [admin section of the intranet](#). Please ensure you use these correctly branded documents from now on and that the acknowledgement used is “Wellcome Trust - Medical Research Council Cambridge Stem Cell Institute”



Students

Student Support

Brian Hendrich is the Co-Director of the PhD Programme Director. Brian organises the PhD programme, chairs the PhD programme management committee & acts as students' advisor during the 1st rotation year.

Contact Brian: brian.hendrich@cscr.cam.ac.uk



Jo Butler is responsible for student support at the SCI. She does the administration for student recruitment, the PhD programme, student events and the student webpages on the website and intranet. **Contact Jo:** cscr-phd@cscr.cam.ac.uk

Joana Flores is the SCI Student Rep. She organises the bi-weekly PhD seminars and she assists with arranging other student events such as meetings with the ISAB. **Contact Joana:** jvf22@cam.ac.uk



NEW - Student Intranet Pages

<http://intranet.stemcells.cam.ac.uk/phd/>

Jo is currently creating a new section on the intranet which contains information on student events, course materials and other useful news items for our students. If you have any suggestions on information she could provide here please contact Jo.

WT/MRC 4-Year Presentation Day

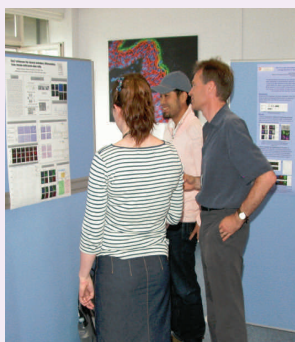
Annual event for all Wellcome Trust and MRC funded 4-year students

When: Wednesday 5th June 2013

Location: Level 3 Seminar Room, Stem Cell Institute, Tennis Court Road

Attendees: WT & MRC 4 year students, the PhD Programme Advisor Committee, Student Advisors.

Programme: Jo will contact students that need to be involved shortly. There will be a college dinner for the students and Advisory Committee that evening.



PhD Day 2013

SCI Students present their work - all SCI group members welcome!

When: Thursday 25th July 2013

Location: Sanger Lecture Theatre, Sanger Building, Tennis Court Road

Oral Presentations:

- PhD students starting their final year in October 2013.
 - Students in their 2nd year of a 3-year PhD, or 3rd year of a 4-Year PhD
- Poster Presentations:** All other SCI PhD students (SCI, level 3 seminar room)

This is a great way for everyone in the SCI to see what other labs are doing so please mark this date in your diary!

How to contact people in the SCI

SCI Directory

A directory of all SCI members with photos, names, email address and phone numbers.

Postal Addresses

Postal addresses can be found in the contacts section of the intranet.

SCI Mailing Lists

Mailing Lists for each SCI group - incl. research groups, facilities, administrators, students etc.

<http://intranet.stemcells.cam.ac.uk/contacts/>