

Welcome to the Kwon Lab!

We are glad you've decided to be part of our awesome research team here at 400 Tech Square!

There are a bunch of exciting projects happening in the lab, you'll find our team working on:

- HIV and TB in the lung
- Next gen sequencing to rapidly diagnose infections
- The bacterial microbiome in the FGT
- HIV and its effects on tissue in the gut

You can find a lot of general information about the lab on our website: kwonlab.org. You can also follow us on [Facebook](#), [Instagram](#), and [Twitter](#).

Our team is focused and works hard to conduct quality work, but you'll also find us having fun too. We are known for our:

- Birthday celebrations
- Custom lab gear (aka "lab swag")
- Lab retreats
- Fully stocked snack drawer

Orientation & Training

You will start with a day and a half-long MGH Employee Orientation and then head over to the [Ragon Institute](#) on the afternoon of the second day. You will then complete a brief orientation with our Ragon Staff Assistant, Julianna Cogswell (jcogswell@mgh.harvard.edu, 857-268-7000). You will be given the Ragon Orientation Checklist which you must complete during your first week in order to receive elevator and floor access.

You will also have to complete the following required training:

- [Tissue Culture Room](#) - Print the completed form and submit with the Ragon Orientation Checklist
- [CITI Training](#) - Complete the Biomedical Research Investigators & Key Personnel Course
- [Safety Videos](#) - Please note that you will need to be within the Partners network firewall to access (bring a set of headphones your first few days so you can listen).

Communication

Once you're done with the above, be sure to request access to our many communication platforms:



Slack - The lab uses Slack as its main form of quick communication. There are various channels you can follow to stay up to date on happenings and announcements in the lab, and you can message members directly.



Dropbox- The lab has access to an "unlimited" Business Dropbox partition. Ask Candace for access and *PLEASE INSTALL UNDER THE SUPERVISION OF DOUG OR DAVID* when you first get started.



Google Drive – the shared drive contains the lab ordering sheet, freezer logs and antibody logs; ask for access.



Google Calendar - Request access to the general calendars and your project specific calendars. To add to your calendar client (e.g. Outlook or Mail) use this address to add a web calendar:

<https://www.google.com/calendar/ical/kwonlabhiv%40gmail.com/public/basic.ics>



Mendeley - is a program that allows you to save, categorize and annotate papers. The lab has an account with papers saved that are relevant to members' projects. Set up your account and then ask Doug for an invite to the lab account.



Sharepoint- is the Clinical Research Platform that contains a calendar for blood sample collection. The calendar is updated when blood is collected and lets you know where to pick it up. For access, completion of all required lab and human subjects training is required. Email Daniel Worrall ([dworrall@mg.harvard.edu](mailto:dworral@mg.harvard.edu)) for access.

CIDB

CIDB - is the patient information database. You will have to go to training for this before obtaining access. For access, email the CIDB group (ragoncidb@partners.org)

drobo

Drobo - The Drobo houses software and backups. If you're only with us for a short time, you probably won't need this.

- Drobo setup on Mac: Finder → Go → Connect to Server → enter `afp://172.21.63.170/Kwon_Lab`.
- Drobo setup on PC: Desktop → My Computer → Map Network Drive → Choose another network location → enter `\\172.21.63.170\Kwon_Lab`. David can help you set up an account name and password.



- Add your cell # and carrier here so we can add your contact info to lab's mass text/email list (after you get Kwon Lab Google Drive access)
- Group Texting: text@kwonlab.org (will send a text to everyone in the lab)
- Important Emails:
 - Whole lab: mail@kwonlab.org / social@kwonlab.org (for social events)
 - Project email lists: bronch@kwonlab.org or lung@kwonlab.org / fgt@kwonlab.org / gut@kwonlab.org / poop@kwonlab.org / clinco@kwonlab.org
 - Subgroups: techs@kwonlab.org / students@kwonlab.org / postdocs@kwonlab.org
 - Timekeeping: time@kwonlab.org

Meetings

- Kwon Lab Meeting - Friday at 9:30am – Rm. 852
 - Journal Club - Every other Wednesday at 12:00pm – Rm. 980
 - Subgroup Meetings – Monthly – Rm. 884 or 892
 - Tech Meeting - QOW; variable but usually Monday @ 4:30pm – Rm. 892
 - 1-on-1 Meetings with Doug - QOW; variable – Rm. 892
 - Ragon Seminar - Tuesday at 12:15pm; lunch provided – Schwartz Auditorium
- * Detailed Lab Meeting and Journal Club schedules can be found [here](#).

Website

Please provide Candace with a short bio-paragraph and one photo for the lab website → see examples [here](#).

Lab Notebooks

- Lab notebooks are electronic and saved in the Kwon Lab Shared folder on Dropbox. Create a folder for your lab notebook. We recommend that you use a specific template with a table of contents. For example, see Nomfuneko Mafunda's lab notebook.

Important Notes

- For lab member contact info go to Google Drive → Kwon Lab Shared → Kwon Lab Orders → "Contact Info" tab
- Ragon SOPs can be found [here](#) & Kwon Lab SOPs can be found in the shared Kwon Lab folder on Dropbox
- Software can be found on the Kwon Lab Drobo
- Journal Access: [HMS Library](#) & [MGH Treadwell Library](#)



Seminars

- [MGH Immunology Series](#) - held every Thursday at noon MGH Charles Navy Yard but also broadcasted here in the Ragon Schwartz Auditorium
- [HMS Immunology Seminar Series](#) - on Wednesdays at 5pm, HMS Armenise Auditorium
- [Ragon Seminar Series](#) - held every Tuesday at 12:15 in the Schwartz Auditorium