

# The CLAN Onboarding Process

## The CLAN Culture

Welcome to the CLAN for AI Research on Language and Networks, or “CLAN” for short. At CLAN, we strive for a diverse, inclusive, and equitable work environment, fostering a transparent and open lab culture. The following are some of our core values:

- We do not believe in the structures of power and privilege: every lab member is a peer of the PI.
- We strongly believe in and follow an equitable advising style: lab members are encouraged to be open and honest about their issues.
- CLAN is a family, and we strive for every lab member to be a strongly integrated part of this cohesive unit. To achieve this, we organize several community-building activities such as lab lunches, birthday celebrations, retreats, and dinners celebrating key events such as paper acceptances and festivals from our respective cultures.
- Thus, if you feel there are points of tension, I hope you will feel empowered to contact me first, but if not, please feel free to contact our section leader.

## Lab meetings

CLAN's lab meetings are usually held in 5335-327 on Mondays from 13:00-14:00.

- The first 15 minutes are used for general updates: conference trip reports, adventures from a recent vacation, etc.
- The remaining 45 minutes are used for technical discussions. Every lab member (in a round-robin manner) gets a slot to talk about their research. Moreover, lab members are encouraged to conduct this as a “brainstorming” session, e.g., using the board instead of slide decks. Overall, this allows for the free flow of ideas and for every lab member to utilize CLAN's “hive” mind. These slots are also at times used for conducting dry runs of conference/job talks.

## Individual supervision meetings

- **Frequency:** Weekly 30 minutes.
- **Format:** In-person meetings, or virtual if required.
- **Preparation:** Lab members will prepare and share a **structured agenda** at least **one working day in advance**.
  - The agenda will include:
    - Updates on progress (including key results and challenges)
    - Drafts of any written work (if applicable)
    - A list of **prioritized** questions and discussion points
    - Any longer, open-ended questions requiring deeper discussion
  - If the agenda contains **detailed data or figures**, please do the following:
    - Include a summary to provide a quick context to the supervisor
    - Include detailed explanations of the findings from the data/figures as usual
- **Evaluation:** Progress will be tracked continuously during the weekly meetings

# Documenting your research

## Keeping notes

It is important that you keep thorough notes of your research. This will make it easier to remember the things you've done, the things you still need to do, important references you've come across, etc. It will also let you share your thoughts with the rest of the group, and it will make you a better, more disciplined researcher.

- For Google Drive, please use Akhil's Gmail: [arora.akhilcs@gmail.com](mailto:arora.akhilcs@gmail.com).
- Your notes (as a Google doc or Notion page), as well as any other documents you would like to share with your mentors (including Akhil), should be placed inside a Google Drive folder that is named after you and shared with your mentors.
- Inside that folder, also create a special document called "Master doc: Your Name". This master doc serves two main purposes: (1) It should be an index of all your other documents, which should be linked from the master doc. (2) It should contain notes for all meetings you have regarding your project (be they with Akhil or with any other mentor).
- If you don't have a separate document or tool (e.g. Zotero) for managing related work that you come across, you may also dump links to related work in the master doc.

## Feedback and Revisions

- Feedback during the supervision meetings will be provided primarily verbally, and it's your responsibility to take notes.
- You will incorporate the feedback into the work and present the updated sections at the next supervision meeting.
- When working on papers, please use Overleaf as it's a great platform for collaboratively writing research papers in LaTeX.
- Note that you are expected to come up with the first draft of your paper **at least two weeks before the submission deadline**.
- Feedback on paper drafts will be provided as comments on Overleaf or through in-place modifications in the "track changes on" mode.

## Working hours, vacation, and other logistical details

At CLAN, we believe in flexible working hours, as long as you are contributing responsibly and maturely to advance your research, and participating actively in the lab meetings, your weekly supervision meetings, and meetings with CLAN's external collaborators and partners.

By the same token, the lab members are not expected to reply to emails outside of their typical work hours. However, I strongly recommend everyone keep their calendars up-to-date and be prompt with email responses. Also, all lab members should be a part of the **CLAN Slack organization** and actively contribute to the channels relevant to their professional activities. In general, communication outside of meetings will occur via Slack/email.

As a general rule, **for any deadlines that you may have**, you should **inform Akhil at least two weeks before the deadline**. This is important for me to plan my time better and to

provide you with the due time and consideration that you need from me to support you appropriately in your efforts.

Finally, each lab member employed by AU is entitled to 30 vacation days every year, above and beyond official Danish holidays. Vacations are a great way to rejuvenate and recharge your batteries, and thus, I encourage every lab member to use their vacation days diligently: going for hikes, skiing, meeting friends and family, and more. Also, you come back with a fresh mind and all the energy required to push your agenda further. Usually, and barring emergencies, it is recommended that you inform me of any planned vacations **three-to-four weeks in advance**, and preferably avoid taking vacations when you are serving as a teaching assistant for a course.