



INCUBATION GUIDE



tec labs powered by



**Ciências
ULisboa**



Hey there!

If you are getting your digital hands in this Guide for Incubation at Tec Labs it means you are somehow part of this great and lively ecosystem we are developing and growing by the minute at Ciências ULisboa.

The main goal of this digital guide is to provide you with key and useful information on how to work within our ecosystem.

We divided it in three chapters:

- 01 Incubation from A to Z**
- 02 Guiding principles we live by**
- 03 What we do besides managing the Incubator**

The document will be concise and easy-to-use, so you can read it quickly and come back to it every time you need or have some doubts!

Thanks for choosing us and It's great to have you on board. We hope you enjoy the ride!

— Tec Labs Team



Incubation from A to Z

Tec Labs is the business incubator of Ciências ULisboa and we focus on science and deeptech based startups that are aligned with our four focusing areas:



**Emerging
Technologies**



**Agrofood
& Sea**



**Health
& Wellness**



**Urban Mobility
& Sustainability**

We exist as Tec Labs since 2012, but our foundations date back to 1989 when a group of professors and companies decided to create the Institute of Applied Science and Technology, with the guiding principle of building a bridge between the academia and the business world. Even though history teaches us a lot, let's focus on the present and project the future! At

the time being (and since 2015), we are fully integrated at Ciências ULisboa, one of the 18 Schools and Institutes that composes ULisboa, the biggest and one of the most renowned Portuguese Universities. Formally, besides managing the Tec Labs incubator, we are also the Area of Innovation and Entrepreneurship, but we'll go to that in more detail in Chapter 3 of this guide.



Our main mission in managing the incubator is to bring closer to Ciências ULisboa ecosystem a number of startups that are developing innovative business ideas, demonstrate growth potential, and can bring added value to our mission of generating knowledge with a positive impact in the previously mentioned focusing areas we address.

Our main competitive advantages as an incubator are:

- A booming ecosystem of startups/spin-offs focused on a wide range of sci-tech areas;
- Access to both specialized lab spaces and office space in the incubator;
- Available 24/7 Support Labs with a team with more than 20 years of experience in R&D and more than 3M€ in equipment;
- A high-valuable network of mentors;
- Close connections to investors on a national and international level;
- Close connections to a wide number of industry and corporate partners;
- A dynamic promotion of networking events and opportunities;
- Last but not least, a dedicated incubation program that brings us closer to all our incubated startups/spin-offs.

Incubation program

The companies/projects incubated at Tec Labs have access, as soon as they enter, to the Incubation Program, specially designed by our team and with a tailor-made approach that meets each of our companies needs. Within the program, biannual meetings are held between the companies and the technical staff of the incubator, and depending on the maturity level of the startups this frequency might be higher. The main goal is to monitor the evolution of the startup/spin-off in terms of business and find ways to support them in key areas such as business development, raising investment, recruitment, or access to talent, among others.

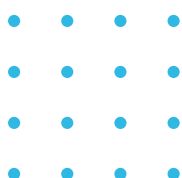
Nonetheless, companies are also asked to be proactive in approaching the team whenever they feel the need for our support.

Support Labs

One of the stated competitive advantages of Tec Labs is that we have support labs in our infrastructure that include:

- Washing room (with washing machine, autoclave, purified water, etc.);
- Equipment (laminar flow chambers, hotte, sequencer, lyophilizer, PCRs, etc.) and consumables;
- Dedicated Human Resources to support our companies in the best way they can.

The access to our support labs is subjected to an initial meeting and quick intro to all lab procedures and after that teams are autonomous in their use of this infrastructure, which has proven to be of much added-value to most of our science-based startups/spin-offs.



A day at Tec Labs

1. The Team >
2. Access to the building >
3. Parking Space >
4. Common spaces >
5. Front Desk >
6. Printer >
7. Invoices >
8. Communication channels
& Networking >
9. Emergency situations >
10. Lab Safety and Waste
Management >
11. Internal Regulation >
12. Tec Labs Support
Ecosystem >

Day by day at Tec Labs

1. The Team

This is our incredible team which is multidisciplinary and eclectic. Our work is purpose-driven, and we love what we do, so anytime you need us you'll see that we will make our best to be there for you! Get to know us better:



Jorge Maia Alves

Ciências ULisboa *Innovation and Entrepreneurship Commission Chair*



Rita Tomé Rocha

Coordinator at Tec Labs
Area of Innovation and Entrepreneurship



Sofia Araújo

Incubation Manager at Tec Labs
Area of Innovation and Entrepreneurship



Mafalda Carvalho

Project Manager at Tec Labs
Area of Innovation and Entrepreneurship



Filipa Antunes Silva

Manager of Support Labs at Tec Labs
Area of Innovation and Entrepreneurship



Miguel Ângelo

Operations of Support Labs



Simone Gontijo

Front desk support

2. Access to the building

The building of the incubator is only accessible by founders and team members of our incubated companies, besides of course our staff, and each person should have an access card which is personal and non-transferable.

External visitors should visit the incubator only during the Front Desk opening hours or at other times but always accompanied by those with which they are going to meet. It's everyone's safety that is at stake if we want to continue to pursue an open-door policy, which we do!

Besides this remember that the incubator is open 24/7!

3. Parking Space

Founders and team members of our companies, except for those in virtual incubation, can have access to parking spaces at Ciências campus. However, the campus has a limited number of available parking spots and for that reason, Tec Labs has a rationale that results on a given number of spots by the m² occupied by each company.

External visitors can also park inside Ciências campus which is subject to availability as we have a limit of 5 external parking spots per day/simultaneously. The procedure to these requests is explained in the Front Desk chapter.

4. Common spaces

The common spaces at the incubator are the toilets (2 in the floors -1, 0 and 1 of the building), a communal kitchen, three meeting rooms, a training room with a maximum capacity for 16 people and an auditorium with a maximum capacity for 60 people. In all these spaces we ask everyone to reinforce once again the values of community: leave it as you found it and with respect for those using it after you!

Meeting rooms, training rooms and auditorium must be booked in the Front Desk. The booking service works on a first come first serve policy and is subject to availability.





5. Front Desk

Tec Labs's Front Desk is open from Monday to Friday, from 9:00 to 13:00 and from 14:00 to 18:00. The Front Desk is responsible for managing the following administrative requests by phone and/or email:

- Parking space for external visitors (when doing so we need info on Name > Date > Hours > Plate Number of the visitor);
- Bookings of meeting rooms/training room/auditorium (and when doing so we need info on the number of people for the meeting, date and hours for any given activity);
- Receiving and forwarding calls and orders (on this last topic don't forget the rule for receiving orders: Company Name > Personal Name > Tec Labs Building > Faculdade de Ciências da Universidade de Lisboa, Campo Grande 1749-016 Lisboa otherwise things can get lost in transportation!);
- Anomalies reporting to any common space or workspace, with internet network, telephones or anything that is out of usual.

Email: mail@teclabs.pt

Phone: +351 217 500 006/520103

6. Printer

All companies have access to the Tec Labs printer, located on Floor 0 (next to meeting room B) and they should be autonomous in doing so. For that effect, all companies might have a card which gives access to the printer and that makes it possible to count all printing work done during a given month. Remember that printing work is charged as an extra and billed monthly at the following prices:

- **B&W:** 0,03 €
- **Color:** 0,20 €

A last note: Ciências ULisboa is making an effort to digitize processes and to reduce paper printing, so join us in this effort towards sustainability!

7. Invoices

Invoices are sent to companies at the end of each month, except for virtual incubation which is invoiced bi-annually, or annually, and are expected to be paid in 30 days.

Any difficulty in paying invoices should be communicated right away to our staff so we can find the best solution for any hardships our companies are facing that leads to this situation. Communication, transparency, and trust is key to a good relationship!

8. Communication channels & Networking

When a new startup joins the incubator 6 things are key:

- 1 Provide us with their logo**
so we can add them to the Portfolio Board at the entrance of the building and include them in our website (if you never visited it, do so because it is pretty cool!);
- 2 Give us a brief description,**
so we can make the ID Plate of the workspace(s) to be used in the incubator
- 3 Provide us with the emails**
that should be added in our internal mailing list (used to regularly communicate opportunities and keep our communication flowing with internal topics such as construction works, maintenance activities, energy, or water supply disturbances, among others), as well as to subscribe our monthly Newsletter which we share internally but also with Ciências ULisboa and our partners.
- 4 Join Tec Labs Whatsapp group**
through which we communicate with all our startups, but which is also interesting for startups to connect with each other.



5

Follow us on our social media accounts



6

Get involved

in the regular networking events we organize and which we plan only and just for YOU! If they happen, we will let you know about them usually by email and ask you to register.

9. Emergency situations

In case of emergency/fire in your workspace or any common Tec Labs space, you should call:

Extension: 20000

Phone: +351 217 500 600

Important note: these contacts are exclusive to use in situations that jeopardize the safety of people and installations.

You can find more information about this subject at Ciências' web page [here](#).



10. Lab Safety and Waste Management

Lab safety is a topic of utmost importance, by obvious reasons, for Tec Labs and Ciências ULisboa, and we have an Office of Safety, Health and Sustainability (G3S) at the Faculty level that advises us in any needed time and that is available to support our companies in these topics too.

Our colleagues from G3S are also responsible for the waste management within the campus. Tec Labs is one of the waste collections points and this collection takes place on Thursdays between 11:30 and 12:00.

Inside the incubator we have recycling containers and ask everyone to be responsible on the management of the waste produced: organic, paper, plastic and glass waste should be separated accordingly, and this is the result of individual and collective efforts we all make. Once again, sustainability is more than just a trend word for us and if you don't believe us check the Sustainability topic of the chapter 2.

For any clarifications on waste management contact directly our colleagues:

Phone extensions: 524126/524129

Email: g3s@ciencias.ulisboa.pt

More info [here](#).

11. Internal Regulation

All companies based at Tec Labs receive our Internal Regulation in attachment with their contract and this an important document that must always be read.

More info [here](#).



12. Tec Labs Support Ecosystem

A. Mentors Network

Tec Labs has a formal network of mentors constituted by personalities from the national and international entrepreneurial ecosystem, with years of experience in the different focus areas of Tec Labs.

Companies and projects may express interest in establishing contact with these mentors through the Tec Labs team.

[Check out the Mentors Network](#)

B. Investors Network

Tec Labs has, throughout its years of activity, established privileged contacts with the main Portuguese Venture Capitals (VCs) and, also, with some international. As with the Mentors Network, we always try to put our companies in contact with these entities whenever they need to. It also happens that the entities themselves ask to hear the startups and, in this way, we promote small internal events.

[Check out the Investors Network](#)

C. Key Partnerships

Tec Labs has formalized several partnerships with key entities that can help in the development of a company and to whom Tec Labs companies/projects can start an agreement. Companies/projects are entitled to discounts by being part of the ecosystem. The partner entities are:

Communication and design

[Blendd](#)

[Inês Miguéns Gomes Studio](#)

Accounting

[Your Group](#)

Legal/IP

[Vieira de Almeida](#)

Consultancy

[LabToMarket](#)

D. National and International networks

Tec Labs integrates several national and international networks with the main goal to promote the incubator and its startups/spin-offs, share best practices, and learn from international ecosystems, and multiply networking opportunities.



Guiding principles we live by



At Tec Labs we like to walk the talk and so there are core values and guiding principles which inspire the work we do, and we truly hope this is a common ground we share with all our startups/spin-offs!

Agility and responsiveness

Even though we are on the sphere of public administration we try our best to have the least impact possible in terms of bureaucracy and long procedures in the work we do, but like everything that implies systematic changes this is not always the case. But we are committed to be as agile as possible and to make every company request a priority that must be addressed as soon as possible. This is the reason why, when it goes the other way around, we expect the same from our startups/spin-offs.

Sense of curiosity and openness

We work on a constant basis of questioning the status quo, of continuous improvement and stimulating a growth mindset, so we embrace experimentation and are always open to new projects, activities, and challenges.

We seek an innovative work culture

We believe in core values such as creativity, mutual trust, empathy, autonomous responsibility, low hierarchies, and effective communication (say what you mean, mean what you say) that are the base of a culture that aims to enhance innovation. We deal very well with mistakes, ambiguity and iteration which are necessarily part of doing innovative work.

Work/life balance

At the base of creativity, originality, productivity is playfulness, so we like to have fun and enjoy the ride. To do so we need to have proper respect for the so necessary work/life balance. We work on a hybrid mode and bring flexibility to the table on a daily basis. Lastly, we find it very important to openly talk about mental health issues that are growing at a fast pace on the entrepreneurial ecosystem such as burnout, bullying and anxiety among founders and team members.

Equity, Inclusion and Diversity

Tec Labs culture is all about fighting for equity, inclusion, and diversity internally, and we have a deep faith that all our startups/spin-offs are committed to these values too. Fighting gender gap, making sure that everyone gets an opportunity and feels included and respected should be at the core of how organizations are managed.

Sustainability

It is extremely important for Tec Labs and for Ciências to fight climate change and make sustainability of all used resources a top priority. We have done a great deal in the last few years to promote this with initiatives to reduce water and energy consumption, promote compost of organic waste produced in the campus and bet on renewable energy.

There are several more projects being conducted, and you can discover them all [here](#).



What we do besides managing the incubator

We told you in the beginning of this guide that we do more than just keeping everything going inside the incubator and that is because we have a second mission of managing all Entrepreneurship & Innovation topics within Ciências ULisboa.

Being part of Ciências means we can connect our companies with the talent being trained here, as well as with our R&D units that develop top notch research in several multidisciplinary fields, from hard sciences to some niche engineering. This means that we can connect your startup/spin-off with a wide scientific infrastructure that can be of added value and most recently have opportunities of executive education programs that are growing by the day in the institution.

There are also several projects we are involved in with the Rectory of ULisboa that can be of much added value for our entrepreneurial community, so feel free to challenge us every time you feel like institutional connections such as these can be of added value for your company. Lastly, let us share with you the main areas through which we are driving innovation within Ciências ULisboa: [ScienceIN2Business®](#)

This is an innovative methodology that we developed to promote and stimulate innovation and entrepreneurship topics and activities within Ciências and ULisboa. The methodology is based on annual cycles so it can settle and spread exponentially targeting an increasing number of students, teachers, and researchers with which we collaborate.



SCIENCE²BUSINESS

Each cycle is divided into three stages, designed in a sequential, interdependent, and replicable flow:

1. Learning

Formal Education

Students at Ciências ULisboa from Bachelor to PhD degree have seven available optional courses to learn more about innovation and entrepreneurship on a project based, learning by doing, creative and gamified approach.

Non-Formal Education

Regularly we organize workshops and seminars on various topics related to innovation and entrepreneurship in Ciências ULisboa and other Schools of ULisboa (active collaborations with Faculdade de Farmácia, ISA, Faculdade de Arquitetura, FMH and the list is growing by the day).

2. Selection

On the selection phase we develop two activities targeted at researchers (Call for Projects) and students (Spring/Summer Schools) with which we aim to train and mentor these two main audiences to understand how they can develop their ideas, projects and/or technologies to generate more impact, and support them through the knowledge transfer process.



3. Evolution

Teams or individuals that got involved in the previous stages of the methodology willing to continue developing their projects enter this last stage and have access to the ecosystem of the incubator, to our network of mentors and partners and connection with investment and funding opportunities. This is a last step that we feel it's crucial so that projects keep on having our support for as long as they need so that more spin-offs are created, or licensing processes occur.



Technology Transfer

We support all technology transfer activities within Ciências ULisboa in close collaboration with our colleagues from the Research Support Office. We deal with topics such as IP, invention disclosure and valorization processes with the main goal to make our researchers make the best to bring their innovation into the market and generate more impact.

Industry Network

Strengthening our collaborations with industry and corporate partners it's of outmost importance so we are working on growing the model for an Industry Network that includes our Alumni, national and international SMEs and multinational companies that can benefit from the teaching, researching and innovation activities happening with Ciências ULisboa.

BioLab Lisboa

This is a project that results from the partnership between Ciências ULisboa with Câmara Municipal de Lisboa and [FCiências.ID](https://www.fcilablisboa.pt/) with the aim of implementing an open and multidisciplinary Innovation Ecosystem.

This open concept ecosystem allows citizens, educational institutions, and public and private organizations to co-create new concepts for citizens and for Lisbon through scientific knowledge. This partnership aims to promote training, capacity building, experimentation, prototyping, proof-of-concept, acceleration, and value creation in the area of Biotechnology.

Website: biolablisboa.pt

Email: hello@biolablisboa.pt



THANK YOU