



iGEM 2012 Americas East Regional Jamboree Handbook

Welcome to the iGEM 2012 Americas East Regional Jamboree! The next few days will be full of exciting presentations, stimulating conversations, well-deserved awards, and most of all, a lot of fun. The following information will guide you through the whole Regional Jamboree event from, what to expect at the Friday night practice all the way up to the awards ceremony on Sunday.

Please review this whole guide! It contains useful instructions and information that will ensure your Jamboree experience will go as smoothly as possible. And as a special note to team leaders, you will have some extra responsibilities so please make sure you are aware of what you are expected to do.

Note: For all locations – Duquesne University Union, Classroom, Lecture Halls and Ballroom, Pittsburgh Marriott City Center and Cambria Suites Pittsburgh Downtown at Consol Energy Center consult the maps in your registration packet.

Questions and Information

If you have a question or need help at any point during the Americas East Regional Jamboree, you can visit the registration and information center (aka The Hub) located at the Duquesne University Union, located in the 2nd Floor Lobby just past the Starbucks near the elevators, or look for one of the iGEM staff members on site.

Registration/Check-In

Teams can check in for the Americas East Regional Jamboree on Friday, October 12 beginning at 6pm. Registration will be located at Duquesne University Union, which is located in the 2nd Floor Lobby, just past the Starbucks, near the elevators.

At the registration desk, you will pick up your team box containing team member badges, participation certificates, registration packets, and other important and useful information. Each **team leader** will be responsible for picking up the team box. This means that each member of the team **DOES NOT** have to stand in line at Registration.

Important: in order to pick up your team box, you will be required to turn in all general release forms for each person that is on your team roster. The release forms are absolutely necessary (see section on release forms below). Registration personnel will check off each release form for each team member. Badge(s) pertaining to each person missing a release form will be held at Registration until the form has been turned in. Badges will be necessary for entrance into presentation rooms, events, and for access to food.

Guests can check in on Friday, October 12 also at the Duquesne University Union located in the 2nd Floor Lobby, just past the Starbucks, near the elevators. If you did not register online, it will be possible to register on-site during the course of the Americas Region Jamboree. Registration at this time will cost \$275 for undergraduates and high school students, and \$475 for all other participants.

Badges

You will receive your name badge as part of your team box, as long as you have submitted your general release form. Please wear your badge at all times during the Americas East Regional Jamboree and make sure it is clearly visible. Badges will be necessary for entrance into presentation rooms, for access to food, and for the iGEM social event. If you do not have a badge, you must register in order to obtain one.

General Release

The 2012 iGEM Americas East Regional Jamboree will be a multimedia event: in addition to the team presentation videos that will be uploaded online, we will also be uploading photos and videos from the entire event so others can get an idea of what iGEM and the Americas East Regional Jamboree is like. In order to comply with the law, all participants attending the Jamboree must print, fill out, and bring a general release form with them to the Americas East Regional Jamboree. **Note:** Team leaders, you must have a filled-out general release form for each member of your team that is on the official roster before you can pick up your team member badges and team box. There will also be blank copies available at registration for you to fill out if you need another copy. If you have any questions or need further clarification, feel free to ask an iGEM staff member. Print out the general release form at http://www.ibe.org/resources/images/iGem/Jamboree_release_form-iGEM.pdf.

Team Leaders

As mentioned above, team leaders have a few responsibilities. Each team leader (or a designated representative) will be responsible for gathering all team member general release forms and handing them in at check in in order to obtain your team box. Team leaders are responsible for making sure that individual team members receive the materials in the box. On Sunday at the Duquesne University Power Center Ballroom, team leaders will pick up their team medals after the awards ceremony in the ballroom foyer.

Team Boxes

Your team box will contain the following:

- Team member badges
- Map of iGEM events
- Team member certificates
- Americas East Regional Jamboree Handbook
- Program & Schedule
- Team-Specific Information
- iGEM 2012 Social Event Info
- Internet Connection Instructions
- Sponsor Information
- Other Information

Notes: Team leaders are responsible for picking up team boxes and ensuring individual team members receive the necessary materials. Badges are to be worn at all times.

Team Spirit

At the Americas East Regional Jamboree you will be representing your team, university, and country, so why not show off! Designing team t-shirts is always a good idea, and here at iGEM HQ we encourage you to wear them. They also make for a particularly nice iGEM from Above photograph as well. Wear your

school colors, your team's name, or give a nod to your team's sponsors. We also encourage you to find new ways to showcase your team spirit.

Friday Night Practice

Teams will be allowed to practice on Friday night, October 13 at the Duquesne University College Hall beginning at 6:30pm. You can practice your presentation, and get to know fellow iGEM members. There are a limited number of rooms available, so please sign up online to reserve a room and time slot. Practice sessions will run from 6:30pm to 9:30pm, and there will be pizza and soda provided on a first come, first serve basis. Please note we cannot match the practice room with the room that you will give your presentation in on Saturday. **Note:** there will not be technical staff on hand to help with audio/visual equipment. Please leave all presentation rooms in the condition that you found them.

Saturday Opening Ceremony

The Saturday Opening Ceremony will officially kick off the 2012 Americas East Regional Jamboree! The opening ceremony will be held in Ballroom at the Duquesne University Union at 9:00am on Saturday, October 3, with breakfast starting at 8:00am. Be sure to attend as we will also update you with any new changes to the Americas East Regional Jamboree and the events planned for the next few days.

iGEM Message Boards

Trying to find someone at the Americas East Regional Jamboree? Want to leave some words of praise for your fellow iGEMers? The Hub space will have message boards so that you can leave a note for a team or one of their members. All teams should check message boards throughout the Jamboree. There may be a funny, interesting, or important message waiting for you!

Food

Food will be provided throughout the Americas East Regional Jamboree including the following meals:

- Friday: Pizza Dinner
- Saturday: Breakfast, Beverage breaks, Lunch and Reception (Poster & Social Event)
- Sunday: Breakfast and Beverage break

There will be food stations at the hub: Duquesne University Union Ballroom. Badges must be (visibly) worn in order to have access to all food.

There will be two lines in the Union Ballroom for you to pick up your food and you are free to eat it where you wish.

Lunch Menu – all Stations

- Roast Beef and Swiss with lettuce and tomato on a Ciabatta roll
- Grilled Chicken Breast with Dill Havarti cheese, lettuce and tomato on a multigrain roll
- Ham and Swiss cheese with lettuce and tomato on marble rye
- Salami, ham, pepperoni, provolone, shredded lettuce and tomato on a French roll
- Smoked turkey, sharp cheddar cheese, lettuce and tomato on a Ciabatta roll
- Grilled vegetable with herbed cream cheese, lettuce and tomato on a multigrain roll

All sandwiches are served with condiments, bag of chips, whole fresh fruit, pasta salad, cookie and your choice of bottled water or soda.

Posters

Each team is required to present a poster at the Americas East Regional Jamboree. The poster session is on Saturday, October 13 at the Duquesne University Union Ballroom from 5:00pm to 7:00pm. Your team has been randomly assigned poster a location according to track. Please see your poster information sheet, in your team box, for your team's specific location.

The poster must be no larger than 4 ft (48 in, 121.92 cm) by 4 ft (48 in, 121.92cm). Each team may only put up ONE poster. The poster should be hung up on one of the poster stands provided.

Push pins will be provided at the poster stands and are to be affixed to each poster board. Please only use the push pins. Do not use tape. Teams can setup their posters beginning at 8am on Saturday, October 13.

Poster judges will be roaming all day Saturday. A green sticker affixed to your poster will indicate that it has been judged. The poster receptions will be held Saturday, October 13 from 5:00pm to 7:00pm at the Duquesne University Union Ballroom.

Posters must be removed immediately following the poster reception on Saturday. Please be sure to remove your poster at the end of the reception because any remaining posters will NOT be saved.

Presentations

This year there are a total of four presentation rooms located in the Bayer and Mellon Lecture Halls on the Duquesne University Campus (consult the maps in your registration packet for walking directions). Your team's scheduled presentation time, slot, session, and room have all been randomly assigned within your track. Please see your team box for information on when and where your team will be presenting.

In each room, the presentations will be divided into sessions with each session comprised of three separate presentations. Each of the three presentations given during a session will be of the same 'track'. If you are attending the presentations, please stay for the whole session and only leave the room during the scheduled breaks.

Each team will have 20 minutes of presentation time, 5 minutes for questions and answers, and 5 minutes to switch with the next presenters. Please be sure to bring the necessary equipment for your presentation, such as your laptop, cables/adaptors, and power supply, as iGEM HQ will not provide these.

We need your posters and presentations

In an effort to capture all of the hard work that teams have put into their iGEM projects and to provide the judges an opportunity to view your work prior to the sessions, we ask that each team give us a copy of your presentation and a poster.

In the past, presentations and posters have been submitted 10 minutes prior to the start of the session but this year teams are asked to submit their presentations and posters as soon as possible. To submit your files follow the instructions below.

- Save your presentation and poster as a pdf file.
- Files may be submitted one of two ways:
 - **Registration Desk Submissions:** Team leaders may submit presentations and posters at the registration desk as **early as 6:00pm on Friday, October 12 until 1 hour prior to the start of their session.**
 - **Session Submissions:** Teams may also submit presentations and posters 10 minutes prior to the start of the sessions. Bring your laptop with the files on it to the front of the

presentation room and an iGEM staff member will transfer your presentation and poster to a USB drive that they will have with them.

Note: Teams are encouraged to submit files as soon as possible so that the judges may prepare for the session.

Social Event: Saturday night

On Saturday night after the poster reception, we will be hosting the iGEM 2012 Americas East Regional Jamboree Social Event at the Carnegie Science Center from 8:00pm – 12:00am.

After a long day of presentations, the Jamboree Social Event will be a welcome change, so we highly encourage all iGEM participants to attend. Relax and have fun!

For those who are 21 and over there will be a cash bar. The drinking age in the US is 21 so please keep this in mind. Science Center staff will be checking IDs so please have your US ID or passport with you as identification. Underage drinking activity will result in removal from the social event, so please don't have a friend buy you alcohol.

Note: Consult your team box for a flyer with additional information and highlights about the Jamboree Social Event including a travel schedule.

Awards Ceremony

The awards ceremony will be held on Sunday at the Duquesne University Power Center Ballroom and will start at with breakfast at 9:00am and the presentations starting at 9:30am. The judges will announce the three finalists, who will then be asked to give their presentations again. All teams should be prepared to present at the Duquesne University Power Center Ballroom so be sure to bring the necessary materials with you.

After the finalists have given their presentations, the judges will deliberate and the iGEM from Above picture will be taken! Finally, the award winners will be announced and the 2012 Americas East Regional Jamboree will officially end.

Note: For guest attendees, entrance to the awards ceremony is not guaranteed, and is dependent on the capacity of the Duquesne University Power Center Ballroom.

iGEM Americas from Above

After the finalists have given their presentations on Monday, we will be taking the 2012 iGEM Americas East Regional from Above picture! The picture will be taken at the Duquesne University Union Courtyard, weather permitting. Make sure to wear your iGEM team t-shirt!

Medals

This year we are once again designating achievements for documentation of your project and contributions to the synthetic biology community. These achievements are signified by a bronze, silver, or gold medal seal, which each team member can adhere to their participatory certificate. These designations will be based on their performance in the online judging round (online judging occurs in the week directly before the Jamboree).

Criteria for each medal level are listed on http://2012.igem.org/Judging/Judging_Criteria.

Team Leaders can pick up their team medals (one for each member on the official roster) on Sunday afternoon after the awards ceremony in the Duquesne University Power Center Ballroom. It is intended that your medal seal be placed on your participation certificate (for each team member).

Awards

Awards will be presented at the awards ceremony on Sunday, October 14. Each team that wins an award will receive an award certificate for each team member which will be mailed after the Jamboree. These award certificates are separate from the participation certificates that all iGEM teams receive from their team box. Both the award certificates and the participation certificates look great when framed.

Family and Friends

Family and friends are welcome to register for all iGEM Jamboree events. If non-iGEM team members (e.g. family, friends, guests) want to attend the presentation sessions, poster sessions, social on Saturday, and the awards ceremony on Sunday, they have to officially register and get a badge (onsite registration is available and can be paid for with all major credit cards, US\$475). Entrance to the awards ceremony is not guaranteed, and is dependent on the capacity of the Duquesne University Power Center Ballroom. Priority for access to the awards ceremony is given to the iGEM team members.

Luggage

If you need to check out of your hotel on Sunday morning and need to stow your luggage, please check with the hotel bell stand for instruction.

Transportation

Getting Around Pittsburgh - iGEM attendees who are looking for a lift can take advantage of free underground Port Authority "T" service in the Golden Triangle. In addition, Port Authority bus service is free within Downtown. For a few dollars, attendees can ride the bus to one of Pittsburgh's two operating inclines, which also charge a modest fee. A trip to Mt. Washington via the historic Duquesne Incline or Monongahela Incline provides an old-fashioned thrill that culminates in magnificent views of the city and three rivers.

Pittsburgh also offers "green" transportation options, including ever-increasing numbers of alternative-fuel taxis and limousines-and even bike-powered Pedicabs.

Learn more at VisitPittsburgh.com.

Contact Information

If you need to get in touch with an iGEM representative for an urgent matter, please stop by the registration desk or contact Sarah Clements at 859-619-3948.

Emergency Information

If there is an emergency (medical emergency, fire, police, etc.) please dial 911.