



## iGEM 2012 High School Jamboree Handbook

Welcome to the iGEM 2012 High School Jamboree! Saturday June 30th will be full of exciting presentations, stimulating conversations, well-deserved awards, and most of all, a lot of fun! This Handbook will guide you through the whole Jamboree event from what to expect at Friday night practice all the way through the awards ceremony on Saturday evening. Please read through this whole guide! It contains useful instructions and information that will ensure your Jamboree experience will go as smoothly as possible.

For more information on the 2012 High School Jamboree see:

<http://2012hs.igem.org/Jamboree>.

### Location

The 2012 High School Jamboree will be held at Greenfield Central High School in Greenfield, Indiana. The school's address is:

Greenfield Central High School  
810 North Broadway Street  
Greenfield, IN 46140

### Questions and Information

If you have a question or need help at any point during the Jamboree, you can visit the iGEM Headquarters (HQ) desk in the cafeteria, or look for one of the iGEM staff members on site.

For all relevant locations within the school, consult the map in your registration packet.

### iGEM on Twitter

Follow us on twitter @igem and @igemhighschool throughout the Jamboree! We'll be tweeting news, updates, and answering questions as well. The official hashtag for the High School Jamboree is #iGEM2012HSJamboree.

### Virtual Participants

Virtual participants will be giving presentations and presenting posters. Virtual participants should have at least one Skype account for their team, and one Second Life account for each team member who will be participating in the Jamboree.

Please review the schedule to see your presentation time. Your pre-recorded presentation will be played for the audience, and then there will be a 5 minute period for the audience to ask questions about your project. Be sure to log into your Skype account *10 minutes before* the start of your presentation time! Remain logged into your Skype account during your presentation, and then use Skype to answer questions from the audience.

During the poster session, posters sent physically to Rebecca Schini will be displayed in the cafeteria for the judges and onsite Jamboree participants to view. A virtual copy of the poster will be displayed in the Second Life region, and all the virtual teams will be able to see each other's posters and interact virtually. Computers will also be set up in the cafeteria to allow Jamboree attendees to interact with the virtual attendees and ask questions about their posters.

## Registration/Check-In

Teams can check-in on Saturday morning (June 30th) beginning at 8:00am for the Jamboree. Registration will be located in the lobby of Greenfield Central High School, at the iGEM HQ desk, before the Jamboree begins. After the Jamboree begins at 9:00am, registration will be inside the cafeteria. Please refer to the map of the school.

At Registration you will pick up your team packet containing team member badges, participation certificates, registration packets, lunch tickets, and other important and useful information. Badges must be worn at all times, and will be necessary for entrance into presentation rooms, events, and for access to food.

Guests can check-in on Saturday (June 30th) at 8:00am, also in the lobby of Greenfield Central High School. If you did not register online, it will be possible to register on-site during the course of the Jamboree.

## Badges

You will receive your name badge as part of your team packet. Please wear your badge at all times during the Jamboree and make sure it is clearly visible. Badges will be necessary for entrance into all Jamboree events, including presentation rooms, meals, and the awards ceremony. If you do not have a badge, you must register in order to obtain one.

## Video Interviews

iGEM Headquarters would like to speak with each team about their iGEM experience! These videos will give future teams an idea of what iGEM is like! Have something to say? Come join us!

During the Jamboree, teams should come by the video location for a brief interview with iGEM HQ. Details will be available at the iGEM HQ table.

## Team Packets

Your team packets will contain the following:

- Team member badges
- Program & Schedule
- Internet Connection Instructions
- Map of iGEM events
- Jamboree Handbook
- iGEMer's prize ballot
- Participation certificates
- Survey
- Transportation schedule

**Notes:** Badges are to be worn at all times.

## Participation Certificates

Thank you for all your hard work! Each team will receive personalized participation certificates for team members on their finalized team roster. These participation certificates are included in your team packet. These certificates look great framed! Certificate frames will be provided by iGEM HQ and will be available in the lobby of Greenfield Central High School after the awards ceremony finishes.

*Virtual teams:* your participation certificates will be mailed to you following the Jamboree.

## **Survey**

As part of iGEM HQ's ongoing effort to make each event better than the last, surveys have been enclosed in each team packet for team members to complete! Please bring the completed forms back to the information table. Computers and tablets will also be available at the iGEM HQ desk in the lobby area for you to complete the survey online.

*Virtual participants:* the same survey has been emailed to your team instructor, and the link posted on the 2012HS wiki main page. Please take a moment to complete this! Your feedback will be a huge help as we improve and expand the high school division!

## **Team Spirit**

At the High School Jamboree you will be representing your team, school, 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 great iGEM from Above photograph! 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 (June 29th) at Greenfield Central High School, beginning at 6:00pm. 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 6:00pm to 8:00pm, and there will also be pizza and soda provided on a first come, first serve basis. We cannot match the practice room with your actual presentation room. Remember, other teams will be practicing as well, so be sure to leave your practice room on time! Please leave all presentation rooms in the condition that you found them.

**Note:** there will not be technical staff on hand to help with audio/visual equipment.

## **Opening Ceremony**

The Saturday Opening Ceremony will officially kick off the 2012 High School Jamboree! The opening ceremony will be held in the auditorium at 9:00am on June 30th, with registration and breakfast starting at 8:00am.

## **iGEM Hub**

We have established a main hub within Greenfield Central High School in the cafeteria. The cafeteria will have posters, as well as food (breakfast, lunch, breaks, dinner). There will be three presentation rooms within the school. Check your team packet for information on where you should set up your poster, and present. See the map for specific locations. The iGEM HQ table will be located here also.

## Meals

Food will be provided throughout the Jamboree. All meals, including snacks, will be served in the cafeteria. Badges must be visible in order to have access to all food.

Day	Event	Location
Friday	Practice session	Cafeteria
Saturday	Breakfast	Cafeteria
Saturday	Snack	Cafeteria
Saturday	Lunch	Cafeteria
Saturday	Poster reception	Cafeteria
Saturday	Dinner	Cafeteria

Menu	
Lunch - Saturday, June 30	Dinner - Saturday, June 30
<ul style="list-style-type: none"> <li>• Sandwiches (ham, turkey, or roast beef)</li> <li>• Vegetable wraps</li> <li>• Salad (potato, pasta, or coleslaw)</li> <li>• Cookie/Brownie</li> <li>• Chips</li> <li>• Lemonade / Sweetened tea / Un-sweetened tea</li> </ul>	<ul style="list-style-type: none"> <li>• Toss salad (ranch, Italian, French dressing)</li> <li>• Vegetable lasagna / Chicken alfredo</li> <li>• Alfredo linguini</li> <li>• Green bean almandine / Oven roasted vegetables</li> <li>• Bread rolls</li> <li>• Cake slices: vanilla, chocolate, lemon, strawberry</li> </ul>

## Posters

Each High School team is required to present a poster at the Jamboree. There will be one formal poster reception at 3:00pm for all teams to present their posters to Jamboree attendees. Please see the poster information sheet, in your team packet, for your team's specific poster location. Remember to have a team member stationed at your poster in case anyone has questions.

The poster must be no larger than 48 x 48 in (1.22m x 1.22m, A0 size is 0.88 x 1.19). Each team may only put up ONE poster. Teams should have their posters set up by 9am on Saturday.

Poster judges will be roaming throughout the day on Saturday. The formal poster reception will be held at 3:00pm but teams can leave their posters up throughout the day. All posters must be taken down by 7pm on Saturday evening. Any remaining posters will not be saved.

*Virtual participants:* The posters that were sent to Rebecca Schini will be on display in the cafeteria. Your virtual posters will be on display in the Second Life space, and there will be computers for Jamboree attendees to interact with the virtual attendees. Remember to have a team member in the Second Life space to answer any questions about the poster. Questions will be asked and answered via Second Life.

## **Presentations**

There are three presentation rooms located within the school. Your team's scheduled presentation time slot, session, and room have all been randomly assigned. Please see your schedule for information on when and where your team will be presenting. Presentations will be video recorded and later uploaded, so others can get an idea of what iGEM and the Jamboree is like!

Presentations will take place throughout the day. The schedule for presentations is divided into sessions based on track. If you are attending a presentation, please be courteous, stay for the whole session, and only leave the room during the scheduled breaks.

Each team has 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 will not provide these.

*Virtual participants:* your pre-recorded presentations will be played in lieu of a live presentation. After the presentation is over, audience members will have a chance to ask questions via Skype. Please be on Skype **10 minutes before** your assigned presentation time and remain logged into the program during your presentation. The question and answer session will begin immediately after the presentation is over.

## **Submit your posters and presentations**

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

To submit your files follow the instructions below.

- Save your presentation and poster as a PDF file.
- 10 minutes before the start of each presentation session, there will be an iGEM staff member at the front of each presentation room.
- Bring your laptop with the files on it to the front and the iGEM staff member will transfer your presentation and poster to a USB key that they will have with them.

Please make sure to do this in the 10 minutes before the start of the session! (NOT before your presentation time)

## **iGEM from Above**

After the presentations have completed, we will be taking the 2012 High School iGEM from Above picture! The picture will be taken in the football field outside (see map for location), weather permitting. Make sure to wear your iGEM team t-shirt! In the event of unaccommodating weather, we will take the picture inside the gym.

## **Finalist Presentations**

Judges will announce the finalists, who will then be asked to give their presentations again. Teams physically attending the Jamboree should be prepared to present, so be sure to bring the necessary materials with you. Virtual teams will have their presentation re-played for the audience, and will not be asked to give a live presentation.

After the finalists have given their presentations, the judges will deliberate.

## **Awards Ceremony**

The awards ceremony will be at 6:00pm in the auditorium. The award winners will be announced and the 2012 High School Jamboree will officially end!

## **Awards/Frames**

Awards will be presented at the awards ceremony at 6:00pm. Each team that wins a trophy will receive one trophy for the team as well as an award certificate for the team. Certain awards are awarded as award certificates only.

Personalized award certificates for each team member will be mailed to the team after the Jamboree. These award certificates are separate from the participation certificates that all High School teams receive from their team box. Both the award certificates and the participation certificates look great when framed! Certificate frames will be provided by iGEM HQ and will be available in the lobby of Greenfield Central High School after the awards ceremony finishes. Boxes for the trophies will also be provided at this time (for safe travel!).

## **Guests, Family and Friends**

Guests, including family and friends, are welcome to register for all iGEM Jamboree events. If guests want to attend any events, including the presentation sessions, poster session, and the awards ceremony, they have to officially register and get a badge (on-site registration is available).

## **Transportation and Parking**

We have coordinated with a local taxi company A-Star Taxi to offer a reduced, flat-rate, fare of \$55 between the hotels and the airport.

On Thursday and Friday when teams are arriving at the airport, company representatives will meet you at the baggage claim area of the airport with a sign that says "iGEM 2012 High School Jamboree".

They offer standard taxis as well as vans which can fit up to 6 people. Please contact them directly to coordinate a taxi ride from your hotel to the airport for your departure flight.

\* Phone: (317) 985-4824

\* Email: [astartaxicompany@yahoo.com](mailto:astartaxicompany@yahoo.com)

There will be shuttles running between the hotels (Country Inn & Suites, Comfort Inn, and Hampton Inn) and Greenfield Central High School in the morning and in the evening. Refer to the transportation insert for additional details.

For teams traveling to the Jamboree via personal vehicle, Greenfield Central High School has abundant parking spaces outside the school.

## **Contact Information**

If you need to get in touch with anyone at iGEM Headquarters (HQ) for an urgent matter, you may contact the following people:

- \* Rebecca Schini +1-317-626-7425 (Local)
- \* Meagan Lizarazo +1-617-949-6421 (iGEM HQ)
- \* Kitwa Ng +1-646-250-1012 (iGEM HQ)

## **Emergency Information**

If there is an emergency (medical emergency, fire, police, etc.) please contact building security:

- \* From a cell phone, or off-campus: +1-317-462-9211
- \* Building security personnel will be available in the Main Office