



iGEM 2009 Jamboree Handbook

Welcome to the iGEM 2009 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 Jamboree event from what to expect at Friday night practice all the way up to the awards ceremony on Monday. Please read through 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.

If you have a question at any point during the Jamboree, just look for one of the iGEM staff members in the black iGEM pullovers.

Note: For all locations on the MIT campus – Stata Center, Lobby 13, Compton Lounge, and other event locations, consult the map in your registration packet.

Special note: There are many differences between the iGEM 2009 Jamboree and previous years. These include an additional day of presentations, two poster sessions with assigned posters, multiple large presentations rooms spread across the MIT campus, an off-site social event, etc. You will find that we have made a lot of assignments prior to the event including presentation locations, poster locations, and lunch locations. As we are expecting the over 1000 attendees at the Jamboree, these assignments were necessary in order to make the event run as smoothly as possible. All presentation locations, poster locations, and lunch locations were assigned randomly so as to make the process as fair as possible. If you have any questions about how the assignments were made, please talk to Randy Rettberg or Meagan Lizarazo. We hope you have a great weekend, as it is sure to be a lot of fun!

Registration/Check-In

Teams can check-in Friday night (October 30) for the Jamboree beginning at 6pm. Check-in will take place at the Compton Lounge (Building 26). See the location on the map provided on the iGEM 2009 wiki or in your registration packet.

At Check-in you will pick up your team box containing team member badges, participation certificates, registration packets, lunch tickets, 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 check-in. **Important:** in order to pick up your team box, you will be required to turn in all photo release forms for each person that is on your team roster. The release forms are absolutely necessary (see section on release forms below). Check-in 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 Check-in until the form has been turned in. Badges will be necessary for entrance into presentation rooms, events, and for access to food.

Guest Check-in begins Friday (October 30) at 6pm, also in the Compton Lounge. If you did not register online, it will be possible to register on-site at Compton Lounge during the course of the Jamboree. On Monday, however, on-site registration will take place at Kresge Auditorium. Registration costs \$225 for undergraduates and high school students, and \$425 for everyone else.

Badges

You will receive your name badge as part of your team box, as long as you have submitted your photo release form. Please wear your badge at all times during the 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.

Friday Night Practice

Teams will be allowed to practice on Friday night (October 30) in the Stata Center, 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. We cannot match the practice room with the room you will give your presentation in on Saturday or Sunday. Note that 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. Friday night practice will run from 6:00pm to 10:00pm, and there will also be pizza and soda provided on a first come, first serve basis.

See details in the Posters section below on when you can set up your team poster. Note that this is different from previous years.

Depending on your practice presentation room (32-261, 32-262, 32-346, 32-397), your team will need an iGEM staff member to escort you to your room as they are in a limited-access part of the Stata Center. Additionally, these rooms are small conference rooms. Saturday sessions will not be held in these rooms but in order to accommodate all teams who would like to practice their presentations in the 4-hour period on Friday night, we must open these rooms for practice sessions.

Sign up for a practice session at http://2009.igem.org/Jamboree/Schedule/Practice_sessions.

Photo Release

One of the products of the iGEM 2008 Jamboree was the iGEM from Above photograph. The use of this photograph, and all others from the 2008 Jamboree, was made possible due to the existence of a filled-out photo release form from every person attending the Jamboree. We must do the same for the iGEM 2009 Jamboree. In order to comply with the law, every person attending the Jamboree must fill out a photo release form. There is a copy of the release form on the iGEM 2009 wiki that you should print, fill out, and bring with you to the Jamboree. **Note:** Team leaders, you must have a filled-out photo 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 (in the black iGEM pullovers).

Print out the photo release form at http://2009.igem.org/Jamboree/Release_form.

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 photo release forms and handing them in at Check-in at Compton Lounge in order to obtain your team box. Team leaders are responsible for making sure individual team members receive the materials in the box. On Monday at Kresge Auditorium, team leaders will pickup their team medals after the ceremony.

Team Boxes

Your team box will contain the following:

Team member badges
Team member certificates
Program & Schedule
Lunch Tickets
Internet Connection Instructions

Map of iGEM events
Jamboree Handbook
Team-Specific Information
iGEM 2009 Social Event
Sponsor 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.

Posters

Each team is required to present a poster at the Jamboree. There are two poster sessions, session 'A' on Saturday and session 'B' on Sunday, and your team will be assigned to ONE session. Furthermore, poster locations are assigned for each team in either the Stata Center or Lobby 13. Please see your poster information sheet, in your team box, for your team's poster 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 that will be set up in the Stata Center, 1st and 4th floors, and Lobby 13, 1st floor.

Clear push pins, included in the team box, are to be affixed to each poster board. Please only use these clear push pins. Do not use tape or the grey pins along the edge of the board. The grey pins hold the poster board onto the frame, and if they are removed, the board will fall. Teams can setup their posters beginning at 8am on Saturday or Sunday depending on their session assignment.

Poster judges will be roaming throughout the day Saturday and Sunday. A green sticker affixed to your poster will indicate that it has been judged. The poster receptions will be held on Saturday and Sunday from 5pm and 7pm in the Stata Center and Lobby 13.

Posters must be removed immediately following the poster receptions on both Saturday and Sunday, both of which end at 7pm. Please be sure to remove your poster at the end of the reception. Any remaining posters will not be saved.

iGEM around MIT campus

Due to the size of this year's Jamboree, we have established two home bases on the MIT campus – the Stata Center and Lobby 13. The home bases, which are separated by project track, will serve as a central meeting point and hold team posters.

Team presentations will take place in five rooms across the MIT campus: 32-123, 54-100, 10-250, 34-101 and 26-100. Please note that these presentation rooms are located across the MIT campus in five different buildings, but all rooms can easily be found off iGEM Alley. There will be maps and signs posted around each building, as well as the map provided to you, which will help direct you to the room you're looking for.

Stata Center is "Home Base" for:
Foundational Advance
Environment
Food & Energy
Software Tools

Lobby 13 is "Home Base" for:
Health & Medicine
Manufacturing
New Application
Information Processing

Associated Rooms: 32-123, 54-100, 34-101

Associated Rooms: 10-250, 26-100, 34-101

For more information, please see the map in your registration packet.

Presentations

In each room, the presentations will be divided into four sessions with each session comprised of three separate presentations. Each of the three presentations given during a session will be of the same 'track'. 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. If you are attending the presentations, please stay for the whole session and only leave the room during the scheduled coffee breaks. The schedule of the presentations can be found in your registration packet and online at <http://2009.igem.org/Jamboree/Schedule>.

We need your posters & 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.
- Ten minutes before the start of each 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 prior to the start of the session! (NOT prior to your presentation time)

Consult the schedule to see which session you are presenting in.

iGEM from Above

After the finalists have given their presentations on Monday, we will be taking the annual iGEM from Above picture. The picture will be taken at Killian Court, a short walk from Kresge Auditorium. Please follow the group on the way to the photo location. iGEM staff will be directing you to where you should go. You can also find the location on the map in your registration packet. In the unfortunate event of bad weather, the picture will be taken inside Kresge Auditorium. Make sure to wear your iGEM team t-shirt and gather into a "clump" with your fellow team members!

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).

The requirements for each medal level are listed at:
http://2009.igem.org/Judging/Judging_Criteria

Team Leaders can pick up their team medals (one for each member on the official roster) on Monday afternoon after the awards ceremony in the lobby of Kresge Auditorium. It is intended that your medal seal be placed on your participation certificate (for each team member). Frames for participation certificates can also be picked up in the lobby after the awards ceremony.

Awards/Frames

Awards will be presented at the awards ceremony on Monday (November 2). Each team that wins an award will receive one trophy for the team as well as award certificates for each team member. 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. Certificate frames will be provided by iGEM HQ and will be available in the lobby of Kresge Auditorium after the awards ceremony finishes. Boxes for the awards will also be provided at this time.

IGEM Wrap-up

After the award ceremony on Monday (November 2) we will be hosting a discussion session on iGEM 2009 and the future of iGEM with iGEM 2010 and beyond. We will not be providing lunch during this time, so you are free to eat out and return for the discussion which will begin approximately 1 hour after the end of the awards ceremony.

Lunch Suggestions

At the Stratton Student Center (W20), a short walk from Kresge Auditorium, there are a number of eateries:

Cambridge Grill	Sepal (2 nd Floor)	Subway (2 nd Floor)
Anna's Taqueria, Cafe Spice (2 nd Floor)	Shinkansen Japan Floor) (2 nd Floor)	and others...

Further away, but right by the Kendall/MIT train station, there are several food trucks serving a variety of foods on Carleton St.

For more detailed information, please see <http://dining.mit.edu>, which provides a food map, short descriptions, menus and operating hours.

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 Sunday, and the awards ceremony, they have to officially register and get a badge (on-site registration is available and can be paid for with all major credit cards, US\$425). Entrance to the awards ceremony is not guaranteed, and is dependent on the capacity of Kresge Auditorium.

Food

Food will be provided throughout the Jamboree. Badges must be (visibly) worn in order to have access to all food.

Teams have been randomly assigned to lunch locations in order to spread out the crowd and cut down on the time you have to wait on line. We ask that you please pick up your lunch in your

assigned location, although you are free to eat it where you wish.

Note that your team boxes will contain color-coded lunch tickets that you will need to present in order to obtain your lunch. See the flyer in your registration folder for the menu and your lunch location.

Social Event: Sunday night

On Sunday night after the poster reception, we will be hosting an iGEM Jamboree social event at Jillian's of Boston from 8:00pm to 12:00am. There will be food, dancing, billiards, bowling, lounge space on the 1st and 2nd floors of Jillian's. Each person will receive two drink tickets at the door for soft drinks/soda. 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. Bartenders will be checking IDs so please have your US ID or passport with you as identification. We have arranged to have shuttle buses to bring people from the MIT campus and the Hyatt to the event location at Jillian's in the Fenway area of Boston. See the map for shuttle stop locations.

Note: You must have your iGEM name badge in order to gain access to the social event.

Compton Lounge

Compton Lounge (Building 26) will house the pre-registration/check-in on Friday starting at 6:00pm. On-site registration will also be available and costs \$225 for undergraduates and high school students, and \$425 for everyone else.

The Information Center will be located at Compton Lounge as well; feel free to ask any questions you may have. We will also have iGEM staff available for assistance at all of the event locations.

Lastly, if you want some great iGEM gear, you can also find the iGEM Store at Compton Lounge. We will be selling iGEM hoodies (sweatshirts) and patches.

iGEM Store

Come buy some iGEM products at the iGEM store! This year we will be selling iGEM hoodies (sweatshirts) for US\$30 and iGEM iron-on patches for US\$5. Wear your hoodies on those chilly days to keep you warm and stick your patch on your backpack, lab coat, jacket, or any other place you want to express your love for iGEM! And don't forget to buy some for your family and friends. The iGEM store will accept US dollars and all major credit cards.

Luggage

If you need to check out of your hotel on Monday morning and need to stow your luggage somewhere, you can bring it to Kresge Auditorium. However, we cannot guarantee that it will be locked or supervised during the awards ceremony. If you do bring your luggage to Kresge Auditorium it is absolutely critical that your luggage be picked up by 2:30 pm.

Transportation

The cities of Boston and Cambridge have a public transportation system that is comprised of buses and subways. You can find more information for the MBTA here: <http://www.mbta.com>.

The Jamboree and its event locations are located by the MBTA Red Line at the Kendall/MIT subway stop. There are also several bus stops in the area.

The MIT shuttle has stops across the campus.

See <http://web.mit.edu/facilities/transportation/shuttles/index.html> for more information about MIT shuttles.

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:

- * Randy Rettberg +1-978-325-1269
- * Meagan Lizarazo +1-917-453-1008

Emergency Information

If there is an emergency (medical emergency, fire, police, etc.) please contact MIT campus emergencies numbers:

- * From a campus phone: 100
- * From a cell phone, pay phone, or off-campus: +1-617-253-1212

Medical Information

Avoid the Flu!

Influenza-related illness often peaks during the cold season in the New England area. It's always important to take these simple precautions to protect yourself and others:

1. Wash your hands frequently and thoroughly with soap and warm water, or use an alcohol-based hand sanitizer
2. Cover coughs and sneezes
3. Avoid touching your eyes, nose, and mouth
4. Stay home if you are feeling sick