



iGEM 2014 High School Jamboree Handbook

Welcome to the iGEM 2014 High School Jamboree! Saturday June 28th 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 Social Event 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 2014 High School Jamboree visit:

<http://2014hs.igem.org/Jamboree>

Location

The 2014 High School Jamboree will be held in the Stata Center and Building 34 in Cambridge, Massachusetts, USA. The social Event will be held in Sala de Puerto Rico on the second floor of the Stratton Student Center. The addresses are:

Stata Center 32 Vassar Street Cambridge, MA 02139	Building 34 50 Vassar Street Cambridge, MA 02139	Stratton Student Center 84 Massachusetts Avenue Cambridge, MA 02139
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Questions and Information

If you have a question or need help at any point during the Jamboree, you can visit the iGEM Headquarters (HQ) table outside Stata 32-141, or look for one of the iGEM staff members on site.

For all relevant locations during the Jamboree, consult the map and Stata floorplan in your registration packet.

iGEM on Twitter

Follow us on Twitter @igem throughout the Jamboree! We'll be tweeting news, updates, and answering questions as well. The official hashtag for the High School Jamboree is #iGEM2014HSJamboree.

Virtual Participants

Virtual participants will be giving presentations and presenting posters. Virtual participants should have at least one Skype account for their team. Your Skype account name should be emailed to kitwa@igem.org by June 23. A physical copy of the poster should arrive at iGEM Headquarters by June 20, and a digital copy should be uploaded to the iGEM Dropbox account. A pre-recorded presentation should also be uploaded to the iGEM Dropbox account by June 23.

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 iGEM HQ will be displayed on posterboards in Stata for the judges and on-site Jamboree participants to view. During the poster reception, computers will also be set up to allow Jamboree attendees to interact with the virtual attendees and ask questions about their posters.

We will be livestreaming during the Jamboree so you can view other teams' presentations online! Please visit the 2014 High School Jamboree main page for the appropriate links.

Internet Access

Wireless internet is available throughout campus. Search for the "MIT-Guest" network, which does not require a password.

Registration and Check-In

Teams can check-in on Saturday morning (June 28th) beginning at 8:00AM for the Jamboree. Registration will be located at the iGEM HQ table outside Stata 32-141.

At Registration you will pick up your team box containing team member badges, participation certificates, registration packets, 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 also check-in on Saturday (June 28th) at 8:00AM, at the iGEM HQ table outside 32-141. If you did not register online, it will be possible to register on-site during the course of the Jamboree.

Note: All attendees must be registered.

Badges

You will receive your name badge as part of your team box. 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.

Team Boxes

Your team boxes will contain the following:

- Team member badges
- Event Schedule
- Program
- Map of iGEM events
- Jamboree Handbook
- iGEM pins!
- Participation certificates
- Poster information sheet
- iGEMer's Prize ballot

Note: 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.

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, we ask that each team member complete the iGEM High School survey! The link is:

<https://www.surveymonkey.com/s/2014HS>

Virtual participants: the same survey has been emailed to you, and the link posted on the 2014 High School 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 we encourage you to wear them during the Jamboree. 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 Practice Sessions

Teams will be allowed to practice on Friday night (June 27th) at Stata Center, beginning at 5:00PM. 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 5:00PM to 9:00PM. 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 Opening Ceremony on Saturday will officially kick off the 2014 High School Jamboree! The Opening Ceremony will be held in Stata Center room 32-123 at 9:00AM on June 28th, with registration and breakfast starting at 8:00AM in Stata Student Street.

iGEM Hub

We have established a main hub in the Stata Center building. The Stata Center will have presentation rooms, posters, and food (breakfast, lunch, breaks, and poster reception). The iGEM HQ and registration table will be located in the Stata Center, outside of room 32-144. There will be three presentation rooms in Stata Center, and one in Building 34. Check your team packet for information on where you should set up your poster, and present. See the floorplan for specific locations.

Meals

Note: Attendees who have requested a special meal (ex: vegan, gluten-free, nut allergies) will have a lunch set aside for them. Please come to the iGEM HQ desk outside of 32-141 to pick up your lunch.

Day	Event	Location
Saturday	Breakfast	Stata Student Street
Saturday	Break	Stata Student Street
Saturday	Lunch	Stata Student Street
Saturday	Poster reception	Stata Student Street
Saturday	Social Event	Stata Student Street

Menu	
Lunch - Saturday, June 28	Poster reception - Saturday, June 28
<ul style="list-style-type: none"> • Roast turkey & cranberry salad, wheat bread • Ham and swiss cheese on pretzel baguette • Grilled chicken Caesar wrap • Roast turkey and cheddar, anadama white • Grilled summer vegetables and hummus on ciabatta • Tomato, mozzarella, field greens and basil ciabatta 	<ul style="list-style-type: none"> • Pesto chicken handpie • Roasted chicken sausage & mushroom handpie • Summer vegetables & fontina handpie • Sliced melons, berries, local cheeses • Seasonal crudites, spinach & ranch dips • Brownies, lemon bars, smores bars

Posters

Each High School team is required to present a poster at the Jamboree. There will be one formal poster reception at 4:00PM 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 during the poster reception 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 set up their posters by 9:00AM on Saturday.

Poster judges will be roaming throughout the day on Saturday. The formal poster reception will be held at 4:00PM though posters should be displayed throughout the day. *All posters must be taken down by 5:00PM on Saturday evening. Any remaining posters will not be saved.*

Virtual participants: The posters that were sent to iGEM HQ will be on display in Stata Student Street. During the poster reception, there will be computers for Jamboree attendees to interact with the virtual attendees. Remember to have a team member in Skype to answer any questions about the poster. Questions will be asked and answered via Skype.

Presentations

There are three presentation rooms located in Stata Center and one presentation room in Building 34. 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 to present, 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. A projector will be available for teams to use.

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 PDF files.
- Transfer the files to a USB key.
- Come to the iGEM HQ desk outside 32-141 during one of the following times, and a staff member will transfer the files to an iGEM computer: Registration, Break, Lunch, or Poster Reception.

iGEM from Above

After the presentations and Poster Reception have completed, we will be taking the 2014 High School iGEM from Above picture! The picture will be taken in the amphitheater outside Stata Center (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 Stata Center's Student Street.

Finalist Presentations

Judges will announce the finalists at 5:30PM, 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.

Team Spirit Showcase

Many teams have made videos throughout the season, and these will be shown for all attendees at 6:30PM after the finalist presentations! If you have a video of your team that you would like to show, bring it to us on a USB key before the poster session.

Awards Ceremony

The award winners will be announced at 6:45PM after the Team spirit showcase and the 2014 High School Jamboree will officially end! Be sure to stick around for the social event afterwards!

Awards

Awards will be presented at the awards ceremony at 6:45PM. 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 in their team box. Boxes for the trophies will be provided after the awards ceremony at the iGEM HQ table (for safe travel!).

Social Event

After the awards ceremony, Jamboree attendees are invited to a social event in Sala de Puerto Rico, at the Stratton Student Center! There will be pizza, and an ice cream sundae bar, as well as opportunities to get to know the other teams and team members. Be sure to bring your music devices! We'll have speakers set up for guest DJs.

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).

We will also be livestreaming the event, so off-site participants can view the presentations online. This service is complimentary. For links to the livestreams, please see the iGEM 2014 High School Jamboree main page: <http://2014hs.igem.org/Jamboree>

Note: All High School Jamboree attendees must register.

Transportation and Parking

Stata Center, Building 34, and the Stratton Student Center are conveniently located near the Kendall Square subway ("T") station on the Red Line. The campus is less than a 10 minute walk from the T station and Marriott hotel.

Additional information about the public transportation system in Boston, including the subway system, can be found online at www.mbta.com.

For teams traveling to the Jamboree via car, free visitor parking is available at the MIT Hayward Street parking lot, accessible from the intersection of Main Street and Hayward Street. There are also coin-operated metered spots on the streets nearby, though please be aware there are 2-hour limits.

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:

- * 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 security and let iGEM Headquarters know:

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