



GIANT JAMBOREE

Hynes Convention Center
October 31 - November 4
Boston

HANDBOOK

HANDBOOK

| | | | |
|---|---|---|----|
| Accessibility | 3 | Hubs | 9 |
| Anti-harassment Policy | 3 | IDT Lounge | 10 |
| Appreciation Station | 4 | iGEM Headquarters (HQ) Table & Information Desk | 10 |
| Award Representatives | 4 | iGEMers' Prize | 10 |
| Awards and Medals | 4 | Internet | 10 |
| Badges | 5 | Lactation Room for Nursing Mothers | 11 |
| Business Center and Printing Services | 5 | Meals - Dietary Restrictions | 11 |
| Childcare | 6 | Meals and Snacks | 11 |
| Closing Ceremony and Award Ceremony | 6 | Participation Certificates | 11 |
| Contact Information | 6 | Poster Sessions | 12 |
| Electrical Power | 7 | Prayer / Quiet Room | 12 |
| Emergency Information - Hynes Convention Center | 7 | Presentations | 12 |
| Emergency Information -Boston | 8 | Registration | 13 |
| Event App | 8 | Registration Representative | 13 |
| Exhibition Space | 8 | T-Shirts | 13 |
| First Aid | 8 | Team Banners | 14 |
| Follow us on Social Media! | 9 | Transportation | 14 |
| Gender-Neutral Bathrooms | 9 | Volunteers | 14 |
| General Release Form | 9 | Water Bottles and Stations | 14 |

Accessibility

The Hynes Convention Center is fully wheelchair accessible. A limited number of wheelchairs are available free-of-charge through the First Aid Office on the Plaza Level (see map), and there are elevators on both ends of the building near the escalators.

Please contact the Hynes Command Center, available 24 hours a day, 7 days a week, at +1 - 617 - 954 - 2111. You can also contact iGEM Headquarters for assistance with other accessibility requests, or locate a volunteer in a light blue sweatshirt for assistance.

Email: hq@igem.org

Anti-harassment Policy

The iGEM Foundation strictly prohibits harassment of any kind. For the purposes of this policy, harassment may include but is not limited to the following:

- Any form of verbal, physical, and/or sexual harassment;
- Any conduct intended to threaten, intimidate, or coerce another individual;
- Uninvited physical contact;
- Unwelcome attention;
- Intimidation, stalking, or following; and
- Advocating for or encouraging any of the above behaviors.

Harassment can be verbal or nonverbal, and includes offensive comments, distribution, display, or discussion of offensive material. This also includes harassment online and/or over social media as well as in person.

iGEM Foundation staff will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. This action may include, but is not limited to, the offender's immediate ejection from the premises and disqualification of their team from the competition. The iGEM Responsible Conduct Committee reviews all complaints and determines what, if any, action will be taken.

To report an incident:

In person: please visit the iGEM Headquarters Table outside of Hall C on the second floor or the Information Desk on the third floor. See the maps for the location.

By email: hq@igem.org or rcc@igem.org

By text message or phone call: +1 - 401 - 787 - 0216 (direct line to Traci Haddock-Angelli, Director of the Competition, iGEM Foundation)

Appreciation Station

Even though iGEM is a team activity, there are a lot of people around the team who may have contributed one way or another to your team's success. Perhaps it's a friend or loved one who supported you, a mentor or advisor going above and beyond to help, or your team instructors giving significant research time to ensure your success.

To help you show your appreciation, we will be providing "Thank You" postcards to send or take back home. Stop by the Appreciation Station at the HQ Table outside of Hall C.

Award Representatives

The number of Jamboree attendees increases every year. To ensure a smooth program, each team is asked to choose two student team members to serve as Award Representatives. Award Representatives are the only team members permitted on stage to accept award trophies during the Award Ceremony. They are also the only team members allowed to enter the pick-up area after the Award Ceremony to collect any materials for their team (certificates, medals, trophy boxes, and banners).

Award Representatives will be identified by a yellow wristband that will be provided inside their Registration Representative registration packet. Award Representatives must wear their wristbands to the Monday events and inside the pick-up area for team materials. Entry to these areas is not allowed without the wristband.

There will be a designated seating area on the main floor of the Auditorium for Award Representatives during the events on Monday. The remaining seats on the main floor and third floor balcony are open to all attendees as general seating.

Awards and Medals

Awards and medals will be announced at the Award Ceremony on Monday November 4. Each team that wins an award will receive one corresponding trophy for the team as well as an award certificate for each team member on the roster. Award certificates are different from the participation certificates that are provided to all teams in the Registration Representative packet. Awards and medals are awarded at the judges' discretion at the Giant Jamboree.

Medals, award certificates, and trophy boxes (to safely transport crystal trophies) will be distributed from the registration area of the second floor, Boylston Hallway, after the Awards Ceremony. Only Award Representatives with a yellow wristband are permitted to collect materials on their team's behalf. Team banners can also be picked up in this area.

Award Representatives should note that there are two separate pick-up points on the second floor as follows (Look for directional signs):

1. For teams that have not received a trophy: go to the medal pickup area. (Your team banner will also be here)
2. For teams with trophies: go to the trophy pickup area. All team-related materials will be here.

All materials will be filed under the official team name as it appears in the program. If your team is not a medal or award recipient and did not submit a team banner, you do not need to report to a pick-up area.

Badges

You will receive your name badge in the Registration Representative's 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 presentation rooms, for access to refreshments, and for the iGEM Instructor's Social. If you do not have a badge, you must register in order to obtain one. Badges may not be shared or transferred.

Everyone needs to officially register to attend

Business Center and Printing Services

Forget to print your poster? Need copies of your CV or resume for the Career Fair?

There are two FedEx stores located near the event - one is on the second floor of the Sheraton Boston Hotel and the other is in the Hynes Convention Center on the first floor. Call for details and pricing, or stop by one of the stores:

Hynes Convention Center Location

*900 Boylston Street
Boston, MA 02215
+1 - 617 - 954 - 2725*

Open Hours:

Monday - Friday: 9 AM - 5 PM

Saturday- Sunday: Closed

Sheraton Hotel Location

*39 Dalton Street
Boston, MA 02199
+ 1 - 617 - 587 - 5444*

Open Hours:

Monday - Friday: 7 AM - 7 PM

Saturday: 8 AM - 5 PM

Sunday: 9 AM - 4 PM

For 24/7 service, visit the FedEx store in Copley Square, approximately a 10 minute walk away.

*187 Dartmouth Street
Boston, MA 02115
+ 1 - 617 - 262 - 6188*

Childcare

Childcare will be provided at the Giant Jamboree on Saturday and Sunday by Care.com and is available by advanced registration only.

Childcare providers are fully trained in all aspects of childcare including CPR, and health and safety. Security of the children will be ensured, and parents/guardians can come and go with their children as often as they need to during the event day. Toys and a full agenda of age-appropriate activities will be provided.

Closing Ceremony and Award Ceremony

Monday | Auditorium | 9:00 AM - 3:00 PM

The Monday events will celebrate the hard work of all iGEM teams. After the kickoff message, six finalists will be announced, and they will be invited to deliver their presentations. The first round of presentations will be followed by the traditional iGEM From Above photograph. After the second round of presentations, we will take a break for refreshments in Halls C and D. Teams should remove their posters from the Halls by the end of the break.

The afternoon program includes the Award Ceremony, during which awards and medal results will be announced.

Immediately following the Award Ceremony, the designated Award Representatives from each team are asked to report to the registration area of the second floor, Boylston Hallway if there are any team materials to be collected (see Awards and Medals section). Because of space constraints, only Award Representatives wearing yellow wristbands will be allowed in the pick-up area. All materials will be filed under the official team name as it appears in the program. Other team members are asked to stay out of the second floor, Boylston Hallway to ease the distribution process and allow safe egress for departing teams.

Contact Information

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

Director of the Competition

Traci Haddock-Angelli
+1 - 401 - 787 - 0216

Assistant Director of Operations

Kitwa Ng
+1 - 646 - 250 - 1012

Electrical Power

Power outlets are available in multiple locations within the Hynes Convention Center to allow you to charge your devices. Every presentation room has a power strip with multiple sockets in the back of the presentation room, as well as outlets at various locations along the walls.

Please note: USA power outlets supply electricity between 110 and 120 volts. This is compatible with most modern devices, such as laptops and cellphones, but we recommend that you confirm the acceptable range for your device before plugging it in. If you need an adapter, these are available for purchase at the Walgreens convenience store at 841 Boylston Street, across the street from the Hynes Convention Center. Cords and/or wires are not allowed in walkways, such as aisles, doorways, tables/chairs, etc

Emergency Information - Hynes Convention Center

If there is an emergency (medical emergency, police, etc.) inside the Hynes Convention Center, please contact the Hynes Convention Command Center by dialing:

+1 - 617 - 954 - 2111

[from a cell phone]

or

2111

[from a house phone]

This telephone number is a direct line to the Hynes Public Safety Department's Command Center, which is the emergency communications center for the Hynes Convention Center. All house phones located within all meeting rooms and entrances to the exhibit halls are labeled with this number.

When reporting an emergency, please give the following information:

- The location
- The nature of the emergency
- Number of persons involved
- Nature and extent of injuries, if any
- Any other pertinent information that may be helpful for responding emergency crews

You may also contact Emergency Service providers by dialing 911 from a cell phone, but this action could significantly delay the response network within the Hynes. If you call 911 first, please follow up by calling the Hynes Convention Command Center +1 - 617 - 954 - 2111 to inform them that you have already called 911.

Please ALWAYS call the Public Safety Command Center at: +1 617 954 2111 to report all emergency situations while inside the Hynes.

When you may safely do so, please notify iGEM HQ of the emergency by visiting the iGEM Headquarters Table outside of Hall C.

Emergency Information - Boston

If you are outside of the Hynes Convention Center, dial 911 for police, medical, or fire emergencies. When you may safely do so, please notify iGEM HQ of the emergency by visiting the iGEM Headquarters Table outside of Hall C, or emailing us at hq@igem.org.

Event App

Be sure to download the Giant Jamboree event app! It includes all the information found in the program booklet, such as schedules, maps, and presentation descriptions, as well as any last-minute additions. The app allows users to create a customized schedule and share photos. You can also link it to your Twitter account.

iOS and Android users:

- Download the Guidebook app from iTunes or the Play Store
- Type “Giant Jamboree” in the search box
- Click on “Get this Guide”
- The guide will download on your phone and can be used offline

Tablet and other devices:

- Go to guidebook.com/browse/ on your browser
- Type “Giant Jamboree” in the search box
- Click on “Get this Guide”
- The guide will download on your device and can be used offline

Exhibition Space

Make sure to stop by the Exhibition Space located in Hall D where teams will be showcasing their work! The Exhibition Space will be open throughout the Giant Jamboree.

First Aid

There is an EMT on staff for the entire event at the First Aid Office on the 1st floor of the Hynes Convention Center. If needed, ask at the Customer Service desk, HQ Table outside of Hall C, or talk to a volunteer in a light blue sweatshirt.

Follow us on Social Media!

We'll be posting news, updates, and answering questions on Twitter, Facebook, and Instagram: #iGEM2019 #GiantJamboree

Twitter: @iGEM

Facebook: @iGEMFoundation

Instagram: @igem_hq

Gender-Neutral Bathrooms

Attendees of any gender or gender identity are welcome to use the gender-neutral bathrooms. Two fully-accessible single occupancy bathrooms are available on the third floor of the Hynes Convention Center behind the main elevators. See the maps for the location.

General Release Form

The iGEM 2019 Giant Jamboree will be a multimedia event. We will be uploading photos and videos from the entire event so others can see what iGEM and the Jamboree are like. In order to comply with the law, all participants attending the Giant Jamboree must agree to the terms of the general release form on the registration website. If you choose not to sign the release form, you will be responsible for staying out of event photos and videos.

Note: If you did not agree to the terms of the general release form on your online registration and would now like to agree, blank copies will be available in the registration area on the second floor, Boylston Hallway at Customer Service. If you have any questions or need further clarification, feel free to ask an iGEM staff member or volunteer in a light blue sweatshirt.

Hubs

Hall C and Hall D are the Hubs of the Giant Jamboree. Hubs are the main activity area in the Hynes Convention Center and will have the following:

- Team posters
- Exhibition space
- Food stations
- Exhibitor booths
- Seating
- iGEM timeline
- Graffiti kiosks

IDT Lounge

Need a break to relax and recharge from the Giant Jamboree activities? Join us at the IDT lounge! We are excited to again support iGEM teams as you reshape the future of science. Stop by the lounge to enjoy:

- Comfortable furniture
- Charging stations
- Refreshments and snacks served during breaks (while supplies last!)

Stop by Friday, Saturday, and Sunday to check it out! The IDT Suite is in room 207 across from Hall C.

iGEM Headquarters (HQ) Table & Information Desk

Want to know which room a presentation will be in? Have questions about the workshops? If you have a question or need help at any point during the Jamboree, you can visit the iGEM Headquarters Table outside of Hall C on the second floor or the Information Desk on the third floor. See the maps for detailed locations.

iGEMers' Prize

Vote for your favorite high school and collegiate iGEM teams! This year we are continuing the tradition of the iGEMers' Prize. One ballot will be provided to the Registration Representative of each team at registration. Completed ballots can be dropped off at the iGEM HQ Table outside of Hall C. Be on the lookout for your prize ballot and be sure to vote by Sunday night at 8:15 PM, at the end of the Poster Session.

Questions? Ask a volunteer in a light blue sweatshirt.

Internet

Wireless internet is provided by the Hynes Convention Center. To join the Hynes Wireless Network:

- Go to "settings" on your mobile device
- Select the Wi-Fi option
- Select "Hynes Wireless Network" - no password is required

Lactation Room for Nursing Mothers

We are offering a private lactation room for nursing mothers in Room 301 at the following times:

- Thursday 4:00 PM - 8:00 PM
- Friday 7:30 AM - 8:00 PM
- Saturday 8:30 AM - 8:00 PM
- Sunday 8:30 AM - 8:00 PM
- Monday 8:30 AM - 3:00 PM

The room will have plenty of seating and electrical power (120 V, 60 Hz), as well as a refrigerator for use. A key for the room will be available at the Customer Service booth on the second floor, Boylston Hallway during registration hours. After registration hours, please pick up a key from the iGEM HQ Table. When you are finished using the room, please lock the door and return the key.

The Hynes Convention Center also has a Mamava nursing pod on the first floor, near the entrance to the Prudential Center. Mamava is a lockable nursing pod with seating and electrical outlets. It can be accessed from the Mamava app.

Meals - Dietary Restrictions

If you indicated a dietary restriction of either Kosher/Halal, or life-threatening allergy your registration, please do not take lunch from the general buffet selections. Your lunch will be available at the dietary restriction table in Hall D. A lunch ticket indicating your restriction is included with your badge and should be shown to wait staff to receive your lunch. Vegan, vegetarian, and gluten-free options will be available at all buffet stations.

Meals and Snacks

A light lunch is provided on Friday, Saturday, and Sunday in Halls C and D. Light refreshments including snacks and beverages are provided in the Hubs during the poster sessions on Friday, Saturday, and Sunday, and during the break on Monday.

Participation Certificates

Every approved team member listed on the official team roster will receive a participation certificate. These certificates will be provided to the Registration Representative in the registration packet they receive at check in. It is the Registration Representative's responsibility to distribute the certificates to team members.

Poster Sessions

Each team is required to present a poster at the Giant Jamboree to judges and Jamboree attendees. Poster locations have been randomly assigned among the poster areas. Please see the poster information pages in the program booklet for your team's specific poster location. Remember that the poster must not be larger than 1.219m x 1.219m (4ft x 4ft). Each team may only put up ONE poster. All teams should set up their posters on Friday morning by 11:00 AM.

Each team is assigned to the TWO poster sessions that are scheduled on the day of their presentation. Each team is expected to present their poster at both of their assigned sessions. This means that if you present on Friday, then you are expected to be at your poster during both the afternoon (1:00-2:30pm) and evening poster sessions (6:30-8:00pm) on Friday.

All teams must remove their posters by Monday afternoon at 1:00 PM. Any remaining posters will not be saved. Note: Teams are not allowed to move any furniture, including tables and chairs, to their poster location. Power is not available for use at your poster location. Please only use designated areas to charge your devices. For safety reasons, no extension cords are allowed within the Hubs or presentation rooms, nor are power cords allowed to be positioned across walkways or in any manner which creates a safety hazard.

Prayer / Quiet Room

Room 308 will be set aside as a prayer / quiet room during the Giant Jamboree. Small tables and open floor space will be available in this room for our attendees to use for prayer. Please be respectful of others and keep conversation and other sounds to a minimum when you are in this room.

Presentations

At the Giant Jamboree, there will be ten presentation rooms throughout the Hynes Convention Center. Your team's scheduled presentation session, time slot, and room have all been randomly assigned. Please see the schedule for information on when and where your team will be presenting.

Presentations will take place on Friday, Saturday, and Sunday. The schedule for presentations is divided into sessions based on track. Each team has 20 minutes of presentation time, 5 minutes for questions and answers, and 5 minutes to switch with the next presenters. Judges will be monitoring time and will give warnings at the 2- and 1-minute remaining mark.

Note: 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 a presentation, please be courteous—stay for the whole session, and only leave the room during the scheduled breaks.

Registration

Registration will be located on the second floor Boylston Hallway during the hours below. See map for details.

- Thursday 3:00 PM - 8:00 PM
- Friday 7:00 AM - 8:00 PM
- Saturday 8:30 AM - 6:00 PM
- Sunday 8:30 AM - 6:00 PM
- Monday 8:00 AM - 1:00 PM

Registration check-in is on a team basis and each team's materials will be filed by the official team name. Each team should designate one team member as the Registration Representative. This individual will be responsible for picking up the Registration Representative Packet which includes the team's attendee badges, participation certificates, the ballot for the iGEMer's prize, and two bracelets for the team members who will serve as Award Representatives during the Monday events. Each team is responsible for selecting their own Registration Representative, who will be required to sign in when picking up the Registration Representative Packet. Note that the Registration Representative does not need to be your team's student leader or team PI. Choose a Representative who accepts the responsibility of picking up the materials and distributing them to the rest of your team.

Materials of team members who have not completed their registration payment will not be included in the Registration Representative Packet. Unpaid team member(s) must make payment and pick up their registration materials at the Customer Service booth on the second floor, Boylston Hallway.

Registration Representative

Each team should designate one team member as the Registration Representative. This individual will be responsible for picking up the Registration Representative Packet which includes the team's attendee badges, participation certificates, the ballot for the iGEMer's prize, and two bracelets for the team members who will serve as Award Representatives during the Monday events. Each team is responsible for selecting their own Registration Representative, who is required to sign in when picking up the Registration Representative Packet. Note that the Registration Representative does not need to be your team's student leader or team PI. Choose a Representative who accepts the responsibility of picking up the materials and distributing them to the rest of your team.

T-Shirts

Remember to collect your free iGEM T-Shirt beginning at 9:30 AM on Friday on the second floor, Boylston Hallway! T-shirts can be picked up any time during Jamboree registration hours, while supplies last. A T-shirt ticket (included in your registration material) is required.

Team Banners

If your team submitted a banner for print and display, you can take it home after the event. Please have your Awards Representative pick up your banner at the Registration area (second floor, Boylston Hallway) after the Closing Ceremony.

Transportation

The city of Boston and the surrounding suburbs have a public transportation system that is comprised of buses and subways. It is a convenient and inexpensive way to travel around the city. There are one-way fare options, and day passes are available. Boston is also rather small and is an easy city to walk around.

You can find more information about the MBTA at <http://www.mbta.com/>.

The Giant Jamboree will be held at the Hynes Convention Center, located at the Hynes Convention Center subway station on the MBTA Green Line. It is accessible via the B, C, and D branches of the Green Line.

Volunteers

Have questions throughout the event? Look for help from an iGEM volunteer in the light blue sweat-shirts.

Water Bottles and Stations

Reusable iGEM water bottles will be available at the registration area on the second floor in Boylston Hallway beginning on Friday morning at 9:30 AM. Be sure to remove the instruction slip and carabiner ring inside, and rinse the bottle before use. You can refill your water bottle at multiple water stations within the Hynes Convention Center. Each presentation room has a water station in the back of the room, and water stations can also be found outside of the bathrooms, which are near the escalators on both sides of the building. See the maps for details.