

HUMAN PRACTICES NOTEBOOK



iGEM CONCORDIA



Public Relations Minutes

Social Media, Fundraising, Human Practices, Science Communication, Inclusion

24/08/2020

Human Practices

- Mars Generation
- Scot Bryson Thursday
- Hajar: Wiki workshop for Mini Jamboree

Wiki assignments

- Interview Conclusions- Lancia
- Introduction and community - Paula
- Overall project description- Paula beginning a draft
- Paula- compilation video of the speakers
- Inclusion
 - Intro- Already done - Paula
 - STEM Pal- Paula
 - Women in STEM- Grecia
 - Code of Conduct- Lancia

18/08/2020

Fundraising

- Fundone→ Launched
 - Email launch message
 - Social media campaign
 - Meeting for mailing lists
- CSU→ budget submitted
- Experiment.com interview at 4pm.

Social Media

- Posting biographies

Human Practices

- 4th space
 - Common theme, follow up emails
 - Photos and description from speaker
 - Karen

- Topic : how you use synthetic biology for bioproduction
 - Design poster, title
 - Honorarium form - after we get the photos/description
- Mini Jamboree
 - Follow up emails for the workshops
 - Finalize
 - Logistics
 - Social event
 - Schedule
- Wiki
 - Interview Conclusions- Lancia and Hajar
 - Introduction and community - Paula
 - Inclusion
 - Intro- Already done - Paula
 - STEM Pal- Paula
 - Women in STEM- Grecia
 - Code of Conduct- Lancia

11/08/2020

Fundraising

- Fundraising from now on:
 - FundONE
 - CSU budget
 - External Sponsors
 - Dr.Nislow leads
- CDL (Creative Destruction Labs)
- Followed up with Noah- Lancia, Monday
- FundONE:
 - Email launch message
 - Social media launch message
 - Video (edited)
 - Zoom chat
 - Good to submit
 - Video introductions & FundONE meet and greet
- Mini Jamboree funding- CSU grants?

Social Media

- 4th space week long word of the day- done
- Bio poster presentations how to post
- Project Description

- Mentor takeover- follow up
- Inclusion- astronauts from different backgrounds (Lancia)

Human Practices

- 4th Space
- Mini Jamboree
- Look at wiki outline

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Noah from CSU

- Funding details [doc link]

Fundraising

- FundONE - Sophie is doing the updates
 - Sent email for FundONE contacts
- Experiment.com up and happening
- CSU- above
 - CCSL- Hajar
 - CSU Budget- Lancia
 - Special Clubs- Brian & Labrini
- Asking Eppendorf & Qiagen

Social Media

-Kenza proposes doing mentor takeover a full week instead of doing it every Thursday

-instagram 618 followers to 734 followers

-Our audience: students

- direct messaging on insta still happening

-retweeting and following still happening on twitter

-limitation with twitter: 10-20 accounts can be followed during a certain period of time

-4 instagram influencers message completed.

Inclusion

- Stick with 1 group or STEMpal, can expand next year.
 - Paula's Columbian group
- STEMpal :
 - Draft a text and make a digital magazine introducing us and our intentions
 - Begin by sending digital magazines with activities/ experiments they can do 1x month

- Get feedback from students as to the content

Develop the relationship over time and evolve it to a pen pal exchange

Human Practices

- Human Practice Framework based off a past iGEM team
 - Interviews - represented as a network that shows the connections
 - NETWORK
 - We can highlight individuals that are more important
 - Pop-up with brief bio/ info
 - Pie chart
 - Ethics
 - Real time technology
 - Integrated HP
 - PROCESS with the input
 - Hyperlink to RTTA
 - Link back to HP
 - Science Communication
 - Intro - why it's important, why we chose these three things
 - Social Media
 - 4th space
 - Jamboree
 - Collaboration
 - Mini Jamboree
 - Partnership
 - Faces on each side/ exchange (Hajar). Map connections
 - Toulouse + photos
 - ULaval + photos
 - Inclusion
 - Framework: Representation in STEM, Exposure to STEM, Safe Space
 - STEMpal
 - Code of Conduct
 - Hashtag Social Media campaign
 - Wednesday social media posts

Monday August 3rd

- Check out the Feedback from Anne Meyer of the iGEM Diversity Committee (below)
- Let's get our letters out! Post to Proofread.
- Can we handle 3 groups?
 - How many people will write letters?

- Start with 1 or 2?
- Immigrant contacts/ community group to approach. Pick one in meeting and contact today or tomorrow.
- Social media campaign
- Feedback from Anne Meyer of iGEM Diversity committee

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Hajar, Lancia, Grecia, Paula, Evelyn

Fundraising

Task follow up:

- Small grants (Hajar) - in 2 weeks
- Experiment.com (Hajar), Take down Go Fund Me
- NEB sponsorship received
- Eppendorf email sent
- Boeing Grecia: email sent; add to sponsor list
- Clinostat - to be discussed in hardware meeting; add lab names in excel sheet
- Clinostat fundraising needs: materials and equipment
- Qiagen - products needed?
- CSU
 - Contact CSU and get info on CSU committees - working remotely by email only - Noah- Lancia sent email
 - CSU Budget written and submitted (Lancia)
 - CSU Student Life Committee (Paula & Amin) ideas: Mini Jamboree (speakers, moderators, judges)
 - CSU Sustainability committee (Paula & Samman) - 4th space (budget done)
 - CSU External mobilization committee (Gabe & Paula) - inclusivity initiative

Agenda

- FundONE review in meeting

Social Media

- -Money allocated to boost the posts on facebook
- -follow and tweet twitter pages and people (space, yeast and genetics and iGEM)
- - selfies at work are released as story Saturday and Sunday to not interfere with weekday posts
- -updates on team introductions
- - direct messaging on insta
- -social media assignments still some incomplete
- -list of associations for iGEM excel sheet

- Put the project description back on social media.
- Promote cGEM: Hi! Can you please add these to our social media when you have a chance:

https://twitter.com/cGEM_2020
https://www.instagram.com/cgem_2020/
https://www.facebook.com/CGEM-2020-104217768035089/?view_public_for=104217768035089

Human Practices

- Inclusion
- Procedure to follow going forward. E.g. UCalgary showed an interesting process that has with stakeholder analysis, they also mapped processes related to their industry/market.
 - What processes need to be mapped?
- Wiki and Software teams will have their processes documented in terms of how the Wiki and the software's graphical user interface (GUI) will tackle the needs of their users. I (Grecia) just read the iGEM site with tips on HP, and many of the points there will be covered in these processes - how does Software and HP practices integrate?
 - GUI design has its own methodology for stakeholder analysis, which includes the creation of personas
 - The process will incorporate be human-centered design and design thinking methodologies
 - Beyond that software has their own set of criteria for testing plus typically software projects deliver a document called Software Specifications which is based on capturing what users want based on usability and heuristics.

MiniJamboree

- Lancia and Kenza on judges
- Grecia and Paula on organisation

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Fundraising

- NEB- no sponsoring, impartial to other iGEM teams. List of products.
- Eppendorf products this week from Genetics-consumables
- Followed up with Sophie from FundONE Mon. am
- Gingko Bioworks via LinkedIn
- Twist- no further
- IDT- October
- AminoBio Sponsored our kit
- 3D Clinostat
 - 3D printing
- Space (40K Euro) with collaboration maybe 20K CDN

- CSA, ISS lab
- Boeing- Grecia
- SAF received
- Concordia Alumni Assoc.- revisions (til Sept)
- Small Grants Program- contact and ask. Registration and going to conferences
- External and mobilization committee- Jamboree Fee
- CSU Budget
- Student Life Committee
- CSA grant meeting in August

Tasks:

- Small grants (Hajar)
- Experiment.com (Hajar), take down Go Fund Me
- NEB/ Eppendorf (Lancia and Gabe)
- CSU
 - Contact CSU and get info on CSU committees (Hajar)
 - CSU Budget written and submitted (Registration)
 - CSU Student Life Committee (Paula & Amin)
 - CSU Sustainability committee (Paula & Samman)
 - CSU External mobilization committee (Gabe & Paula)
- Have team members share and advertise Experiment.com when set up (Evelyn)
- Make a list of companies & researchers in Montreal with 3D- Clinostats (Grecia)
 - Shoot an email to Boeing (Grecia)
- Go down sponsor list and send out more contacts (Samman)

Social Media

- JulyGEM 'preparing for or something like that post
- -draft written for messaging insta influencers
- - selfies at work are released as story with new highlight for it. One individual per day is released so everyone can be presented
- -Paula taking over the team introductions (Thursday's meeting)
- -Fb direct messaging not too efficient with personal account; limited in a period
- -around 500 followers on insta increased to 618 followers !!!awesome!!!
- -LinkedIn personal account not page set-up
- -cGEM followed
- -comment on related youtube videos and forums to increase votes
- Follow up on team submissions: Post to team channel today screenshot and say due THURSDAY (was due last week)
- -analytics : Amin
- **Content submitted by Sunday**
 - **Monday Space related to our project**
 - **Tuesday Word of Day**

- **Wednesday Inclusion in STEM related to space**
- **Thursdays Mentor**
- **Friday Team Day**
- Team, synbio, word of the day, project, mentor, inclusion
- Project video outline: next week

Human Practices

- Follow up contacting speakers [doc link]
 - Release forms for Hilde or Morgan?
 - WoAA (Lancia)
- Inclusion Project: In a great place, review of the framework by iGEM and Concordia Thurs 11am
- CSA meeting August 13th
- 4th Space
 - What do we need to prep for tomorrow?
 - Morgan (yes), Karen (invited)
 - Week long programming for iGEM:
 - Friday Reads- Lancia, Morgan, someone else?
 - Send Morgan details for talk and Friday Reads outline
 - Dr. Caron RTTA review #2
 - Ask iGEM ULaval and Toulouse if they'd like to contribute something.
 - Diversity approach/ Women in STEM
- Toulouse
 - ask for promoter
 - ask them to test our software
 - Microgravity document
 - Connect them with...
- Framework for HP: RTTA w/ interview process added
- GREAT WORK!!!

07_07_2020

Fundraising

- Waiting to hear from Sophie, will follow up
- GoFundMe, live until FundONE

Social Media

- Participating in iGEM global

- Team introduction post
- Selfies as stories
- LinkedIn set up again
- Increased followers on Instagram

Human Practices

- Follow up contacting speakers
 - Do we have Hilde's release form?
 - Grecia & Women in STEM contacts for microgravity researchers, space, yeast, software
 - Grecia & Software/ aerospace- Boeing
- Inclusivity framework (Paula): Consult someone about this- interview
- HP framework (wiki- Hajar)
- Updates
 - 4th Space
 - Speakers?
 - Toulouse
 - Asked for their genes
 - National Space Center contact
 - Mini Jamboree

07_07_2020

Tasks:

- i. All emails
- ii. Lancia sustainability speaker
- iii. Paula inclusivity framework
- iv. Hajar HP framework (medal criteria)
 - Do Human Practices: Interview / RTTA→ get information then we do
 - Integrated Human Practices
 - Inclusivity
 - Science Communication- 4th Space
 - Mini Jamboree- Collaboration
 - Partnership- Toulouse
- v. Evelyn cleaning up social media, Lallemand with Kenza
- vi. Amin stats & promoting our iGEM account and other iGEM teams.
- vii. Grecia judges for Mini Jamboree

- Questions for inclusivity [doc link]

Fundraising

- Promega Grant list reviewed by mentors, Due Friday
- FundONE
- Promega promotion 500\$
- Facebook fundraiser
- IceCubes
- AminoBio
- Desjardins luncheon
 - Get contact we decide later
- Twist, NEB, Ginkgo
 - Add synthesis to mentor slides (Lancia)

Social Media

- Organise 'folders' for
 - Word of the day
 - Inclusion
- Main pages well curated
- Use same fonts:
 - Alice
 - Kollektif
 - Glacial Indifference
 - Lato
- Customize youtube channel (cover photo)
- Social media for Molecular Cloud
 - Molecular Cloud (document with posters linked)
 - Promotional video link
 - Add our social media pages - Facebook, Insta, Twitter, LinkedIN
- **Proofreading issue: typos, grammar, formatting, professional tone**

Human Practices

- Interviewees follow up email drafts, assignments for this week contacting: [doc link]

- For collaborations we should pursue Gold medal criteria- Partnership!
- How will we showcase HP investigations?
 - Note, judging is done on the HP page
 - For HP page :

Three areas

- i. **Interviews with stakeholders**
- ii. **Integrated Human Practices**
- iii. **Inclusivity Framework** -who was researching this?

- Look at the Description:

The Inclusivity Award recognizes exceptional efforts to include people with diverse identities in scientific research. Who is allowed to have a voice in iGEM, synthetic biology, and science more broadly? How have you developed **new opportunities to eliminate barriers** and allow more people to contribute to, participate in, and/or be represented by these communities? To compete for this prize, activities do not have to be directly related to your team's project. Document your approach, **how you improved inclusivity**, and what was learned.

- socioeconomic, gender, race...
- having a Code of Conduct and flexibility for team members
- Encouraging diversity in recruitment, ie taking on 1st/ 2nd year undergraduates
- Assuring all team members have equal access to opportunity in the team
- At events:
 - include pronouns for participants
 - choose inclusion when selecting speakers
 - making free and public
- Develop some interview questions (Grecia? For Women in STEM)

- Have you ever lost an opportunity or a connection because you were vocal against micro aggression or racism?
- Do you find your academic environment actively supportive of inclusivity? If no, what barriers are there in creating an inclusive aerospace industry?
- What steps can undergraduate student in STEM take to address inclusivity challenges?
- Who do you find the most and least supportive of anti-racism in your industry?
- What is the best way to address microaggressions?
- What steps do you take to assure inclusivity in your student groups?

○ Two events Saturday the 11th 5pm:

- **Microaggressions & Anti-Racism in the Aerospace Industry (including Naia Butler Craig!)**

Register (double check the time in your time zone)
tiny.cc/AntiRacismInAerospace

- Saturday the 25th (same day as JulyGEM)



BIPOC Online Panel 3pm

At **Queer Atlantic Canadian STEM (QAtCanSTEM)**, we recognize that systemic racism runs deep within our country, the Atlantic Canada community, and at the institutional level such as universities. This leads to issues resulting in Black-Indigenous-People-of-Colour (BIPOC) voices often neglected in the STEM community and in the 2SLGBTQIAA+ community.

○ Inclusivity tasks

iv. Science Communication

- 4th Space

- Meeting date: tomorrow at noon, 11:30am to prep

- Questions

- What are the positive and negative implications of synbio on the food industry?
- In what ways is synbio already used in the food industry?
- How can synbio help with food in space?

- Speakers

- Sustainability Concordia - Lancia
- Lallemand?
- Food production in space- Paula

- JulyGEM:

Currently, the event on Day 1 (July 25), will consist of the workshops in the morning and part I of the social event. Every registered individual will be required to attend at least two of our workshops (each ~30minutes long), there will be 5-6 to choose from which are tentatively:

- 1. What really is integrated human practices
- 2. Graphic design in iGEM
- 3. Creating a biotech company
- 4. Patenting your work
- 5. How to make your iGEM project a start-up company
- 6. And outreach and science communication

After the workshops on Day 1 we will have part I of the social event where all of the individual registered members will be placed into random teams composed of members from other teams. This will be the beginning of the 2-day social challenge, where the "inter-team teams" will compete with each other in various activities.

The event on Day 2, will consist of your team pitches which will be 5-7 minutes long with a 7-10 minute feedback session from professionals from the biotech industry in Alberta and/or previous iGEM judges. You will also be required to provide feedback to the other teams in your pitch session (so you will also receive feedback from the other teams in your session). And in the afternoon we will have part II of the social challenges, which will conclude JulyGEM.

We don't need any materials from you, your team will just be required to prepare the 5-7-minute pitch.

- Tasks:
 - All emails
 - Lancia sustainability speaker
 - Paula inclusivity framework
 - Hajar HP framework (medal criteria)
 - Do Human Practices: Interview / RTTA→ get information then we do
 - Integrated Human Practices
 - Inclusivity
 - Science Communication- 4th Space
 - Mini Jamboree- Collaboration
 - Partnership- Toulouse
 - Evelyn cleaning up social media, Lallemand with Kenza
 - Amin stats & promoting our iGEM account and other iGEM teams.
 - Grecia judges for Mini Jamboree
 - Questions for inclusivity_[doc link]
- Mini Jamboree hold off until next week

06_30_2020

Fundraising

- To Discuss
 - Email template sent to Orly for contacting sponsors (Evelyn?)
 - Switch over gofundme to fundone

Social Media

- To Discuss
 - Publicity for our fundraising campaign
 - Insta-influencers
 - Statistics for social media

Human Practices

- To Discuss
 - Interview consent form/ waiver

- Inclusion award
 - What is the inclusivity award? - Evelyn
 - The Inclusivity Award recognizes exceptional efforts to include people with diverse identities in scientific research. Who is allowed to have a voice in iGEM, synthetic biology, and science more broadly? How have you developed new opportunities to eliminate barriers and allow more people to contribute to, participate in, and/or be represented by these communities? To compete for this prize, activities do not have to be directly related to your team's project. Document your approach, how you improved inclusivity, and what was learned.
 - What are we doing to accomplish this?
 - Interviews, stakeholders and social media
- RTTA- date?
 - A follow-up email will be sent this week to Dr.Caron to set up a date.
- Science Communications with ULaval
- Contact Stakeholders ***first need to update project description in booklets***
 - Protocol for external contact [doc link]

06_23_2020

Public Relations

Human Practices

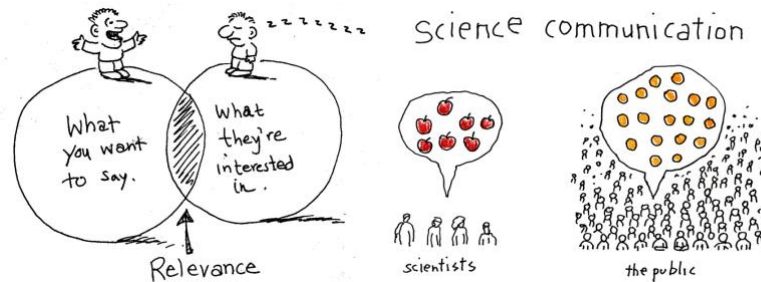
- Inclusion award - Develop some interview questions
- RTTA- date?
 - A follow-up email will be sent this week to Dr.Caron to set up a date.
- Science Communications with ULaval
 - Can someone be in charge of this? Natasha?
 - Tasks
- Contact Stakeholders ***first need to update project description in booklets***
 - Protocol for external contact:[doc link]

06_17_2020

HP Meeting Minutes

- Natasha, Hajar, Paula, Lancia
- UPDATES
 - RTTA (Paula)-

- In progress
- Database/ Software validated
- Genetics/ Reporter Strain
 - CUBES- Contact them. Can we partner?
https://www.nasa.gov/sites/default/files/atoms/files/_stri_2017_cubes_quad_chart.pdf
 - Paper: Grand Challenges in Space Biology
- 4th Space Science Communication with ULaval (Hajar)
 - No response yet, follow up today
 - Science Communication: Could be hard to do
 - Need to frame it well
 - All HP team members look into Science Communication for next week.
Other iGEM teams, other science communication groups



- Contacting Stakeholders
 - Booklet- adding testimony
- Collaborations (Natasha/ Lancia)
 - Follow Ups
 - Israel meeting time they are 6/7 hrs ahead of us (Tuesday @ 12 or 1pm?)
 - Copenhagen (Natasha)
 - Erlangen- through Social Media (Lancia)
 - Stanford-Princeton-Brown (Lancia)
- Interview questions:
 - Software
 - Genetics: after mentor meeting, next week
- cGEM Friday June 19th, 1-2pm
- Project Description, is it done? Follow up Thursday
- TASKS
 - RTTA - Paula
 - CUBES, Paula send to Orly to contact if she's interested
 - Everyone: research Science Communication
 - Collaborations- followup
 - Interviews- Questions done by next week
 - Brainstorm Inclusivity award

- NEXT week: Contact Stakeholders

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HP Meeting Minutes

Tasks:

❖ Paula:

- Real Time Technology Assessment- Contact Dr Brandiff Caron for a meeting and tackle RTTA 1 [doc link]

❖ Conference:

- What audience do we want to tackle?
- Who do we want feedback from?
- How would we generate questions?
- How could we approach it?
- How are we going to get people to participate? How will we invite people? Who are we going to invite? Where could we do it?
 - IGEM club, 4th Space...

❖ Hajar- Began list of stakeholder

- Nicole Buckley- Microbiology/ microgravity

❖ Natasha- Collaborations:

- What are other iGEM teams working on?
- Is anyone working on space/ yeast/ microgravity?
- What are other Canadian teams working on?

❖ Lancia (support): Formulate Strong Interview Questions [doc link]

❖ Everyone: We really need A PROJECT DESCRIPTION to send out to people (this week's team and mentors meeting) and an email draft.

- Good and responsible for the world. Is our project worth it? Does it have a lot of applications
- Ethics & Impact, Education, Collaborations
- Is the database complimentary to work researchers are doing with microgravity?
- Shamila (sp?) Hajar to contact

- Conferences, Interviews, online research
- List of professors working with microgravity in Canada or elsewhere (we're online!)

Lead Paula, Present: Natasha, Hajar, Lancia