



## **iGEM 2011 Jamboree Handbook**

Welcome to the iGEM 2011 Jamboree – Asia! 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 Regional Jamboree event from what to expect at Friday night practice all the way up to the Awards ceremony on Sunday. Please read through this whole guide! It contains useful instructions and information that will ensure your Regional 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.

**Note:** For all locations on the HKUST campus, please consult the map in your registration packets.

### **Questions and Information**

If you have a question or need help at any point during the Regional Jamboree, you can visit the information desk outside Lecture Theatre B of the Academic Concourse, or look for one of the iGEM support team members on site.

### **Registration/Check-in**

Teams can check-in on Friday afternoon (October 14<sup>th</sup>) for the Regional Jamboree beginning at 4:00pm. Registration will be located outside Lecture Theatre B at the Academic Concourse.

At Registration you will pick up your team bags containing team member badges, participation certificates, registration packets, meal tickets, and other

important and useful information. This means that each member of the team DOES NOT have to stand in line at Registration. **Important:** In order to pick up your team bags, you will be required to turn in all general release forms for each person that is on your team roster. The release forms are absolutely necessary (see section on release forms below). Registration personnel will check off each release form for each team members. Badge(s) pertaining to each person missing a release form will be held at Registration until the form has been turned in. Badges will be necessary for entrance into presentation rooms, events, and for access to food.

## **Badges**

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

## **General Release**

The 2011 iGEM Regional Jamboree will be a multimedia event: in addition to the team presentation videos that will be uploaded online, we will also be uploading photos and videos from the entire event so others can get an idea of what iGEM and the Regional Jamboree are like. In order to comply with the law, all participants attending the Regional Jamboree must print, fill out, and bring a general 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 bags. 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, please feel free to ask an iGEM staff member.

The general release form is available at  
[http://2011.igem.org/wiki/images/b/b1/Release\\_Form\\_Asia.pdf](http://2011.igem.org/wiki/images/b/b1/Release_Form_Asia.pdf)

## **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 general release forms and handling them in at Check-in in order to obtain your team bags. Team leaders are responsible for making sure individual team members receive the materials in the bags. On Sunday at Academic Concourse, team leaders will pick up their team medals and award certificates if any after the Awards ceremony.

## **Team Bags**

Your team bags will contain the following:

1. Team Member Badges
2. Map of iGEM Events
3. Team Member Certificates
4. Jamboree Handbook
5. Program & Schedule
6. Team-specific information
7. Meal Tickets
8. iGEM 2011 Social Event Info
9. Internet Connection Instructions
10. Sponsor Information
11. Other Information

**Note:** Team leaders are responsible for picking up team bags and ensuring individual team members receive the necessary materials. Badges are to be worn at all times.

## **Team Spirit**

At the Regional Jamboree you will be representing your team, university and country, so why not show off! Designing team t-shirts is always a good idea, and here at iGEM Asia we encourage you to wear 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 (October 14<sup>th</sup>) at HKUST, 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 be run from 6:00pm to 10:00pm, and there will also be sandwiches and drinks provided on a first-come-first-serve basis. We cannot match the practice room with the room that you will give your presentation on Saturday.

**Note:** There will not be technical staff on site to help with audio/visual equipment. We may have student helpers around who can assist the set up. Please leave all presentation rooms in the condition that you found them.

## **Saturday Opening Ceremony**

The Saturday Opening Ceremony will officially kick off the 2011 Regional Jamboree – Asia! The opening ceremony will be held at Lecture Theatre A on October 15<sup>th</sup>, with breakfast starting at 8:00am. Be sure to attend as we will also update you with any new changes to the Regional Jamboree.

## **iGEM around HKUST campus**

The entire iGEM Regional Jamboree - Asia will be held at the HKUST's Clear Water Bay main campus where most of the venues used for the activities are housed under one roof within the academic building. At the Academic Concourse, there will be poster locations and associated presentation theatres according to their assigned track. Check your team bags for information on where you should set up your poster, pick up meals, and present.

## **iGEM Message Boards**

Trying to find someone at the Regional Jamboree? Want to leave some words of praise for your fellow iGEMers? Each theatre has a message board so that you can leave a note for a team or one of their members. There is room for you to write a note right below their name.

All teams should check the message boards throughout the Jamboree. There may be a funny, interesting, or important message waiting for you!

## Food

Food will be provided throughout the Regional Jamboree. There will be food stations at the Academic Concourse. Your team box will contain meal tickets, which will be used to pick up your food. Badges must be (visibly) worn in order to have access to all food.

Teams have been randomly assigned to food stations 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 food in your assigned station, although you are free to eat it where you wish.

See the flyer in your registration folder for the menus and your food stations.

**Specially requested meals:** vegetarian, vegan and gluten-free lunches will be reserved for pick-up at your food stations as well.

## Posters

Each team is required to present a poster at the Regional Jamboree. There are poster sessions on Saturday and Sunday outside Lecture Theatre J, and your team has been randomly assigned a poster board. Furthermore, poster locations have been randomly assigned according to track. Please see your poster information sheet, in your team bags, for your team's specific poster location.

The poster must be no larger than **96cm (width) x 137cm (height)**. 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 at your assigned location.

Tape tags will be provided at the poster stands and are to be affixed to each poster board. Please only use these tape tags. Teams can set up their posters beginning at 4pm on Friday.

Poster judges will be roaming throughout on Saturday and Sunday at the designated periods. An orange sticker affixed to your poster will indicate that it has been seen by a judge. Each poster will be examined by at least two

judges.

Posters must be removed immediately following the poster receptions on Sunday end at 11:00am. Any remaining posters will not be saved.

## **Presentations**

There are a total of four presentation rooms located at the Academic Concourse right next to each other.

Each presentation room accommodates approximately 200-400 participants and is equipped with a projection screen and an overhead projector, microphones and speakers. Presentation rooms are Lecture Theatres B, C, D and E and will be separated by tracks. Your team's scheduled presentation timeslot, session, and room have all been randomly assigned within your track. Please see your team bags for information on when and where your team will be presenting.

In each room, the presentations will be divided into sessions with each session comprised of three to four separate presentations. Each of the presentations given during a session will be of the same 'track'. If you are attending the presentations, please 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 Asia will not provide these.**

## **We need 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.
- 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)**

## **Social Event: Saturday Night**

On Saturday night after the presentation sessions, we will be hosting the iGEM 2011 Regional Jamboree – Asia Social Event at LG7 floor and Fok Ying Tung Sports centre from 7:00pm to 10:00pm. There will be a buffet, a magic show and a mascot costume fun-run competition. After a full day of presentations, the Regional Jamboree Social Event will be a welcome change, so we highly encourage all iGEM participants to attend. Relax and have fun!

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

## **iGEM from Above**

On Sunday, before the finalists to be announced, we will be taking the 2011 iGEM Regional Jamboree – Asia from Above picture! The picture will be taken at the Sundial of Entrance Piazza. Make sure to wear your iGEM team T-shirt!

## **Awards Ceremony**

The Awards ceremony will be held on Sunday at Lecture Theatre A and will start at 12:30pm. The judges will announce the finalists who will advance to the World Championship Jamboree at MIT on November 5<sup>th</sup>-7<sup>th</sup> and present their work again to compete for the Grand Prize.

**Note:** For guest attendees, entrance to the Awards ceremony is not guaranteed, and is dependent on the capacity of Lecture Theatre A.

## **Medals**

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 medals seals, 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 Regional Jamboree).

Criteria for each medal level are listed on <http://2011.igem.org/Judging>

Team Leaders can pick up their team medals (one for each member on the official roster) on Sunday afternoon after the Awards ceremony at the Academic Concourse outside Lecture Theatre B. 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 at the Academic Concourse outside Lecture Theatre B after the Awards ceremony.

## **Awards/Frames**

Awards will be presented at the Awards ceremony on Sunday (October 16<sup>th</sup>). 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 team receive from their team bags. Both the award certificates and the participation certificates look great when framed. Certificate frames will be provided by iGEM Asia and will be available in the Academic Concourse outside Lecture Theatre B after the Awards ceremony finishes. Boxes for the awards will also be provided at this time.



## **Family and Friends**

Family and friends are welcome to register for all iGEM Regional Jamboree events. If non-iGEM team members (e.g. family, friends and guests) want to attend the presentation sessions, poster session, social event on Saturday, 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\$475). Entrance to the Awards ceremony is not guaranteed, and is dependent on the capacity of Lecture Theatre A. Priority for access to the Awards ceremony is given to the iGEM team members.

## **Luggage**

If you need to check out of your hotel on Sunday morning, you are advised to leave your luggage at the hotel and return to pick it up in the afternoon. There is limited space at Room 1505 of Academic Concourse to store your luggage. However, we cannot guarantee that it will be locked or supervised during the closing ceremony. Luggage can only remain at Room 1505 half an hour after the Awards ceremony ends, so it is absolutely critical that your luggage be picked up by that time.

## **Transportation**

Public transportation in Hong Kong is very efficient and getting to and from HKUST by taxi, the MTR metro, or bus is easy, and is accessible by car. Please consult the map which shows you the main routes connecting Kowloon and Hong Kong Island to our campus.

The main gate of the campus features a large and easily recognizable sign with the university's name written in both English and Chinese. Get past the main gate, a gentle downhill slope will lead to the Entrance Piazza with a large red sundial (The HKUST Red Bird) at its center.

You may refer to the enclosed shuttle schedule (from hotels with iGEM block rooms to HKUST) for more information.

## **iGEM 2012**

More information will be provided online at **2012.igem.org**

### **Contact Information**

If you need to get in touch with anyone at iGEM Regional Jamboree - Asia for an urgent matter, you may contact the following people:

- Prof King L. Chow ([bokchow@ust.hk](mailto:bokchow@ust.hk))
- Miss Kit Ng ([kitying@ust.hk](mailto:kitying@ust.hk))

### **Emergency Information**

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

- From a campus phone: ext. 8999
- From a cell phone, pay phone, or off-campus: 999