



Welcome to the iGEM 2013 World Championship Jamboree and congratulations to all the teams that have advanced!

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 read the section below for team leaders.



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 World Championship Jamboree is:

#iGEM2013WCJ

iGEM Hubs

Stata Center and Lobby 13

We have established two main hubs on the MIT campus- the Stata Center and Lobby 13. In these hubs we will have poster locations, food (lunches, breaks), and sponsor tables. This year there will be four presentation rooms across the campus. Check your team box for information on where you should set up your poster, and present. For all locations on the MIT campus – Stata Center, Lobby 13, Kresge Auditorium, and other event locations, consult the map in your registration packet.

Guests, Family and Friends

Guests, including family and friends are welcome to register for all iGEM Jamboree events.

Limited access badges are US \$100 and grant access to **ONE** of the following events: team presentation (one session), poster session (A or B), the social event on Sunday, or the awards ceremony.

Full access badges are also available at US \$475 and grant access to **all events**. To obtain either badge, official registration is needed. On-site registration is available and can be paid for with all major credit cards.

Note: iGEM teams that have not advanced to the World Championship Jamboree, but would like to attend, will be considered guests.

Entrance to the awards ceremony is not guaranteed, and is dependent on the capacity of Kresge Auditorium.

Meals

Stata Center and Lobby 13

Food will be provided throughout the Jamboree. There will be lunch stations at both hubs: Stata Center and Lobby 13. Your team box will contain lunch tickets, which will be used to pick up your lunch. Badges must be visible in order to have access to all food.

Specially requested meals, vegan / gluten-free / allergy, will be served at **Stata Center** in **room 32 - 124**

iGEM HQ Staff

Stata Center

If you have a question or need help at any point during the Jamboree, you can visit the information center at the iGEM Headquarters desk in the Stata Center or look for one of the iGEM staff members on site.

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
Kitwa Ng + 1 - 646 - 250 - 1012

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

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

Transportation

There are iGEM shuttles from the Hyatt hotel to Campus and from Campus/Hyatt to and from Jillian's Boston. See the flyer in your registration folder for details.

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

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

The school shuttle has stops across the campus.

For more information about **MIT shuttles**, see:

<http://web.mit.edu/facilities/transportation/shuttles/index.html>

Day	Event	Location
Saturday	Breakfast Lunch Poster Reception A	Kresge Auditorium Stata Center & Lobby 13 Stata Center & Lobby 13
Sunday	Breakfast Lunch Poster Reception B Social Event / Dinner	Stata Center & Lobby 13 Stata Center & Lobby 13 Stata Center Jillian's Boston
Monday	Breakfast	Kresge Auditorium

Lunch Menu

All stations

Saturday - November 02

- Roasted Turkey Club Wrap
- Italian Meats and Cheeses on Panzano
- Grilled Chicken, Asiago Cheese, and Caesar Salad Wrap
- Autumn Grilled Vegetables & Hummus on Ciabatta (Vegan choice)
- Mediterranean Beef and Vegetable Salad
- Greens with pears, berries, and pecan chicken
- French Vegetarian Nicoise Salad over Field Greens (Vegan choice)

Sunday - November 03

- Grilled chicken, spinach, roasted tomato, provolone
- Roast Turkey and Havarti on Honey Wheat
- Boar's Head Maple Ham and Baby Swiss on Marbled
- Roma Tomato & Buffalo Mozzarella on Ciabatta (Vegetarian choice)
- Vegetarian Antipasto Salad (Vegetarian choice)
- Tuscan Chicken and Autumn Vegetables Salad
- Asian Ginger Beef over Sesame Noodles

Registration / Check-In

Building 12 Room 156

November 01 - 3:00 pm

World Championship Teams can check-in on Friday afternoon (November 1st) for the Jamboree beginning at 3:00pm. Registration will be located in Building 12, room 156, see map for details. Registration will be at 12-156 on Saturday and Sunday. On Monday, registration will be in Kresge Auditorium.

At Registration 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 Registration.

Team Leaders

Team leaders have a few responsibilities. Each team leader (or a designated representative) will be responsible for collecting a signed general release form from any team member registering on-site and handing it in at registration in order to obtain your team box. Team leaders are responsible for making sure individual team members receive the materials in the box.

Badges

You will receive your name badge as part of your team box, as long as you have submitted your general 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.

Team Boxes

Your team box will contain the following:

- | | |
|-----------------------|----------------------------|
| - Team member badges | - Team member certificates |
| - Program & Schedule | - Lunch Tickets |
| - Jamboree Handbook | - Other Information |
| - Sponsor Information | - Map of iGEM events |

General Release

The iGEM 2013 World Championship 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 Jamboree is like. In order to comply with the law, all participants attending the World Championship Jamboree must agree to the terms of the general release form on the registration website.

Note: There will also be blank copies available at registration if you did not agree online prior to the event or if you are registering on site. If you have any questions or need further clarification, feel free to ask an iGEM staff member.

Friday Night Practice

November 01 - 05:00 pm

Teams will be allowed to practice on Friday night (November 1st) at MIT, 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 9:30pm. Pizza and soda will be available between 6:00pm and 7:30pm on a first come, first serve basis. 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. Be sure to bring any equipment, such as laptops and adaptors, with you.

Saturday Opening Ceremony
Kresge Auditorium
November 02 - 09:00 am

The Saturday Opening Ceremony will officially kick off the 2013 World Championship Jamboree! The opening ceremony will be held at **Kresge Auditorium at 9:00am** on November 2nd, with **breakfast starting at 8:00am**. Be sure to attend, as we will also announce any new changes to the Jamboree and the events planned for the next few days.

Presentations

Rooms	
32 - 123	10 - 250
34 - 101	32 - 155

This year there are four presentation rooms located across the campus. Your team's scheduled presentation time slot, session, and room have all been randomly assigned. Please see your team box for information on when and where your team will be presenting. Presentations will take place on Saturday and Sunday. 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 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 will not provide these.

Submit your Work

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.
- 10 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)

Entrepreneurship Division
Room 32-155
November 03 - 9:00 am - 11:30am

Entrepreneurship teams will be presenting in room 32-155 throughout the World Championship Jamboree. Be sure to watch these presentations and show your support! **Entrepreneurship Jamboree** takes place **Sunday** between 9:00am and 11:30am. Refer to the schedule in your registration packet for additional details.

Software Division
Room 32-155
November 02 - 10:00 am - 3:30pm

Software teams will be presenting in room 32-155 throughout the World Championship Jamboree. Be sure to watch these presentations and show your support! **Software teams** will be presenting on **Saturday** between 10:00am and 3:30pm, refer to the schedule in your registration packet for additional details.

Posters

Poster Reception A

Stata Center and Lobby 13
Saturday Nov 02 - 6:00pm - 8:00pm

Poster Reception B

Stata Center and Lobby 13
Sunday Nov 03 - 5:30pm - 7:30pm

Each World Championship team is required to present a poster at the Jamboree to judges and Jamboree attendees. There will be **two formal poster receptions**: one on Saturday, and one on Sunday. Teams have been randomly assigned to a poster session. Poster locations have been randomly assigned between the two main hubs: Stata Center, and Lobby 13. Please see the poster information sheet, in your team box, for your team's specific poster session and poster location.

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. The poster should be hung up on one of the poster boards that will be set up at your assigned location. Clear push pins will be provided at the poster stands to attach the posters to the boards. 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; if they are removed, the board will fall.

Teams assigned to the Saturday poster reception should set up their posters between 8:00am and 9:00am on Saturday, and remove their posters by 8:00pm Saturday evening.

Teams assigned to the Sunday poster reception should set up their posters between 8:00am and 9:00am on Sunday, and remove their posters by 8:00pm Sunday evening.

Poster judges will be roaming throughout the Jamboree on Saturday and Sunday.

Poster Reception A will take place on Saturday from 6:00pm to 8:00pm in the Stata Center and Lobby 13.

Poster Reception B will take place on Sunday from 5:30pm to 7:30pm in the Stata Center and Lobby 13.

All teams must remove their posters by 8:00pm on the day of their poster reception. Any remaining posters will not be saved.

Workshops

There are various workshops throughout the weekend hosted by sponsors. Check the schedule for workshop times, locations, and topics.

Social Event

Jillian's Boston

November 03 - 8:00 pm - 12:00am

On Sunday night after the poster reception and workshops, we will be hosting the iGEM 2013 Social Event at Jillian's of Boston from 8:00pm to 12:00am. There will be food, dancing, billiards, bowling, and lounge space in Jillian's Boston located in the Fenway area. Each person will receive two drink tickets at the door for soft drinks/soda. After two full days of presentations, the Jamboree Social Event will be a welcome change, so we highly encourage all iGEM participants to attend. Relax and have fun! There are no age requirements for entrance to Jillian's so we encourage all participants to attend.

We have arranged shuttle buses to bring people from on-campus and the Hyatt to the event location at Jillian's Boston. See the transportation information page and map in your registration packet for shuttle stop locations and times.

Note: You must have your iGEM name badge in order to gain access to the social event. If you do not have your iGEM badge, you will not be allowed to enter the venue. Please note that according to Boston law, alcohol will not be served at this event.

Medals and Awards

Awards will be presented at the awards ceremony on Monday (November 4th). 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 World Championship teams receive from their team box. Boxes for the trophies will be available in the lobby of Kresge Auditorium after the awards ceremony finishes.

Congratulations on already winning your medal at the Regional Jamboree! Medals will not be given out at the World Championship. See the judging page for more details: <http://2013.igem.org/Judging>

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. Luggage can only remain at Kresge half an hour after the awards ceremony ends, so it is absolutely critical that your luggage be picked up by that time.

Awards Ceremony

Kresge Auditorium

November 04 - 9:00 am

The awards ceremony will be held on Monday at **Kresge Auditorium** and will start at **9:00am**, with **breakfast starting at 8:00am**. The judges will announce the finalists, who will then be asked to give their presentations again. All teams should be prepared to present at Kresge, so be sure to bring the necessary materials with you. After the finalists have given their presentations, the judges will deliberate and the iGEM from Above picture will be taken! Finally, the award winners will be announced and the 2013 World Championship Jamboree will officially end!

Note: For guest attendees, entrance to the awards ceremony is not guaranteed, and is dependent on the capacity of Kresge Auditorium.

iGEMers Prize

Vote for your favorite iGEM team! This year we are continuing the tradition of the iGEMers' Prize. A ballot will be in your team's box. Each team has one ballot. Completed ballots can be dropped off at the iGEM Headquarter's table in Stata 32 -144. Be on the lookout for your prize ballot and be sure to vote by Sunday at 7:30pm. Questions? Ask a staff member.

iGEM From Above

After the finalists have given their presentations on Monday, we will be taking the 2013 World Championship iGEM from Above picture! The picture will be taken by **Kresge Auditorium** (see map for location), weather permitting. Make sure to wear your iGEM team t-shirt!

Open House

iGEM Headquarters - One Kendall Square
November 04 - 3:00 pm - 6:00pm

iGEM has moved! Come visit us at our great new space in One Kendall Square Monday November 4th between 3PM – 6PM. We are a short walk from the Stata Center, on the corner of Hampshire Street and Cardinal Medeiros Avenue. See the map for directions.

Have a wonderful Jamboree!