



Who are you people?

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We've all been iGEM team advisors in the past, and between us we have well over a decade of judging experience - which means we know how challenging it is to be an iGEM judge, and we appreciate all of your efforts.

Nice to meet you! So, what should I do before the Jamboree?

Read the [Judging Handbook](#). If you have a conflict of interest with any of your assigned teams, let us know ASAP! Also, download the [Guidebook app](#)! It'll help you get around at the Jamboree.

After the wiki freeze, review each of your assigned teams through the online judging system ([dashboard](#)). Start by looking through the wikis to get a general sense of the team's accomplishments. More information about how to use the online system will be provided when you receive your assignment. You will be evaluating each of your assigned teams according to a standard [rubric](#). Do not compare teams to each other when filling out the rubric -- compare teams to the language in the rubric itself. More about the rubric methodology can be found [here](#).

What should I do when I arrive at the Jamboree on (hopefully) Thursday?

Between **4:00 PM and 7:30 PM**, go to the registration desk for judges in front of the Judges' Room (Room 210, Hynes Convention Center) and pick up your badge. Once you have a badge, you can pick up your jacket in the Judges' Room. If at all possible, please register Thursday evening!

On **Thursday** evening at **6:30 PM**, there will be a judges meeting in 210 Judges' Room. Please plan on attending this meeting if at all possible, especially if you are a new judge. There'll also be a more general Q&A session following the meeting.

What should I do during the Jamboree?

Start by eating breakfast. Legend has it that this is the most important meal of the day, and iGEM will be providing only lunch (although coffee/tea will be available in the 210 Judges' Room, and dinner will be provided during the judging meeting on Sunday).

If you couldn't make the Thursday registration, there will be **late registration 7:30-8:30 AM** on Friday. But you won't want to get up this early, so register on Thursday if you can. On **Friday morning**, there will be **breakfast at 7:30 AM** in the judging room (210). Then there is a **required judging meeting at 7:50 AM**. Directly after the meeting there will be the opening ceremony at **8:30AM**. **Team presentations** begin at **9:30 AM!** They will be amazing.

For the team presentations, judges should **sit at the front of the room, wearing their judging jackets**. Team presentations are strictly timed and scheduled. If a team is five minutes late, they get five fewer minutes to present. One of the judges should time the presentation, and give teams a "2 minutes remaining" and "1 minute remaining" warning of some sort. We encourage you to set your phone to emit its loudest, most obnoxious alarm at 20 minutes.

After each presentation, there's a brief time for team Q&A. The judges should ask their questions first, opening the questions up to the audience only if there's time (and moderating questions from the audience if necessary).

There will be a volunteer in each room with a walkie-talkie. Let iGEM HQ know if you have an A/V issue or fewer than four (4) judges in the room. Otherwise: the show must go on!

There are short breaks scheduled after each session of three presentations. The judges in each room should meet during the break to discuss the presentations they just viewed. These are meant to give you a chance to ask your fellow judges questions; *they are not meant to reach a consensus*. Try to keep these conversations as private as possible -- if iGEMers are hanging around, feel free to ask them to leave or give you some space.

During the poster sessions, you should evaluate the posters of your assigned teams. This is a great opportunity to get to know your teams and ask more detailed questions. There will be THREE poster sessions: Fri., Sat., and Sun., from 6:00-7:30 PM; not all of the team members are required to be present during the poster sessions but there should be students at the poster during this time. **Judges must leave the Sun. poster session by 7:00 pm** to attend a Judges Meeting. You do not need to attend each poster session, but you should see each team at least once at their poster during one of the sessions.

As with last year, all judges are all "master generalists". In other words, for your assigned teams, you will judge Medals, Project, Wiki, Presentation, Poster, and any Special Awards that the team has nominated themselves for on their Judging Form.

If you leave part of a team's rubric blank, you are likely rendering them ineligible for that prize. So chat with your fellow judges and do your best, even if you don't consider yourself an expert in some particular area.

At **8:00 PM Friday**, there will be a President's reception for judges & VIPs only on the 3rd floor corridor. It will be swank. (And by invitation only, so please bring it along!)

On **7:00 PM Sunday** (you will miss the last ½ hour of the poster session), there will be one last meeting for you to confer with your fellow judges. We will be taking a group photo, so please bring your judging jacket! Your evaluations are due in the rubric at **9:00 PM** on Sunday.

On **Monday**, the Closing Ceremony starts at **8:30 AM**. After a brief kickoff message, the finalists will be announced and the presentations will begin. The judges final deliberation will happen after the finalist presentations.

How can I communicate with the HQ/EJC/fellow Judges?

You will have the ability to communicate with other judges (including expert judges) through the Slack messaging system. We will set up Slack channels shortly before the Jamboree. There will be different channels for different types of discussions. When asking questions on Slack, please **do not mention specific teams** to avoid conflicts of interest or bias.

In addition, members of the Executive Judging Committee as well as other expert judges will be available at the EJC table in the judging room (210) for in-person questions throughout the Jamboree. There will also be representatives from the Safety and the Responsible Conduct Committee in the room.

What's new for iGEM 2017?

The medal section has been updated from last year. Please make yourselves familiar with the new medal criteria. See [iGEM Medals](#) and the [Judging Handbook](#) for details.

The Registry will freeze at the same time as the wiki. Teams are therefore unable to upload any data to the Registry after November 1, 2017. There will be no extensions or exceptions! Please remind yourselves that for the medal criteria, the data **must be** on the Registry.

In the wikis, there are many “static pages” that teams must use to present their information. Teams should put the relevant prize/medal information on these pages. If a team does not provide sufficient documentation to convince you they have achieved an award/medal criterion on that static link page, you may choose not to evaluate them for the prize or medal criterion in question. While teams can create additional pages and link off from the static pages for awards, they should provide sufficient information to allow judges to make a decision.

There will be an exhibition space for teams to show parts of their project they crafted, designed, coded or made. Teams were able to reserve space in the period before the Jamboree (deadline has passed). You are only required to visit the exhibition space if a team is in a Special Track (Hardware, Software, Measurement, Art & Design) or has nominated themselves for the Applied Design award.