

Information and Instructions for Participants
Life Sciences Research Weekend
at Pacific Science Center - Nov. 6-8, 2009

NWABR and Pacific Science Center would like to **thank you** for your commitment to participate in Life Sciences Research Weekend at Pacific Science Center, Friday through Sunday, Nov. 6-8th. We are very excited about the variety of research and technology that will be presented by the companies and research institutions that are participating in this event.

Goal of the weekend

Through interactive exhibits and demonstrations, we hope to enhance the understanding and appreciation of life sciences research and career opportunities in Washington.

Pre-Event Information Needed From All Volunteers

- a. A **Code of Conduct** must be read, signed and returned by each of your volunteers. Obtain the form from Reitha at rweeks@nwabr.org or from www.nwabr.org/education/pdfs/LSRW/09/codeofconduct9-09.pdf. **Mail signed forms** to NWABR at 100 W. Harrison St., North Tower, #100, Seattle, WA 98119 or **fax to** 206-282-2214. (They must be received by Oct. 31st.)
- b. A **Washington State Patrol background check** disclosure form must be completed by all volunteers. Obtain the form from Reitha at rweeks@nwabr.org or from www.nwabr.org/education/pdfs/LSRW/09/WSP_bkgd_check9-09.pdf. **Mail signed forms** to NWABR at 100 W. Harrison St., North Tower, #100, Seattle, WA 98119 or **fax to** 206-282-2214. (They must be received by Oct. 31st.)

General Activity Table Information

- a. We anticipate 20-25 activity tables. Floor plans will be available upon check-in. Each activity table will receive signage but you are welcome to bring your own table sign.
- b. If you are planning to have handouts, you should plan to have at least 300 at your exhibit per day.
- c. Only a Pacific Science Center photographer will be permitted to take pictures that include the public. After the event, you may have copies of pictures that include your exhibit.

Check-in and Parking

Before beginning a volunteer shift, all participants should register at the PSC office, through the blue door at 2nd and John St. Directions to PSC office are included at the bottom of this document. Short term parking in the lot by the blue door is available, as well as street parking. At registration:

- sign in
- pick up lanyard with nametag (may or not be pre-printed)
- floor plan of Ackerley Gallery
- return background check form and code of conduct agreement if not already returned
- pick up parking script (valid for any of the Seattle Center parking areas, except the Claypool Garage, on the day that you receive it) **THERE IS NO IN-OUT PRIVILEGE. A volunteer may get script only once per day.** We encourage you to car pool if possible.

Volunteers wearing the lanyard and nametag will have free admission to PSC through all entrances, after registering and parking.

Participant Shifts

Activity tables should be staffed between **10am- 4pm on Friday** and **10am-5pm on Saturday and Sunday**. The PSC is open from 10am to 5pm on Thursday and Friday and 10am to 6pm on Saturday and Sunday.

Demonstrators should arrive and check in at the PSC office no later than 1 hour prior to their first demonstration at 11am, at the Demo Stage in Building 2.

Refreshments

PSC will provide beverages (water, sodas, coffee, tea) for volunteers in a separate, designated room. Please bring your own lunch or purchase it at the Science Center café.

Completion of a shift

You must sign out at reception prior to leaving PSC. Return your lanyard and other items that you may have been given for the event.

Security and storage Information

There will be at least one PSC staff member in the Ackerley Gallery at all times. However, be aware that items left unattended and unattached are not particularly secure. When volunteers are not present, we hope you will have a display/exhibit that can be left out to be enjoyed and understood by visitors.

If you have equipment or supplies that need to be stored when your volunteers are not present, there will be a locked storage area available off the Ackerley Gallery. Alaina Schulner or other PSC event staff will be present to provide access to the secured storage areas.

Activity Table drop off and pick up

Participants should check-in at the PSC office through the blue door at 2nd and John St. on Friday, **November 6th, between 8-9:30 am**. The activity table materials can be unloaded through the office, the Denny Way, or Ackerley entrances to the PSC. With special arrangement, set-up can also occur between **3:30-5:30 pm on Thursday, Nov. 5th**.

You will receive a copy of the exhibit floor plan and dollies and carts will be available for transporting and setting up your materials. PSC and NWABR staff will be on hand to answer questions and assist you.

Activity tables ought to remain until 5pm on Sunday. Removal of activity table materials will take place through the same loading dock on Sunday, November 8th, between 5 and 6 pm. Dollies and carts will be available. Please contact Reitha Weeks, rweeks@nwabr.org, if you cannot leave your exhibit up through 5 pm Sunday.

Contact Information

Reitha Weeks, PhD, NWABR Resident Scientist
Alaina Schulner, PSC Event Manager

rweeks@nwabr.org, 206-957-3337 x 305
alaina_schulner@pacsci.org

Directions to Pacific Science Center office, 200 2nd Ave N, Seattle 98109, www.pacsci.org

From Interstate 5, North- or Southbound

- Take exit #167, Mercer Street
- At the end of the ramp, turn RIGHT onto Fairview Ave.
- Move into the middle lane and follow the road as it curves to the left.
- Follow the road until you reach Denny Way.
- Turn RIGHT onto Denny Way.
- Follow Denny Way for one block and turn RIGHT onto Second Ave. N.

Pacific Science Center is on your right. Just beyond the Claypool Parking Garage on 2nd Ave is a loading area. The blue door (above the loading dock) is the entrance to the Pacific Science Center office.