

Thank you for agreeing to host the upcoming Biotech tAles! We are hoping that having individual labs host biotech tAles will: i) allow all members of BTP lab to feel connected to the BTP, ii) increase excitement and attendance at Biotech tAles, iii) help to build the BTP community. It is our hope that all members from each of the BTP labs will attend the six annual Biotech tAles debates. Hosting Biotech tAles is reasonably simple:

One month in advance:

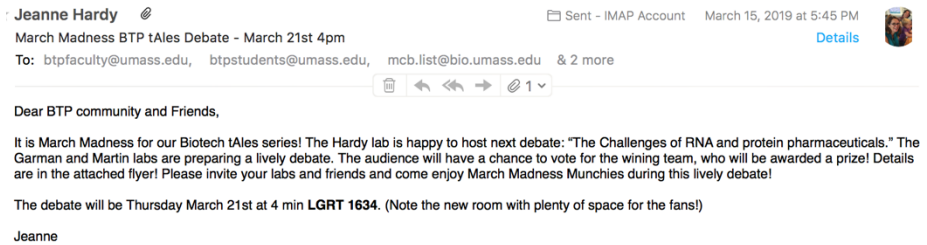
1. Decide on the hosting theme for the Biotech tAles. So far we have had St. Patrick's Day and March Madness. Other possible themes could be Hawaiian Luau, Chinese New Year, Taco Tuesday, or anything your lab thinks is cool/funny/timely! Most groups find it easy to brainstorm and discuss this during group meeting.

1-2 weeks in advance :

2. Coordinate the food and drink menu with the program coordinator. She will help you order or pick up of the food if needed, but they needs instruction from you about what you want to serve. For an afternoon debate the budget is ~\$2-300. For a lunch debate, the budget is ~\$4-500.
3. Prepare a catchy or goofy flier in pdf form. Compose an email "hying" the event and send it to btpfaculty@biotech.umass.edu, btpstudents@biotech.umass.edu and any other constituents you want to invite such as chem-all@chem.umass.edu and mcb.list@bio.umass.edu or your department list serve.

Here is an example of the email we sent for a Biotech tAles:

4. Request the CVs of the debaters so that you can prepare the introduction. This will also remind the teams that their debate is fast approaching!



1 week in advance:

5. Assign two people from your lab to do the 1-minute introductions of each of the two teams (debate format).
6. Assign two people to help set up and clean up the food and drinks on the day of the debate.
7. Courtney Babbitt cbabbitt@bio.umass.edu will set up the polling for the debate.

The Program Coordinator will:

1. Remind the hosting lab of their role 6 weeks in advance.
2. At least one week in advance, ask the debate teams to come up with one or two questions for the voting. These questions should not favor one team or the other and focus on the topic.
3. Help the host lab to order or pick up the food & drink requested by the hosts.
4. Help the hosting lab to set up and clean up the food and any decorations.

