Procedures and Information for Workshop Presenters

General

Shipping items to the Conference:
All supplies, materials, and chemicals being shipped must arrive at UNC after June 30th but no later than July 18th. Please use the following shipping address:

Courtney Willis, C/o 24th BCCE Workshop
Your Name, Workshop Number and 1 of ___ boxes (Please be sure to include this!)
Department of Chemistry and Biochemistry
501 20 Street. Ross Hall Room 3635
Greeley, Colorado 80639

After an item arrives at UNC for the BCCE, the workshop supervisor will receive an e-mail announcing that the item has arrived.

Storage
The materials you have shipped will be stored by UNC on the third floor of Ross Hall (North Wing). If your workshop uses chemicals, you will need to attend a safety training session and you will receive the location of your package(s) at the end of the safety training session. For workshops that do not use chemicals, a list of workshop number and package locations will be posted on the third floor of Ross Hall (North Wing), across from the elevator and stairway. Table #1 gives the open dates and times for these rooms. The rooms will be staffed during open times.

Stockroom
Each workshop will be given a Stockroom Passport Badge. You will need this Stockroom Passport Badge if you will need stockroom help in anyway. The badges will be available to you in one of the storage rooms (See Table 1 for storage room schedule). If your workshop uses chemicals, you must attend the mandatory Safety Training (See Table 2 in the Safety Training section for Safety Training schedule) in order to receive your badge. After the mandatory Safety Training, the workshop leader will receive a Stockroom Passport Badge. Co-organizers of the workshop should also attend the Safety Training and fill out a Safety Agreement; however, only one Stockroom Passport Badge will be issued per workshop. It will be issued to the designated workshop leader/supervisor.

The Stockroom Passport Badge will give the location of any items that you have shipped to UNC. Additionally, it will allow you to check items out of the UNC Chemistry Stockroom. If you have already sent us lists of items that you will need from the UNC Chemistry Stockroom, those items will be already gathered and checked out on your Stockroom Passport Badge number before you arrive. You will find these items at your designated preparation space. A sign on the third Floor of Ross Hall (North Wing) between the stairs and Elevator will give your workshop number with the location of your designated preparation space.
### Table 1: Rooms to aid you in preparation of your workshop

<table>
<thead>
<tr>
<th></th>
<th>Saturday 7/30</th>
<th>Sunday 7/31</th>
<th>Monday 8/1</th>
<th>Tuesday 8/2</th>
<th>Wednesday 8/3</th>
<th>Thursday 8/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage rooms</td>
<td>10:00 am – 4:00 pm</td>
<td>2:00 pm – 6:00 pm</td>
<td>7:00 am – 6:00 pm</td>
<td>7:00 am – 6:00 pm</td>
<td>7:00 am – 6:00 pm</td>
<td>7:00 am – 1:00 pm</td>
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<tr>
<td>(Locations give at Safety Training for chemical workshops and on sign between stairs and elevator on third floor Ross Hall North wing for non-workshops)</td>
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<td></td>
</tr>
<tr>
<td>Preparation rooms</td>
<td>10:00 am – 4:00 pm</td>
<td>2:00 pm – 6:00 pm</td>
<td>7:00 am – 9:30 am</td>
<td>7:00 am – 9:30 am</td>
<td>7:00 am – 9:30 am</td>
<td>7:00 am – 9:30 am</td>
</tr>
<tr>
<td>(Ross Hall rooms 3650. A sign between stairs and elevator on third floor Ross Hall North wing will give your workshop number with your designated preparation space.)</td>
<td></td>
<td></td>
<td>12:30 pm – 2:00 pm</td>
<td>12:30 pm – 2:00 pm</td>
<td>12:30 pm – 2:00 pm</td>
<td>12:30 pm – 2:00 pm</td>
</tr>
<tr>
<td>Chemistry Stockroom</td>
<td>10:00 am – 4:00 pm</td>
<td>2:00 pm – 6:00 pm</td>
<td>7:00 am – 6:00 pm</td>
<td>7:00 am – 6:00 pm</td>
<td>7:00 am – 6:00 pm</td>
<td>7:00 am – 1:00 pm</td>
</tr>
<tr>
<td>Ross Hall Room 3635</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer lab</td>
<td>Not open</td>
<td>7:00 am – 9:30 am</td>
<td>7:00 am – 8:15 am</td>
<td>7:00 am – 8:15 am</td>
<td>7:00 am – 8:15 am</td>
<td>7:00 am – 8:15 am</td>
</tr>
<tr>
<td>Ross 2261</td>
<td></td>
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</tbody>
</table>

### Shipping Items Away from UNC

UPS® and FedEx® both service our campus for incoming mail. To ship packages away from UNC via UPS®, you will need to take your package to the UPS® Store that is two blocks south of Ross Hall (2519 11th Ave. Greeley, CO 970-351-6505). To Ship via FedEx® there will be blank FedEx® forms that may be used with your organization’s account number. The FedEx® shipping forms will be available in the rooms in which workshop items are stored. You may leave your packed items with FedEx shipping labels with the Chemistry Stockroom and we will take them to the Mail room at 3:00 pm each day. If you pay cash for FedEx then you will need to take your package to the Mail room which is at 501 20th Street in Parsons Hall. (5 blocks north East of Ross Hall) To get to the UNC Mail Room you will go through the door that is just to the right of the dock area and proceed straight back (north) to the Mail Room door. The Mail Room can develop a FedEx label and attach it to your package. FedEx picks up mail there daily. UNC Mail Room staff will take care of getting the packages to FedEx®. Our Mail room cannot use Credit cards so you will need to use cash for the Mail Room. You may leave your packed items with your name on them in the storage room (Ross 3620) if you bring them at open storage room hours (table 1) until you are ready to send them off campus. Another option for shipping packages away from UNC is to use the post office in Greeley. The closest Post Office is at 925 11th Ave, Greeley, CO (970-392-0298)
Communicating with Workshop Participants

If you need to communicate with your attendees prior to the conference, we can provide you with a list of names and e-mails. For example, if you would like workshop participants to do some reading or install software on their laptops to bring to your workshop, or bring safety goggles etc., you can let them know this way. Please email Roxie Wilson at BCCE2016@unco.edu if you would like to have a list of attendee names and emails.

Purchasing Supplies and making copies

If a workshop leader needs to purchase supplies or materials from locations off campus there is a King Soopers, Ace Hardware and JoAnn’s Fabrics within walking distance of the campus, a little over two blocks. We would advise that if you need to make copies of handouts that you make them and ship them to the University. There is no copy center on campus and the closest place to make copies is Hillside shopping center which is two blocks south of the University. There is a UPS store (2519 11th Ave. Unit A) there that charges 10 cents per black and white copy and 49 cents per colored copies. There hours are M-F 8:00 AM to 6:30 PM, Saturday 9:00 AM to 3:00 PM and they are closed Sunday.

Reimbursement Procedures (Note: Time sensitive! Paperwork must be submitted by 1:00 pm on Thursday August 4th.)

Workshop organizers can be reimbursed for supplies that they purchased for the workshops. Total reimbursement will not exceed the total fees that were collected for the workshop. In order to be reimbursed, you will need to fill out a UNC travel and Expense form and turn it into the BCCE office in Ross Hall Main Chemistry Office Room 3480 with Jeanyce Nalley by 1:00 pm on Thursday August 4th. The form is attached to the same e-mail as this document.

Campus Maps

Campus Maps can be found at http://universityofnortherncolorado.myuvn.com/campus-map/

Information for Organizers and Co-Organizers using Chemicals

Safety Training

To present a workshop that involves chemicals, you must submit a signed Safety Agreement, found at http://www.bcce2016.org/pdf/Bcce2016SafetyAgreementforChemicalWorkshopSignaturePage.pdf to Courtney Willis (contact information at bottom of this document). Most of you have already submitted these forms. You must also attend a 15 minute Safety Training before picking up your package(s), entering the preparation room, or presenting a chemical workshop. After their training, each workshop leader will be given a Stockroom Passport Badge that will permit the workshop leader to borrow items from the Chemistry Stockroom. The times and location of the Safety training are shown in Table 2. If you do not have a signed Safety Agreement on file for you when you come to the Safety Training, you must fill it out after the training.

Table 2: Safety training times and location

<table>
<thead>
<tr>
<th>Saturday 7/30</th>
<th>Sunday 7/31</th>
<th>Monday 8/1</th>
<th>Tuesday 8/2</th>
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</thead>
<tbody>
<tr>
<td>9:45 am – 10:00 am</td>
<td>1:45 pm – 2:00 pm</td>
<td>8:00 am – 7:15 am</td>
<td>8:00 am – 7:15 am</td>
</tr>
<tr>
<td>Ross Hall Chemistry Conference Room 3480B</td>
<td>Ross Hall Chemistry Conference Room 3480B</td>
<td>Ross Hall Chemistry Conference Room 3480B</td>
<td>Ross Hall Chemistry Conference Room 3480B</td>
</tr>
<tr>
<td>1:00 pm – 1:15 pm</td>
<td>4:00 pm to 4:15 pm</td>
<td>1:00 pm – 1:15 pm</td>
<td>4:00 pm to 4:15 pm</td>
</tr>
</tbody>
</table>
Workshop Preparations
There will be one room in the Chemistry Department for prepping your workshop(s) (preparation that can be done before you are in the actual workshop room). The rooms are Ross Hall 3650. The room contain lab benches, sinks, hoods and are close to the Chemistry Stockroom. The preparation room open times are shown in Table 1. Items that you have requested in advance from the stockroom will have already been gathered and checked out on your Stockroom Passport Badge number; those items will be at your designated preparation space next to a sign with you workshop number.

Clean Up and Disposal of Chemical Waste
Workshop presenters are responsible for cleaning up their materials before the next workshop takes place in the workshop from. Items may be brought back to preparation rooms for clean-up. Waste containers must be brought to the Chemistry Stockroom (Ross Hall Room 3635). UNC Waste labels MUST be on the waste containers and filled out with information, including the mass percent’s of what is in the waste bottle. Waste containers and waste labels may be picked up in the stockroom at any point during the week.

Information for Organizers and Co-organizers of Workshops using Software

Software installation
If your workshop is using software, you should have been in contact with Kui Chen (Kui.chen@unco.edu) and Courtney Willis (Courtney.willis@unco.edu) regarding your software and installation needs. If you have not yet contacted anyone regarding your software and installation needs, please e-mail Kui Chen and Courtney Willis as soon as possible, list programs, license agreements, and any special requests. No software can be installed on UNC computers during the conference.

Contact information
For questions regarding any part of this document, feel free to contact Courtney Willis at Courtney.willis@unco.edu or at (970)-351-2559 or at
Department of Chemistry and Biochemistry
Ross Hall Campus Box 98
Greeley CO  80639