TO: Biology Merit Exam 2018 Coordinating Teachers
FROM: Ginger Foulk and Teri Elliott
        Department of Biological Sciences, Clemson University
DATE: April 18, 2018
SUBJECT: BME LOGISTICS LETTER

We’re so glad you have decided to bring your students to participate in the 2018 Biology Merit Exam, and look forward to seeing you on the campus of Clemson University on April 27! This is the 39th year that the Department of Biological Sciences has sponsored this event, and we’re pleased to be hosting over 700 students this year. Please read this entire letter thoroughly for updated information about your trip to Clemson, and share it and all attachments with each adult attending.

Agenda
Confirm that your scheduled departure time will have you on campus with plenty of time for check-in. Bus drop off at Tillman and off site parking will take extra time and attention, so please plan ahead.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Check-In</td>
<td>9:00-9:45*</td>
<td>Tillman Hall lobby (enter through glass doors)</td>
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<tr>
<td>Welcome &amp; Exam</td>
<td>10:00 – (exit by 11:45)</td>
<td>Tillman Hall auditorium</td>
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<tr>
<td>BIOSCience Expo</td>
<td>11:00am-2/2:30</td>
<td>Long/Jordan Hall, Campbell Museum (times vary, check schedule)</td>
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* The Tiger or Tiger Cub MAY be roaming around during check in (not confirmed as of this printing)

College of Science information table (outside during check-in, weather permitting) NEW
Representatives from the College of SCIENCE will be on hand to help students explore available majors and learn about current SCIENCE research at Clemson. Student ambassadors can answer questions about study abroad options, living learning communities, mentoring programs, and SCIENCE clubs and organizations. The College of SCIENCE offers undergraduate degrees in biological sciences, microbiology, chemistry, genetics, biochemistry, mathematical sciences and physics.

Parking and Drop-off Procedures NEW
(Please refer to the separate Driving and Parking Instructions document for very important and detailed instructions, diagrams and maps)

Directions, drop off diagrams and campus maps are included in this mailing and available for download on our BME website, www.clemson.edu/cafls/bme. Please print and distribute all instructions and maps to ALL drivers to review in advance. Note that there are different parking instructions for cars and vans versus buses.

Thank you in advance for your patience and attention to the bus drop off procedures! Tillman is in the middle and busiest section of campus, and both parking services and campus police combined to create this plan to keep your students safe and out of traffic while keeping campus traffic moving. Please
review all drop off and parking information with your drivers and have a parking plan before you arrive. Have your students ready to unload quickly as soon as you arrive in the bus-unloading zone – 2-minute time limit! 😊 Buses must exit the drop off zone and park in the designated locations after dropping off students.

Clemson Construction
If you haven’t been to Clemson lately, prepare yourself! It seems that every bit of campus is under some sort of construction. So much so, that I’ve delayed this packet several times waiting to get the most up to date and accurate information included. It is changing daily, so if you find something isn’t quite what was detailed here, my apologies! Right now, the biggest potential to affect you is the road construction on Hwy 93 coming into Clemson from Central/Anderson. The area of Hwy 93 between the traffic light (@ Douthit Hills/President’s House/Cherry Road) and Sikes Hall/Calhoun Drive will likely be reduced from 4 lanes to 2 next week. It will slow you down a bit, but the roads should not be closed. Just allow a few extra minutes….and be patient! 😊 See https://blogs.clemson.edu/inside-clemson/inside-news/hwy-93-to-undergo-long-term-construction-starting-april-15/ for detailed maps and scheduled construction.

Buses should avoid going into the Sikes Hall parking lot as there is construction there as well and you might find yourself stuck. None of my directions send you there, but some of you familiar with the campus may plan to use it...don’t!

Check-in, Seating & Exam Prep
Check-in your school under the coordinating teacher and school name used during online registration. Packets containing pre-coded scantrons, #2 pencils, and any ordered T-shirts will be waiting for you. Have a list of any no-shows ready so we may cross them off our registration list and not worry when we cannot find a scantron for them!

- Restrooms are located in Tillman, just outside the auditorium area – once you pass through the glass, then metal doors, follow the hallway around to the right.
- Have each student pick up one clipboard on the way into the auditorium.
- **Remind students:** to write ONLY on the pre-coded side (the one with their name written on it) and to avoid folding, curling, on making any stray marks on the scantron so the machine will be able to read it. Make marks DARK. Any erasing must be done thoroughly and completely for accurate grading.
- **Seat students side by side and anywhere EXCEPT the top rows** of any section; chaperones sit on stage. Be prepared to split up your group to make use of all available seating – we have over 700 participants, so please do sit your students side by side.
- Decide on a meeting place for your group (outside the building) after the exam. **Ask students to refrain from talking in the auditorium and lobby area as long as any student is still working on the exam.**
- Please have your group seated for welcoming remarks before 10:00am.

**T-shirts**
BME T-shirts were available for pre-order during the online registration process. A small number of souvenir T-shirts will be available for $12 in sizes S, M, L, and XL at check-in (correct change preferred, or make checks payable to Clemson University). A photo of the T-shirt is available on the BME website.
Refreshments and Freebie Table
Light refreshments will be available for teachers and chaperones backstage in the auditorium. Since food and drink are technically not allowed in the auditorium, we ask that you sit in the available seating on stage while you eat or drink. Be sure to also visit our freebie table (also on stage) for an small assortment of science related books and miscellaneous giveaways. We know you will be super stealthy and quiet up on stage while the exam is in progress – thank you in advance! 😊

Student Supervision
A parent, guardian, teacher or chaperone is required to be present with your students throughout the duration of the exam. Clemson University is not responsible for supervising children during the BME at any time.

As You Leave...
If you have more than one chaperone with you, your students may quietly leave as they finish the exam (one chaperone must be outside to monitor students, while the other remains inside the auditorium). Plan on a meeting place for your group outside of Tillman Hall in advance. Ask students to refrain from talking in the auditorium and lobby area while any student is still working on the exam. Students should return the clipboard, pencil and scantron to the attendants just outside the auditorium as they exit. We hope you then head over to Long/Jordan Halls for the BIOScience Expo activities!

Call for your bus only when your entire group is ready to board, AND there is bus space available in the reserved loading zone in front of Tillman. Please use the same loading procedures as you did in the morning.

Eating Lunch on Campus?
There are lots of options! Many schools decide to pack a lunch and head to the beautiful SC Botanical Garden to eat and then explore, or stay and picnic and play on Bowman field or the grass behind Hendrix. (if you picnic, it is a good idea to pack a trash bag...and a frisbee!)

On campus Dining Halls - Schilletter Dining Hall or Fresh Food Company Dining Hall (new, Bldg B/Core Campus – closest to Tillman Hall). Clemson House and Harcombe have closed. See http://clemson.campusdish.com for complete menus and maps.

★ Dining Services requests that you notify them in advance if you have a very large group (50 or more) so they can plan appropriately. If you have a large group, please contact Aramark Office Manager, Teresa Moore, one week prior to your trip with group size, planned dining location, and anticipated meal time. Teresa can answer any questions you have about eating in the dining halls or paying for your meals. (864) 656-2120, Moore-Teresa@Aramark.com

- If possible, have one person pay at the door for all the students in your group to expedite the process (NOT required, however). Visa/MasterCard as well as checks and cash are accepted. The current cost for lunch at the dining hall is $10.50 plus tax (likely to increase each fall – contact Teresa Moore to confirm if necessary).
- The dining halls are a fun experience, but they will be crowded and busy! More than likely, you will not be able to sit together as a group. Plan accordingly (arrange a meeting time/place, etc. for your group to reconnect)
The dining halls will not be as crowded after 1:00 pm – consider having a late lunch if your schedule allows it.

With questions about dining hall food preparation in regards to food allergies, feel free to contact Shannon Thompson, nutrition@clemson.edu or 864-656-9424.

**Hendrix Student Center**
- Eastside Food Court: Panda Express, Subway, Tiger Grill (1st floor)
- Einstein Bros Bagels (2nd floor) or 55’ Exchange – a student run enterprise serving Clemson ice cream (1st floor with outdoor patio)

**Barnes Center Café** – next to Calhoun Courts

**Wendy’s** – located right outside Schilletter Dining Hall, on the Mauldin Hall (dormitory) side

**Core Campus** – Fresh Food Dining Co Dining Hall, Starbucks, Which Which, Raising Cane’s, Twisted Taco

**Fernow Street Café** (between Riggs Hall and Freeman Hall)
  - Chick-fil-A

**Results & Awards**
Barring any complications, we hope to have results available the early part of the week following the exam, and will email them to you as soon as they are available. Plaques will be awarded to the first-, second-, and third-place winners within each division for the Biology Merit Exam. Medals are awarded for Honorable Mention and 2nd Honorable Mention results. These will be mailed or delivered to your attention at your school address shortly after the results are in.

**Emergency Contacts**
Clemson Police 864-656-2222 (call 911 with emergencies)
Clemson Information 864-656-3311
Dept. of Biological Sciences 864-656-2328
AnMed Health Urgent Care 864-654-2067 (885 Tiger Blvd., Clemson, SC 29631)

We in the Department of Biological Sciences look forward to seeing all of you in Clemson!