TO: Biology Merit Exam 2019 Coordinating Teachers
FROM: Ginger Foulk, Department of Biological Sciences, Clemson University
DATE: April 17, 2019
SUBJECT: BME LOGISTICS LETTER

We’re so glad you have decided to bring your students to compete in the 2019 Biology Merit Exam and look forward to seeing you at Clemson University on April 26! This is the 40th year that the Department of Biological Sciences has sponsored this event, and we’re pleased to be hosting over 500 students this year.

Please read this entire letter thoroughly for updated information about your trip to Clemson and share it and the enclosed attachments with each adult attending. Have all chaperones and drivers download the free my.Clemson app from Google Play or the App Store for access to very useful GPS campus maps and CAT bus routes.

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

Check-In 9:00-9:45* Tillman Hall lobby (enter through glass doors)
Welcome & Exam 10:00 – (exit by 11:45) Tillman Hall auditorium
BIOSClence Expo 11:00am-2:00pm Long/Jordan Hall, Campbell Museum
(times vary, check schedule)
* The Tiger or Tiger Cub MAY be roaming around during check in (not confirmed as of this printing)

College of Science Information (at registration table)
Adam Hunter, Assistant Director of Advising and Professional Development from the College of Science, will be on available at check-in to speak to teachers about all things Clemson and especially about the College of Science. Adam will bring Science information packets (Science viewbook – highlighting departments, majors, statistics, etc.) for attending teachers that request them in advance (email Ginger by Wednesday, April 24 and be sure to include the number of packets). Pick up packets at registration and be sure to take your students and all their questions to visit with Adam and his Science Ambassadors (Clemson undergraduates) during the BIOSClence Expo!

Parking and Drop-off Procedures
(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. Parking services and campus police have teamed up 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 Tillman bus-unloading zone – 2-minute time limit! 😊 Buses must exit the drop off zone and park in the bus pull off area on Perimeter Road (across from R-3 lot) 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. Road conditions change 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 N coming into Clemson from Seneca. The area of Hwy 93 N between Perimeter Road (baseball stadium) and the traffic light at the intersection of Hwy 93/College Avenue (at the Subway/TDs) is currently one way going AWAY from camps (towards Seneca). If you are coming from Seneca, plan to get to campus via Hwy 123 and then College Avenue. Just allow a few extra minutes....and be patient! 😊 (Buses coming in from I-85 on Hwy 76/28 W - Greenville/Anderson - or Hwy 123 from Easley should not run into any road closures).

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 in advance:** 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.
- Please have your group seated for welcoming remarks before 10:00am.
- **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 500 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.**

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
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.

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. Head over to Long/Jordan Halls and the Campbell Museum for the BIOSClence Expo activities!

Many of you meet your bus in the drop off lane in front of the Hendrix Student Center on the other side of campus — great idea! Call for the bus only when your group is ready to load — that area cannot be used for bus parking.

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 (Bldg. B/Core Campus – closest to Tillman Hall). Clemson House and Harcombe have closed. See https://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 $11.50 plus tax.
- 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 understand and sincerely appreciate all the work you put in to get your students here. Thank you. Enjoy your visit!