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## Dear [Organiser: personalize participant name here if desired],

We’re delighted that you’ll be able to join us for our workshop series ‘Hands-on Introduction to Gene Editing with CRISPR-Cas9 and DNA sequencing.’

In this participant pack, we have enclosed some information that you might need on the day:

1. Contact numbers, email addresses, names of instructors
2. Dates, times and places of events
3. Practical considerations (what to wear, lunch, etc.)
4. Safety & Facilities information
5. Current versions of our first protocol for CRISPR transformation and ONT library preparation

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## If you have any further questions about the event or the materials contained in this pack, please do contact [Organiser: add primary email contact here.]

## 

## Looking forward to seeing you on the day,

## [Organiser]

## On behalf of the [Organization] team

# 1 Contact numbers, email addresses, names of instructors

Your core instructor team is:

* [Organiser: Add details for your instructors here, including names, emails, and optional telephone numbers.]

You can also call the [Organiser: add facility contact number if appropriate], if you fail to get a response from the numbers above (or any additional instructor numbers provided on the day).

There are also several guest speakers, whose names are listed in the program of events below.

# 2 Dates, times and places of events

All sessions will be held at [Organiser: add your location address here.]

Theory sessions will be held in the [Organiser: add a room location if appropriate], and lab sessions will be held in the [Organiser: add a room location if appropriate]. To access both locations, please [Organiser: add access details here, e.g. knock on the door, call a number, use an entry code]

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**[Organiser: Add date, times here; see example below] Theory session 1**

* 6:00-6:15PM: meeting each other, safety information
* 6:15PM-7:30PM: Introduction to gene editing with CRISPR-Cas talk
* 7:30-8:00PM: break with pipetting practice, tea & biscuits
* 8:00-8:30PM: talk from [Organiser: add guest speaker here]

**[Organiser: Add date, times here; see example below] Theory session 2**

* 6:00-7:15PM: Introduction to our CRISPR experiment, How to troubleshoot a molecular biology experiment
* 7:15-7:45PM: break with tea & biscuits
* 7:45-9:00PM: ethics in CRISPR, roundtable discussion led by Emma Johnson & Lalitha Sundaram

## [Organiser: Add date, times here; see example below] CRISPR gene editing workshop

* You have been allocated your own individual day by email, please attend only on that day from 11:30AM. You will be working in allocated pairs along with an instructor.
* The length of the protocol run partly depends on how fast we move as a group - you may finish significantly earlier than 3:30PM, but no later.
* Please bring some lunch (or you can purchase some from [Organiser: provide information regarding food access.])

**[Organiser: Add date, times here; see example below]** **Theory session 3**

* 6:00-7:15PM: Introduction to sequencing eukaryotic DNA with the Oxford Nanopore MinION
* 7:15-7:45PM: break with tea & biscuits
* 7:45-9:00PM: Talk from [Organiser: add guest speaker here] on open science & open data practices.

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## [Organiser: Add date, times here; see example below] DNA sequencing workshop

* 10AM-5PM: We will prepare our yeast DNA library and load it onto the Oxford Nanopore MinION.
* Be aware that it can get quite hot in the labs with many participants at once, so consider wearing layered clothing so that you can adjust according to comfort.
* Do please bring things to do (e.g. books to read, games to play, questions to discuss, work to do) during gaps in the protocol when e.g. incubations or centrifugation steps are running.
* Please bring some lunch (or you can purchase some from [[Organiser: provide information regarding food access.])

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## [Organiser: Add date, times here; see example below] Data analysis (optional) session

## Aim is to have a group session to play around with the ONT MinION sequencing data and explore our yeast genome.

* Can also practice with common sgRNA design tools.

## Date and time to be agreed with interested participants by Doodle Poll after sequencing workshop.

# 3 Practical considerations (what to wear, lunch, etc.)

For the theory talks, this should be relatively simple: come as you are, bring snacks that you would like during the session, and please arrive on time. Tea, coffee and biscuits will be provided during the session break.  
  
For the practical sessions, we have a few additional points:

* Please wear clothing for the workshops that you can comfortably fit a lab coat over (many sizes are available); please also wear closed toed shoes.
* Please make an instructor aware if you have any specific allergies to products that might be encountered in the lab environment (e.g. latex, peanut)

# 4 Safety & Facilities Information

## Accessibility

**[Organiser: provide accessibility information here; example below.]**

There is a lift from the top floor down to Level 1 (basement, where Biomakespace is located), as well as a lower entrance to the basement that can be used on request. The main presentation space is on Level 2 (ground floor), which is accessed via reception. There is a disabled bathroom on the ground floor that can be accessed via the lift.

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## Bathrooms

**[Organiser: provide bathroom accessibility information here; example below.]**

Male on Level 1 (basement), female and disabled on Level 2 (ground floor), there is another set in the foyer area.

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## First Aid

**[Organiser: provide first aid information here; example below.]**

We do not have designated first aiders. Please inform a workshop instructor of any incidents.

For a minor incident (even a plaster)

Use first aid kit as needed.

Make a report in the accident book in the Maker Lab.

Email a quick note to safety@biomake.space so we can restock.

Emergency and major first aid

Make sure you are safe when approaching or treating an ill or injured person.

If you are trained or familiar with first aid, follow the latest guidelines for checking for response, breathing and emergency assistance.

Call 999 if applicable, they will guide you through

A&E is also immediately opposite if the person is able to walk.

Make a report in the accident book in the Maker Lab.

Email safety@biomake.space

Bear in mind that any chemical or biological risks and get as much information as you can if chemicals are involved. MSDS and COSHH forms are in a marked folder in the Main Lab.

## Fire Safety

**[Organiser: provide fire safety information here; example below.]**

**In the event of a fire**

* Follow the alert and evacuation procedure (copies are on the wall in each of the labs) and dial 999 if you are sounding the alarm.
* Ensure the Directors are contacted via the emergency number when safe to do so.

**On discovering a fire**

* Manually break the fire alarm point glass. The nearest alarm points are in the Level 1 lift lobby and the Level 1 entrance by the IdeaSpace kitchen area.
* Alert people on Level 1 by voice.
* Only attempt to extinguish the fire if it is safe to do so and you are confident in the use of the provided equipment.

**Evacuation procedure**

* Leave the building via the nearest signed fire exit.
* Opposite the IdeaSpace kitchen. This is a glass tube lock that can be broken by the attached round hammer.
* Clifford Allbutt Building basement exit, go through the double doors by Maker Lab, turn right and keep turning right until you see the exit into the CAB car park.
* The assembly point is signed and is by the bike racks in the car park opposite the Clifford Allbutt Building.

**Once evacuated**

* Everyone should be signed in via Reception and that list will be retrieved by the building fire warden or emergency services.
* Take a register of Biomakespace people and inform the rescue teams on site about any missing people.
* Be prepared to provide any other information to the rescue teams such as the location of the incident or contents of the labs.

**Fighting fires**

Only use a fire extinguisher if you are confident and it is safe to do so, the most important thing is to evacuate and raise the alarm.

## Food & kitchens

**[Organiser: provide food & kitchen information here if appropriate; example below.]**

Downstairs kitchen: belongs to Ideaspace, we are welcome to use it for meetings out of hours and during the day. We have our own supplies in a separate cupboard, please do not use IdeaSpace food and drink. Wash up after yourself and leave it better than you found it! In particular, make sure anything from our cupboard is returned.

## Hygiene

**[Organiser: provide lab hygiene information here; example below.]**

* Wash hands on leaving the lab! Facilities are provided in both biology labs
* Wear closed toe shoes
* Personal Protective Clothing (PPC) should form part of safety protocols for all activities in Biomakespace - please wear it if required! We have safety goggles, gloves and lab coats.

## Lone Work

**[Organiser: provide lone work policy information here; example below.]**

Workshop participants will not be engaging in lone work.

## Respecting the space and other people

**[Organiser: provide additional lab safety information here; example below.]**

* Clean up after yourself
* Keep floors, gangways and spaces underneath furniture clear of trailing cables and other obstructions.
* Ensure furniture and equipment is positioned so that it does not pose a hazard to passers-by.
* Don’t leave doors open
* Be respectful to all other lab users, participants and instructors that you encounter.
* If you encounter any issues, please do discuss this with an instructor.
* It is at the discretion of the workshop instructors to ask individual participants to leave if they find that respectful behaviour is not being practiced.

## Safety Contact Information

**[Organiser: provide lab safety contact information here; example below.]**

**In an emergency tell your instructor and call emergency services as applicable.** We have a lab phone; be aware that mobile signal is often poor in the lab.

Report anything that is dangerous, a near miss or an accident e.g. chemical spill, broken glass, or situation that looks alarming, directly to your instructor. If something needs to be done immediately, follow the emergency procedures (see policies and laminated summaries in the lab) and do feel empowered to step in and tell people to stop what they are doing.

Reports in the first instance should be to your workshop instructor; email addresses for reporting:

safety@biomake.space

directors@biomake.space

In the Biomakespace labs, see the sign near each safety station for more information.

## Safety Stations

**[Organiser: provide safety station location information here; example below.]**

These are located in each room and have:

* Eye wash
* First Aid Kit
* Torch
* Fire extinguisher
* Fire blanket

# 5 Yeast Transformation & Sequencing Protocols

**[Organiser: either insert protocols into this document, or attach as a separate document to the same email to give the option to print easily/separately.]**