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**Top of the Bench Final 2018**  
**03 March 2018**  
**University of Birmingham, UK**  
**JOINING INSTRUCTIONS**

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**Congratulations on making it to the Top of the Bench Final 2018**

**EVENT REGISTRATION**

The registration desk will be open from 10:30 – 11:00 on Saturday 3<sup>rd</sup> March in the Department of Chemistry, Howarth Building (Yellow zone Y2 on the map) at the University of Birmingham Edgbaston Campus.

**A map of the University of Birmingham campus is attached to this document with the venue highlighted.**

Upon registration, you will be provided with a bag containing a feedback form, pens, safety glasses and T-shirts for the students. You will also receive certificates for the team and name badges. If you are held up and will be late, you can contact Rizwana Alvi from the Royal Society of Chemistry on 07825186332. It will be possible for students who are late to do the first exercise over lunch.

An expense claim form can be found by [clicking here](#).

The event officially starts with welcome and introductions at 11:00 and is scheduled to finish at approximately 16:30.

**DRESS CODE AND WHAT TO BRING**

School uniform does not have to be worn. We will provide T-shirts for the day which can be worn over what the students are already wearing. Staff from the Royal Society of Chemistry and the University of Birmingham will also be wearing T-shirts. Paper, pens and pencils will be provided, **however each student does need to bring a scientific calculator with them.**

Personal protective equipment will be provided for the practical exercise. You are advised not to bring valuables as neither the Royal Society of Chemistry nor the University of Birmingham can take responsibility for loss of, or damage to, personal belongings.

**HEALTH AND SAFETY**

It is important that all participants ensure that they are appropriately dressed. No open toed / exposed shoes (i.e. ballet pumps) or canvas shoes can be worn within the laboratories and no bare legs are allowed. Long hair must be tied back. Personal protective equipment will be provided and must be worn within the laboratories.

**WHERE TO PUT YOUR THINGS**

You can store coats and bags Lecture theatre 203. This room will be locked for the entire day without access. Neither the Royal Society of Chemistry nor The University of Birmingham can take responsibility for loss of, or damage to, personal belongings.

Badges will be issued to all attendees together with plastic badge holders. Participants **MUST** wear their badges throughout the event. Please could all participants return their plastic badge holder to the registration desk at the end of the event.

**EMERGENCY CONTACT NUMBER ON THE DAY, EVACUATION PROCEDURE & RISK ASSESSMENTS**

The contact number to use if a participant needs to be contacted in an emergency on the day is **Rizwana Alvi from the Royal Society of Chemistry on 07825186332**. The message will be passed on without delay.

In case of an evacuation, there will be University of Birmingham staff and Royal Society of Chemistry staff on hand to direct participants, and emergency exits are clearly labelled in all buildings.

Risk assessments are in place for all activities in accordance with Royal Society of Chemistry guidelines.

**STUDENT'S PROGRAMME**

After a briefing at 11:00, students will be taken into Lecture Theatre 101 for the first exercise; this will be a 30-minute chemistry knowledge exercise. This test is an individual activity.

After lunch, students will be taken to the Department of Chemistry laboratories where they will have a 2 hour practical exercise. Personal protective equipment will be provided to students, but they will not be using dangerous chemicals.

After the practical, students will be taken back to the reading rooms for afternoon refreshments followed by an interactive lecture in Lecture Theatre 101. The day will end with the prize giving in Lecture Theatre 101.

### **TEACHER'S PROGRAMME**

While the students are doing the first exercise in the Lecture Theatre, you are free to have a coffee if you wish and then your students will join you for lunch. A programme has been arranged for teachers during the afternoon while students are doing the practical exercise. You are asked to stay on site throughout the competition in case of an emergency. If you do need to leave the Haworth building, please leave your contact details with the registration desk.

### **LUNCH AND REFRESHMENTS**

These are provided by the University of Birmingham. A sandwich lunch will be provided for students and teachers and there will be a variety of sandwich fillings, including vegetarian. **If you have not already informed the Royal Society of Chemistry of any special dietary requirements please email [events@rsc.org](mailto:events@rsc.org) as soon as possible.**

### **PRIZE GIVING**

A trophy is awarded for the best overall school performance (Top of the Bench Team 2018). In addition, the winning school will receive a cheque for £500 to spend on equipment for their Chemistry department, and individual members will receive gift cards. There is a salver for the second place team and gift cards for the individual members of the team.

There are gift cards as prizes for individual members of the next four runner-up teams. In addition, a salver and gift card for the Jacqui Clee Award is presented for an outstanding individual contribution to the day.

A list of where the individual teams are placed overall will be produced and sent to schools after the event, but the Royal Society of Chemistry will not give out information on students' individual performances in the exercises. Certificates for the top 6 teams will be sent to schools after the competition.

### **TRAVEL AND ACCOMMODATION**

If you have requested accommodation and your request has been confirmed, accommodation has been arranged by the Royal Society of Chemistry's Events Team. TOTB teams will be housed at Lucas House on the University of Birmingham Campus (building G16 on the campus map). Those who have requested accommodation will receive a separate email from the Royal Society of Chemistry's Events team.

Please refer to travel directions for different modes of transport.

Travel directions including downloadable PDF maps of the University of Birmingham campus are available at the following link - <https://www.birmingham.ac.uk/contact/directions/index.aspx>

Parking is available onsite at the University of Birmingham and does not incur a charge. Car parks are marked on the campus map – please park in the Chemistry Department car park highlighted on the map. From there, signage will direct you to the Haworth building. Security will direct all visitors to the correct location.

### **PHOTOGRAPHS**

There will be an official photographer at the event and photographs taken may include images of students taking part. The photographs will be used for the promotion of the competition and other Royal Society of Chemistry activities. **If you have not yet returned your photo permission forms, please do so as soon as possible.**

**We look forward to welcoming you to Birmingham but should you have any queries in the meantime, please do not hesitate to contact the RSC Events office at [events@rsc.org](mailto:events@rsc.org)**