1.0 Purpose

The purpose of SOP 1.19 is to provide information on proper procedure for preparing for and attending Wicha lab data meetings.

2.0 Scope

SOP 1.19 is intended to cover all resources, personnel and equipment in the BCR laboratory.

3.0 Procedure

3.1 Updated data meeting schedules will be sent as updates occur, minimally every two months. If you cannot present on the day you are scheduled, please find someone else to switch presentation dates with you, and let Denise know so she can update the schedule and send out to everyone. **It is the presenter’s responsibility to find a different presenter to present if you cannot; please do not tell Denise you can’t present unless you have another presenter defined and you have arranged to switch with someone else.** We realize everyone has challenging schedules but please give as much notice as possible for any switches.

3.2 Most data meetings will take place on Fridays in Building 10 NCRC room G064, but please check the data meeting schedule weekly because this could change. Please refer to [http://ncrc.cms.si.umich.edu/contact/mapsdirections](http://ncrc.cms.si.umich.edu/contact/mapsdirections) for directions to and within NCRC, and to [http://ncrc.cms.si.umich.edu/facility-services/conference-room-scheduling](http://ncrc.cms.si.umich.edu/facility-services/conference-room-scheduling) for specific room information.

3.3 The laptop and projector will be set up for you and a laser pointer will be available for use. **Please send Denise your presentation by 9 am the day of the meeting so she can put it on a flash drive that is compatible with the laptop and have your presentation up and ready by the time you arrive and the meeting is to begin.**

3.4 RSVP that you will attend the meeting 48 hours before the meeting (usually this will be Wednesday evening). If you do not RSVP, it will be assumed that you cannot attend, and you will not be counted for catered lunch.

3.5 If the “Reboot” box pops up on the laptop, please DO NOT click out of it or reboot, please select “Delay 2 hours” or the longest time available as a choice.

4.0 Applicable References

5.0 Change Description