

Lab Experience Policies and Procedures

Lab Experience Requests and Scheduling

All groups requesting Lab Experiences must complete a "Request a Lab Experience" form through the Biotility website at least 4 weeks in advance of the event. Once the request is submitted, the organizer will receive a:

- 1) copy of the request via email within 24 hours
- 2) phone call or email within 3-5 business days to confirm the date(s), discuss Lab Experience details, and review the policies and procedures.

You will receive a quote within 3-5 business days after your confirmation phone call or email. Once you confirm that there are no further changes, your lab experience will be officially scheduled and our administrative specialist will contact you with further information regarding payment.

Two weeks prior to your Lab Experience, the organizer will receive a confirmation email that includes a copy of the lab policies and procedures, a UF liability/photo release form, and final details regarding the Lab Experience (i.e. location, dress code).

Lab Experience Payments

Once scheduled, billing contacts will either receive an invoice within 5 days or will need to submit a purchase order.

- Invoices
 - Payment options: P-card, credit card, or check
 - If paying via P-card or credit card, a payment link will be sent with the invoice.
 - Once an invoice is issued, payments must be received within 7 days. If the payment is not received by this deadline, the Lab Experience is subject to cancellation.
- Purchase Orders
 - Purchase Order must be provided within 7 days of quote. If the PO is not received by this deadline, the Lab Experience is subject to cancellation.
 - Invoices will be sent after service has been received.

Lab Experience Format

Lab Experiences are scheduled Tuesday – Friday from 9:00 a.m. to 5:00 p.m.

Each Lab Experience includes a corresponding lecture/discussion tailored to your students' ages and your curriculum content.

Lab Experiences may be hosted at Biotility or your facility/alternate location.

If requesting a Lab Experience at your facility/alternate location, please contact Biotility prior to submitting a Lab Experience request form. This will ensure the location will work for both our team and

your chosen Lab Experience. A mileage fee of \$0.45/mile and hotel/travel costs will be added to the total price.

All scheduled meals will need to be organized and funded independently by Lab Experience coordinators. Due to limited space, we are unable to reserve rooms for meals within our building.

Group Eligibility

- All Lab Experience participants must be at least 8 years of age. Recommended ages for our three lab categories (Basic, Intermediate and Advanced) can be found on our website and below:
 - Basic Labs: 8-14
 - Intermediate Labs: 13-17
 - Advanced Labs: 15-18
- Each Lab Experience has a minimum and maximum number of participants. The minimum and maximum numbers can be found on the following web page: [Biotility Lab Experiences](#)
- For liability reasons, an educational institution or organization must sanction all Lab Experiences.

Attire Requirements

Participants are required to wear close-toed shoes during laboratory activities. If students arrive wearing something other than close-toed shoes, students may be asked to observe rather than participate in the activity and the educational institution or organization may not be allowed to reserve any future lab experiences. Any other Personal Protective Equipment (PPE) will be provided as needed.

Lab Experience Cancellations

Group Cancellations/Changes:

Lab Experiences cancelled by a group more than 7 days prior to the start of the event are entitled to a full refund. Lab Experiences cancelled 3-7 days prior to the start of the event are subject to a 50% cancellation fee. Lab Experiences cancelled less than 3 days prior to the start of the event are not eligible for a refund.

Any changes (i.e. number of participants) to a Lab Experience must be requested and approved by Biotility no later than **2 weeks** prior to the date. Biotility reserves the right to cancel or reschedule an experience if changes cannot be accommodated. Changes can be emailed to biotility@research.ufl.edu.

Any group that arrives more than 30 minutes past their start time risks their Lab Experience being cancelled.

Due to our ordering and preparation for each Lab Experience, refunds or invoice adjustments for participants that do not show on the day of the event will not be issued.

Biotility Cancellations:

While all efforts will be made by Biotility to avoid a Lab Experience cancellation, unexpected events may cause it to be unavoidable. Therefore, Biotility reserves the right to cancel a Lab Experience. If this occurs, the organizer will receive their cancellation options via email, which will always include the option of a full refund.

Liability Form

The University of Florida requires that each participant's parent or guardian must complete a UF liability form. The form will be sent to the organizer at least 2 weeks prior to the lab experience via email. All forms must be submitted electronically to Biotility at least 48 hours prior to your Lab Experience. Any participant without a completed form will not be able to participate. We apologize for any inconvenience this may cause.

Photo Release

For promotional purposes, Biotility may request to take photos of your Lab Experience. In this case, the liability form has a designated photo release section for parents and guardians to fill out. If a participant chooses to opt out or has an incomplete/missing form, they will not be photographed by Biotility.