



# Dolan DNA Learning Center

*Preparing students and families to thrive in the gene age*

Cold Spring Harbor Laboratory  
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## Saturday DNA! Reservation Guidelines

Guidelines for *Saturday DNA!* sessions are listed below. Please read these instructions carefully.

***Reservation forms not adhering to these guidelines will be returned to you.***

- Seats in each session are awarded on a first-come, first-served basis, so **mail** your reservation form and payment early! We do not accept walk-ins – reservation forms must be mailed.
- We cannot hold seats based on telephone message requests. All seats, in every session, must be reserved using reservation forms.
- The name, address and phone number of each registrant, and date of birth of each minor registrant must be listed. We will not honor reservations that fail to provide this information. If the address for each of the registrants is the same, utilize the “same as above” checkbox.
- Certain programs require a participating chaperone for students under a specified age. Please note, for reservation purposes, we consider 18 and over to be the appropriate age for a chaperone.
- **You must include a separate check with each reservation form** - do not send one check for multiple session reservations. Those checks, and accompanying reservation forms, will be returned to you and you will lose your “place in line”. The fee for *Saturday DNA!* is \$15.00 per person, per session. Please make your check(s) payable to “Cold Spring Harbor Laboratory” or “CSHL.”
- We cannot accept credit cards or cash. We cannot honor reservation forms that arrive without payment. Payment for all *Saturday DNA!* programs is non-refundable.
- Do **not** staple or tape checks to the application form.
- You will receive a letter acknowledging your reservation and payment. **Be sure to bring this letter with you on the day of the program – it is your reservation confirmation.**
- If the session you applied for is filled you will be wait listed and your check will be returned to you. In the event of a cancellation, individuals on the wait list will be notified in the order in which the applications were received.

### Reservation forms should be mailed to:

*Saturday DNA!*  
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Cold Spring Harbor Laboratory  
1 Bungtown Road  
Cold Spring Harbor NY 11724