



Logo by Hannah Bonner

12th U.S. Symposium on Harmful Algae

Holiday Inn by the Bay – Portland, Maine

October 27 – November 1, 2024

Please review [the current agenda](#) as there may have been some minor changes to the schedule. If there are any errors in your presentation title, presenter name, or affiliation, please notify us as soon as possible. Please carefully review the below instructions to arrive at the symposium prepared.

What to Bring

Please bring a flash drive if you plan on making any additional edits to your presentation during the symposium. If you need to borrow a flash drive, please see the NEIWPC registration desk.

Before the Symposium

- **Please let us know as soon as possible if you have any specific requests or needs, and we will do our best to assist.** Each room will be equipped with a screen, projector, computer, remote slide advancer (with laser pointer), podium, and microphone.
 - Due to audiovisual constraints, please refrain from including video in your presentation that requires audio capabilities.
- **Please provide us with the most current version of your presentation by 12:00am EST on Sunday, October 20th.** You may email your presentation to HABS@NEIWPC.org. We kindly ask that you provide us with a copy by the deadline in case of unforeseen technological issues. **If you need to continue working on your presentation throughout the week, you must have that presentation loaded onto a flash drive and bring it to your session chair prior to the start of your session.**
 - Please submit your presentation file with the file naming convention:
"LastName_SessionRoom_PresentationDate"

On the Day of your Oral Presentation

- **Please arrive at your assigned room ~10 minutes before your session begins and plan to be present for the full duration of your session.** Your session co-chairs will be present in the room. There will be reserved seats in the first row of your session room.
- You will provide a brief introduction for yourself.
- Your presentation will be 15 minutes long: ~12 minutes with ~3 minutes of Q&A. Your session co-chairs will keep time for you.
- **Have fun! We really appreciate you sharing your knowledge and presenting!**