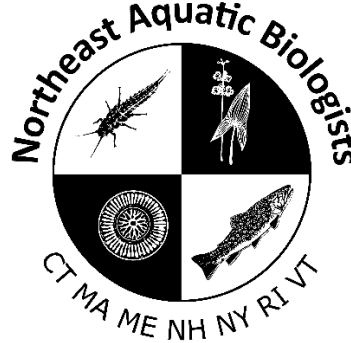# 2025 NORTHEAST AQUATIC BIOLOGISTS CONFERENCE
GRAND SUMMIT HOTEL AT ATTITASH
FEBRUARY 5TH – 7TH, 2025

Thank you for sharing your expertise at NAB 2025! To ensure a smooth and productive conference experience, please carefully review the instructions below.

WHAT TO BRING

☐ **Agenda and Meeting Materials**: To reduce the environmental impact of the NAB Conference, all materials will be available online at **www.neiwpcc.org/nabconference**. Printed copies will not be provided at the registration desk. Large agenda posters and scannable QR codes will be available for easy access via cellphones or tablets. Hotel Wi-Fi credentials will be provided at registration and in session rooms.

PREPARING FOR YOUR PRESENTATION

- **Review the Agenda**: Familiarize yourself with the latest agenda and note your session time and location.
- **Presentation Timing**: Your presentation should be **20–25 minutes**, followed by **5–10 minutes of Q&A**, for a total of 30 minutes. Please adhere to this timing to respect your fellow presenters.
- **Audiovisual Equipment:** Each room will be equipped with the following audio-visual equipment for your use:
  - NEIWPCC laptop loaded with Microsoft PowerPoint. Please note the laptop will not have amplified audio output and prepare your presentation accordingly.
  - Podium microphone
  - Projector
  - Laser pointer, slide advancer, and extra batteries
  - Internet connection
- **Slide Design & Accessibility Considerations**: Avoid slides with dense text or small fonts, as these can be difficult for attendees seated farther away. Use high-contrast colors and ensure text is large enough to be easily readable by all attendees. Simplify complex visuals, and provide clear explanations or verbal descriptions for charts, graphs, or images to accommodate those who may have difficulty viewing them. Define acronyms. Give credit where credit is due.
- **Submit Your Presentation: Please send the latest version of your presentation to mdugan@neiwpcc.org by midnight on Sunday, February 2.** These will serve as backup files in case of technical issues.
- **Moderator Introduction**: You will receive an introductory email from your session moderator prior to the conference.
- **Special Requests**: Please notify us promptly of any specific needs or requests, and we will do our best to accommodate.

ON THE DAY OF YOUR PRESENTATION

- **Arrive Early:** Be at your assigned room 10 minutes before your session begins and plan to stay for its entirety. Reserved seating will be available, and your moderator will meet you at the room.
- **Updated Presentations**: **If you made any changes to your presentation after Sunday, February 2, please bring the updated version on a thumb drive.**
- **Introductions**: Your moderator will introduce you by name and affiliation. Feel free to provide a brief overview of your qualifications at the start of your presentation.
- **Timekeeping:** Your moderator will ensure you stay within your allocated time.
- **Repeat Audience Questions**: Recite audience questions back before answering, as some attendees may not hear the original question.
- **Networking**: Be available to connect with attendees after your session for further discussions.
- Have fun! We look forward to your presentation and a successful conference.