**SESSION PROPOSAL TEMPLATE**

**U.S. Symposium on Harmful Algae**

**Proposal Submission Deadline: October 31, 2025**

Before you begin, please know organizing a session involves managing numerous details and responsibilities, including ongoing communications with speakers and organizers. If you cannot commit the time necessary to fulfil these duties over an extended period, you may want to reconsider submitting a proposal. If you are confident your schedule will allow you to be attentive to detail and responsive in a timely fashion, we welcome your submission.

**Simply enter your responses next to each text prompt below.**

**Helpful Hint:** Use the Word Count tool under your REVIEW TAB to determine character count **with** spaces.

**Session Title:** (Maximum of 100 characters with spaces)

**Session Description**: (Maximum of 500 characters with spaces) State the purpose of the session, describe the overarching focus and how the topic is timely. Describe key takeaways to be learned by attendees.

**Primary organizer serving as lead contact and session moderator:** First Name, Last Name, Affiliation, Phone, Email.

**Primary organizer background:** Describe your role, expertise, and applicability to the session**:** (Maximum of 50 words)

**List Proposed Session Presenters, Talk Titles, and Email Address:**

* List FIVE confirmed speakers who have been contacted, plan to attend, and will speak if session is approved.
* Try to include a diverse mix of speakers and organizations.
* There are no lightning sessions or panel sessions.
* All presentations must be in person. There are no remote presentation options.
* Sessions and presentations should have context and relevance to HAB issues impacting US state, territory, native and transboundary communities.
* The organizer must also moderate the session, and register/pay to attend the conference. *No exceptions.*
* **Make sure your speakers know before confirming they must register and pay the registration fee to attend.**

**COMPLETE GRID BELOW by entering requested information in each FIELD. Do not merge fields. Proof email for accuracy.**

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| --- | --- | --- | --- | --- | --- |
|  | ***Tentative Talk Title Describing the Focus*** | ***First Name*** | ***Last Name*** | ***Affiliation*** | ***Email Address*** |
| ***(Session organizer is required to moderate)*** | *The first 5 minutes is for Introduction & Overview and serves as a buffer for attendee arrival.* ***Do not submit an abstract or PowerPoint for the moderator introduction.*** |  |  |  |  |
| ***Speaker 1***  *15-minute talk* |  |  |  |  |  |
| ***Speaker 2***  *15-minute talk* |  |  |  |  |  |
| ***Speaker 3***  *15-minute talk* |  |  |  |  |  |
| ***Speaker 4***  *15-minute talk* |  |  |  |  |  |
| ***Speaker 5***  *15-minute talk* |  |  |  |  |  |