

## Information for the 8<sup>th</sup> SEA-PHAGES Symposium

Please refer to this message for details regarding the upcoming Symposium. In particular, those invited to deliver talks and those driving to the symposium should review information on "PRESENTERS" and "PARKING", below. Information provided here can also be found on the program website at <http://seaphages.org/meetings/17/>.

We all look forward to joining everyone on Friday June 10 at the Janelia Research Campus!

The SEA-PHAGES Team

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HASHTAG  
#SEAsymp2016

ATTIRE  
Attire for the entire SEA Symposium is business casual.

PRESENTERS | TALKS  
Those selected to give talks must upload their presentations to the "SEA Symposium Talks" folder in Dropbox by Thursday June 9th, 2016. Presenters will receive a link to this Dropbox folder. Please name your files as indicated in the document "Symp\_Filename", which is included in the Dropbox folder. You can continue to update your talk until Friday June 10th, 2016, working off of the file you uploaded to Dropbox.

POSTER PRESENTATION  
Every school is required to present one student poster at the symposium. The maximum height and width for each poster cannot exceed 48"x 48". Poster assignments can be found in the program book.

POSTER JUDGING  
At this year's symposium, all faculty will assist in judging posters. Judges will be assigned up to 3 posters, all at one poster session. Judging assignments and instructions will be provided upon arrival at Janelia. Judges are asked to attend a quick meeting at 8 AM during breakfast on Saturday morning for last minute instructions and to answer any questions.

PROGRAM BOOK & AGENDA  
This year, we're excited to announce that the program book will be completely online. You can access the Program Book and Agenda using most web-capable devices, and instructions to do so are provided at the bottom of this email.

LOCATION  
HHMI Janelia Farm Research Campus  
19700 Helix Drive  
Ashburn, VA 20147

<http://www.hhmi.org/janelia>

#### LODGING INFORMATION

Lodging assignments were provided to travel plans were made. Participants will be lodged at one of the hotels below:

Janelia Research Campus (Janelia) – 19700 Helix Dr, Ashburn, VA, 20147 – 571-209-4000

DoubleTree by Hilton Hotel Sterling –Dulles Airport (Doubletree) – 21611 Atlantic Boulevard, Sterling, Virginia, 20166 – 703-230-0077

Courtyard Dulles Town Center (Courtyard) – 45500 Majestic Drive, Dulles, Virginia, 20166 – 571-434-6400

#### SHUTTLE BUS SCHEDULE

Shuttle buses will be provided for participants. All participants are required to use the shuttle buses during their published operating hours. Please click here for the shuttle bus schedule:

<https://guidebook.com/guide/56942/list/308617/>

#### PARKING

Parking at Janelia Research Campus is available ONLY for overnight guests staying at Janelia, and for day guests. Overnight guests staying at the DoubleTree and Courtyard hotels must leave their cars at the hotels and use the shuttle busses provided from the hotels to Janelia.

#### REIMBURSEMENT OF EXPENSES

Participants are expected to cover the cost of incidentals (e.g. meals during travel, baggage fees, or lodging not required for the meeting). HHMI will NOT reimburse you for travel insurance, personal charges such as entertainment, or taxis to tour D.C. or visit friends. If you believe special circumstances justify reimbursement, please contact Billy Biederman at [sea@hhmi.org](mailto:sea@hhmi.org). In such cases, it is important that you keep all receipts and travel stubs.

#### PROGRAM BOOK & AGENDA ACCESS

via the mobile app [Android & iOS users]:

1. Download the free symposium app, Guidebook, from the Android Marketplace or the Apple App Store
2. Open Guidebook and search for "SEA Symposium" or scan the QR-code below.
3. Download the SEA Symposium Guide

via the web:

1. Click (or copy and paste this link into your web browser): <https://guidebook.com/g/seasymp2016/>
2. Scroll down and select platform "Web"

