

## Table of Contents

---

IBRO Budget Committee Meeting	1
AIS Storage	2
Neuroscience of Movement Disorders	3
S4SN 2018 Annual Meeting	4
Spinal Cord Plasticity in Motor Control	5
51st ISDP Poster Session	6
Neuroscience Scholars Program Orientation/Dinner	7
AIS Storage	8
NIH ENDURE	9
NIH ENDURE Break Out Room	10
Meet the Experts F&B	11
CAR Meeting	12
Exploring Mouse and Human Cortical Cells Using the Allen Cell Types Database	13
Exploring the Allen Brain Observatory: An Open Database of Cortical Cell Physiology	14
MTCE: How to Make Your Work/Life Relevant	15
MTE: From Behavior to Mechanism: The Features and Flaws of Studying Innate and Social Behavior in the Mouse	16
MTE: From Synapses to Behavior: Uncovering Fundamental Concepts Guiding the Development and Plasticity of Neural Circuits	17
MTE: High Channel Count Electrophysiology, Neuropixels, and Beyond: Where Can Technology Take Us?	18
MTE: Modelling Spinal Cord Development and Disease with Stem Cell Derived Neurons	19
MTE: My Personal Journey from Synapse to Circuit and Behavior	20
MTE: Neurophysiology Guiding Recovery After CNS Injury	21
International Fellows Orientation	22
MTCE: A Circuit Model for Addiction: Construction and Translation	23
MTE: Decision-Making in the Brain, the Lab, and Beyond	24
MTE: Early Life Experience Shapes Brain Development: To Understand Primate Brains from Rodent Works	25
MTE: Molecular Mechanisms Governing the Blood Brain Barrier Function	26
MTE: Start Making Sense: Neuronal and Molecular Mechanisms of Sensory Signaling	27
MTE: The Need for Speed: Development and Use of Genetically Encoded Voltage Indicators	28
MTE: Understanding the Physiology of New and Old Neurons in the Dentate Gyrus	29
IBRO Executive Committee Meeting	30
Journal of Neuroscience Senior/Reviewing Editors Meeting	31
Journal of Neuroscience Senior Editors Meeting	32
IBRO Governing Council Meeting	33
SfN Journals Social Hour	34
AIS Storage	35
Alzheimer's Association Office Space	36
Neuroscience Scholars Mentoring Breakfast	37
Latin American Training Advisory Group	38
IBRO Global Advocacy Meeting	39
IBRO-FENS Leadership Meeting	40
Neurobiology of Aging Editorial Board Meeting	41
ENIGMA Addiction Working Group Meeting	42

Mayo Clinic Alumni Association Reception	43
Stanford Neuroscience Reception	44
Boston University Graduate Neuroscience Social	45
AIS Storage	46
Journal of Neuroinflammation Editorial Board Meeting	47
Wiley Editorial Board Meeting	48
IBRO - APRC Meeting	49
IBRO - USCRC Meeting	50
European Journal of Neuroscience Editorial Board Meeting	51
Journal of Neurodegeneration: Editorial Board Meeting	52
IBRO Publications Committee Meeting	53
2018 Taiwan Night	54
4th Thomas RECORDING GmbH Multichannel Recording Workshop	55
Alzheimer's Association Reception	56
DFG Leibniz Lecture	57
Grass Foundation and Marine Biological Laboratory	58
IBS Career Opportunity Reception	59
Novel Research Models and their Utility in Studying Human Neurological Diseases	60
Olympus America Reception	61
Parkinson's Disease Social	62
Simons Foundation Autism Research Initiative (SFARI) Social	63
Sleep Research Society Club Hypnos Membership Meeting	64
Springer Nature Social	65
Wearable Sensing's DRY EEG Technology	66
Sleep and Bidirectional Changes in Synaptic Plasticity: The Untold Story	67
Neuroscience in Germany	68
Sleep and Circadian Biology Datablitz	69
AIS Storage	70
Celebration of Women in Neuroscience Luncheon	71
Graduate Student/Post Doc Reception Set Up	72
Graduate Student/Post Doc Reception	73

**Thursday, November 1, 2018**

**9:00 AM - 5:00 PM**

**IBRO Budget Committee Meeting**

**Hilton Bayfront: Aqua 303**

---

**Function Type:** Satellite

**Estimated Attendance:** 5

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Becky Hadid

**Organizer Email:** [ibrobecky@gmail.com](mailto:ibrobecky@gmail.com)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Thursday, November 1, 2018 @ 8:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Friday, November 2, 2018**

**6:00 AM - 9:00 PM**

**AIS Storage**

**Hilton Bayfront: Aqua 303**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-MO200-A201

**Billing Group:** SfN Master

**Meeting Planner:** Dmytro Hryckowian

**Post:** No

---

### **Contacts**

---

**Contact:** Eric Berry

---

### **Logistics**

---

#### **Setup - Hilton Bayfront**

**Ready By:**

**Friday, November 2, 2018 @ 6:00 AM**

Note

Please provide 3 keys, 1 table, and 3 chairs for this room. Please clean and clear this room. High security room

**Friday, November 2, 2018**

**8:00 AM - 5:30 PM**

**Neuroscience of Movement Disorders**

**Hilton Bayfront: Sapphire Ballroom P**

---

**Function Type:** Satellite

**Estimated Attendance:** 60

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Stephanie Jensen

**Organizer Email:** [education@movementdisorders.org](mailto:education@movementdisorders.org)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Friday, November 2, 2018 @ 7:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Friday, November 2, 2018**

**8:00 AM - 8:00 PM**

**S4SN 2018 Annual Meeting**

**Hilton Bayfront: Sapphire Ballroom I, Sapphire Ballroom J, Sapphire Ballroom M,  
Sapphire Ballroom N**

---

**Function Type:** Satellite

**Estimated Attendance:** 400

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Kerry Bosch

**Organizer Email:** kbosch@taramillerevents.com

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Friday, November 2, 2018 @ 7:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Friday, November 2, 2018**

**8:30 AM - 6:00 PM**

**Spinal Cord Plasticity in Motor Control**

**Hilton Bayfront: Sapphire Ballroom C, Sapphire Ballroom D**

---

**Function Type:** Satellite

**Estimated Attendance:** 150

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Aiko Thompson

**Organizer Email:** thompsai@musc.edu

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Friday, November 2, 2018 @ 7:30 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Friday, November 2, 2018**

**5:00 PM - 7:00 PM**

**51st ISDP Poster Session**

**Hilton Bayfront: Indigo 202 A, Indigo 202 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 50

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Joan Oefner

**Organizer Email:** joefner@isdpo.org

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Friday, November 2, 2018 @ 4:00 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.



**Friday, November 2, 2018**

**7:00 PM - 9:00 PM**

**Neuroscience Scholars Program Orientation/Dinner**

**Hilton Bayfront: Cobalt 500**

---

**Function Type:** Meeting

**Estimated Attendance:** 40

**Room Set:** Banquet

**Cost Center:** A-MP300-N305-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Cashen Almstead

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Friday, November 2, 2018 @ 6:00 PM**

Note

Set Banquet Style for (50) with rounds of 8 or 10

(1) Standing Lectern with light

(1) Skirted Materials Table with (3) chairs-outside of room

(1) Easel- outside of room

Ice water and cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Friday, November 2, 2018 @ 6:00 PM**

Note

(1) Lectern Microphone at standing lectern

(1) Floor Microphone

(1) Data/Video Projector with cart

(1) Screen

Audio for the Computer

---

### Computer - Atlantic Images & Sound (AIS) - Computers

**Ready By:**

**Friday, November 2, 2018 @ 6:00 PM**

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016

Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be

equipped with USB ports.

---

### Food And Beverage - Hilton Bayfront

**Ready By:**

**Friday, November 2, 2018 @ 6:30 PM**

Note

Pan Pacific Dinner Buffet (40) @ \$88.00++ per guest

Curried Coconut Shrimp Soup, Scented with Lemongrass,  
Ginger, and Lime Leaves

Cucumber, Baby Tomato, and Red Onion Salad, Lemon Ginger  
Cilantro Vinaigrette

Spicy Pacific Yellow Fin Tuna Roll, Fresh Pickled Ginger,  
Wasabi, Sweet Sesame Soy Dipping Sauce

Coconut and Red Curry Roasted Pork Loin, Garlic Pineapple

Sage Chutney  
Seared Fresh Caught Pacific Catch of the Day, Bok Choy, Sweet  
Tomato-Ginger Compote  
Soy and Sweet Chili Glazed Chicken Thighs on Pickled Cabbage  
with Orange Anise Sauce and Toasted Black & White  
Sesame Seeds  
Sweet and Sour Wok Vegetables, Crunchy Cashew  
Steamed Basmati Rice  
Lime Mango Crème Caramel  
Individual Pineapple Salpicons  
Lychee-Passion Fruit Panna Cotta and Coconut Slices

Assorted Soft Drinks (50% diet) @ \$5.75++ each, charged on  
consumption.

Chilled Bottled Water @ \$5.75++ each, charged on consumption

All prices are subject to 25% service charge and 8% taxes.

**Saturday, November 3, 2018**

**6:00 AM - 9:00 PM**

**AIS Storage**

**Hilton Bayfront: Aqua 303**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-MO200-A201

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** No

---

### **Contacts**

---

**Contact:** Eric Berry

---

### **Logistics**

---

#### **Setup - Hilton Bayfront**

**Ready By:**

**Friday, November 2, 2018 @ 6:00 AM**

Note

As set on Friday, November 2

**Saturday, November 3, 2018**

**7:00 AM - 11:30 AM**

**NIH ENDURE**

**Hilton Bayfront: Sapphire Ballroom K, Sapphire Ballroom L, Sapphire Ballroom O,  
Sapphire Ballroom P**

---

**Function Type:** Satellite  
**Estimated Attendance:** 175

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Michelle Jones-London  
**Organizer Email:** jonesmiche@ninds.nih.gov

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**  
**Saturday, November 3, 2018 @ 6:00 AM**

**Note**  
The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Saturday, November 3, 2018**

**7:00 AM - 11:30 AM**

**NIH ENDURE Break Out Room**

**Hilton Bayfront: Sapphire Ballroom G, Sapphire Ballroom H**

---

**Function Type:** Satellite

**Estimated Attendance:** 60

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Michelle Jones-London

**Organizer Email:** jonesmiche@ninds.nih.gov

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Saturday, November 3, 2018 @ 6:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Saturday, November 3, 2018**

**7:30 AM - 10:15 AM**

**Meet the Experts F&B**

**Hilton Bayfront**

---

**Function Type:** Other

**Cost Center:** A-MP200-A167

**Billing Group:** SfN Master

**Meeting Planner:** Dmytro Hryckowian

**Post:** No

---

### Contacts

---

**Contact:** Dominique Stilletti

---

### Logistics

---

#### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:30 AM**

Note

Please place F&B in the foyer between the (7) Meet the Expert sessions.

---

#### Food And Beverage - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:30 AM**

Note

200 Chilled Bottled Waters @ \$5.75++ each, charged on consumption.

12 Gallons Coffee @ \$115.00++ per gallon

5 Gallons Decaf @ \$115.00++ per gallon

3 Gallons Tea @ \$115.00++ per gallon

All prices are subject to 25% service charge and 8% taxes.

Do Not Refresh Unless Requested

**Ready By:**

**Saturday, November 3, 2018 @ 9:00 AM**

Note

200 Chilled Bottled Waters @ \$5.75++ each, charged on consumption.

12 Gallons Coffee @ \$115.00++ per gallon

5 Gallons Decaf @ \$115.00++ per gallon

3 Gallons Tea @ \$115.00++ per gallon

All prices are subject to 25% service charge and 8% taxes.

Do Not Refresh Unless Requested

**Saturday, November 3, 2018**

**8:00 AM - 10:00 AM**

**CAR Meeting**

**Hilton Bayfront: Aqua 300 A, Aqua 300 B**

---

**Function Type:** Meeting

**Estimated Attendance:** 28

**Room Set:** U - Shape

**Cost Center:** A-AT200-M604-UR

**Billing Group:** SfN Master

**Meeting Planner:** Dmytro Hryckowian

**Post:** Yes

---

### Contacts

---

**Contact:** Katie Grady

---

### Logistics

---

#### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

U-Shape - for (28), 3 per 8'  
Perimeter Seating for (10)  
(1) Easel - Outside of Room  
(1) Wastebasket

---

#### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(14) Push to Talk Table Microphones  
(1) Data/video Projector with cart  
(1) Screen  
(1) Gentner Box

---

#### Electrical - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(6) power strips

---

#### Telecom - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(1) Telephone Line - to be routed through the microphone system

---

#### Computer - Atlantic Images & Sound (AIS) - Computers

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

---

#### Food And Beverage - Hilton Bayfront

**Ready By:**  
**Saturday, November 3, 2018 @ 7:30 AM**

Note

Downtown Breakfast Buffet for (21) @ \$52.00++ per person  
Orange Juice  
Assortment of Croissants, Muffins, Cinnamon Sticky Buns,  
Breakfast Pastries, Creamery Butter, Jams, Jellies  
Seasonal Sliced Fresh Fruit  
Scrambled Eggs  
Potatoes O'Brien  
Buttermilk Pancakes, Maple Syrup  
Applewood Smoked Bacon

NOTE: Any group minimum charges for SfN are waived under the contract.

All prices are subject to 25% service charge and 8% taxes.



**Saturday, November 3, 2018**

**8:00 AM - 10:30 AM**

**Exploring Mouse and Human Cortical Cells Using the Allen Cell Types Database**

**Hilton Bayfront: Sapphire Ballroom C**

---

**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Kaitlyn Casimo

**Organizer Email:** kaitlync@alleninsitute.org

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Saturday, November 3, 2018**

**8:00 AM - 10:30 AM**

**Exploring the Allen Brain Observatory: An Open Database of Cortical Cell Physiology**

**Hilton Bayfront: Sapphire Ballroom D**

---

**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Kaitlyn Casimo

**Organizer Email:** kaitlync@alleninsitute.org

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Saturday, November 3, 2018**

**8:00 AM - 9:15 AM**

**MTCE: How to Make Your Work/Life Relevant**

**Hilton Bayfront: Sapphire Ballroom B**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.

(1) Standing lectern with light

(2) Easels-outside of room

(1) Wastebasket

Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(1) Lavalier Microphone at lectern

(1) Handheld Microphone on Floor Stand

(1) Data/video projector with cart

(1) Screen

(1) Speaker Timer

(1) Sound Operator

Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**8:00 AM - 9:15 AM**

**MTE: From Behavior to Mechanism: The Features and Flaws of Studying Innate and Social Behavior in the Mouse**

**Hilton Bayfront: Sapphire Ballroom E**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

### Contacts

---

**Contact:** Dominique Stilletti

---

### Logistics

---

#### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

#### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**8:00 AM - 9:15 AM**

**MTE: From Synapses to Behavior: Uncovering Fundamental Concepts Guiding the Development and Plasticity of Neural Circuits**

**Hilton Bayfront: Sapphire 410 A, Sapphire 410 B**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**8:00 AM - 9:15 AM**

**MTE: High Channel Count Electrophysiology, Neuropixels, and Beyond: Where Can Technology Take Us?**

**Hilton Bayfront: Sapphire Ballroom A**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

Set Banquet for (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**8:00 AM - 9:15 AM**

**MTE: Modelling Spinal Cord Development and Disease with Stem Cell Derived Neurons**

**Hilton Bayfront: Sapphire Ballroom I**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**8:00 AM - 9:15 AM**

**MTE: My Personal Journey from Synapse to Circuit and Behavior**

**Hilton Bayfront: Sapphire 400 A, Sapphire 400 B**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION



**Saturday, November 3, 2018**

**8:00 AM - 9:15 AM**

**MTE: Neurophysiology Guiding Recovery After CNS Injury**

**Hilton Bayfront: Sapphire Ballroom M**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

**Note**

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 7:00 AM**

**Note**

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

**AUDIO RECORD THIS SESSION**

**Saturday, November 3, 2018**

**9:00 AM - 10:30 AM**

**International Fellows Orientation**

**Hilton Bayfront: Aqua Salon AB**

---

**Function Type:** Meeting

**Estimated Attendance:** 55

**Room Set:** Theater

**Cost Center:** A-MP200-P210-UR

**Billing Group:** SfN Master

**Meeting Planner:** Dmytro Hryckowian

**Post:** Yes

---

## Contacts

---

**Contact:** Cashen Almstead

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:00 AM**

Note

Set Theater style for (70)

(1) Skirted head table with (3) chairs on riser

(1) Standing lectern with light on riser

(1) Easel- outside of room by entrance.

(1) Wastebasket

Iced water and glasses at head table.

(1) Registration table outside of room at entrance with (3) chairs

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 8:00 AM**

Note

(1) Lectern Microphone at Standing Lectern

(1) Floor Microphone

---

### Food And Beverage - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

Deluxe Continental Breakfast (55) @ \$39.95++ per guest

Orange Juice and Chef's Selection of Seasonal Juice

Seasonal Sliced Fresh Fruit

Assorted Individual Dry Cereals, House-Made Granola, Milk

Assorted Individual Yogurts, Croissants, Breakfast Pastries

Assorted Muffins, Honey, Creamery Butter, Preserves

Hardboiled Eggs

All Continental Breakfasts are served with Freshly Brewed

Regular, Decaffeinated Coffee and an assortment of Novus®

Teas served with Milk, Lemon, and Honey

All prices are subject to 25% service charge and 8% taxes.

**Saturday, November 3, 2018**

**9:30 AM - 10:45 AM**

**MTCE: A Circuit Model for Addiction: Construction and Translation**

**Hilton Bayfront: Sapphire 410 A, Sapphire 410 B**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**9:30 AM - 10:45 AM**

**MTE: Decision-Making in the Brain, the Lab, and Beyond**

**Hilton Bayfront: Sapphire Ballroom A**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.

(1) Standing lectern with light

(2) Easels-outside of room

(1) Wastebasket

Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

(1) Lavalier Microphone at lectern

(1) Handheld Microphone on Floor Stand

(1) Data/video projector with cart

(1) Screen

(1) Speaker Timer

(1) Sound Operator

Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**9:30 AM - 10:45 AM**

**MTE: Early Life Experience Shapes Brain Development: To Understand Primate Brains from Rodent Works**

**Hilton Bayfront: Sapphire Ballroom B**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**9:30 AM - 10:45 AM**

**MTE: Molecular Mechanisms Governing the Blood Brain Barrier Function**

**Hilton Bayfront: Sapphire Ballroom I**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**9:30 AM - 10:45 AM**

**MTE: Start Making Sense: Neuronal and Molecular Mechanisms of Sensory Signaling**

**Hilton Bayfront: Sapphire Ballroom E**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

### Contacts

---

**Contact:** Dominique Stilletti

---

### Logistics

---

#### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

#### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**9:30 AM - 10:45 AM**

**MTE: The Need for Speed: Development and Use of Genetically Encoded Voltage Indicators**

**Hilton Bayfront: Sapphire Ballroom M**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

### Contacts

---

**Contact:** Dominique Stilletti

---

### Logistics

---

#### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

Set Banquet (48) - (6) rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

#### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION



**Saturday, November 3, 2018**

**9:30 AM - 10:45 AM**

**MTE: Understanding the Physiology of New and Old Neurons in the Dentate Gyrus**

**Hilton Bayfront: Sapphire 400 A, Sapphire 400 B**

---

**Function Type:** Meeting

**Estimated Attendance:** 70

**Room Set:** Banquet

**Cost Center:** A-MP200-A167-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

Set Banquet (48) - 6 rounds of 8  
(22) Chairs around perimeter of room.  
(1) Standing lectern with light  
(2) Easels-outside of room  
(1) Wastebasket  
Ice water & cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 8:30 AM**

Note

(1) Lavalier Microphone at lectern  
(1) Handheld Microphone on Floor Stand  
(1) Data/video projector with cart  
(1) Screen  
(1) Speaker Timer  
(1) Sound Operator  
Audio for the Computer

AUDIO RECORD THIS SESSION

**Saturday, November 3, 2018**

**10:00 AM - 2:00 PM**

**IBRO Executive Committee Meeting**

**Hilton Bayfront: Cobalt 501 A, Cobalt 501 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 15

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Rebecca Hadid

**Organizer Email:** [ibrobecky@gmail.com](mailto:ibrobecky@gmail.com)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Saturday, November 3, 2018 @ 9:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Saturday, November 3, 2018**

**1:15 PM - 2:45 PM**

**Journal of Neuroscience Senior/Reviewing Editors Meeting**

**Hilton Bayfront: Aqua 310 A, Aqua 310 B**

---

**Function Type:** Meeting

**Estimated Attendance:** 50

**Room Set:** Banquet

**Cost Center:** J-SP401-J804-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Vince Carmona

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 12:15 PM**

Note

Set Banquet (60)- Rounds of 8 or 10

(1) Standing lectern with light.

(1) Easel outside of room.

Ice water and cups at lectern.

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 12:15 PM**

Note

1) Lectern Microphone at Standing Lectern

(2) Handheld Wireless Microphones on Floor Stands

(1) Data Projector with Cart

(1) Screen

PRESENTER WILL HAVE A MAC, PLEASE PROVIDE AN ADAPTER

---

### Food And Beverage - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 12:45 PM**

Note

Rustic Lunch Buffet for (50) @ \$69.00++ per guest

Arugula and Frisée Salad with Candied Pecans, Goat Cheese, Prosecco Vinaigrette

Roasted Broccoli Salad, Roasted Peppers, Shaved Fennel, Chickory, Carrots, Heirloom Tomatoes, Lemon Zest, Honey Lemon Vinaigrette

Braised Short Rib with Pan Jus, Roast Carrots, Cipollini Onions

Grilled Chicken, Roast Corn, Pimentos Risotto

Quinoa, Roasted Red & Yellow Beets, Shaved Asparagus,

Heirloom Tomato Confit

Crushed Fingerling Potatoes

Roasted Cauliflower and Steamed Broccoli

Almond Florentine Honey Cake

Red Berry Opera Cake

Assorted Soft Drinks (50% diet) @ \$5.75++ each, charged on consumption.

Chilled Bottled Water @ \$5.75++ each, charged on consumption

All prices are subject to 25% service charge and 8% taxes.

**Saturday, November 3, 2018**

**3:00 PM - 4:30 PM**

**Journal of Neuroscience Senior Editors Meeting**

**Hilton Bayfront: Aqua 311 A**

---

**Function Type:** Meeting

**Estimated Attendance:** 12

**Room Set:** Conference

**Cost Center:** J-SP401-J804-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

### Contacts

---

**Contact:** Vince Carmona

---

### Logistics

---

#### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 2:00 PM**

Note

Set conference style for (14)  
(1) Easel outside of room

---

#### Food And Beverage - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 2:30 PM**

Note

Assorted Soft Drinks (50% diet) @ \$5.75++ each, charged on consumption.

Chilled Bottled Waters @ \$5.75++ each, charged on consumption.

1/2 Gallon Coffee @ \$115.00++ per gallon

1/2 Gallon Decaf @ \$115.00++ per gallon

1/2 Gallon Tea @ \$115.00++ per gallon

NOTE: Do Not Refresh Unless Requested

All prices are subject to 25% service charge and 8% taxes.

**Saturday, November 3, 2018**

**4:00 PM - 6:00 PM**

**IBRO Governing Council Meeting**

**Hilton Bayfront: Cobalt 502 A, Cobalt 502 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 50

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Rebecca Hadid

**Organizer Email:** [ibrobecky@gmail.com](mailto:ibrobecky@gmail.com)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Saturday, November 3, 2018 @ 3:00 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Saturday, November 3, 2018**

**6:30 PM - 7:30 PM**

**SfN Journals Social Hour**

**Hilton Bayfront: Aqua Salon AB**

---

**Function Type:** Reception

**Estimated Attendance:** 125

**Room Set:** Reception

**Cost Center:** J-SP804

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

## Contacts

---

**Contact:** Eric Hoffmaster

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 5:30 PM**

Note

Set reception style for (125) with scattered small tables and chairs.

(1) Standing Lectern with light

(1) Easel- outside the room

Ice water and cups at lectern

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Saturday, November 3, 2018 @ 5:30 PM**

Note

(1) Lectern Microphone at Standing Lectern

(1) Screen

(1) Data/Video Projector with cart

---

### Food And Beverage - Hilton Bayfront

**Ready By:**

**Saturday, November 3, 2018 @ 6:00 PM**

Note

Gold Level Banquet Wine Bar:

Chardonnay/ Cabernet: Greystone, California @ \$12.00++ each

Sparkling Wine: Mionetto, Prosecco, Italy @ \$12.00++ each

San Diego Craft Beer @ \$10.00++ each

Domestic Beer @ \$8.00++ each

Imported Beer @ \$9.00++ each

Non-Alcoholic Beer @ \$7.00++ each

Soft Drinks and Bottled Water @ \$5.75++ each

Energy Drinks @ \$7.75++ each

NOTE: Bartender fees waived for SfN functions of 75 or more attendees.

Cheese Display (3) @ \$275.00++, serves 15

Chef's Selection of American Cheeses

Assorted Crackers, Crispy Lavash Flat Bread

Assorted Fruit Chutneys, Mixed Nuts, Whole Grapes

California Vegetable Crudités (3) @ \$235.00++, serves 15  
Carrots, Celery, Cucumber, Jicama, Cauliflower, Cherry  
Tomatoes, Broccolini, Radishes, Peppers  
Blue Cheese, Ranch, French Onion, Chimichurri Dips

Pacific Beach Tacos (90) @ \$29.00++ per guest  
-Shrimp Taco: Shrimp, Roasted Garlic, Red Guajillo Chiles,  
Poblano Crema, Cabbage, Tomatillo Salsa  
-Ajillo Chicken Tacos: Marinated Grilled Chicken, Ajillo Peppers,  
House-Made Salsa Verde

Gourmet Tater Tot Station (90) @ \$25.00++ per guest  
-Roasted Corn Tots, Sriracha Crema, Crispy Quinoa, Basil  
-Carne Asada Tots, Marinated Grilled Steak, 4-Cheese Mexican  
Blend, Guacamole, Pico de Gallo and Sour Cream

All prices are subject to 25% service charge and 8% taxes.



**Sunday, November 4, 2018**

**6:00 AM - 9:00 PM**

**AIS Storage**

**Hilton Bayfront: Aqua 303**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-MO200-A201

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** No

---

---

### **Contacts**

---

**Contact:** Eric Berry

---

---

### **Logistics**

---

#### **Setup - Hilton Bayfront**

**Ready By:**

**Friday, November 2, 2018 @ 6:00 AM**

Note

As set on Friday, November 2

**Sunday, November 4, 2018**

**7:30 AM - 7:00 PM**

**Alzheimer's Association Office Space**

**Hilton Bayfront: Aqua 313**

---

**Function Type:** Satellite

**Estimated Attendance:** 15

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Meredith McNeil

**Organizer Email:** Meredith.McNeil@alz.org

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Sunday, November 4, 2018 @ 6:30 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Sunday, November 4, 2018**

**8:00 AM - 10:00 AM**

**Neuroscience Scholars Mentoring Breakfast**

**Hilton Bayfront: Indigo Ballroom A**

---

**Function Type:** Meeting

**Estimated Attendance:** 95

**Room Set:** Banquet

**Cost Center:** A-MP300-N305-UR

**Billing Group:** SfN Master

**Meeting Planner:** Dmytro Hryckowian

**Post:** Yes

---

## Contacts

---

**Contact:** Cashen Almstead

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Sunday, November 4, 2018 @ 7:00 AM**

Note

Set Banquet Rounds Style for (110)- rounds of 8 or 10

(1) Standing lectern with light at the front of the room on a riser

(1) Easel-outside of room

(1) Skirted Registration Table with (3) chairs-outside of the room at the entrance

Riser for the camera in the back of the room

Iced water and cups at lectern

---

### General Contractor - The Expo Group (TEG)

**Ready By:**

**Sunday, November 4, 2018 @ 7:00 AM**

Note

NOTE: Place navy drape on stage for video recording

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Sunday, November 4, 2018 @ 7:00 AM**

Note

(1) Lectern Microphone at Standing Lectern

(1) Floor Microphone

(1) Data/Video Projector with Cart

(1) Screen

Audio for the Computer

Audio to the camera rise.

Note: Audio connection should not be run next to other cables.

Stage lighting and uplighting on a dimmer per the Recording specs.

---

### Audio/Visual - Vendor - Other

**Ready By:**  
**Sunday, November 4, 2018 @ 7:00 AM**

Note  
\*\*Session will be video recorded\*\*

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

---

### **Computer - Atlantic Images & Sound (AIS) - Computers**

**Ready By:**  
**Sunday, November 4, 2018 @ 7:00 AM**

Note  
(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

---

### **Food And Beverage - Hilton Bayfront**

**Ready By:**  
**Sunday, November 4, 2018 @ 7:30 AM**

Note  
San Diego Bay Breakfast Buffett (95) @ \$49.00++ per guest  
Orange Juice  
Assorted Breakfast Pastries, Honey,  
Preserves  
Seasonal Sliced Fresh Fruit  
Hot Oatmeal, Golden Raisins, Brown Sugar, Milk  
Scrambled Eggs  
Roasted Fingerling Potatoes  
Sausage Links  
All Continental Breakfasts are served with Freshly Brewed Regular,  
Decaffeinated Coffee and an assortment of Novus® Teas served  
with Milk, Lemon, and Honey.

All prices are subject to 25% service charge and 8% taxes.

**Sunday, November 4, 2018**

**10:30 AM - 12:00 PM**

**Latin American Training Advisory Group**

**Hilton Bayfront: Indigo 202 A**

---

**Function Type:** Meeting

**Estimated Attendance:** 10

**Room Set:** Conference

**Cost Center:** G-MP300-G115-UR

**Billing Group:** SfN Master

**Meeting Planner:** Dmytro Hryckowian

**Post:** Yes

---

## Contacts

**Contact:** Cashen Almstead

---

## Logistics

### Setup - Hilton Bayfront

**Ready By:**

**Sunday, November 4, 2018 @ 9:30 AM**

Note

Set Conference for (12) - no more than 2 per 6' table.

(1) Easel- outside of room

(1) Wastebasket

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Sunday, November 4, 2018 @ 9:30 AM**

Note

(1) Screen

(1) Data/Video Projector with Cart

Audio for the computer

---

### Electrical - Hilton Bayfront

**Ready By:**

**Sunday, November 4, 2018 @ 9:30 AM**

Note

(3) Power Strips

---

### Computer - Atlantic Images & Sound (AIS) - Computers

**Ready By:**

**Sunday, November 4, 2018 @ 9:30 AM**

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

---

### Food And Beverage - Hilton Bayfront

**Ready By:**

**Sunday, November 4, 2018 @ 10:00 AM**

Note

Traditional Continental Breakfast (10) @ \$37.50++ per guest

Orange Juice and Seasonal Sliced Fruit

Croissants, Breakfast Pastries, Assorted Muffins, Honey,

Creamy Butter, Preserves

All Continental Breakfasts are served with Freshly Brewed

Regular, Decaffeinated Coffee and an assortment of Novus® Teas

served with Milk, Lemon, and Honey.

All prices are subject to 25% service charge and 8% taxes.

**Sunday, November 4, 2018**

**1:00 PM - 2:00 PM**

**IBRO Global Advocacy Meeting**

**Hilton Bayfront: Cobalt 501 A, Cobalt 501 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 15

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Becky Hadid

**Organizer Email:** [ibrobecky@gmail.com](mailto:ibrobecky@gmail.com)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Sunday, November 4, 2018 @ 12:00 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Sunday, November 4, 2018**

**3:00 PM - 4:30 PM**

**IBRO-FENS Leadership Meeting**

**Hilton Bayfront: Cobalt 501 A, Cobalt 501 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 10

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Becky Hadid

**Organizer Email:** [ibrobecky@gmail.com](mailto:ibrobecky@gmail.com)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Sunday, November 4, 2018 @ 2:00 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.



**Sunday, November 4, 2018**

**5:00 PM - 6:30 PM**

**Neurobiology of Aging Editorial Board Meeting**

**Hilton Bayfront: Cobalt 502 A, Cobalt 502 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 20

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Rebekah Collins

**Organizer Email:** rebekah.collins@elsevier.com

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Sunday, November 4, 2018 @ 4:00 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Sunday, November 4, 2018**

**6:30 PM - 8:30 PM**

**ENIGMA Addiction Working Group Meeting**

**Hilton Bayfront: Aqua Salon EF**

---

**Function Type:** Satellite

**Estimated Attendance:** 20

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Scott Mackey

**Organizer Email:** [msmackey@uvm.edu](mailto:msmackey@uvm.edu)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Sunday, November 4, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Sunday, November 4, 2018**

**6:30 PM - 8:30 PM**

**Mayo Clinic Alumni Association Reception**

**Hilton Bayfront: Aqua Salon AB**

---

**Function Type:** Satellite

**Estimated Attendance:** 30

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Whitney Benedett

**Organizer Email:** benedett.whitney@mayo.edu

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Sunday, November 4, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Sunday, November 4, 2018**

**6:30 PM - 8:00 PM**

**Stanford Neuroscience Reception**

**Hilton Bayfront: Aqua Salon C**

---

**Function Type:** Satellite

**Estimated Attendance:** 125

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Kalai Diamond

**Organizer Email:** kdiamond@stanford.edu

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Sunday, November 4, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Sunday, November 4, 2018**

**7:00 PM - 9:00 PM**

**Boston University Graduate Neuroscience Social**

**Hilton Bayfront: Indigo 202 A, Indigo 202 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** SandraJean Grasso

**Organizer Email:** sgrasso@bu.edu

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Sunday, November 4, 2018 @ 6:00 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:00 AM - 9:00 PM**

**AIS Storage**

**Hilton Bayfront: Aqua 303**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-MO200-A201

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** No

---

---

### Contacts

---

**Contact:** Eric Berry

---

---

### Logistics

---

#### Setup - Hilton Bayfront

**Ready By:**

**Friday, November 2, 2018 @ 6:00 AM**

Note

As set on Friday, November 2

**Monday, November 5, 2018**

**7:30 AM - 11:00 AM**

**Journal of Neuroinflammation Editorial Board Meeting**

**Hilton Bayfront: Aqua 311 A, Aqua 311 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 17

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

## Contacts

---

**Contact:** Sharon Bowles

**Alt Contact:** Thomas Appleyard

**Organizer Email:** [thomas.appleyard@biomedcentral.com](mailto:thomas.appleyard@biomedcentral.com)

---

## Logistics

---

### General Notes - Hilton Bayfront

**Ready By:**

**Monday, November 5, 2018 @ 6:30 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**7:30 AM - 9:00 AM**

**Wiley Editorial Board Meeting**

**Hilton Bayfront: Aqua 310 A, Aqua 310 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 20

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Karen Wiley

**Organizer Email:** karwilson@wiley.com

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 6:30 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.



**Monday, November 5, 2018**

**8:00 AM - 9:30 AM**

**IBRO - APRC Meeting**

**Hilton Bayfront: Cobalt 501 A, Cobalt 501 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 12

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Becky Hadid

**Organizer Email:** [ibrobecky@gmail.com](mailto:ibrobecky@gmail.com)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 7:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**8:30 AM - 9:30 AM**

**IBRO - USCRC Meeting**

**Hilton Bayfront: Cobalt 502 A, Cobalt 502 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 12

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Becky Hadid

**Organizer Email:** [ibrobecky@gmail.com](mailto:ibrobecky@gmail.com)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 7:30 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**11:30 AM - 1:00 PM**

**European Journal of Neuroscience Editorial Board Meeting**

**Hilton Bayfront: Sapphire 400 A, Sapphire 400 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 24

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Dana Helmreich

**Organizer Email:** Dana\_Helmreich@urmc.rochester.edu

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 10:30 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**12:00 PM - 2:30 PM**

**Journal of Neurodegeneration: Editorial Board Meeting**

**Hilton Bayfront: Aqua 311 A, Aqua 311 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 17

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Thomas Appleyard

**Organizer Email:** thomas.appleyard@biomedcentral.com

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 11:00 AM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**4:00 PM - 6:00 PM**

**IBRO Publications Committee Meeting**

**Hilton Bayfront: Cobalt 501 A, Cobalt 501 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 10

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Becky Hadid

**Organizer Email:** [ibrobecky@gmail.com](mailto:ibrobecky@gmail.com)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 3:00 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 9:00 PM**

**2018 Taiwan Night**

**Hilton Bayfront: Sapphire Ballroom C, Sapphire Ballroom D, Sapphire Ballroom G,  
Sapphire Ballroom H**

---

**Function Type:** Satellite  
**Estimated Attendance:** 200

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Yi-Hung Chen

**Organizer Email:** yihungchen@mail.cmu.edu.tw

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

***Ready By:***

**Monday, November 5, 2018 @ 5:30 PM**

**Note**

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 8:30 PM**

**4th Thomas RECORDING GmbH Multichannel Recording Workshop**

**Hilton Bayfront: Sapphire 410 A, Sapphire 410 B**

---

**Function Type:** Satellite

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Uwe Thomas

**Organizer Email:** info@thomasrecording.com

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 9:30 PM**

**Alzheimer's Association Reception**

**Hilton Bayfront: Indigo 202 A, Indigo 202 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 150

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Meredith McNeil

**Organizer Email:** Meredith.McNeil@alz.org

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.



**Monday, November 5, 2018**

**6:30 PM - 7:30 PM**

**DFG Leibniz Lecture**

**Hilton Bayfront: Sapphire Ballroom K, Sapphire Ballroom L**

---

**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Emily Formica

**Organizer Email:** emily.formica@dfg.de

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 9:00 PM**

**Grass Foundation and Marine Biological Laboratory**

**Hilton Bayfront: Indigo Ballroom A**

---

**Function Type:** Satellite

**Estimated Attendance:** 150

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Joanna Aranda

**Organizer Email:** [execassist@grassfoundation.org](mailto:execassist@grassfoundation.org)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 8:30 PM**

**IBS Career Opportunity Reception**

**Hilton Bayfront: Aqua Salon EF**

---

**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**SfN Contact Email:** Sharon@sfn.org

**Alt Contact:** Gi Hoon Park

**Organizer Email:** ghpark@ibs.er.kr

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 9:30 PM**

**Novel Research Models and their Utility in Studying Human Neurological Diseases**

**Hilton Bayfront: Indigo Ballroom D**

---

**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Amy Cowan

**Organizer Email:** Amy.Cowan@horizondiscovery.com

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**  
**6:30 PM - 8:30 PM**  
**Olympus America Reception**  
**Hilton Bayfront: Aqua Salon D**

---

**Function Type:** Satellite  
**Estimated Attendance:** 150

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

---

**Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Robin Assencoa  
**Organizer Email:** robin.assencoa@olympus.com

---

**Logistics**

---

**General Notes - Hilton Bayfront**

**Ready By:**  
**Monday, November 5, 2018 @ 5:30 PM**

**Note**

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 8:30 PM**

**Parkinson's Disease Social  
Hilton Bayfront: Indigo 206**

---

**Function Type:** Satellite  
**Estimated Attendance:** 60

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Beth Vernaleo  
**Organizer Email:** bvernaleo@parkinson.org

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**  
**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 8:30 PM**

**Simons Foundation Autism Research Initiative (SFARI) Social**

**Hilton Bayfront: Indigo 204 A, Indigo 204 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 250

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Lydia Jung

**Organizer Email:** [Ljung@simonsfoundation.org](mailto:Ljung@simonsfoundation.org)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 8:00 PM**

**Sleep Research Society Club Hypnos Membership Meeting**

**Hilton Bayfront: Sapphire Ballroom E, Sapphire Ballroom F**

---

**Function Type:** Satellite

**Estimated Attendance:** 125

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Barbara Hoeft

**Organizer Email:** [Coordinator@srsnet.org](mailto:Coordinator@srsnet.org)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.



**Monday, November 5, 2018**

**6:30 PM - 8:00 PM**

**Springer Nature Social**

**Hilton Bayfront: Aqua Salon AB**

---

**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Jaia Barratt

**Organizer Email:** jaia.barratt@springernature.com

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**6:30 PM - 9:30 PM**

**Wearable Sensing's DRY EEG Technology**

**Hilton Bayfront: Indigo Ballroom H**

---

**Function Type:** Satellite

**Estimated Attendance:** 35

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Val Brann

**Organizer Email:** val@wearablesensing.com

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 5:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**7:00 PM - 8:00 PM**

**Sleep and Bidirectional Changes in Synaptic Plasticity: The Untold Story**

**Hilton Bayfront: Sapphire 411 A, Sapphire 411 B**

---

**Function Type:** Satellite

**Estimated Attendance:** 50

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Marcos Frank

**Organizer Email:** marcos.frank@wsu.edu

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 6:00 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**7:30 PM - 8:30 PM**

**Neuroscience in Germany**

**Hilton Bayfront: Sapphire Ballroom O, Sapphire Ballroom P**

---

**Function Type:** Satellite

**Estimated Attendance:** 250

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Emily Formica

**Organizer Email:** emily.formica@dfg.de

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**

**Monday, November 5, 2018 @ 6:30 PM**

Note

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Monday, November 5, 2018**

**8:00 PM - 10:00 PM**

**Sleep and Circadian Biology Datablitz**

**Hilton Bayfront: Sapphire Ballroom I, Sapphire Ballroom J, Sapphire Ballroom M,  
Sapphire Ballroom N**

---

**Function Type:** Satellite  
**Estimated Attendance:** 400

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Aaron Laposky  
**Organizer Email:** [laposkya@nhlbi.nih.gov](mailto:laposkya@nhlbi.nih.gov)

---

### **Logistics**

---

#### **General Notes - Hilton Bayfront**

**Ready By:**  
**Monday, November 5, 2018 @ 7:00 PM**

**Note**  
The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Tuesday, November 6, 2018**

**6:00 AM - 9:00 PM**

**AIS Storage**

**Hilton Bayfront: Aqua 303**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-MO200-A201

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** No

---

---

### Contacts

---

**Contact:** Eric Berry

---

---

### Logistics

---

#### Setup - Hilton Bayfront

**Ready By:**

**Friday, November 2, 2018 @ 6:00 AM**

Note

As set on Friday, November 2

**Tuesday, November 6, 2018**

**12:00 PM - 2:00 PM**

**Celebration of Women in Neuroscience Luncheon**

**Hilton Bayfront: Sapphire Ballroom C, Sapphire Ballroom D, Sapphire Ballroom G,  
Sapphire Ballroom H**

---

**Function Type:** Meeting

**Estimated Attendance:** 300

**Room Set:** Banquet

**Cost Center:** A-MP200-A169-UR

**Billing Group:** SfN Master

**Meeting Planner:** Dmytro Hryckowian

**Post:** Yes

---

## Contacts

---

**Contact:** Dominique Stilletti

---

## Logistics

---

### Setup - Hilton Bayfront

**Ready By:**

**Tuesday, November 6, 2018 @ 11:00 AM**

**Note**

Set Banquet Style for (320)

(1) Standing Lectern with light on riser

(1) Skirted head table with (3) chairs on riser

(1) Skirted table with (1) chair at side of stage for computer & switcher

(1) Skirted table in rear of room with (2) chairs for staff

(2) Skirted tables with (2) chairs each-outside room at the entrance

(3) Easels-outside of the room

(3) Wastebaskets

Riser for the camera in the back of the room

---

### General Contractor - The Expo Group (TEG)

**Ready By:**

**Tuesday, November 6, 2018 @ 11:00 AM**

**Note**

Place navy drape on stage for video recording

---

### Audio/Visual - Atlantic Images & Sound (AIS) AV

**Ready By:**

**Tuesday, November 6, 2018 @ 11:00 AM**

**Note**

(1) Lectern Microphone at Standing Lectern

(2) Push To Talk Table Microphones

(1) Floor Microphone

(1) Data/Video Projector with cart

(1) Screen

(1) Switcher

Computer Audio

(1) Sound Operator

NOTE: Audio to the camera riser. Audio connection should not be run next other cables.

Stage Lighting and Uplighting on a dimmer per the Recording specs.

---

### Audio/Visual - Vendor - Other

**Ready By:**

**Tuesday, November 6, 2018 @ 11:00 AM**

Note

\*\*Session will be video recorded\*\*

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

---

### Computer - Atlantic Images & Sound (AIS) - Computers

**Ready By:**

**Tuesday, November 6, 2018 @ 11:00 AM**

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

---

### Food And Beverage - Hilton Bayfront

**Ready By:**

**Tuesday, November 6, 2018 @ 11:30 AM**

Note

Boxed Lunch @ \$46.00++ per guest

Selection of:

Oven Roasted Vegetables,

Roasted Beef Sandwich,

Tequila & Lime Marinated Chicken Breast

Each sandwich comes with wild mixed greens, whole fruit, chips and a chocolate chip cookie.

Please have a gluten free and kosher option also.

Assorted Soft Drinks (50% diet) @ \$5.75++ each, charged on consumption.

Chilled Bottled Water @ \$5.75++ each, charged on consumption

All prices are subject to 25% service charge and 8% taxes.



**Tuesday, November 6, 2018**

**5:00 PM - 8:15 PM**

**Graduate Student/Post Doc Reception Set Up**

**Hilton Bayfront: Sapphire Ballroom C, Sapphire Ballroom D, Sapphire Ballroom G, Sapphire Ballroom H, Sapphire Ballroom K, Sapphire Ballroom L, Sapphire Ballroom O, Sapphire Ballroom P**

---

**Function Type:** Reception

**Estimated Attendance:** 600

**Room Set:** Reception

**Cost Center:** A-MO200-A201-UR

**Billing Group:** SfN Master

**Meeting Planner:** Hannah Butts

**Post:** Yes

---

**Contacts**

---

**Contact:** Dmytro Hryckowian

---

**Logistics**

---

**Setup - Hilton Bayfront**

**Ready By:**

**Tuesday, November 6, 2018 @ 5:00 PM**

**Note**

As set on Tuesday, November 6 at 8:30pm

**Tuesday, November 6, 2018**

**8:30 PM - 11:30 PM**

**Graduate Student/Post Doc Reception**

**Hilton Bayfront: Sapphire Ballroom C, Sapphire Ballroom D, Sapphire Ballroom G, Sapphire Ballroom H, Sapphire Ballroom K, Sapphire Ballroom L, Sapphire Ballroom O, Sapphire Ballroom P**

**Function Type:** Reception  
**Estimated Attendance:** 600  
**Room Set:** Reception

**Cost Center:** A-MO200-A201  
**Billing Group:** SfN Master  
**Meeting Planner:** Hannah Butts  
**Post:** Yes

---

**Contacts**

---

**Contact:** Dmytro Hryckowian

---

**Logistics**

---

**Setup - Hilton Bayfront**

**Ready By:**  
**Tuesday, November 6, 2018 @ 5:00 PM**

**Note**  
Install 12' x 16' x 16' skirted stage with steps centered on wall-opposite entrance to room  
Install dance floor centered in front of stage measuring a minimum of 50' x 50'  
Scattered banquet rounds with chairs  
(1) 6' x 30" skirted table on stage  
(2) Small Cocktail Rounds on stage  
(1) Skirted registration table with (2) chairs

---

**General Contractor - The Expo Group (TEG)**

**Ready By:**  
**Tuesday, November 6, 2018 @ 5:00 PM**

**Note**  
Deliver and set up the Jneurosci and eNeuro step and repeat banner

---

**Electrical - Hilton Bayfront**

**Ready By:**  
**Tuesday, November 6, 2018 @ 5:00 PM**

**Note**  
(2) 20 Amp circuits on stage.

---

**Food And Beverage - Hilton Bayfront**

**Ready By:**  
**Tuesday, November 6, 2018 @ 8:00 PM**

**Note**  
Assorted Dry Snacks, should be set up as buffet style in the rear of room:  
Individual Bags of Potato Chips @ \$4.95++ each  
Individual Bags of Pretzels @ \$4.95++ each  
Individual Bags of Popcorn @ \$5.95++ each  
  
Budget is \$7000, all inclusive for snacks

Minimum of (5) Gold Level Cash Bars offering:

House Wine @ \$8.00 per drink

Craft/Imported Beer @ \$7.00 per drink (\$6.00 to attendee, \$1.00++ to Master)

Domestic Beer @ \$6.00 per drink (\$5.00 to attendee, \$1.00++ to Master)

Non-Alcoholic Beer @ \$7.00 per drink (\$6.00 to attendee, \$1.00++ to Master)

Soft Drinks and Bottled Water @ \$5.75 per drink (\$4.00 to attendee, \$1.75++ to Master)

NOTE: Drink prices are per the 2/27/18 addendum.

NOTE: Attendees of this reception are supplied with one drink ticket each to obtain a beverage from the cash bar without cost. Samples of the tickets will be provided. Charge these tickets to the SfN Master Account.

NOTE: Please provide a report of the number of drinks sold at this cash bar to SfN at the conclusion of the meeting

Bartender fees waived for SfN functions with attendance of 75 or more.

Close bars at 11:30 PM.

All prices at subject to 25% service charge and 8% taxes