

Grand Ballroom 8

Breaking Barriers for Young
Women in Science Social

51x75x26

R-200

Sunday 6:45p

7.75x14'

12x8x24"



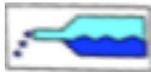
f11.5



Reception Set



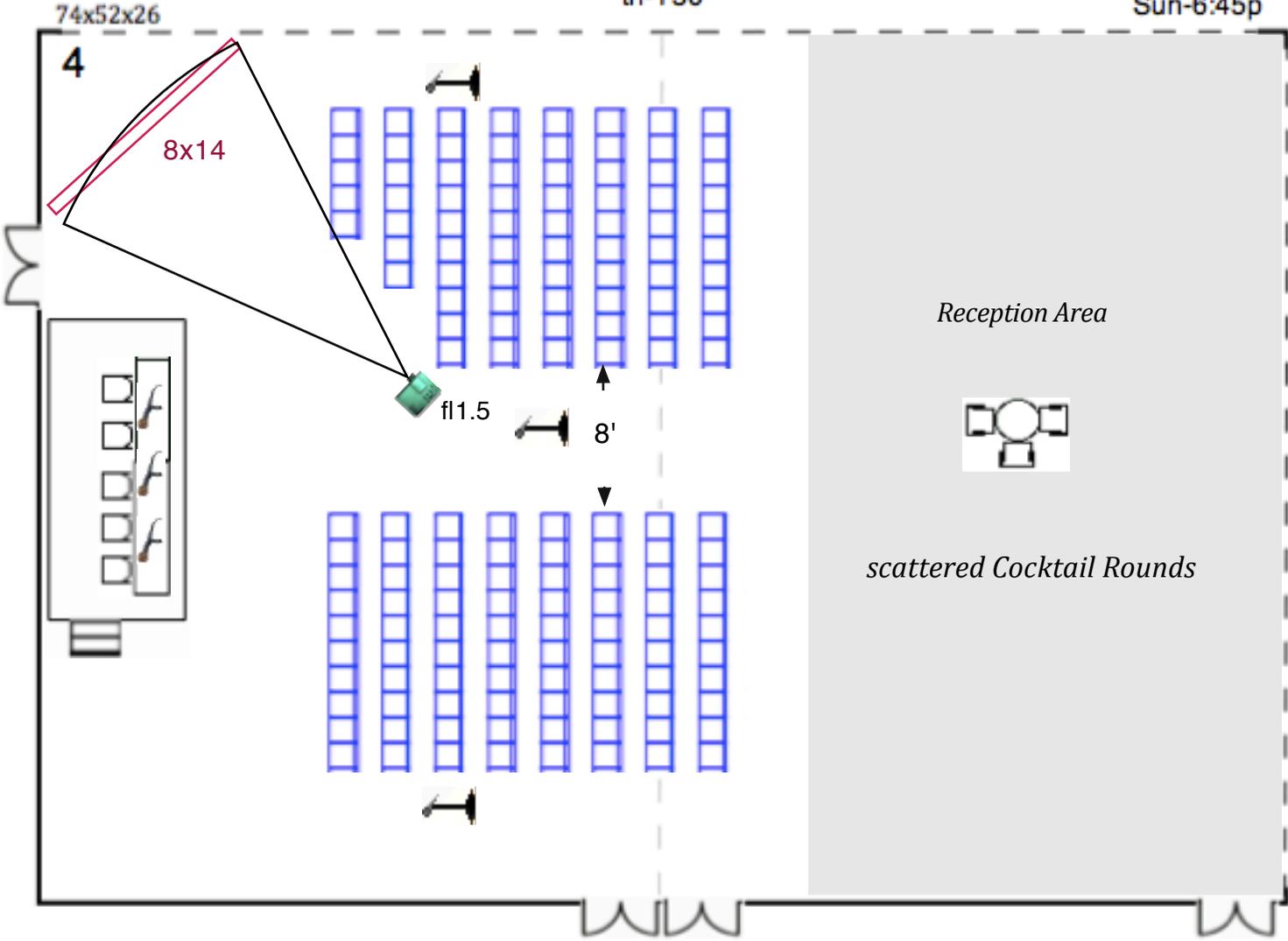
Scattered Cocktail Rounds



Grand Ballroom 3/4

Cajal Social
th-150

Sun-6:45p



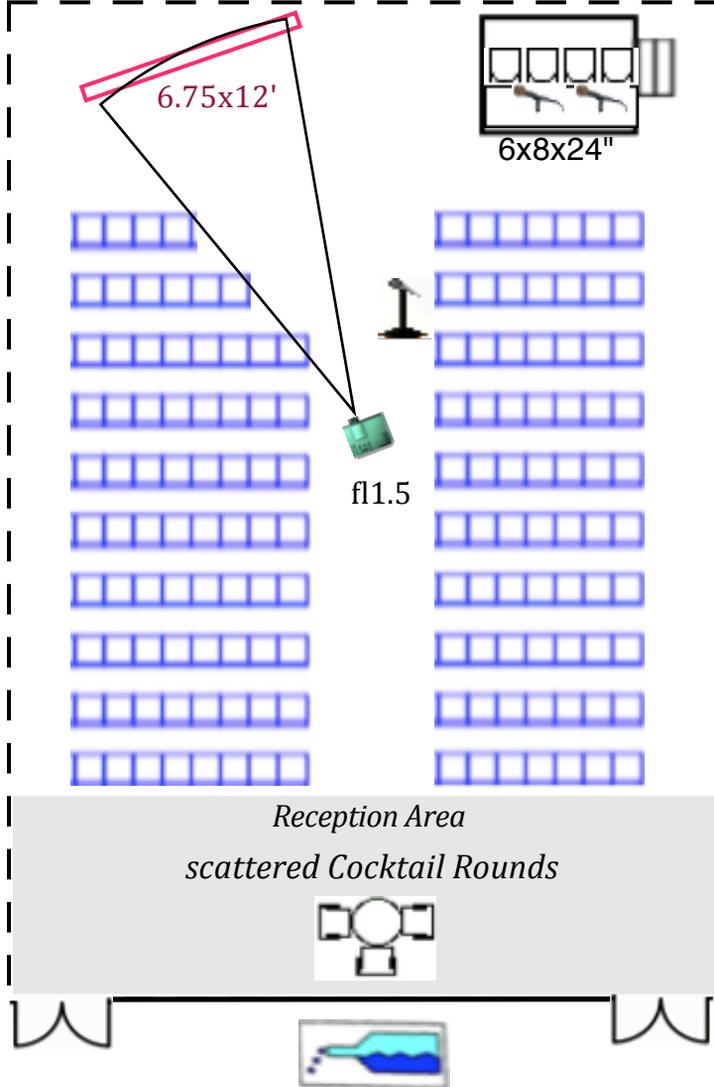
Grand Ballroom 2

Hearing & Balance Social

37x52x26

th-144

Sunday 6:45p



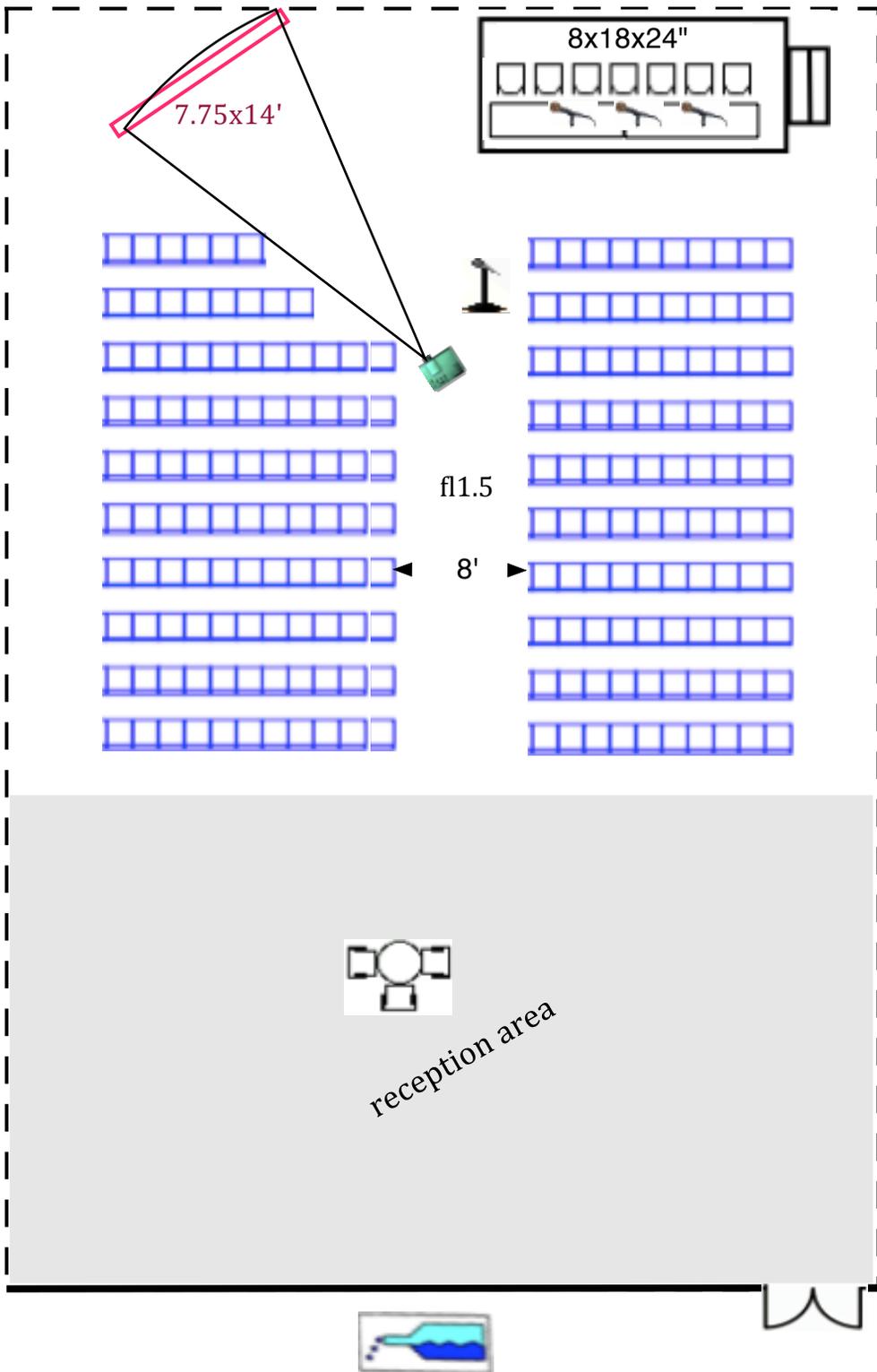
Grand Ballroom 6

Migrane Social

th-202

Monday 6:45p

51x75x26



Grand Ballroom 2

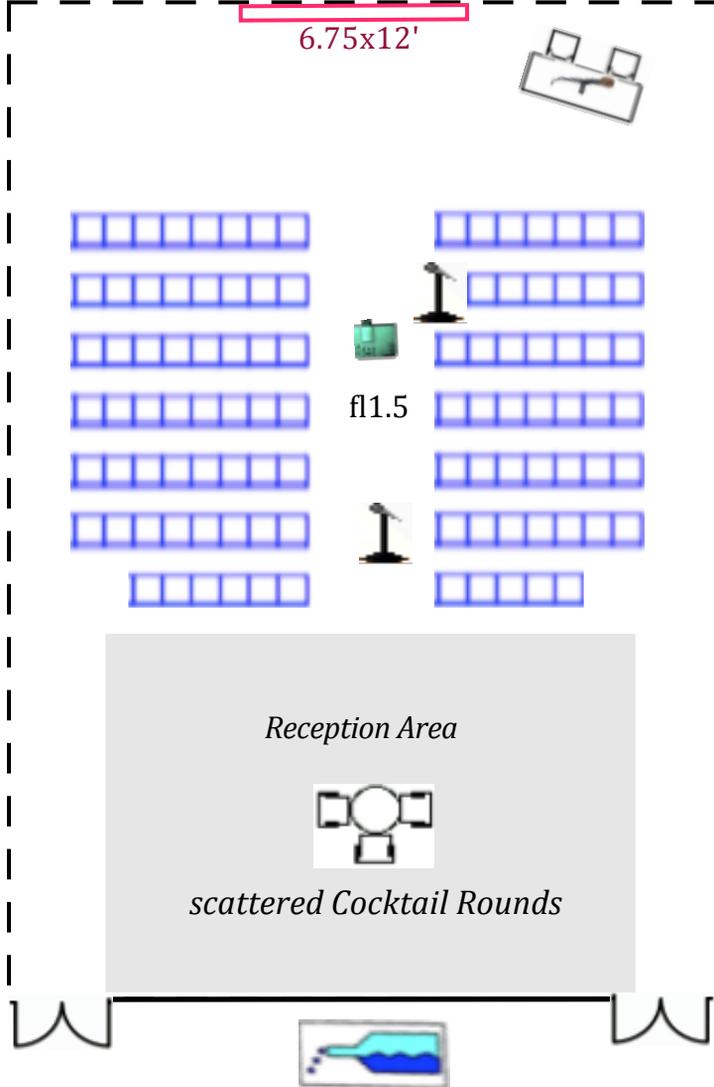
Down Syndrome: From Neurobiology
to Treatment Social

37x52x26

th-100

Monday 6:45p

6.75x12'



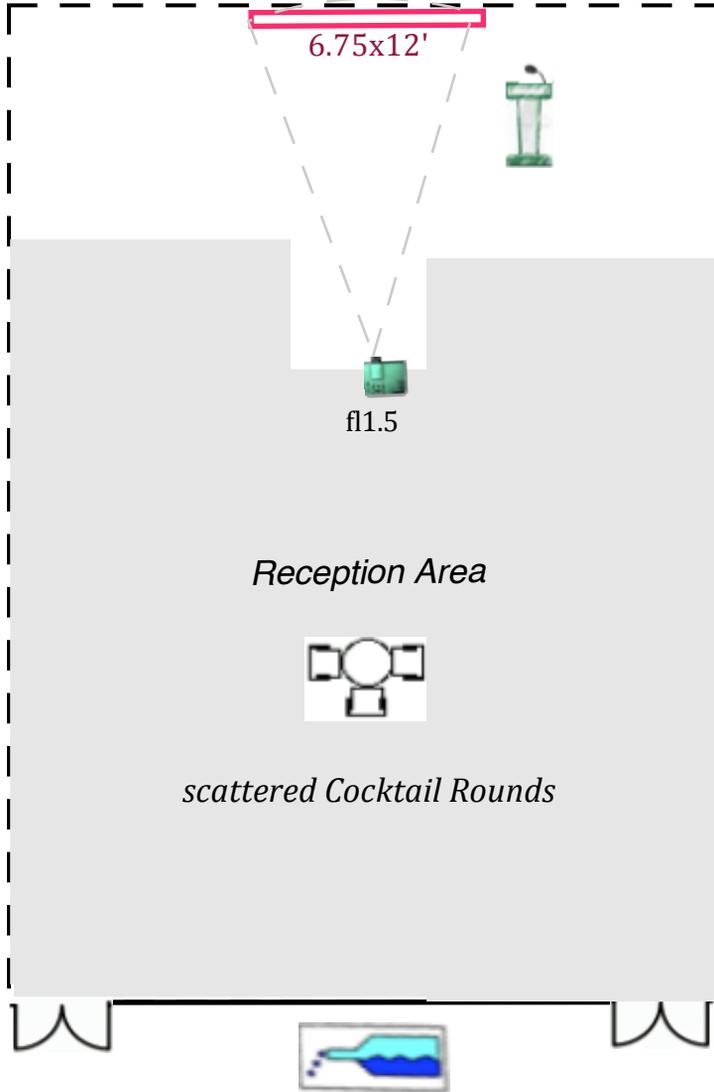
Grand Ballroom 4

Eye Movement Social

37x52x26

R-100

Tuesday 6:45p



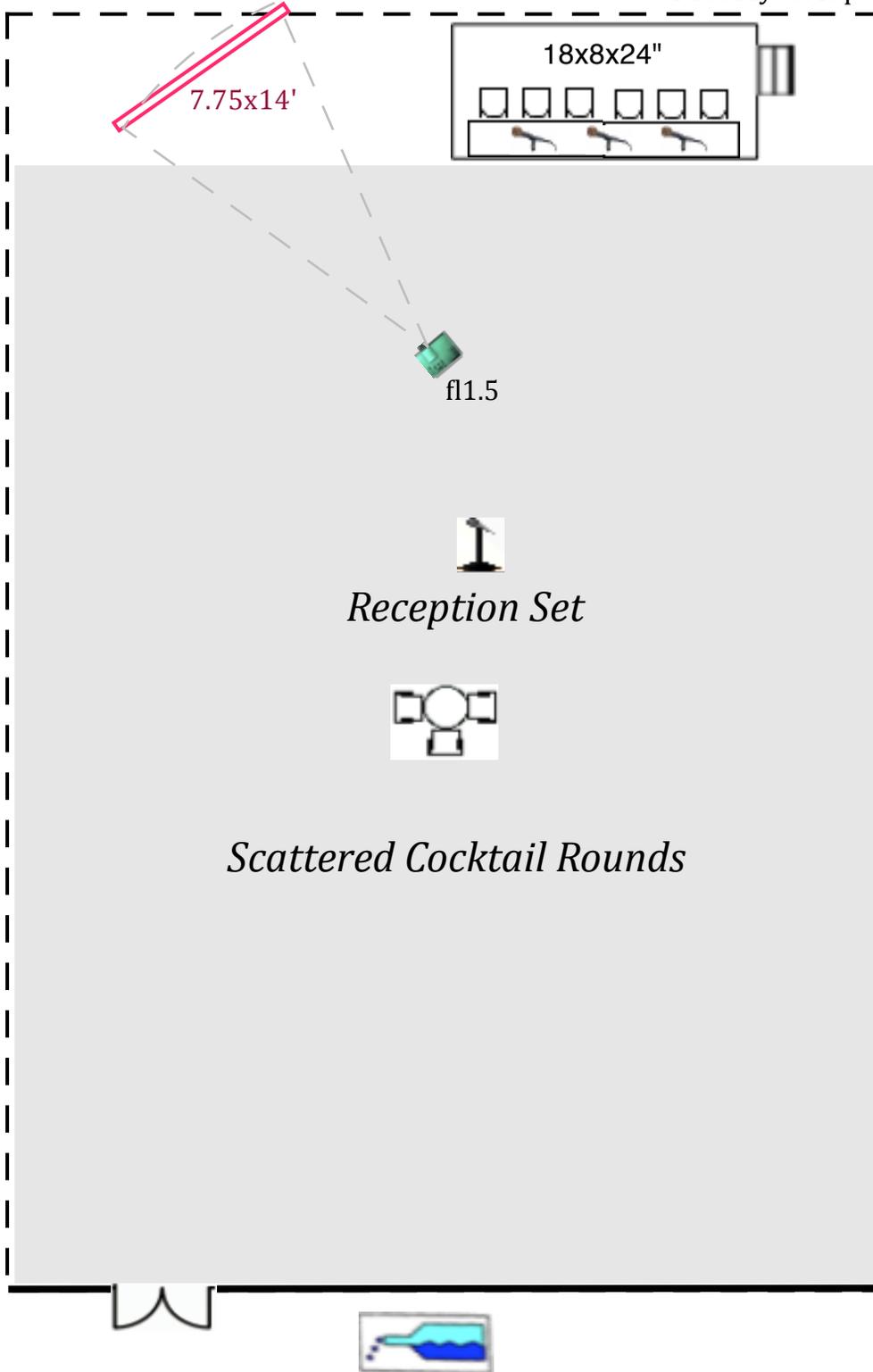
Grand Ballroom 9

Neuron-Glia Interactions Social

51x75x26

R-100

Tuesday 6:45p



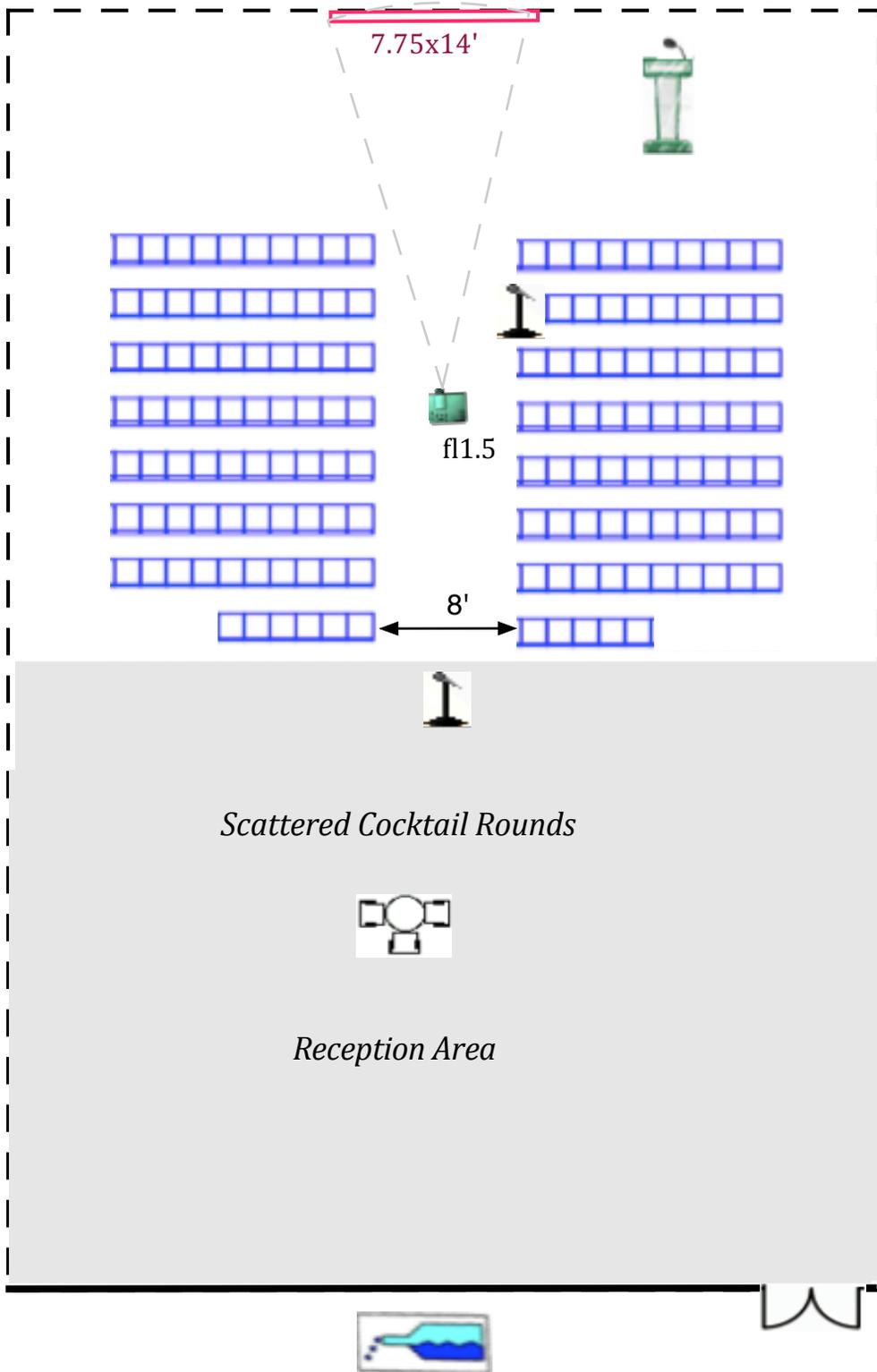
Grand Ballroom 6

Neuroendocrinology Social

51x75x26

th-150

Tuesday 6:45p



Thursday, November 1, 2018

8:00 AM - 9:00 PM

Council Office

Marriott Marquis San Diego: Mission Hills

Function Type: Office
Room Set: See Diagram

Cost Center: A-OD200-M851-UR
Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: No

Contacts

Contact: Chelsea Jaetzold

Logistics

Setup - Marriott Marquis San Diego

Ready By:
Thursday, November 1, 2018 @ 6:00 AM

Note
(8) 6'x30" skirted tables
(2) Low cocktail rounds
(14) Chairs
(3) Wastebaskets
(5) Easels - SfN staff will place.
(6) High Security Keys

** Remain as set on a 24-hour basis through Thursday, Nov. 8th at 2:00pm **

SEE FLOORPLAN

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 9:00 AM

Note
Pipe and drape to create storage areas

Electrical - Marriott Marquis San Diego

Ready By:
Thursday, November 1, 2018 @ 6:00 AM

Note
(1) Power for copier, 3 computers, 1 printer and a few laptops.

Telecom - Marriott Marquis San Diego

Ready By:
Thursday, November 1, 2018 @ 9:00 AM

Note
(3) Wired internet lines - 25% discount per the contract

OCTOBER 5 UPDATE:
CHANGE TO (1) WIRED INTERNET LINE - 25% DISCOUNT PER CONTRACT
(2) WIRELESS CONNECTIONS

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Thursday, November 1, 2018 @ 9:00 AM

Note

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

(1) color printer networked to all 3 computers.

OCTOBER 5 UPDATE:

(1) USB HUB TO CONNECT PRINTER TO LAPTOPS
USB CABLES TO CONNECT PRINTER AND LAPTOPS
LAPTOPS NEED TO HAVE A WIRELESS CARD

Other - Vendor - Other

Ready By:
Thursday, November 1, 2018 @ 10:00 AM

Note

Color copier will be delivered by Copy Care

Sunday, November 4, 2018

12:15 PM - 2:00 PM

Strategic Investment / Acquisition Working Group Meeting - CANCELLED

Marriott Marquis San Diego: Palomar

Function Type: Meeting

Estimated Attendance: 10

Room Set: Conference

Cost Center: G-OD200-S900-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Julia Pergande

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 7:00 AM

Note

10/4 UPDATE:

THIS MEETING HAS BEEN CANCELLED - DELETE ALL LOGISTICS ORDERS.

Setup - Marriott Marquis San Diego

Ready By:

Sunday, November 4, 2018 @ 11:15 AM

Note

Conference Table for (10)- Skirted table
Perimeter seating for (4)
(1) Easel outside of room
(1) Wastebasket

10/4 UPDATE:

THIS MEETING HAS BEEN CANCELLED - DELETE ALL LOGISTICS ORDERS.

Electrical - Marriott Marquis San Diego

Ready By:

Sunday, November 4, 2018 @ 11:15 AM

Note

(3) Power Strips

10/4 UPDATE:

THIS MEETING HAS BEEN CANCELLED - DELETE ALL LOGISTICS ORDERS.

Food And Beverage - Marriott Marquis San Diego

Ready By:

Sunday, November 4, 2018 @ 11:45 AM

Note

Eat Good to Feel Good Buffet @ \$68++ per person
Assorted Luncheon Rolls with Whipped Butter
Vegetable and Whole Grain Broth Soup (VG, DF, GF)
Fruit Salad (VG, DF, GF) with Flax Seeds and Coconut Flakes,
Organic Blue Agave Nectar
Roasted Root Vegetable and Quinoa Salad (GF, VG, DF) Pear,

Apple, Pomegranate Vinaigrette
Kale Caesar Salad (V, GF) Butternut Squash Croutons, Shaved
Parmesan, Caesar Vinaigrette
Pan Roasted Sea Bass (GF, DF) Sea Salt, Charred Lemon
Baked All Natural Skinless Chicken Breast (GF, DF) Roasted
Mushrooms with Whole Grain Mustard Chicken Au Jus
Wheat Berry and Lentil Pilaf (VG, DF)
Seasonal Roasted Vegetables (VG, GF, DF)
Mini Angel Food Cake topped with Berry Compote (V)
Mini Gluten Free Granola Bars (V, DF)
Selection of Flavored Coconut Water and Teas
Starbucks® Coffee and Tea Service

Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on
consumption.

Chilled Bottled Water @ \$6.50++ 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

All prices are subject to 25% service charge and 8.00% taxes

10/4 UPDATE:

**THIS MEETING HAS BEEN CANCELLED - DELETE ALL
LOGISTICS ORDERS.**

Sunday, November 4, 2018

6:45 PM - 8:45 PM

Hearing and Balance Social

Marriott Marquis San Diego: Marriott Grand Blrm #2

Function Type: Social

Estimated Attendance: 150

Cost Center: A-MA200-A134

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Alexis Martin

Logistics

Setup - Marriott Marquis San Diego

Ready By:

Sunday, November 4, 2018 @ 5:45 PM

Note

**OCT 11 CHANGE
SET THEATER IN FRONT FOR (144)**

Set theater in the front for (150).

(1) Skirted head table with (4) chairs.

Set the rear of room reception style, scattered cocktail rounds with seating.

(1) Easel

OCT 2 CHANGE

SET THEATER IN FRONT FOR (144).

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

Ready By:

Sunday, November 4, 2018 @ 5:45 PM

Note

(1) Screen

(1) Data Projector w/cart

(1) Laser pointer

(1) Floor Microphone

(2) Head table microphones

(1) Audio for computer

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Sunday, November 4, 2018 @ 5:45 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 - Marriott Marquis San Diego

Ready By:
Sunday, November 4, 2018 @ 6:15 PM

Note

Veggie Trays for (50) @ \$12.00++ per person.
Assorted dry snacks for (127) @ \$6.00 per person to include chips, pretzels and popcorn.
Set up buffet style in the rear of the room.
Snacks and Veggie Trays are not to be replenished.

Budget is \$16,000 all-inclusive for snacks to be divided among the (9) socials on Sunday.

Sunday, November 4, 2018

7:00 PM - 10:00 PM

PLOS Editorial Board Reception

Marriott Marquis San Diego: Coronado, Coronado Terrace

Function Type: Satellite

Estimated Attendance: 50

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Glenn Bisignani

Organizer Email: gbisignani@plos.org

Logistics

General Notes - Marriott Marquis San Diego

Ready By:

Sunday, November 4, 2018 @ 6:00 PM

Note

OCT 11 NEW SATELLITE EVENT ASSIGNMENT

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 - 8:00 PM
FENS Business Meetings
Marriott Marquis San Diego: Dana Point

Function Type: Satellite
Estimated Attendance: 10

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

Contacts

Contact: Sharon Bowles

Alt Contact: Natasha Slater
Organizer Email: natasha.slater@fens.org

Logistics

General Notes - Marriott Marquis San Diego

Ready By:
Monday, November 5, 2018 @ 7:00 AM

Note

OCT 11 NEW SATELLITE EVENT ASSIGNMENT

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

1:00 PM - 3:00 PM

ACD NIH BRAIN Initiative Working Group 2.0 Membership Meeting

Marriott Marquis San Diego: Santa Rosa

Function Type: Satellite
Estimated Attendance: 30

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

Contacts

Alt Contact: Kristin Dupre
Organizer Email: kristin.dupre@nih.gov

Logistics

General Notes - Marriott Marquis San Diego

Ready By:
Monday, November 5, 2018 @ 12:00 PM

Note

ADDITION 9/23/18
NEW SATELLITE EVENT ASSIGNMENT

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

Sim4Life-Computational Modeling and Simulation for Optimized Electroceuticals and Treatments

Marriott Marquis San Diego: Pacific Ballroom 14

Function Type: Satellite
Estimated Attendance: 100

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

Contacts

Contact: Sharon Bowles

Alt Contact: Michael Oberle
Organizer Email: oberle@zmt.swiss

Logistics

General Notes - Marriott Marquis San Diego

Ready By:

Monday, November 5, 2018 @ 5:30 PM

Note

OCT 11 NEW SATELLITE EVENT ASSIGNMENT

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

11:00 AM - 2:00 PM

Program Committee Meeting

Marriott Marquis San Diego: Marina Ballroom F, Marina Ballroom G

Function Type: Meeting

Estimated Attendance: 80

Cost Center: A-MA200-M751

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Kyle Hayden

Logistics

Setup - Marriott Marquis San Diego

Ready By:

Tuesday, November 6, 2018 @ 7:00 AM

Note

OCT 11 CHANGE

(2) STAFF TABLES SET TO THE SIDE WITH (2) CHAIRS

EACH ON RISER

(2) AUDIO TECH TABLES

Chevron set for (72) 2 per 6' tables

(1) Skirted Head table for (6) on riser

(2) Skirted Registration/Materials tables near the entrance

(3) Staff tables set to the side with (2) chairs each on riser

(1) Skirted 6' table for ARS equipment placed next to staff table

(1) Audio Tech table

(1) Easel

See Diagram

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

Ready By:

Tuesday, November 6, 2018 @ 9:00 AM

Note

(2) Screens

(2) Data/Video Projectors projecting different images

(1) Laser pointer

(1) Switcher

(1) Hand-held microphone to the head table

(43) Push-to-talk table microphones

(1) Audio Recording (provided on CD or USB)

(1) Sound Operator 10:30 a.m. - 2:30 p.m.

Audio for the computer

Confidence Monitor placed in front of Head Table

Need capability of each screen to show different data

ARS Operator will be on-site

Please place screens so that everyone has a clear line of sight, including head table.

Electrical - Marriott Marquis San Diego

Ready By:
Tuesday, November 6, 2018 @ 7:00 AM

Note
Power strips at each table allowing for at least two plugs per person.

Telecom - Marriott Marquis San Diego

Ready By:
Tuesday, November 6, 2018 @ 9:00 AM

Note
(1) Wired High Speed Internet Connection at Head Table
(1) Wired High Speed Internet Connection at the Staff Table

Food And Beverage - Marriott Marquis San Diego

Ready By:
Tuesday, November 6, 2018 @ 10:00 AM

Note
VIP Event - China Service
Beverage Service starts at 10:00 a.m.
All Beverage service inside the room.
To remain set for the entire meeting and refreshed as necessary.

Lunch Service Starts between 10:30-10:45 a.m.
Baja Buffet (80) @ \$65++ per person
Tortilla Chips and Salsa (GF, VG)
Tortilla Soup (GF, V)
Queso Fresco, Green Onion, Crema, Cilantro, Corn Tortilla Strips, Avocado
TJ Caesar Salad (V)
Crispy Romaine, Shaved Asiago, Croutons, Caesar Dressing
Mexican Shrimp Cocktail (GF, DF)
Citrus Marinated Scallops (GF, DF)
Mexican Spanish Rice (GF, DF)
Serrano Chili Black Bean Puree (V, GF)
Topped with Mexican Cheese Blend
Shredded Chicken Breast (GF, DF)
Slow Cooked in a Chipolte Tomato Sauce
Ancho Marinated Brandt Beef New York (GF, DF)
Red Chimichurri, Tiny Onions and Radish
Roasted Seasonal Vegetables and Cactus
Gabriel's Local Fresh Corn Tortillas
Traditional Flan
Tres Leches Cake

Iced Tea
Starbucks® Coffee and Tea Service

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.

Request quiet service and that several tray jacks be placed around the room.

Tuesday, November 6, 2018

6:30 PM - 7:30 PM

How to Get Published

Marriott Marquis San Diego: Presidio 1, Presidio 2

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Naz De La Rosa

Organizer Email: n.delarosa@us.nature.com

Logistics

General Notes - Marriott Marquis San Diego

Ready By:

Tuesday, November 6, 2018 @ 5:30 PM

Note

OCT 2 HOLD FOR NEW SATELLITE EVENT

OCT 11 NEW SATELLITE EVENT ASSIGNMENT

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

6:45 PM - 8:45 PM

Neuroendocrinology Social

Marriott Marquis San Diego: Marriott Grand Blrm #6

Function Type: Social

Estimated Attendance: 150

Cost Center: A-MA200-A134

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Alexis Martin

Logistics

Setup - Marriott Marquis San Diego

Ready By:

Tuesday, November 6, 2018 @ 5:45 PM

Note

Set theater in the front for (150).

Set the rear of room reception style, scattered cocktail rounds with seating.

(1) Easel

OCT 2 ADDITION

(1) LECTERN

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

Ready By:

Tuesday, November 6, 2018 @ 5:45 PM

Note

(1) Screen

(1) Data Projector w/cart

(1) Audio for Computer

(1) Laser pointer

(2) Floor Microphones

Chairperson bringing own laptop

OCT 4 ADDITION

(1) LECTERN MICROPHONE

Food And Beverage - Marriott Marquis San Diego

Ready By:

Tuesday, November 6, 2018 @ 6:15 PM

Note

Veggie Trays for (50) @ \$12.00++ per person.

Assorted dry snacks for (127) @ \$6.00 per person to include chips, pretzels and popcorn.

Set up buffet style in the rear of the room.

Snacks and Veggie Trays are not to be replenished.

Budget is \$16,000 all-inclusive for snacks to be divided among the (11) socials on Tuesday.

Tuesday, November 6, 2018

7:00 PM - 8:00 PM

Sleep and Bidirectional Changes in Synaptic Plasticity: The Untold Story

Marriott Marquis San Diego: La Costa

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 - Marriott Marquis San Diego

Ready By:

Monday, November 5, 2018 @ 6:00 PM

Note

OCT 11 NEW SATELLITE EVENT ASSIGNMENT

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.