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**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

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### Contacts

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**Contact:** Chelsea Jaetzold

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### Logistics

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#### 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

---

#### 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.

---

### **Other - Vendor - Other**

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

Note

Color copier will be delivered by Copy Care

**Friday, November 2, 2018**

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

**Council Office**

**Marriott Marquis San Diego: Mission Hills**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

---

---

### Contacts

---

**Contact:** Chelsea Jaetzold

---

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Room to remain as set on Thursday, Nov. 1 for entire meeting.  
SfN staff will require 24 hour access.

---

#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

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

Note

Assorted Soft Drinks (50% 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.

Do Not Refresh Unless Requested

**Friday, November 2, 2018**

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

**Vision/Action: A Symposium in Honor of Lance Optican**

**Marriott Marquis San Diego: Marina Ballroom G**

---

**Function Type:** Satellite

**Estimated Attendance:** 220

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Christian Quaia

**Organizer Email:** quaiac@nei.nih.gov

---

### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Friday, November 2, 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**

**11:45 AM - 6:00 PM**

**Council Meeting**

**Marriott Marquis San Diego: Marina Ballroom D**

---

**Function Type:** Meeting

**Estimated Attendance:** 38

**Room Set:** Hollow Square

**Cost Center:** G-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

---

### Contacts

---

**Contact:** Chelsea Jaetzold

---

### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

VIP Event

Staff to set-up between 7am-10am

Note: Please use VIP chairs provided by The Expo Group

Set hollow square for (40). Seat 2 per 6' table

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance

(3) Wastebaskets

Notepads & pens

Ice water and glasses

SEE FLOOR PLAN

---

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

**Ready By:**

**Friday, November 2, 2018 @ 8:00 AM**

Note

(38) VIP Chairs for the Hollow Square

---

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

**Ready By:**

**Friday, November 2, 2018 @ 8:00 AM**

Note

(1) Screen

(1) Data/Video Projector

(22) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.

(1) 6x1 Switcher

(1) XLR Cable for Stenographer

A sound operator is required from 11:00am - 6:30pm.

---

#### Electrical - Marriott Marquis San Diego



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

Note  
(20) Power strips around the hollow square for laptops, allowing at least two plugs per person  
(1) Power strip at stenographer table

---

### Telecom - Marriott Marquis San Diego

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

Note  
(1) Wired internet connections at stenographer table

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**  
**Friday, November 2, 2018 @ 10:30 AM**

Note  
Beverage Service - ready at 10:30 am  
To remain set for the entire meeting and refreshed as necessary  
Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on consumption.  
Chilled Bottled Water @ \$6.50++ each, charged on consumption.  
Coffee, Decaf and Tea Service @ \$115.00++ per gallon

Lunch to be ready by 11:45 am

San Diego Downtown Lunch Buffet @ \$70++ per Person  
Cornbread with Jalapeño Honey Butter (V)  
Citrus Coleslaw (VG, GF, DF) Trio of Cabbage, Shaved Broccoli, Carrots, Champagne Vinaigrette, Organic Blue Agave Nectar, Basil, and Cilantro  
Smoked Potato Salad (V, GF, DF)  
Yukon Potatoes, Smoked Paprika, Chipotle Mayo, Cilantro, Shallots, and Cage Free Hard Boiled Eggs  
Mesquite Smoked Brisket (GF)  
Mexican Chocolate Coffee Rub Brisket Served with a Sweet and Spicy Chocolate Orange Sauce, Roasted Pumpkin Seed  
Queso Fresco  
Tangy Herb Marinated Smoked Free Range Chicken Breast (GF, DF) topped with a Cilantro Jalapeño BBQ Sauce and Mini Radishes  
Maple Glazed Smoked Swordfish (GF, DF) Braised Frisée and Beech Mushrooms  
Soyrizo, Poblano Queso Fundido Mac (V)  
Shaved Brussels Sprouts Confetti (GF, DF) with Brandt Beef Bacon and Apple Cider Reduction  
Cheesecake Bites (V)  
Seasonal Mini Pies (V)

Note: All sauces, dressings and mayo on the side.

Break - Ready at 3:00pm

Performance Break (20) @\$22++ per person  
Low Fat Cranberry and Blueberry Muffins  
Granola Bars  
Flavored Yogurt  
Sun-Dried Fruits and Trail Mix  
V-8 Juice and assorted Bottled Juices

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

**Friday, November 2, 2018**  
**12:45 PM - 3:00 PM**  
**Council Photo Session**  
**Marriott Marquis San Diego: Balboa**

---

**Function Type:** Other  
**Estimated Attendance:** 25

**Cost Center:** A-OD200-M851-UR  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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**Contacts**

---

**Contact:** Chelsea Jaetzold

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**Logistics**

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**Setup - Marriott Marquis San Diego**

**Ready By:**  
**Friday, November 2, 2018 @ 11:45 AM**

Note  
(1) 8'x24'x16" skirted riser against wall with steps.  
(24) Chairs. Set (12) on riser and (12) on floor.  
(1) easel

**Friday, November 2, 2018**

**2:30 PM - 9:00 PM**

**AIS Storage**

**Marriott Marquis San Diego: Marriott Grand - Registration Desk East**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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### **Contacts**

---

**Contact:** Eric Berry

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

Please provide 3 keys and 2 chairs for this room. Please clean and clear this room. High security room

**Friday, November 2, 2018**

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

**AIS Storage**

**Marriott Marquis San Diego: Del Mar**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

---

### **Contacts**

---

**Contact:** Eric Berry

---

### **Logistics**

---

#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

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**

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

**Informal Council Gathering**

**Marriott Marquis San Diego: Dr. Haganir's Suite**

---

**Function Type:** Reception

**Estimated Attendance:** 45

**Room Set:** Reception

**Cost Center:** A-MO200-A702-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

---

### **Contacts**

---

**Contact:** Chelsea Jaetzold

---

### **Logistics**

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#### **General Notes - SfN**

**Ready By:**

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

Note

VIP Event to be catered by an outside company. Information to follow.

**Saturday, November 3, 2018**

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

**AIS Storage**

**Marriott Marquis San Diego: Marriott Grand - Registration Desk East**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

---

---

### Contacts

---

**Contact:** Eric Berry

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### Logistics

---

**Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Friday, November 2

**Saturday, November 3, 2018**

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

**AIS Storage**

**Marriott Marquis San Diego: Del Mar**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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---

### **Contacts**

---

**Contact:** Eric Berry

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---

### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Friday, November 2

**Saturday, November 3, 2018**

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

**Council Office**

**Marriott Marquis San Diego: Mission Hills**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

---

### **Contacts**

---

**Contact:** Chelsea Jaetzold

---

### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

**Note**

Room to remain as set on Thursday, Nov. 1 for entire meeting.  
SfN staff will require 24 hour access.



**Saturday, November 3, 2018**

**7:30 AM - 12:00 PM**

**Kentucky Spinal Cord/Head Injury Study Section Meeting**

**Marriott Marquis San Diego: Catalina**

---

**Function Type:** Satellite

**Estimated Attendance:** 9

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Steven Gobel

**Organizer Email:** gosteve@verizon.net

---

### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Saturday, November 3, 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.

**Saturday, November 3, 2018**

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

**Annual Board Meeting of the Cajal Club Foundation Corporation**

**Marriott Marquis San Diego: Presidio 1, Presidio 2**

---

**Function Type:** Satellite

**Estimated Attendance:** 12

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Charles Ribak

**Organizer Email:** ribak@uci.edu

---

### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**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**

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

**Updates for Migraine Management**

**Marriott Marquis San Diego: Marriott Grand Blrm #1, Marriott Grand Blrm #2,  
Marriott Grand Blrm #3, Marriott Grand Blrm #4**

---

**Function Type:** Satellite  
**Estimated Attendance:** 300

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

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Paula Larson  
**Organizer Email:** plarson@rockpointe.com

---

### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**  
**Saturday, November 3, 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.

**Saturday, November 3, 2018**

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

**LF Private Meeting**

**Marriott Marquis San Diego: Conference Room 1**

---

**Function Type:** Meeting

**Estimated Attendance:** 8

**Room Set:** Conference

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

---

### **Contacts**

---

**Contact:** Stephanie Schlueter

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

Conference for 8

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#### **Food And Beverage - Marriott Marquis San Diego**

**Ready By:**

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

Note

Beverage Service

To remain set for the entire meeting and refreshed as necessary  
Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on consumption.

Chilled Bottled Water @ \$6.50++ each, charged on consumption.

**Saturday, November 3, 2018**

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

**Release to Marquis**

**Marriott Marquis San Diego: Presidio 1, Presidio 2**

---

**Function Type:** Other

**Meeting Planner:** Dawn Keane

**Post:** No

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**Logistics**

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**Saturday, November 3, 2018**

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

**The Brain Bash: Celebrating the International Brain Initiative**

**Marriott Marquis San Diego: Marina Ballroom F**

---

**Function Type:** Satellite

**Estimated Attendance:** 300

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Caroline Montojo

**Organizer Email:** [cmontojo@kavifoundation.org](mailto:cmontojo@kavifoundation.org)

---

### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Saturday, November 3, 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**

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

**AIS Storage**

**Marriott Marquis San Diego: Marriott Grand - Registration Desk East**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

---

---

### **Contacts**

---

**Contact:** Eric Berry

---

---

### **Logistics**

---

**Setup - Marriott Marquis San Diego**

***Ready By:***

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

Note

As set on Friday, November 2

**Sunday, November 4, 2018**

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

**AIS Storage**

**Marriott Marquis San Diego: Del Mar**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

---

---

### **Contacts**

---

**Contact:** Eric Berry

---

---

### **Logistics**

---

**Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Friday, November 2



**Sunday, November 4, 2018**

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

**Council Office**

**Marriott Marquis San Diego: Mission Hills**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

---

---

### Contacts

---

**Contact:** Chelsea Jaetzold

---

---

### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Room to remain as set on Thursday, Nov. 1 for entire meeting.  
SfN staff will require 24 hour access.

**Sunday, November 4, 2018**

**6:30 AM - 7:30 AM**

**Yoga Class: Flow and Meditate @ SfN**

**Marriott Marquis San Diego: Marriott Grand Foyer**

---

**Function Type:** Other

**Estimated Attendance:** 90

**Cost Center:** A-MA200-A202

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### Contacts

---

**Contact:** Sharon Bowles

**Alt Contact:** Alexander Vicentic

---

### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

As set.

SfN will not be moving any pre-existing furniture in the Marriott Foyer.

Attendees will bring their own mat/towel, and water bottle.

(1) Easel

---

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

**Ready By:**

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

Note

(2) Mackie srm450 speakers

(1) Wireless Microphone system

(1) Headset for Wireless System for yoga instructor

**Sunday, November 4, 2018**

**7:15 AM - 8:30 AM**

**Committee Chairs Meeting**

**Marriott Marquis San Diego: Marina Ballroom G**

---

**Function Type:** Meeting

**Estimated Attendance:** 50

**Room Set:** See Diagram

**Cost Center:** A-OD200-A140-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

---

## Contacts

**Contact:** Chelsea Jaetzold

---

## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 AM**

Note

Set Hollow Square for (50), no more than 2 per 6' table.

(1) 6' table for audio tech

(1) Easel

---

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

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 AM**

Note

(1) Screen

(1) Data Projector with Cart

(25) Push-to-Talk microphones - 1 per 2 people.

(1) Sound Operator from 6:45am to 9:00am

---

### Electrical - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 AM**

Note

(13) Power strips around the hollow square for laptops, allowing at least two plugs per person

---

### Telecom - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 AM**

Note

(1) Wired Internet Connection

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:45 AM**

Note

Harbor Breakfast Buffet @ \$53++ per person

Fresh Orange Juice

Grapefruit, Apple and Cranberry Juice

Seasonal Fruit and Berries (VG, DF, GF)

Assorted Seasonal Breakfast Pastries (V)

Flaky Mini Croissants (V)

Selection of Kellogg's® and Kashi® Breakfast Cereals served with

Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain Yogurt  
(V)  
served with Honey House Made Granola and Gluten Free Granola  
Cage Free Scrambled Eggs (V, GF)  
Chocolate Brioche French Toast, Strawberry Mascarpone, topped  
with Bourbon Sauce and Chopped Almonds (V)  
Maple Black Pepper Thick Cut Bacon (GF, DF)  
Turkey Maple Sausage Links (GF, DF)  
Hash Brown Potatoes  
Starbucks® Coffee and Tea Service

All prices are subject to 24% service charge and 8% taxes

**Sunday, November 4, 2018**

**8:00 AM - 3:00 PM**

**DABI & EDAB Executive Committee Meeting**

**Marriott Marquis San Diego: La Costa**

---

**Function Type:** Satellite

**Estimated Attendance:** 25

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Pat Mangini

**Organizer Email:** pmangini@dana.org

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### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Sunday, November 4, 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.

**Sunday, November 4, 2018**

**9:00 AM - 11:00 AM**

**Government & Public Affairs Committee Meeting**

**Marriott Marquis San Diego: Marina Ballroom F**

---

**Function Type:** Meeting

**Estimated Attendance:** 35

**Room Set:** U - Shape

**Cost Center:** A-AT200-M603-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## Contacts

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**Contact:** Katie Grady

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 8:00 AM**

Note

U Shape for (36) no more than 2 per 6' table.  
Perimeter seating for (10)  
(1) Easel - Outside of Room  
(1) Wastebasket

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

**Ready By:**

**Sunday, November 4, 2018 @ 8:00 AM**

Note

(1) Screen  
(1) Data Projector with Cart  
(18) Table Microphones - Push to Talk

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### Electrical - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 8:00 AM**

Note

(9) power strips

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

**Ready By:**

**Sunday, November 4, 2018 @ 8:00 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 - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 8:30 AM**

Note

Harbor Breakfast Buffet @ \$53++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)  
Flaky Mini Croissants (V)

Selection of Kellogg's® and Kashi® Breakfast Cereals served with Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain Yogurt (V)  
served with Honey House Made Granola and Gluten Free Granola  
Cage Free Scrambled Eggs (V, GF)  
Chocolate Brioche French Toast, Strawberry Mascarpone, topped with Bourbon Sauce and Chopped Almonds (V)  
Maple Black Pepper Thick Cut Bacon (GF, DF)  
Turkey Maple Sausage Links (GF, DF)  
Hash Brown Potatoes  
Starbucks® Coffee and Tea Service

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

**Sunday, November 4, 2018**  
**10:00 AM - 12:00 PM**  
**HUB Working Group**  
**Marriott Marquis San Diego: Carlsbad**

---

**Function Type:** Meeting  
**Estimated Attendance:** 12  
**Room Set:** Conference

**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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**Contacts**

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**Contact:** Eric Hoffmaster

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**Logistics**

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**Setup - Marriott Marquis San Diego**

<b>Ready By:</b> <b>Sunday, November 4, 2018 @ 9:00 AM</b>	<b>Note</b> Set Conference for (14); 2 per 6' (1) Easel (1) Wastebasket
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**Audio/Visual - Atlantic Images & Sound (AIS) AV**

<b>Ready By:</b> <b>Sunday, November 4, 2018 @ 9:00 AM</b>	<b>Note</b> (1) Screen (1) Data/Video Projector
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**Food And Beverage - Marriott Marquis San Diego**

<b>Ready By:</b> <b>Sunday, November 4, 2018 @ 9:30 AM</b>	<b>Note</b> 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) Dozen Assorted Breakfast Breads @ \$95.00++ per dozen Freshly Baked Danish Pastries, Muffins and Freshly Baked Nut Breads
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All prices are subject to 25% service charge and 8.00% taxes.



**Sunday, November 4, 2018**  
**11:00 AM - 12:00 PM**  
**50th Anniversary Working Group**  
**Marriott Marquis San Diego: Miramar**

---

**Function Type:** Meeting  
**Estimated Attendance:** 8

**Cost Center:** G-OD200-S221-UR  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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**Contacts**

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**Contact:** Chelsea Jaetzold

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**Logistics**

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**Setup - Marriott Marquis San Diego**

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

Note  
Set conference style for (10)- have table skirted  
Perimeter Seating for (4)  
(1) Easel outside of room  
(1) Wastebasket

---

**Electrical - Marriott Marquis San Diego**

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

Note  
(2) Power Strips

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**Food And Beverage - Marriott Marquis San Diego**

**Ready By:**  
**Sunday, November 4, 2018 @ 10:30 AM**

Note  
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.

**Sunday, November 4, 2018**

**11:00 AM - 12:00 PM**

**NPRC Meeting**

**Marriott Marquis San Diego: Catalina**

---

**Function Type:** Meeting

**Estimated Attendance:** 25

**Room Set:** Theater

**Cost Center:** J-SP804

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### **Contacts**

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**Contact:** Eric Hoffmaster

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

Set theater style for (30)

(1) Easel outside of room.

(1) Head table with (5) chairs

Water and glasses at the head table.

---

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

**Ready By:**

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

Note

(2) Table microphones - Push to talk

**Sunday, November 4, 2018**

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

**BRAIN Initiative Alliance Leadership Meeting**

**Marriott Marquis San Diego: Coronado, Coronado Terrace**

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**Function Type:** Satellite

**Estimated Attendance:** 25

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Caroline Montojo

**Organizer Email:** cmomtojo@kavlifoundation.org

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### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Sunday, November 4, 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.

**Sunday, November 4, 2018**

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

**NDW Advisory Committee**

**Marriott Marquis San Diego: Marina Ballroom F**

---

**Function Type:** Meeting

**Estimated Attendance:** 22

**Room Set:** U - Shape

**Cost Center:** A-AT300-XXXX

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Maya Sapiurka

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Sunday, November 4, 2018 @ 11:00 AM**

Note

Cost center for food should be A-AT300-N307

Cost center for everything but food should be A-AT300-G307

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 11:00 AM**

Note

Set U-Shape for (26) - no more than 2 per 6' table

(1) Easel

(1) Wastebasket

---

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

**Ready By:**

**Sunday, November 4, 2018 @ 11:00 AM**

Note

(12) Table microphones - Push to Talk

(1) Screen

(1) Data Projector

Computer Audio

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#### Electrical - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 11:00 AM**

Note

(7) Power strips

---

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

**Ready By:**

**Sunday, November 4, 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 - Marriott Marquis San Diego

**Ready By:**  
**Sunday, November 4, 2018 @ 11:30 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

Cost Center for food only - A-AT300-N307

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

**Sunday, November 4, 2018**

**12:00 PM - 6:45 PM**

**Setup for Faculty for Undergraduate Neuroscience (FUN) Poster Session**

**Marriott Marquis San Diego: Marriott Grand Blrm #5, Marriott Grand Blrm #6,  
Marriott Grand Blrm #7**

---

**Function Type:** Social  
**Room Set:** See Diagram

**Cost Center:** A-MA200-A134  
**Billing Group:** SfN Master  
**Meeting Planner:** Sharon Bowles  
**Post:** No

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### **Contacts**

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**Contact:** Alexis Martin

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### **Logistics**

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**Setup - The Expo Group (TEG)**

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

(1)Note  
Setup for Poster Board Faces

**Sunday, November 4, 2018**

**12:15 PM - 2:00 PM**

**Strategic Investment / Acquisition Working Group Meeting**

**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

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**Contacts**

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**Contact:** Julia Pergande

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**Logistics**

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**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

---

**Electrical - Marriott Marquis San Diego**

**Ready By:**

**Sunday, November 4, 2018 @ 11:15 AM**

Note

(3) Power Strips

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**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



**Sunday, November 4, 2018**

**1:00 PM - 4:00 PM**

**Professional Development Committee Meeting  
Marriott Marquis San Diego: Marina Ballroom D**

---

**Function Type:** Meeting

**Estimated Attendance:** 25

**Room Set:** U - Shape

**Cost Center:** G-MP200-M457-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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**Contacts**

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**Contact:** Dominique Stilletti

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**Logistics**

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**Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

Set U-Shape for (28) no more than 2 per 6' table

(1) Easel

(1) Wastebasket

(1) 6' skirted table for sound operator

---

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

**Ready By:**

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

Note

(14) Push-to-Talk microphones - 1 per 2 people.

(1) Screen

(1) Data Projector with Cart

(1) Switcher

Audio for the Computer

(1) Sound Operator from 12:30pm to 4:30pm

---

**Electrical - Marriott Marquis San Diego**

**Ready By:**

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

Note

(9) Power Strips

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

**Ready By:**

**Sunday, November 4, 2018 @ 12:00 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 - Marriott Marquis San Diego**

**Ready By:**  
**Sunday, November 4, 2018 @ 12:30 PM**

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.

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

**Sunday, November 4, 2018**  
**2:00 PM - 3:00 PM**  
**Neuronline Leaders Meeting**  
**Marriott Marquis San Diego: Cardiff**

---

**Function Type:** Meeting  
**Estimated Attendance:** 25  
**Room Set:** Banquet

**Cost Center:** A-DN200-P112  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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**Contacts**

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**Contact:** Aisha Abdullah

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**Logistics**

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**Setup - Marriott Marquis San Diego**

**Ready By:**  
**Sunday, November 4, 2018 @ 1:00 PM**

Note  
Banquet Rounds of 8 or 10 for (30) people  
(1) Easel

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

**Ready By:**  
**Sunday, November 4, 2018 @ 1:00 PM**

Note  
(1) Screen  
(1) Data Projector with Cart

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**Food And Beverage - Marriott Marquis San Diego**

**Ready By:**  
**Sunday, November 4, 2018 @ 1:30 PM**

Note  
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  
  
(2) dozen cookies @ \$95.00++ per dozen  
Sliced Fruit Tray for (20) @ \$9.00++ per person  
  
All prices are subject to 25% service charge and 8.00% taxes

**Sunday, November 4, 2018**

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

**BRAIN Initiative Town Hall with BRAIN Initiative Alliance Networking Event  
Marriott Marquis San Diego: San Diego Ballroom B, San Diego Ballroom C**

---

**Function Type:** Satellite

**Estimated Attendance:** 400

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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**Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Kristin Dupre

**Organizer Email:** kristin.dupre@nih.gov

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**Logistics**

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**General Notes - Marriott Marquis San Diego**

**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 - 9:30 PM**

**Ernst Strungmann Forum Social**

**Marriott Marquis San Diego: Torrey Pines 1, Torrey Pines 2, Torrey Pines 3**

---

**Function Type:** Satellite

**Estimated Attendance:** 150

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Julia Lupp

**Organizer Email:** lupp@esforum.de

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### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**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**

**6:45 PM - 8:45 PM**

**Autonomic and Respiratory Function Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #10**

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**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

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**Contact:** Alexis Martin

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.

(1) Easel

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.

Assorted dry snacks for (87) @ \$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**

**6:45 PM - 8:45 PM**

**Breaking Barriers for Young Women in Science Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #8**

---

**Function Type:** Social

**Estimated Attendance:** 200

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

Reception style for (200), scattered cocktail rounds with seating.

(1) Skirted Head table with (2) chairs.

(1) Lectern

(1) Easel

---

### 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) Lectern Microphone

(2) Floor Microphones

(1) Head Table Microphone

Chairperson is bringing own laptop

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 PM**

Note

Veggie Trays for (65) @ \$12.00++ per person.

Assorted dry snacks for (172) @ \$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**

**6:45 PM - 8:45 PM**

**Cajal Club Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #3, Marriott Grand Blrm #4**

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**Function Type:** Social

**Estimated Attendance:** 150

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

Set theater in the front for (150).

(1) Skirted head table for (5) on riser

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

(1) Easel

---

### 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

(3) Floor Microphones

(3) 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.

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### 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**

**6:45 PM - 8:45 PM**

**Faculty for Undergraduate Neuroscience (FUN) Poster Session**

**Marriott Marquis San Diego: Marriott Grand Blrm #5, Marriott Grand Blrm #6,  
Marriott Grand Blrm #7**

---

**Function Type:** Social

**Estimated Attendance:** 200

**Room Set:** See Diagram

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

See Diagram

Set front of room theater style for (150).

(1) Standing lectern with light on stage, stage left on riser.

(1) Skirted head table with (4) chairs, stage right on riser

Ice water and glasses at standing lectern and head table.

(1) Easel

---

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

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

(2) Head table microphones

(1) Audio for computer

Chairperson bringing own laptop

---

### Other - The Expo Group (TEG)

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

(175) Poster Board Faces

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### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 PM**

Note

Veggie Trays for (65) @ \$12.00++ per person.

Assorted dry snacks for (172) @ \$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**

**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

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

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

---

### 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**

**6:45 PM - 8:45 PM**

**Neural Oscillations Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #12**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

## Contacts

---

**Contact:** Alexis Martin

---

## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.  
(1) Skirted head table with (2) chairs

(1) Easel

---

### 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) Floor Microphone  
(1) Head Table Microphone  
(1) Audio for Computer  
Chairperson is bringing own laptop

---

### Telecom - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

(1) Wireless Internet Connection

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.  
Assorted dry snacks for (87) @ \$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**

**6:45 PM - 8:45 PM**

**Neuroethics Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #1**

---

**Function Type:** Social

**Estimated Attendance:** 50

**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

Reception style for (50), scattered cocktail rounds with seating.

(1) Skirted head table with (6) chairs.

(1) Easel

---

### 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

(2) Floor Microphones

(3) 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 Tray for (17) @ \$12.00++ per person.

Assorted dry snacks for (41) @ \$6.00++ per person to include chips, pretzels and popcorn.

Set up buffet style in the rear of the room.

Snacks and Veggies Tray 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**

**6:45 PM - 8:45 PM**

**Neuroethology/Invertebrate Neurobiology Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #13**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** No

---

## Contacts

---

**Contact:** Alexis Martin

---

## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.  
(1) Skirted head table with (4) chairs.

(1) Easel

---

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

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

(1) Screen  
(1) Data Projector w/cart  
(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 (32) @ \$12.00++ per person.  
Assorted dry snacks for (87) @ \$6.00++ per person to include assorted 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**

**6:45 PM - 8:45 PM**

**SfN Sponsored Social Bars**

**Marriott Marquis San Diego: Marriott Grand Foyer**

---

**Function Type:** Social

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### Contacts

---

**Contact:** Sharon Bowles

**Alt Contact:** Alexis Martin

---

### Logistics

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 PM**

Note

Note

(3) Double cash bars set in the Marriott Grand Foyer for the socials assigned to the Marriott Grand Ballroom. All bars must accept credit cards.

Open bars at

6:30 PM and close bars at 8:45 PM.

Cash Bar Prices:

Wine @ \$9.50 per drink (\$8.00 to attendees, \$1.50++ to Master)

Imported Beer @ \$8.00 per drink (\$6.00 to attendees, \$2.00++ to Master)

Domestic Beer @ \$6.50 per drink (\$5.00 to attendees, \$1.50++ to Master)

Assorted Soft Drinks @ \$6.00 per bottle on consumption, (\$4.00 to attendees, \$2.00++ to Master)

Bottled Water @ \$6.00 per bottle on consumption, (\$4.00 to attendees, \$2.00++ to Master)

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

NOTE: Organizers of this social are supplied with a limited number of drink tickets to obtain beverages from the cash bar without cost.

Samples of the tickets will be provided. Charge these tickets to the Society Master Account.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening.

**Sunday, November 4, 2018**

**6:45 PM - 8:45 PM**

**Spinal Cord Injury Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #11**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

---

**Contact:** Alexis Martin

---

## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.

(1) Easel

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### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Sunday, November 4, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.

Assorted dry snacks for (87) @ \$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 - 9:00 PM**

**Celebrating the Life of Ben Barres**

**Marriott Marquis San Diego: Rancho Santa Fe 1, Rancho Santa Fe 2, Rancho Santa Fe 3**

---

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

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

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** J. Bradley Zuchero  
**Organizer Email:** brad.zuchero@gmail.com

---

### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**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**

**Marriott Marquis San Diego: Marriott Grand - Registration Desk East**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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### **Contacts**

---

**Contact:** Eric Berry

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### **Logistics**

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**Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Friday, November 2

**Monday, November 5, 2018**

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

**AIS Storage**

**Marriott Marquis San Diego: Del Mar**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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### Contacts

---

**Contact:** Eric Berry

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

As set on Friday, November 2

**Monday, November 5, 2018**

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

**Council Office**

**Marriott Marquis San Diego: Mission Hills**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Chelsea Jaetzold

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Room to remain as set on Thursday, Nov. 1 for entire meeting.  
SfN staff will require 24 hour access.

---

#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

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

Note

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.

Do Not Refresh Unless Requested

**Monday, November 5, 2018**

**6:30 AM - 7:30 AM**

**Yoga Class: Flow and Meditate @ SfN**

**Marriott Marquis San Diego: Marriott Grand Foyer**

---

**Function Type:** Other

**Estimated Attendance:** 90

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Alexander Vicentic

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Sunday, November 4.

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

**Ready By:**

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

Note

As set on Sunday, November 4.

**Monday, November 5, 2018**

**7:00 AM - 8:00 AM**

**Christian Neuroscience Society (CNS) Informational Breakfast Fellowship**

**Marriott Marquis San Diego: Presidio 1, Presidio 2**

---

**Function Type:** Satellite

**Estimated Attendance:** 20

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Chris Mathes

**Organizer Email:** cwmathes846@gmail.com

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### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Monday, November 5, 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.

**Monday, November 5, 2018**

**7:30 AM - 8:30 AM**

**SfN / CAN / MSN Leadership**

**Marriott Marquis San Diego: Cardiff**

---

**Function Type:** Meeting

**Estimated Attendance:** 15

**Room Set:** Hollow Square

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

---

## Contacts

**Contact:** Cashen Almstead

---

## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Set Hollow Square for (18); 2 per 6'

(1) Easel

(1) Wastebasket

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

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

Note

Harbor Breakfast Buffet @\$53++ per person

Fresh Orange Juice

Grapefruit, Apple and Cranberry Juice

Seasonal Fruit and Berries (VG, DF, GF)

Assorted Seasonal Breakfast Pastries (V)

Flaky Mini Croissants (V)

Selection of Kellogg's® and Kashi® Breakfast Cereals served with Whole, 2%, and Non-Fat Milk (V)

Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain Yogurt (V)

served with Honey House Made Granola and Gluten Free Granola

Cage Free Scrambled Eggs (V, GF)

Chocolate Brioche French Toast, Strawberry Mascarpone, topped

with Bourbon Sauce and Chopped Almonds (V)

Maple Black Pepper Thick Cut Bacon (GF, DF)

Turkey Maple Sausage Links (GF, DF)

Hash Brown Potatoes

Starbucks® Coffee and Tea Service

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

**Monday, November 5, 2018**

**8:00 AM - 1:00 PM**

**AN Private Meeting**

**Marriott Marquis San Diego: Conference Room 1**

---

**Function Type:** Meeting

**Estimated Attendance:** 8

**Room Set:** Conference

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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### Contacts

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**Contact:** Stephanie Schlueter

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Conference for 8

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

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

Note

Beverage Service

To remain set for the entire meeting and refreshed as necessary  
Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on consumption.

Chilled Bottled Water @ \$6.50++ each, charged on consumption.

**Monday, November 5, 2018**

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

**eNeuro Editorial Board**

**Marriott Marquis San Diego: Coronado**

---

**Function Type:** Meeting

**Estimated Attendance:** 45

**Room Set:** Banquet

**Cost Center:** J-SP451-J804

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## Contacts

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**Contact:** Kara O'Leary

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Set banquet style for (50) rounds of 8 or 10  
(1) Standing lectern  
(1) Easel outside of room.  
Water and glasses at lectern.

---

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

**Ready By:**

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

Note

(1) Screen  
(1) Data Projector with Cart  
(1) Microphone at standing lectern  
(1) Floor Microphone

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

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

Note

Harbor Breakfast Buffet @\$53++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)  
Flaky Mini Croissants (V)  
Selection of Kellogg's® and Kashi® Breakfast Cereals  
Individual Yogurt served with Honey House Made Granola  
Cage Free Scrambled Eggs (V, GF)  
Chocolate Brioche French Toast, Strawberry Mascarpone  
Maple Black Pepper Thick Cut Bacon (GF, DF)  
Turkey Maple Sausage Links (GF, DF)  
Hash Brown Potatoes  
Starbucks® Coffee and Tea Service

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



**Monday, November 5, 2018**

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

**NAS Breakfast**

**Marriott Marquis San Diego: Marriott Grand Blrm #3, Marriott Grand Blrm #4**

---

**Function Type:** Meeting

**Estimated Attendance:** 50

**Room Set:** U - Shape

**Cost Center:** A-OD200-A140-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Chelsea Jaetzold

---

### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Set U-Shape for (50), no more than 2 per 6' Table

(1) 6' table for audio tech

(1) Easel outside the room

---

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

**Ready By:**

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

Note

(1) Screen

(1) Data Projector with Cart

(1) Flipchart

(25) Push-to-talk Microphones; 1 per 2 people

(1) Sound Operator from 7:30am - 10:30am

(1) Gentner box for Skype Call that is routed through the microphone system

---

#### Electrical - Marriott Marquis San Diego

**Ready By:**

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

Note

(15) Power Strips

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#### Telecom - Marriott Marquis San Diego

**Ready By:**

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

Note

(1) Wired Internet Line

---

#### Food And Beverage - Marriott Marquis San Diego

---

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

Note

Harbor Breakfast Buffet @ \$53.00++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)  
Flaky Mini Croissants (V)  
Selection of Kellogg's® and Kashi® Breakfast Cereals served with Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain Yogurt (V)  
served with Honey House Made Granola and Gluten Free Granola  
Cage Free Scrambled Eggs (V, GF)  
Chocolate Brioche French Toast, Strawberry Mascarpone, topped with Bourbon Sauce and Chopped Almonds (V)  
Maple Black Pepper Thick Cut Bacon (GF, DF)  
Turkey Maple Sausage Links (GF, DF)  
Hash Brown Potatoes  
Starbucks® Coffee and Tea Service

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

**Monday, November 5, 2018**

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

**Neuroscience Training Committee Meeting**

**Marriott Marquis San Diego: Marina Ballroom G**

---

**Function Type:** Meeting

**Estimated Attendance:** 30

**Room Set:** U - Shape

**Cost Center:** G-AT200-M472

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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### Contacts

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**Contact:** Maya Sapiurka

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Set U-Shape for (30), no more than 2 per 6' Table

Perimeter seating for (6)

(1) 6' table for audio tech

(1) Easel outside the room

(1) Wastebasket

---

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

**Ready By:**

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

Note

(1) Screen

(1) Data Projector with Cart

(15) Push-to-Talk microphones

Audio for Computer

---

#### Electrical - Marriott Marquis San Diego

**Ready By:**

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

Note

(10) Power Strips

---

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

**Ready By:**

**Monday, November 5, 2018 @ 7:30 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 - Marriott Marquis San Diego

**Ready By:**  
**Monday, November 5, 2018 @ 8:00 AM**

Note

Harbor Breakfast Buffet @\$53++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)  
Flaky Mini Croissants (V)  
Selection of Kellogg's® and Kashi® Breakfast Cereals served with Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain Yogurt (V)  
served with Honey House Made Granola and Gluten Free Granola  
Cage Free Scrambled Eggs (V, GF)  
Chocolate Brioche French Toast, Strawberry Mascarpone, topped with Bourbon Sauce and Chopped Almonds (V)  
Maple Black Pepper Thick Cut Bacon (GF, DF)  
Turkey Maple Sausage Links (GF, DF)  
Hash Brown Potatoes  
Starbucks® Coffee and Tea Service

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

**Monday, November 5, 2018**  
**10:00 AM - 11:00 AM**  
**eNeuro Advisory Board**  
**Marriott Marquis San Diego: La Costa**

---

**Function Type:** Meeting  
**Estimated Attendance:** 10  
**Room Set:** Conference

**Cost Center:** J-SP451-J804  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

---

---

**Contacts**

---

**Contact:** Kara O'Leary

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---

**Logistics**

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**Setup - Marriott Marquis San Diego**

**Ready By:**

**Monday, November 5, 2018 @ 9:00 AM**

**Note**

Set conference style for (10)  
(1) Easel outside the room

---

**Food And Beverage - Marriott Marquis San Diego**

**Ready By:**

**Monday, November 5, 2018 @ 9:30 AM**

**Note**

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

**Monday, November 5, 2018**

**10:30 AM - 1:00 PM**

**Global Membership Committee**

**Marriott Marquis San Diego: Marina Ballroom F**

---

**Function Type:** Meeting

**Estimated Attendance:** 18

**Room Set:** U - Shape

**Cost Center:** A-MP200-M406

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

---

### Contacts

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**Contact:** Prachi Sharma

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 9:30 AM**

Note

Set U Shape for (22), no more than 2 per 6' table  
(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 9:30 AM**

Note

(9) Push-to-Talk microphones - 1 per 2 people  
(1) Screen  
(1) Data Projector with Cart

---

#### Electrical - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 9:30 AM**

Note

(6) power strips

---

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

**Ready By:**

**Monday, November 5, 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 - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 10:00 AM**

Note

Beverage Station to be ready by 10:00AM

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

Chilled Bottled Water @ \$6.50++ each, charged on consumption.

1 Gallon Coffee @ \$115.00++ per gallon

1 Gallon Decaf @ \$115.00++ per gallon

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

Lunch Ready at 11:30AM

Chophouse Buffet @ \$70++ per person

Assorted Luncheon Rolls with Whipped Butter

Mushroom Soup with Croutons (V)

Chopped Wedge Salad Croutons, Blue Cheese Crumble, Bacon,  
Tomato, Thousand Island Dressing

Vegetarian Niçoise Salad (GF, DF) Potatoes, Cage Free Hard  
Boiled Eggs, Olives, Artichoke Heart, Edamame, Roasted  
Tomatoes, Arugula, Spinach

French Beans and Red Wine Vinaigrette

Braised Short Rib (GF, DF) Red Wine Reduction, Fine Herb  
Lemon Cipollini Onion

All Natural Turkey Casserole with Root Vegetables, Creamy  
Chicken Veloute, and Puff Pastry Bites

Black Cod Crusted (GF) with Dungeness Crab Meat, Lobster  
Sauce

Herb Roasted Fingerling Potatoes, Pearl Onions (GF, VG, DF)

Honey Glazed Carrots (GF, V, DF)

Double Chocolate Fudge Cake (V)

Lemon Meringue Tarts (V)

Iced Tea

Starbucks® Coffee and Tea Service

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

**Monday, November 5, 2018**

**11:00 AM - 11:15 AM**

**Past Presidents' Photo**

**Marriott Marquis San Diego: Balboa**

---

**Function Type:** Other

**Estimated Attendance:** 35

**Cost Center:** A-OD200-A140-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## Contacts

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**Contact:** Chelsea Jaetzold

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 10:00 AM**

Note

(1) 8'x24'x16" skirted riser against wall with steps on both sides of riser.

(25) Chairs. Set (10) on riser and (10) on floor in front of the riser.

(5) to the side.

(1) easel



**Monday, November 5, 2018**

**11:00 AM - 6:45 PM**

**Setup for Music Social**

**Marriott Marquis San Diego: Bayside**

---

**Function Type:** Social

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Alexis Martin

---

### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

**Note**

As set on Monday, November 5 at 6:45 p.m.

**Monday, November 5, 2018**

**11:15 AM - 12:45 PM**

**Past Presidents' Luncheon**

**Marriott Marquis San Diego: Marina Ballroom D**

---

**Function Type:** Meeting

**Estimated Attendance:** 30

**Room Set:** Hollow Square

**Cost Center:** A-OD200-A140-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## Contacts

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**Contact:** Chelsea Jaetzold

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 10:15 AM**

Note

VIP Event

Note: Please use VIP chairs provided by The Expo Group

Set Hollow Square for (30), no more than 2 per 6' Table

(1) Easel outside the room

(1) 6' Registration Table outside the room

(1) 6' table for audio tech

---

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

**Ready By:**

**Monday, November 5, 2018 @ 10:15 AM**

Note

(15) Push-to-Talk Table Microphones, 1 per 2 people

(1) Sound Operator 10:45AM-1:15PM

---

### Electrical - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 10:15 AM**

Note

(10) Power Strips - 1 per 4 people

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 10:45 AM**

Note

VIP Event

Plated Lunch @ \$63++ per person

-Local Garden Lettuce with Roasted Tomatoes, Cucumber, Carrot, Fennel and Herb Vinaigrette (GF, VG, DF)

-Roasted Jidori Chicken Breast (GF, DF)

Truffle and Wild Mushroom Risotto Cake, Honey Glazed Carrots, served with Mushroom Marsala Sauce

-Lemon Curd, Local Organic Berries, Toasted Meringue, Whipped Cream, Home Made Buttery Tart Crisp, Lemon Thyme (V)

Note: All sauces, dressings and mayo on the side.

Beverage Service

To remain set for the entire meeting and refreshed as necessary, charge only for beverages not included with meals.

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

Chilled Bottled Water @ \$6.50++ each, charged on consumption.

Estancia 2014 Chardonnay @ \$52.00++ per bottle

Seven Falls 2013 Cabernet Sauvignon @ \$52.00++ per bottle

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

**Monday, November 5, 2018**

**12:00 PM - 3:00 PM**

**Scientific Publications Committee Meeting**

**Marriott Marquis San Diego: Marina Ballroom E**

---

**Function Type:** Meeting

**Estimated Attendance:** 19

**Room Set:** U - Shape

**Cost Center:** J-SP801

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Eric Hoffmaster

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Set U Shape for (24), 2 per 6'  
(1) Easel outside of room

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

**Ready By:**

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

Note

(12) Push to Talk Microphones, 1 per 2 people  
(1) Data/Video projector.  
(1) Screen

---

#### Electrical - Marriott Marquis San Diego

**Ready By:**

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

Note

(8) Power Strips

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 11:30 AM**

Note

Chophouse Buffet @ \$70++ per person  
Assorted Luncheon Rolls with Whipped Butter  
Mushroom Soup with Croutons (V)  
Chopped Wedge Salad Croutons, Blue Cheese Crumble, Bacon,  
Tomato, Thousand Island Dressing  
Vegetarian Niçoise Salad (GF, DF) Potatoes, Cage Free Hard  
Boiled Eggs, Olives, Artichoke Heart, Edamame, Roasted  
Tomatoes, Arugula, Spinach  
French Beans and Red Wine Vinaigrette  
Braised Short Rib (GF, DF) Red Wine Reduction, Fine Herb  
Lemon Cipollini Onion  
All Natural Turkey Casserole with Root Vegetables, Creamy  
Chicken Veloute, and Puff Pastry Bites  
Black Cod Crusted (GF) with Dungeness Crab Meat, Lobster  
Sauce  
Herb Roasted Fingerling Potatoes, Pearl Onions (GF, VG, DF)

Honey Glazed Carrots (GF, V, DF)  
Double Chocolate Fudge Cake (V)  
Lemon Meringue Tarts (V)  
Iced Tea  
Starbucks® Coffee and Tea Service

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

**Monday, November 5, 2018**

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

**SfN / IBRO Meeting**

**Marriott Marquis San Diego: Cardiff**

---

**Function Type:** Meeting

**Estimated Attendance:** 12

**Room Set:** Conference

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Cashen Almstead

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 12:00 PM**

Note

Set Conference for (14) - no more than 2 per 6' table.  
(1) Easel

---

#### Electrical - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 12:00 PM**

Note

(4) Power Strips

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 12:30 PM**

Note

Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on consumption.  
Chilled Bottled Water @ \$6.50++ each, charged on consumption.  
(1) dozen freshly baked cookies @ \$95.00++ per dozen

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

**Monday, November 5, 2018**  
**2:00 PM - 3:00 PM**  
**NSP Advisory Board**  
**Marriott Marquis San Diego: La Costa**

---

**Function Type:** Meeting  
**Estimated Attendance:** 13  
**Room Set:** Conference

**Cost Center:** G-MP300-G305  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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**Contacts**

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**Contact:** Cashen Almstead

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**Logistics**

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**Setup - Marriott Marquis San Diego**

**Ready By:** Note  
**Monday, November 5, 2018 @ 1:00 PM** Set conference style for (16); 2 per 6'  
(1) Easel outside the room

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

**Ready By:** Note  
**Monday, November 5, 2018 @ 1:00 PM** (1) Screen  
(1) Data Projector with Cart  
Audio for the Computer

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

**Ready By:** Note  
**Monday, November 5, 2018 @ 1:00 PM** (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:** Note  
**Monday, November 5, 2018 @ 1:30 PM** 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  
(2) Dozen Cookies @ \$95.00++ per dozen

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

**Monday, November 5, 2018**

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

**Automated Preparation and Sorting of Viable Neurons from Adult Mouse Brain for Functional Assays**

**Marriott Marquis San Diego: Torrey Pines 1, Torrey Pines 2, Torrey Pines 3**

---

**Function Type:** Satellite  
**Estimated Attendance:** 100

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

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Irina Edwards  
**Organizer Email:** irinae@miltenyibiotec.com

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### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

***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**

**6:45 PM - 8:45 PM**

**Behavioral Neuroendocrinology Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #5**

---

**Function Type:** Social

**Estimated Attendance:** 150

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

**Contact:** Alexis Martin

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

Reception style for (150), scattered cocktail rounds with seating.  
(1) Podium

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

(1) Screen  
(1) Data Projector w/cart  
(1) Floor Microphone  
(1) Podium Microphone

---

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

**Ready By:**

**Monday, November 5, 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:**

**Monday, November 5, 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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Cerebellum Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #9**

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**Function Type:** Social

**Estimated Attendance:** 150

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

Reception style for (150), scattered cocktail rounds with seating.  
(1) Skirted 6' head table with (2) chairs on riser

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

(1) Screen  
(1) Data Projector w/cart  
(1) Floor Microphone  
(1) Head Table Microphone  
(1) Audio for Computer  
Chairperson bringing own laptop

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Chapters Workshop & Reception**

**Marriott Marquis San Diego: San Diego Ballroom A**

---

**Function Type:** Reception  
**Estimated Attendance:** 100  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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### Contacts

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**Contact:** Prachi Sharma

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

See Diagram

- (11) Banquet Rounds of 10
  - (1) Standing lectern on a riser.
  - (1) Registration table at entrance with (3) chairs
  - (1) easel at entrance of room
- 

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

- (1) Lectern Microphone
  - (1) Data Projector
  - (1) Screen
  - (1) Remote Slide Advancer
- 

#### Electrical - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

- (1) Power Strip at registration table
- 

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

**Ready By:**

**Monday, November 5, 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:**

**Monday, November 5, 2018 @ 6:15 PM**

Note

- (1) Hosted Bar:
  - Imported & Premium Beer @ \$8.25++ each
  - Domestic Beer @ \$7.50++ each
  - Deluxe Wine by the Glass @ \$11.00++ each
  - Water @ \$6.50++ each

Soft Drinks by the Glass @ \$6.50++ each

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

Farm to Table Vegetables Display for (25) @ \$20++ per person  
Local Seasonal Vegetable Display, served with Avocado Ranch, Black Bean Hummus, Kalamata Tapenade, San Marzano Tomato Jam, Chili Marinated Olives, Boursin Cheese Spread.

Cheese and Charcuterie Display for (25) @ \$25++ per person  
Assorted Cured Meats, accompanied with Lavash, Artisan Bread, Flat Bread, Gluten Free Raisin Crisp Crackers, Pickled Vegetables, Fresh Berries, Grain Mustards, Marcona Almonds, Hummus

Pasta Station served with Garlic Bread for (60) @ \$30.00++ per person  
Bucatini Pasta, Rock Shrimp, Confit Tomato, Pearl Onions, Crispy Capers, San Marzano Tomato Sauce  
Braised Short Rib Waygu with Wild Mushrooms  
Cavatelli Pasta with Red Wine Reduction, Truffle Shaving and San Joaquin Cheese  
Penne Pasta, Basil Pesto Cream Sauce, Sundried Tomatoes, Portobello Mushrooms, Lemon Ricotta, Sweet Peas

Mexico City Street Fare for (60) @ \$29++ per person  
Arrachera Grilled Carne Asada and Anchiote-Citrus Grilled Chicken Poblano and Potato Cheese Empanada (V)  
Mini Cheese Quesadillas  
Served with Roasted Tomato-Guajilla Salsa, Pico de Gallo, Guacamole, Lime Wedges, Queso Fresco, Warm Flour and Corn Tortillas

(2) Citrus & Herb Marinated All Natural Roasted Turkey Breast @ \$700++ each  
Rosemary Gravy, Pomme Purée

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

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Down Syndrome: From Neurobiology to Treatment Social  
Marriott Marquis San Diego: Marriott Grand Blrm #2**

---

**Function Type:** Social  
**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134  
**Billing Group:** SfN Master  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

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**Contacts**

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**Contact:** Alexis Martin

---

**Logistics**

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**Setup - Marriott Marquis San Diego**

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

**Note**

Set theater in the front for (100).  
Set the rear of room reception style, scattered cocktail rounds with seating.  
(1) Skirted head table with (2) chairs.  
(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

**Note**

(1) Screen  
(1) Data Projector w/cart  
(1) Laser pointer  
(2) Floor Microphones  
(1) Head Table Microphone

---

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

**Ready By:**

**Monday, November 5, 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:**

**Monday, November 5, 2018 @ 6:15 PM**

**Note**

Veggie Trays for (32) @ \$12.00++ per person.  
Assorted dry snacks for (87) @ \$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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Epilepsy Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #12, Marriott Grand Blrm #13**

---

**Function Type:** Social

**Estimated Attendance:** 150

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

Reception style for (150), scattered cocktail rounds with seating.  
(1) Podium

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

(1) Screen  
(1) Data Projector w/cart  
(1) Laser pointer  
(1) Floor Microphone  
(1) Podium microphone  
Chairperson bringing own laptop

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Hippocampus Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #8**

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**Function Type:** Social

**Estimated Attendance:** 200

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

Reception style for (200), scattered cocktail rounds with seating.  
(1) Skirted head table with (6) chairs on a riser

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

(1) Screen  
(1) Data Projector w/cart  
(1) Laser pointer  
(1) Floor Microphone  
(3) Head Table Microphones  
(1) Audio for Computer  
Chairperson bringing own laptop

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 6:15 PM**

Note

Veggie Trays for (65) @ \$12.00++ per person.  
Assorted dry snacks for (172) @ \$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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Ingestive Behavioral Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #1**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

(1) Audio for Presentation

(2) Floor Microphones

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.

Assorted dry snacks for (87) @ \$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 (10) socials on Monday.



**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Marmoset Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #3, Marriott Grand Blrm #4**

---

**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

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

Reception style for (150), scattered cocktail rounds with seating.  
(1) Skirted head table with (6) chairs on a riser

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

(1) Screen  
(1) Data Projector w/cart  
(1) Floor Microphone  
(1) Laser Pointer  
(3) Head Table Microphones  
(1) Audio for computer  
Chairperson bringing own laptop

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Migraine Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #6**

---

**Function Type:** Social

**Estimated Attendance:** 200

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

Set theater in the front for (200).

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

(1) Skirted head table with (7) chairs on a riser

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

(1) Floor Microphone

(3) Head Table Microphones

(1) Audio for computer

Chairperson bringing own laptop

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 6:15 PM**

Note

Veggie Trays for (65) @ \$12.00++ per person.

Assorted dry snacks for (172) @ \$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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Music Social**

**Marriott Marquis San Diego: Bayside**

---

**Function Type:** Social

**Estimated Attendance:** 150

**Room Set:** Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### General Notes - SfN

**Ready By:**

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

**Note**

Drum set to be delivered – place near piano at the front of the room.

Additional equipment requested: (Pending Steph review)

Electric guitar, stand, amplifier, power and patch cords.

Bass guitar, stand, amplifier, power and patch cords.

Acoustic guitar, stand with a Di box to go into the amplifiers, power and patch cords.

Accessories:

Spare strings for the guitars, guitar straps, (1 or 2) free-standing music stands.

Delivered by 3 p.m. and ready for pick-up at 9 p.m.

---

### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

**Note**

Café style for (150) people with scattered cocktail rounds and seating.

Short stage 12' x 24' x 12" Add 16'x4' one piece of riser to front of stage to create a "T".

One small table in front of center stage for mixer and sound person.

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

**Note**

(2) Stage monitors

(2) Mackie sm 350 powered speakers

12 Channel mixer board with small EQ (in front of the stage)

(3) Floor microphones for vocals

(1) Floor microphone on a boom for instruments stage monitors

(1) Boom microphone for piano

(1) Easel

Onsite sound tech to control the mixing board and maintain appropriate sound levels

---

## Electrical - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

30 amp of electricity  
2 power strips stage left  
2 power strips stage right  
2 power strips stage front

---

## Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 6:15 PM**

Note

(1) Cash bar to be located in rear of room. Open bar at 6:30 PM and close at 8:45 PM.

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

Cash Bar Prices:

Wine @ \$9.50 per drink (\$8.00 to attendees, \$1.50++ to Master)

Imported Beer @ \$8.00 per drink (\$6.00 to attendees, \$2.00++ to Master)

Domestic Beer @ \$6.50 per drink (\$5.00 to attendees, \$1.50++ to Master)

Assorted Soft Drinks @ \$6.00 per bottle on consumption, (\$4.00 to attendees, \$2.00++ to Master)

Bottled Water @ \$6.00 per bottle on consumption, (\$4.00 to attendees, \$2.00++ to Master)

Note: Organizers of the social are supplied with a limited number of drink tickets to obtain beverages from the cash bar without cost. Samples of the tickets will be provided.

Charge these tickets to the Society's Master Account.

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

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

Assorted dry snacks for (127) 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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**Psychopharmacology Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #10, Marriott Grand Blrm #11**

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**Function Type:** Social

**Estimated Attendance:** 150

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

Reception style for (150), scattered cocktail rounds with seating.

(1) Easel

---

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

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

Note

(2) Floor Microphones

(1) Audio connection requested for chairperson's Laptop to play music.

Chairperson will bring own laptop

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 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 (10) socials on Monday.

**Monday, November 5, 2018**

**6:45 PM - 8:45 PM**

**SfN Sponsored Social Bars**

**Marriott Marquis San Diego: Marriott Grand Foyer**

---

**Function Type:** Social

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Alexis Martin

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### Logistics

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 5, 2018 @ 5:45 PM**

**Note**

As set on Sunday, November 4.

(3) Double cash bars set in the Marriott Grand Foyer for the socials assigned to the Marriott Grand Ballroom. All bars must accept credit cards.

Open bars at 6:30 PM and close bars at 8:45 PM.

Cash Bar Prices:

Wine @ \$9.50 per drink (\$8.00 to attendees, \$1.50++ to Master)

Imported Beer @ \$8.00 per drink (\$6.00 to attendees, \$2.00++ to Master)

Domestic Beer @ \$6.50 per drink (\$5.00 to attendees, \$1.50++ to Master)

Assorted Soft Drinks @ \$6.00 per bottle on consumption, (\$4.00 to attendees, \$2.00++ to Master)

Bottled Water @ \$6.00 per bottle on consumption, (\$4.00 to attendees, \$2.00++ to Master)

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

NOTE: Organizers of this social are supplied with a limited number of drink tickets to obtain beverages from the cash bar without cost.

Samples of the tickets will be provided. Charge these tickets to the Society Master Account.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening.

**Monday, November 5, 2018**

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

**Awards & Prizes Recipients Reception**

**Marriott Marquis San Diego: Marina Ballroom G**

**Function Type:** Reception  
**Estimated Attendance:** 400  
**Room Set:** Reception

**Cost Center:** A-OD200-XXXX-UR  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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### Contacts

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**Contact:** Chelsea Jaetzold

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### Logistics

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#### General Notes - SfN

**Ready By:**

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

**Note**

Evenly split between cost centers: z201, z202, z203, z204, z205, z206, z207, z208, z209, z210, z211, z212, z213, z214, z215, z216, z218.

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

**Note**

Set Reception Style with scattered cocktail rounds.  
(1) Standing lectern on a riser.  
(1) easel

---

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

**Ready By:**

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

**Note**

(1) Lectern Microphone

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

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

**Note**

NOTE: Do not open doors prior to start time or extend the bar past 8:00 without approval from Dawn Keane only.

(3) Hosted Bar:

Imported & Premium Beer @ \$8.25++ each

Domestic Beer @ \$7.50++ each

Deluxe Wine by the Glass @ \$11.00++ each

Water @ \$6.50++ each

Soft Drinks by the Glass @ \$6.50++ each

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

Farm to Table Vegetables Display for (75) @ \$20++ per person  
Local Seasonal Vegetable Display, served with Avocado Ranch,

Black Bean Hummus, Kalamata Tapenade, San Marzano Tomato Jam, Chili Marinated Olives, Boursin Cheese Spread.

Cheese and Charcuterie Display for (75) @ \$25++ per person  
Assorted Cured Meats, accompanied with Lavash, Artisan Bread, Flat Bread, Gluten Free Raisin Crisp Crackers, Pickled Vegetables, Fresh Berries, Grain Mustards, Marcona Almonds, Hummus

Pasta Station served with Garlic Bread for (200) @ \$30.00++ per person  
Bucatini Pasta, Rock Shrimp, Confit Tomato, Pearl Onions, Crispy Capers, San Marzano Tomato Sauce  
Braised Short Rib Waygu with Wild Mushrooms  
Cavatelli Pasta with Red Wine Reduction, Truffle Shaving and San Joaquin Cheese  
Penne Pasta, Basil Pesto Cream Sauce, Sundried Tomatoes, Portobello Mushrooms, Lemon Ricotta, Sweet Peas

Mexico City Street Fare for (200) @ \$29++ per person  
Arrachera Grilled Carne Asada and Anchiote-Citrus Grilled Chicken Poblano and Potato Cheese Empanada (V)  
Mini Cheese Quesadillas  
Served with Roasted Tomato-Guajilla Salsa, Pico de Gallo, Guacamole, Lime Wedges, Queso Fresco, Warm Flour and Corn Tortillas

(5) Citrus & Herb Marinated All Natural Roasted Turkey Breast @ \$700++ each  
Rosemary Gravy, Pomme Purée

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



**Monday, November 5, 2018**

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

**Diversity Reception**

**Marriott Marquis San Diego: Marina Ballroom F**

**Function Type:** Reception  
**Estimated Attendance:** 225  
**Room Set:** Reception

**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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### Contacts

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**Contact:** Cashen Almstead

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Set Reception Style for (225) with scattered cocktail rounds.

(1) Standing Lectern on Riser

(1) Easel

(1) Materials Table

(1) Registration Table with 3 chairs

---

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

**Ready By:**

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

Note

(1) Lectern Microphone

(1) Screen

(1) Data Projector with Cart

Audio for the Computer

---

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

**Ready By:**

**Monday, November 5, 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 - Marriott Marquis San Diego

**Ready By:**

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

Note

NOTE: Do not open doors prior to start time or extend the bar past 8:00 without approval from Dawn Keane only.

(2) Hosted Bar:

Imported & Premium Beer @ \$8.25++ each

Domestic Beer @ \$7.50++ each

Deluxe Wine by the Glass @ \$11.00++ each

Water @ \$6.50++ each

Soft Drinks by the Glass @ \$6.50++ each

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

attendees.

Farm to Table Vegetables Display for (75) @ \$20++ per person  
Local Seasonal Vegetable Display, served with Avocado Ranch,  
Black Bean Hummus, Kalamata Tapenade, San Marzano Tomato  
Jam, Chili Marinated Olives, Boursin Cheese Spread.

Cheese and Charcuterie Display for (75) @ \$25++ per person  
Assorted Cured Meats, accompanied with Lavash, Artisan Bread,  
Flat Bread, Gluten Free Raisin Crisp Crackers, Pickled Vegetables,  
Fresh Berries, Grain Mustards, Marcona Almonds, Hummus

Pasta Station served for (125) @ \$30.00++ per person  
Bucatini Pasta, Rock Shrimp, Crispy Capers, San Marzano Tomato  
Sauce  
Braised Short Rib Wagyu with Wild Mushrooms  
Cavatelli Pasta with Red Wine Reduction, Truffle Shaving and San  
Joaquin Cheese  
Penne Pasta, Basil Pesto Cream Sauce, Sundried Tomatoes,  
Portobello Mushrooms, Lemon Ricotta, Sweet Peas

Mexico City Street Fare for (125) @ \$29++ per person  
Arrachera Grilled Carne Asada and Anchoite-Citrus Grilled Chicken  
Poblano and Potato Cheese Empanada (V)  
Mini Cheese Quesadillas  
Served with Roasted Tomato-Guajilla Salsa, Pico de Gallo,  
Guacamole, Lime Wedges, Queso Fresco, Warm Flour and Corn  
Tortillas

(4) Citrus & Herb Marinated Roasted Turkey Breast @ \$700++ each  
Rosemary Gravy, Pomme Purée

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

**Monday, November 5, 2018**

**8:30 PM - 10:30 PM**

**Dr. Haganir's Lab Reception**

**Marriott Marquis San Diego: Dr. Haganir's Suite**

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**Function Type:** Reception

**Room Set:** Reception

**Cost Center:** A-MO200-A702-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### **Contacts**

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**Contact:** Chelsea Jaetzold

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**

**Monday, November 5, 2018 @ 8:00 PM**

Note

Reception to be catered by an outside company. Information to follow.

**Tuesday, November 6, 2018**

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

**AIS Storage**

**Marriott Marquis San Diego: Marriott Grand - Registration Desk East**

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**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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### **Contacts**

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**Contact:** Eric Berry

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### **Logistics**

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**Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Friday, November 2

**Tuesday, November 6, 2018**

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

**AIS Storage**

**Marriott Marquis San Diego: Del Mar**

---

**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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### **Contacts**

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**Contact:** Eric Berry

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Friday, November 2

**Tuesday, November 6, 2018**

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

**Council Office**

**Marriott Marquis San Diego: Mission Hills**

---

**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### **Contacts**

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**Contact:** Chelsea Jaetzold

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

Room to remain as set on Thursday, Nov. 1 for entire meeting.  
SfN staff will require 24 hour access.

**Tuesday, November 6, 2018**

**6:30 AM - 7:30 AM**

**Yoga Class: Flow and Meditate @ SfN**

**Marriott Marquis San Diego: Marriott Grand Foyer**

---

**Function Type:** Other

**Estimated Attendance:** 90

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Alexander Vicentic

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Sunday, November 4.

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

**Ready By:**

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

Note

As set on Sunday, November 4.

**Tuesday, November 6, 2018**

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

**Committee on Committees**

**Marriott Marquis San Diego: Torrey Pines 1, Torrey Pines 2, Torrey Pines 3**

---

**Function Type:** Meeting  
**Estimated Attendance:** 20

**Cost Center:** A-OD200-M852-UR  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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### Contacts

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**Contact:** Chelsea Jaetzold

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Set U-shape for (24); 2 per 6'  
(1) 6' table for audio tech  
(1) Easel

---

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

**Ready By:**

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

Note

(12) Push-to-Talk Table Microphones, 1 per 2 people  
(1) Switcher  
(2) Data/video projectors  
Audio for the Computers  
(2) Screens

\*Projecting 2 images at the same time from two different laptops.

---

#### Electrical - Marriott Marquis San Diego

**Ready By:**

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

Note

(8) Power Strips

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#### Telecom - Marriott Marquis San Diego

**Ready By:**

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

Note

(2) Wired Internet Connections

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 7:00 AM**

Note

Harbor Breakfast Buffet @\$53++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)



Flaky Mini Croissants (V)  
Selection of Kellogg's® and Kashi® Breakfast Cereals served with  
Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain  
Yogurt (V)  
served with Honey House Made Granola and Gluten Free Granola  
Cage Free Scrambled Eggs (V, GF)  
Chocolate Brioche French Toast, Strawberry Mascarpone, topped  
with Bourbon Sauce and Chopped Almonds (V)  
Maple Black Pepper Thick Cut Bacon (GF, DF)  
Turkey Maple Sausage Links (GF, DF)  
Hash Brown Potatoes  
Starbucks® Coffee and Tea Service

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

**Tuesday, November 6, 2018**

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

**Public Education and Communications Committee**

**Marriott Marquis San Diego: Marina Ballroom E**

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**Function Type:** Meeting

**Estimated Attendance:** 30

**Room Set:** U - Shape

**Cost Center:** A-MC200-M652

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Hannah Nelson

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

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

Note

Set U Shape for (32) - 2 per 6'  
(1) Easel

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

**Ready By:**

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

Note

(16) Table Microphones - push to talk  
(1) Screen  
(1) Data Projector  
(1) Laser Pointer

---

#### Electrical - Marriott Marquis San Diego

**Ready By:**

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

Note

(10) Power Strips

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

**Ready By:**

**Tuesday, November 6, 2018 @ 6:30 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.

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#### Food And Beverage - San Diego Convention Center

**Ready By:**

**Tuesday, November 6, 2018 @ 7:00 AM**

Note

Harbor Breakfast Buffet @\$53++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)  
Flaky Mini Croissants (V)  
Selection of Kellogg's® and Kashi® Breakfast Cereals served with

Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain  
Yogurt (V)  
served with Honey House Made Granola and Gluten Free Granola  
Cage Free Scrambled Eggs (V, GF)  
Chocolate Brioche French Toast, Strawberry Mascarpone, topped  
with Bourbon Sauce and Chopped Almonds (V)  
Maple Black Pepper Thick Cut Bacon (GF, DF)  
Turkey Maple Sausage Links (GF, DF)  
Hash Brown Potatoes  
Starbucks® Coffee and Tea Service

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

**Tuesday, November 6, 2018**

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

**FENS / SfN Leadership Meeting**

**Marriott Marquis San Diego: Cardiff**

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**Function Type:** Meeting

**Estimated Attendance:** 16

**Room Set:** Hollow Square

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## Contacts

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**Contact:** Cashen Almstead

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 7:00 AM**

Note

Set Hollow Square for (16); 2 per 6'

(1) Easel

(1) Wastebasket

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 7:30 AM**

Note

Harbor Breakfast Buffet @\$53++ per person

Fresh Orange Juice

Grapefruit, Apple and Cranberry Juice

Seasonal Fruit and Berries (VG, DF, GF)

Assorted Seasonal Breakfast Pastries (V)

Flaky Mini Croissants (V)

Selection of Kellogg's® and Kashi® Breakfast Cereals served with Whole, 2%, and Non-Fat Milk (V)

Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain Yogurt (V)

served with Honey House Made Granola and Gluten Free Granola Cage Free Scrambled Eggs (V, GF)

Chocolate Brioche French Toast, Strawberry Mascarpone, topped with Bourbon Sauce and Chopped Almonds (V)

Maple Black Pepper Thick Cut Bacon (GF, DF)

Turkey Maple Sausage Links (GF, DF)

Hash Brown Potatoes

Starbucks® Coffee and Tea Service

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

**Tuesday, November 6, 2018**

**8:45 AM - 11:45 AM**

**Finance Committee Meeting**

**Marriott Marquis San Diego: Marina Ballroom D**

---

**Function Type:** Meeting

**Estimated Attendance:** 25

**Room Set:** U - Shape

**Cost Center:** G-FI200-M251-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Cori Spencer

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 7:45 AM**

Note

Set U Shape for (26); 2 per 6'

(1) 6' table for audio tech

(1) Easel

---

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

**Ready By:**

**Tuesday, November 6, 2018 @ 7:45 AM**

Note

(1) Screen

(1) Data Projector with Cart

(14) Push-to-Talk Table Microphones

(1) Gentner Box

---

#### Electrical - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 7:45 AM**

Note

(7) Power Strips

---

#### Telecom - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 7:45 AM**

Note

(1) Phone Line - Please route it through the microphone system

---

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

**Ready By:**

**Tuesday, November 6, 2018 @ 7:45 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 - Marriott Marquis San Diego

**Ready By:**  
**Tuesday, November 6, 2018 @ 8:15 AM**

Note

Euro Continental Breakfast @ \$44.00++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)  
Flaky Mini Croissants (V)  
Assorted Local Bagels with Toaster Station (V)  
Strawberry and Plain Whipped Cream Cheese  
Preserves, Peanut Butter, Honey, and Butter  
Selection of Kellogg's® and Kashi® Breakfast Cereals served with  
Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurts and Non-Fat Plain  
Yogurts with (V)  
Honey Baked House Made Granola and Gluten Free Granola  
Assorted Artisan Cheeses and Charcuterie Meats  
Starbucks® Coffee and Tea Service

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

**Tuesday, November 6, 2018**

**11:00 AM - 2:00 PM**

**Program Committee Meeting**

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

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**Function Type:** Meeting

**Estimated Attendance:** 80

**Cost Center:** A-MA200-M751

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Kyle Hayden

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

**Tuesday, November 6, 2018 @ 7:00 AM**

Note

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.

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## 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

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## 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**

**1:30 PM - 3:00 PM**

**Member Engagement Cluster**

**Marriott Marquis San Diego: Cardiff**

---

**Function Type:** Meeting

**Estimated Attendance:** 7

**Room Set:** Conference

**Cost Center:** A-MP200M406

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Prachi Sharma

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 12:30 PM**

Note

Set Conference for (10) - no more than 2 per 6' table.

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#### Electrical - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 12:30 PM**

Note

(3) Power Strips

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 1:00 PM**

Note

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) Dozen Cookies @ \$95.00++ per dozen

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

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**Tuesday, November 6, 2018**

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

**East Meets West SCGB Postdoc Meeting at SFN**

**Marriott Marquis San Diego: Coronado, Coronado Terrace**

---

**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Kim Scobie

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

---

### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Tuesday, November 6, 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.

**Tuesday, November 6, 2018**

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

**Renovo Neural Happy Hour**

**Marriott Marquis San Diego: Torrey Pines 1, Torrey Pines 2**

---

**Function Type:** Satellite

**Estimated Attendance:** 30

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Allison Trouten

**Organizer Email:** atrouten@renovoneural.com

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### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Tuesday, November 6, 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.

**Tuesday, November 6, 2018**

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

**The Science Bridge and Middle Eastern Neuroscientists Social**

**Marriott Marquis San Diego: Rancho Santa Fe 1, Rancho Santa Fe 2**

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**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Nelly Alia-Klein

**Organizer Email:** nelly.alia-klein@mssm.edu

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### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Tuesday, November 6, 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.

**Tuesday, November 6, 2018**

**6:45 PM - 8:45 PM**

**Alzheimer's and Related Demetia Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #8**

---

**Function Type:** Social

**Estimated Attendance:** 150

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

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**Contact:** Alexis Martin

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (150), scattered cocktail rounds with seating.

(1) Easel

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#### 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**

**6:45 PM - 8:45 PM**

**Art and Neuroscience Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #5**

---

**Function Type:** Social

**Estimated Attendance:** 150

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

---

**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (150), scattered cocktail rounds with seating.  
(5) Skirted 6' tables for art display in rear of room.

(30) Easels in rear of room.

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### 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) Floor Microphone

---

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

**Ready By:**

**Tuesday, November 6, 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:**

**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**

**6:45 PM - 8:45 PM**

**Computational Neuroscience Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #12**

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**Function Type:** Social

**Estimated Attendance:** 200

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (200), scattered cocktail rounds with seating.  
(1) Skirted registration table in rear of room for materials

(1) Easel

---

### 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 Projection  
(3) Floor Microphones  
Chairperson bringing own laptop

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### Telecom - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

(1) Internet Drop

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### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 6:15 PM**

Note

Veggie Trays for (65) @ \$12.00++ per person.  
Assorted dry snacks for (172) @ \$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**

**6:45 PM - 8:45 PM**

**Eye Movements Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #4**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

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**Contact:** Alexis Martin

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.

(1) Lectern

(1) Easel

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#### 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) Chairperson bringing own laptop

---

#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.

Assorted dry snacks for (87) @ \$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**

**6:45 PM - 8:45 PM**

**Global Neuroscience Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #13**

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**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Set theater in the front for (100).

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

(1) Skirted head table with (6) chairs.

(1) Easel

---

### 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

(3) Floor Microphones

(3) Head Table Microphones

Chairperson bringing own laptop

---

### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.

Assorted dry snacks for (87) @ \$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**

**6:45 PM - 8:45 PM**

**Mechanosensation Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #3**

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**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

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**Contact:** Alexis Martin

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.

(1) Easel

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.  
Assorted dry snacks for (87) @ \$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**

**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

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## Contacts

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**Contact:** Alexis Martin

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## Logistics

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### 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

---

### 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

---

### 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**

**6:45 PM - 8:45 PM**

**Neuroinformatics Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #11**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### Contacts

---

**Contact:** Alexis Martin

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.  
(1) Easel

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#### 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) Laser pointer  
(1) Audio for computer

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#### Telecom - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

(1) Wireless Internet Drop

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

**Ready By:**

**Tuesday, November 6, 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.

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.  
Assorted dry snacks for (87) @ \$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**

**6:45 PM - 8:45 PM**

**Neuron-Glia Interactions Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #9**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

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**Contact:** Alexis Martin

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### Logistics

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#### General Notes - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.  
(1) Skirted head table with (6) chairs.

(1) Easel

---

#### 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) Laser pointer  
(1) Floor Microphone  
(3) Head Table Microphones  
Chairperson bringing own laptop

---

#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.  
Assorted dry snacks for (87) @ \$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**

**6:45 PM - 8:45 PM**

**Open-Source Technology Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #10**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

## Contacts

---

**Contact:** Alexis Martin

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (100), scattered cocktail rounds with seating.  
(1) Skirted head table with (6) chairs.

(1) Easel

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### 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) Floor Microphone  
(3) Head Table Microphones

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### Telecom - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

(1) Wireless Internet Drop

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

**Ready By:**

**Tuesday, November 6, 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.

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### Food And Beverage - Marriott Marquis San Diego

**Ready By:**  
**Tuesday, November 6, 2018 @ 6:15 PM**

Note

Veggie Trays for (32) @ \$12.00++ per person.  
Assorted dry snacks for (87) @ \$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**

**6:45 PM - 8:45 PM**

**Pain and Itch Social**

**Marriott Marquis San Diego: Marriott Grand Blrm #1, Marriott Grand Blrm #2**

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**Function Type:** Social

**Estimated Attendance:** 150

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

---

**Contact:** Alexis Martin

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

Reception style for (150), scattered cocktail rounds with seating.

(1) Easel

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#### Audio/Visual - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

Note

(1) Floor Microphone

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#### 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**

**6:45 PM - 8:45 PM**

**SfN Sponsored Social Bars**

**Marriott Marquis San Diego: Marriott Grand Foyer**

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**Function Type:** Social

**Cost Center:** A-MA200-A134

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Alexis Martin

---

### **Logistics**

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#### **Food And Beverage - Marriott Marquis San Diego**

**Ready By:**

**Tuesday, November 6, 2018 @ 5:45 PM**

**Note**

As set on Sunday, November 4.

(3) Double cash bars set in the Marriott Grand Foyer for the socials assigned to the Marriott Grand Ballroom.

Open bars at 6:30 PM and close bars at 8:45 PM. All bars must accept credit cards.

**Cash Bar Prices:**

Wine @ \$9.50 per drink (\$8.00 to attendees, \$1.50++ to Master)

Imported Beer @ \$8.00 per drink (\$6.00 to attendees, \$2.00++ to Master)

Domestic Beer @ \$6.50 per drink (\$5.00 to attendees, \$1.50++ to Master)

Assorted Soft Drinks @ \$6.00 per bottle on consumption, (\$4.00 to attendees, \$2.00++ to Master)

Bottled Water @ \$6.00 per bottle on consumption, (\$4.00 to attendees, \$2.00++ to Master)

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

NOTE: Organizers of this social are supplied with a limited number of drink tickets to obtain beverages from the cash bar without cost.

Samples of the tickets will be provided. Charge these tickets to the Society Master Account.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening.

**Wednesday, November 7, 2018**

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

**AIS Storage**

**Marriott Marquis San Diego: Del Mar**

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**Function Type:** Office

**Room Set:** As Set

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

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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### **Contacts**

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**Contact:** Eric Berry

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### **Logistics**

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#### **Setup - Marriott Marquis San Diego**

**Ready By:**

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

Note

As set on Friday, November 2

**Wednesday, November 7, 2018**

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

**Council Office**

**Marriott Marquis San Diego: Mission Hills**

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**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## Contacts

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**Contact:** Chelsea Jaetzold

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Wednesday, November 7, 2018 @ 6:00 AM**

Note

Room to remain as set on Thursday, Nov. 1 for entire meeting.  
SfN staff will require 24 hour access.

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### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Wednesday, November 7, 2018 @ 7:30 AM**

Note

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.

Do Not Refresh Unless Requested

**Wednesday, November 7, 2018**  
**8:00 AM - 9:30 AM**  
**Public Outreach Cluster Meeting**  
**Marriott Marquis San Diego: Cardiff**

---

**Function Type:** Meeting  
**Estimated Attendance:** 11  
**Room Set:** Conference

**Cost Center:** A-AT200-M603-UR  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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### Contacts

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**Contact:** Michael Heintz

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**  
**Wednesday, November 7, 2018 @ 7:00 AM**

Note  
Set Conference for (12) - no more than 2 per 6' table.  
(1) Easel outside the room  
(1) Wastebasket

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**  
**Wednesday, November 7, 2018 @ 7:30 AM**

Note  
Euro Continental Breakfast @ \$44.00++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)  
Flaky Mini Croissants (V)  
Assorted Local Bagels with Toaster Station (V)  
Strawberry and Plain Whipped Cream Cheese  
Preserves, Peanut Butter, Honey, and Butter  
Selection of Kellogg's® and Kashi® Breakfast Cereals served  
with Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurts and Non-Fat Plain  
Yogurts with (V)  
Honey Baked House Made Granola and Gluten Free Granola  
Assorted Artisan Cheeses and Charcuterie Meats  
Starbucks® Coffee and Tea Service

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

**Wednesday, November 7, 2018**  
**10:00 AM - 11:30 AM**  
**Professional Development Cluster**  
**Marriott Marquis San Diego: Balboa**

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**Function Type:** Meeting  
**Estimated Attendance:** 10  
**Room Set:** Conference

**Cost Center:** G-MP200-M457  
**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes

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### Contacts

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**Contact:** Kelsey King

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**  
**Wednesday, November 7, 2018 @ 9:00 AM**

Note  
Set Conference for (12), no more than 2 per 6' Table  
(1) Easel outside the room  
(1) Wastebasket

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**  
**Wednesday, November 7, 2018 @ 9:30 AM**

Note  
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) Dozen Assorted Breakfast Breads @ \$95.00++ per dozen  
Freshly Baked Danish Pastries, Muffins and Freshly Baked Nut Breads

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

**Wednesday, November 7, 2018**

**11:00 AM - 5:30 PM**

**The U.S.-Japan Brain Research Cooperative Program (BRCP) Joint Committee  
Review Meeting**

**Marriott Marquis San Diego: La Costa**

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**Function Type:** Satellite

**Estimated Attendance:** 20

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Diedra Prophet

**Organizer Email:** imdiedra@gmail.com

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### **Logistics**

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#### **General Notes - Marriott Marquis San Diego**

**Ready By:**

**Wednesday, November 7, 2018 @ 10:00 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.

**Wednesday, November 7, 2018**

**11:30 AM - 6:00 PM**

**Council Meeting**

**Marriott Marquis San Diego: Marina Ballroom D**

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**Function Type:** Meeting

**Estimated Attendance:** 38

**Room Set:** Hollow Square

**Cost Center:** G-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## Contacts

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**Contact:** Chelsea Jaetzold

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Wednesday, November 7, 2018 @ 7:00 AM**

Note

VIP Event

Staff to set-up between 7am-10am

Note: Please use VIP chairs provided by The Expo Group

Set hollow square for (40). Seat 2 per 6' table

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance.

(3) Wastebaskets

Notepads & pens

Ice water and glasses

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

**Ready By:**

**Wednesday, November 7, 2018 @ 7:00 AM**

Note

(38) VIP Chairs for the Hollow Square

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

**Ready By:**

**Wednesday, November 7, 2018 @ 7:00 AM**

Note

(1) Screen

(1) Data/Video Projector

(22) Table Microphones, 1 per 2 people - Push to Talk.

Loosely wired so that mics can be moved.

(1) 6x1 Switcher

(1) XLR Cable for Stenographer

A sound operator is required from 11:00am - 6:30pm.

(1) Laser Pointer

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### Electrical - Marriott Marquis San Diego



**Ready By:**  
**Wednesday, November 7, 2018 @ 7:00 AM**

Note  
(21) Power strips around the hollow square for laptops,  
allowing at least three plugs per person.

Power strip at stenographer table.

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## Telecom - Marriott Marquis San Diego

**Ready By:**  
**Wednesday, November 7, 2018 @ 7:00 AM**

Note  
(1) Wired internet connection at stenographer table

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## Food And Beverage - Marriott Marquis San Diego

**Ready By:**  
**Wednesday, November 7, 2018 @ 10:00 AM**

Note  
Beverage Service - ready at 10:30 am  
To remain set for the entire meeting and refreshed as  
necessary  
Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on  
consumption.  
Chilled Bottled Water @ \$6.50++ each, charged on  
consumption.  
Coffee, Decaf and Tea Service @ \$115.00++ per gallon

Lunch to be ready by 11:30 am  
The Good Ole' Buffet @ \$70.00++ per person  
Assorted Luncheon Rolls with Whipped Butter  
Artisan Baby Mix Green, Cucumber, Tomatoes, Carrots,  
House Made Ranch Dressing  
Beets, Wild Arugula, Baby Kale, Chia Seeds, Aged Goat  
Cheese, Sherry Vinaigrette  
Brandt Beef Flat Iron Steak (GF, DF) with Red Wine Sauce  
Sea Bass, Clams, Mussels, Shrimp, Crab Meat, San Marzano  
Tomato, Fennel  
Marinated Citrus Chicken Breast  
Wild Mushroom and Cranberry Gravy  
Chive Crème Fraîche Whipped Potatoes (V, GF)  
Roasted Seasonal Vegetables (VG, GF, DF)  
Mini Seasonal Desserts (V)  
Chocolate Cookies & Milk (V)  
Iced Tea  
Starbucks® Coffee and Tea Service

Break - Ready at 3:00pm  
From The Market @ \$26.50++ per person  
Organic Berries and Seasonal Whole Fruit (VG, GF, DF)  
Seasonal Vegetables (VG, GF, DF)  
California Goat Cheese and San Marzano Tomato Jam  
Spread (V, GF, DF)  
Citrus Marinated Olives (VG, GF, DF)  
Avocado and Jalapeño Cilantro Hummus served with Fresh  
Artisan Breads and Crackers  
Assorted Pepsi Soft Drinks and Bottled Water  
Starbucks® Coffee and Tea Service

Note: All sauces, dressings and mayo on the side

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

**Thursday, November 8, 2018**

**6:00 AM - 3:30 PM**

**Council Office**

**Marriott Marquis San Diego: Mission Hills**

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**Function Type:** Office

**Room Set:** As Set

**Cost Center:** A-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### Contacts

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**Contact:** Chelsea Jaetzold

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Thursday, November 8, 2018 @ 6:00 AM**

Note

Room to remain as set on Thursday, Nov. 1 for entire meeting.  
SfN staff will require 24 hour access.

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#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Thursday, November 8, 2018 @ 7:30 AM**

Note

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.

Do Not Refresh Unless Requested

**Thursday, November 8, 2018**

**8:00 AM - 1:00 PM**

**Council Meeting**

**Marriott Marquis San Diego: Marina Ballroom D**

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**Function Type:** Meeting

**Estimated Attendance:** 38

**Room Set:** Hollow Square

**Cost Center:** G-OD200-M851-UR

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## Contacts

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**Contact:** Chelsea Jaetzold

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## Logistics

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### Setup - Marriott Marquis San Diego

**Ready By:**

**Thursday, November 8, 2018 @ 6:00 AM**

Note

VIP Event

Staff to set-up between 6 am-8:00am

Note: Please use VIP chairs provided by The Expo Group

Set hollow square for (40). Seat 2 per 6' table and 3 per 8' table

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance

(3) Wastebaskets

Notepads & pens

Ice water and glasses

---

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

**Ready By:**

**Thursday, November 8, 2018 @ 6:00 AM**

Note

(38) VIP Chairs for the Hollow Square

---

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

**Ready By:**

**Thursday, November 8, 2018 @ 6:00 AM**

Note

(1) Screen

(1) Data/Video Projector

(22) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.

(1) 6x1 Switcher

(1) XLR Cable for Stenographer

A sound operator is required from 7:30am - 3:00pm.

(1) Laser Pointer

---

### Electrical - Marriott Marquis San Diego

**Ready By:**  
**Thursday, November 8, 2018 @ 6:00 AM**

Note  
(21) Power strips around the hollow square for laptops, allowing at least two plugs per person  
Power strip at stenographer table

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## **Telecom - Marriott Marquis San Diego**

**Ready By:**  
**Thursday, November 8, 2018 @ 6:00 AM**

Note  
(1) Wired internet connection at stenographer table

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## **Food And Beverage - Marriott Marquis San Diego**

**Ready By:**  
**Thursday, November 8, 2018 @ 7:00 AM**

Note  
Beverage Service - ready at 7:00 am  
To remain set for the entire meeting and refreshed as necessary  
Assorted Soft Drinks (70% diet) @ \$6.50++ each, on consumption.  
Chilled Bottled Water @ \$6.50++ each, on consumption.  
Coffee, Decaf and Tea Service @ \$115.00++ per gallon

Breakfast - ready at 7:30 am  
Harbor Breakfast Buffet @\$53.00++ per person  
Fresh Orange Juice  
Grapefruit, Apple and Cranberry Juice  
Seasonal Fruit and Berries (VG, DF, GF)  
Assorted Seasonal Breakfast Pastries (V)  
Flaky Mini Croissants (V)  
Selection of Kellogg's® and Kashi® Breakfast Cereals served with Whole, 2%, and Non-Fat Milk (V)  
Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain Yogurt (V)  
served with Honey House Made Granola and Gluten Free Granola  
Cage Free Scrambled Eggs (V, GF)  
Chocolate Brioche French Toast, Strawberry Mascarpone, topped with Bourbon Sauce and Chopped Almonds (V)  
Maple Black Pepper Thick Cut Bacon (GF, DF)  
Turkey Maple Sausage Links (GF, DF)  
Hash Brown Potatoes

Lunch- ready at 11:45 am  
The Deli Buffet @ \$65.00++ per person  
Chicken, Quinoa, Barley, and Kale Soup (DF)  
Local Field Greens  
Roasted Beet Salad  
Local Ahi Tuna (GF)  
Slow Roasted Turkey Breast, Black Forest Ham, Genoa Salami (GF, DF)  
Mesquite Smoked Slowed Roasted New York Steak (GF, DF)  
Assorted Cheese: Tillamook Cheddar, Cheddar Goat Cheese, (V)  
Artisan Bread Display: Sourdough, French White, New York Corn Rye, Seedy Multigrain (V, DF)  
Arugula, Baby Spinach, Tomatoes, Red Onion, Avocado Mayo, Dijon Mustard, Roasted Garlic Aioli, Light Mayo (V, DF)  
Dill Pickle Chips  
House Made BBQ Potato Chips (GF, VG, DF)  
Strawberry Shortcake  
Mini Apple Pie  
Chocolate Oatmeal Moon Pie

NOTE: All sauces, dressings and mayo on the side.

NOTE: Please have "to-go" boxes ready for those with early flights.

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