



Security Information

SOCIETY FOR NEUROSCIENCE
48th Annual Meeting
Security Introduction

Maintaining a safe environment for our exhibitors and attendees is a top priority for SfN and San Diego Convention Center. Now more than ever before, we must be focused and involved in safety management.

SfN has contracted Summit Services as its official security provider. Summit Services will secure entrances to the exhibits, poster sessions and events as indicated in this document. Summit Security personnel will serve as an adjunct to the building security by watching for potential demonstrations by activists and all suspicious activities that would interfere with or interrupt the SfN Annual Meeting.

SUMMIT SERVICES – SECURITY PERSONNEL

Security requirements, posts and functions for society sponsored registration, scientific sessions, exhibits, poster sessions, and special events are indicated on the spreadsheets included online. Badge flyer is included.

Note: Wednesday, November 7 (between 5:00 pm – 6:00 pm) please have a Summit Supervisor available to escort SfN Business Office Staff to and from the bank, please contact Cori Spencer in the Business office.

SfN STAFF

Please instruct all security that Society for Neuroscience staff with badges and blue staff ribbons only may enter through these entrances on a 24-hour basis. Please advise procedures that SfN staff must use to gain access to the building during closed hours. See badge sample below.

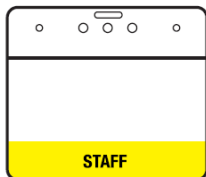
DAILY RECAP – SFN, SUMMIT SECURITY, SDCC SECURITY DEPARTMENT

SfN will hold a daily recap meeting beginning Thursday, November 1 - Tuesday, November 6 at 7:30 am, with a final onsite recap on Wednesday, November 16 at 6 pm in the Exhibit Management office located in Lobby D. We have created an email address alias (SfNSecurity@sfn.org) for all security/first aid issues that may arise. Please use this email for security/first aid issues as soon as individuals are aware of a situation.

BUILDING ACCESS

Please arrange to have a door open at lobbies A and H for SfN staff to gain early access to the building. Please be sure doors are open each morning at the following times:

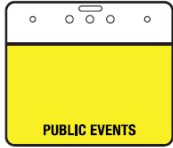
Monday, October 29 – Thursday, November 1	8:00 a.m. - Staff Only
Friday, November 2 – Wednesday, November 7	6:00 a.m. - Staff Only
Friday, November 2	6:30 a.m. - All Entrances Open
Saturday, November 3 - Wednesday, November 7	7:00 a.m. - All Entrances Open



Open access.

SfN Staff will also have a Staff Ribbon

Please note: There are 2 sessions where the public may attend our meeting, these individuals will have clear badge holder with yellow badge stock.



Dialogues Lecture

Location: San Diego Convention Center– Ballroom 20

Date/Time: Saturday, November 3, 11:00 a.m. – 1:00 p.m.

Public Advocacy Forum

Location: San Diego Convention Center – Room 10

Date/Time: Tuesday, November 6, 2:00 p.m. – 3:30 p.m.

PROTESTS

There is the potential for demonstrations by animal rights activists during the Public Advocacy Forum on Monday, November 5 11:00 p.m. – 1:00 p.m., Room 10), and during the nanosymposia and poster sessions Saturday November 3 – Wednesday, November 7.

CONTACTS

Summit Services

Onsite: Show Office B, 619-525-6249
Bob Harper, President, 713-857-8744
Dorothy Moore, Vice President, 800-394-7775
summitsvs@aol.com

San Diego Convention Center

Tim Pontrelli, Senior Event Manager, Event Management Services
619-525-5421
Tim.Pontrelli@visitsandiego.com

SOCIETY FOR NEUROSCIENCE LOGISTICS GROUP

Onsite: Headquarters Office, Logistics, Sails Pavilion, 619-525-6200
Paula Kara, CMP, Senior Director, Meeting Services
Dawn Keane, CMP, Director, Meeting Operations
Sharon Kerley Bowles, CEM, Senior Meeting Planner
Allison Burns, CEM, Senior Meetings Operations Manager
Stephanie Embrey, CEM, Meeting Planner
Jennifer Gross, Meeting Operations Specialist
Dmytro Hryckowian, Meeting Assistant
Alisa Johnson, Logistics Consultant

Exhibit Management Staff

Onsite: Exhibits Office, Hall D, 619-525-6240
Allison Burns, CEM, Senior Meetings Operations Manager

SfN Security Contacts

Paula Kara
Allison Burns

Designated Media Spokespersons

Frances Jensen
Robert Greene

GENERAL EVENT INFORMATION

ANTICIPATED ATTENDANCE:

The SfN annual meeting typically draws approximately 30,000 – 32,000 attendees each year. Attendees from North America comprise 65% and international attendees from more than 80 countries represent 35% of the total attendance. Exhibit personnel include 3,300 – 3,500 people.

PURPOSE:

The Society for Neuroscience is the world's largest organization of scientists and physicians devoted to understanding the brain and nervous system. The nonprofit organization, founded in 1969, now has nearly 36,000 members. The purposes of the Society are to (a) advance the understanding of the nervous system by bringing together scientists from various backgrounds and by encouraging research in all aspects of neuroscience; (b) promote education in the neurosciences; and (c) inform the general public about results and implications of new research. The exchange of scientific information occurs at the Annual Meeting that includes more than 14,000 reports of new scientific findings and an estimated 30,000 – 32,000 participants. The Society's Annual Meeting is the largest of its kind in the world and is considered the arena for the presentation of new results in neuroscience.

MEETING LOCATION

Headquarters offices, scientific sessions, symposia, nanosymposia, mini-symposia, exhibits, and registration will be located at the San Diego Convention Center. Daytime special and presidential special lectures will be held in Ballroom 20. SfN-Sponsored Socials will be held at the San Diego Marriott Marquis.

GENERAL SCHEDULE OF MEETING

A number of satellite events are scheduled on Wednesday, October 31 through Wednesday, November 7 at the San Diego Convention Center, the San Diego Marriott Marquis, the Manchester Grand Hyatt, the Hilton San Diego Bayfront Hotels and other San Diego area facilities.

The Society sponsors three Short Courses and the Neurobiology of Disease Workshop at the San Diego Convention Center on Friday, November 2. Registration opens in the Sails Pavilion at the San Diego Convention Center at 7:30 a.m. on Saturday, November 3 and closes at 5:00 p.m. on Wednesday, November 7. Additionally, Express Badge Pick-up locations will be open from 2:00 – 5:00 p.m. on Friday, November 2. See registration schedule for dates and hours.

The official meeting opens at 11:00 a.m. on Saturday, November 3 and closes at 5:00 p.m. on Wednesday, November 7. Exhibits will open at the San Diego Convention Center at 9:30 a.m. on Sunday, November 4 and close at 5:00 p.m. on Wednesday, November 7. Daily exhibit hours are 9:30 a.m.-5:00 p.m.

EXPOSITION

Exhibits are in Halls B-H at the San Diego Convention Center. Exhibit Management Office located in Lobby D.

Exhibit Management Contacts: Allison Burns, CEM, Senior Meetings Operations Manager
Jennifer Gross, Meetings Operations Specialist

Official Service Contractor: The Expo Group – Chris Balak, National Accounts Director

Move-in (Hall A - H)

Decorator:

Monday	October 29	6:00 a.m. – 7:00 p.m.
Tuesday	October 30	6:00 a.m. - 7:00 p.m.
Wednesday	October 31	6:00 a.m. - 7:00 p.m.
Thursday	November 1	6:00 a.m. - 7:00 p.m.

Exhibitors:

Wednesday	October 31	8:00 a.m. - 6:00 p.m.
Thursday	November 1	8:00 a.m. - 6:00 p.m.
Friday	November 2	8:00 a.m. - 6:00 p.m.
Saturday	November 3	8:00 a.m. - 6:00 p.m.

Exhibit Hours:

Sunday	November 4	9:30 a.m. - 5:00 p.m.
Monday	November 5	9:30 a.m. - 5:00 p.m.
Tuesday	November 6	9:30 a.m. - 5:00 p.m.
Wednesday	November 7	9:30 a.m. - 5:00 p.m.

Move-out

Exhibitors: Moveout varies by Hall

EXHIBITOR REGISTRATION

Exhibitor registration located in Lobby D of San Diego Convention Center.

Hours are:

Wednesday,	October 31	8:00 a.m. - 6:00 p.m.
Thursday,	November 1	8:00 a.m. - 6:00 p.m.
Friday,	November 2	8:00 a.m. - 6:00 p.m.
Saturday,	November 3	8:00 a.m. - 6:00 p.m.
Sunday,	November 4	7:00 a.m. - 5:00 p.m.
Monday,	November 5	7:00 a.m. - 5:00 p.m.
Tuesday,	November 6	7:00 a.m. - 5:00 p.m.
Wednesday,	November 7	7:00 a.m. - 5:00 p.m.

SESSIONS

All SfN sessions (with exception of a few workshops) are located at the San Diego Convention Center and held Saturday, November 3 – Wednesday, November 7. There are two sessions that are open to the public. Listed below are the sessions, room locations and event times.

The Dialogues Lecture, Saturday, November 3, 11:00 a.m. - 1:00 p.m. in Ballroom 20.

The Public Advocacy Forum, Tuesday, November 6, 2:30 – 3:30 p.m. in Room 10.

A detailed schedule is included in the resume and at <http://www.sfn.org/am2018>.

POSTER SESSIONS

Poster sessions are located throughout Hall B – H of the San Diego Convention Center.

Saturday, November 3	1:00 p.m. – 5:00 p.m.
Sunday, November 4 – Wednesday, November 7	8:00 a.m. – Noon & 1:00 p.m. – 5:00 p.m.

SATELLITE/ANCILLARY EVENTS

Satellite Symposia and Ancillary Events are non-SfN sponsored events, meetings, socials, etc., and SfN Annual Meeting attendees may attend these events. Satellite events are approved and scheduled through SfN so not to conflict with SfN scientific sessions. Satellite events are held Wednesday, October 31 – Wednesday, November 7.

Satellite/Ancillary Event contact information, logistics, and billing information are detailed in the resume. The facility is to obtain specific catering requirements for satellite/ancillary events directly from the organizers listed on each logistics sheet. Please note the special billing instructions contained in this resume. Organizers have been advised they must set-up individual accounts for their events. Requests for poster boards should be directed to The Expo Group.

ATTENDEE REGISTRATION

Registration is located in the Sails Pavilion at the San Diego Convention Center and is open during the following hours:

Saturday, November 3	7:30 a.m. - 5:00 p.m.
Sunday, November 4	7:30 a.m. - 5:00 p.m.
Monday, November 5	7:30 a.m. - 5:00 p.m.
Tuesday, November 6	7:30 a.m. - 5:00 p.m.
Wednesday, November 7	7:30 a.m. - 5:00 p.m.

Express badge pick-up areas are located in Lobby A, D and F and Sails Pavilion at the San Diego Convention Center.

Express Badge Pick-up is open on the following dates and hours.

Friday, November 2	2:00 p.m. - 5:00 p.m.
Saturday, November 3	7:30 a.m. - 5:00 p.m.
Sunday, November 4	7:30 a.m. - 5:00 p.m.
Monday, November 5	7:30 a.m. - 5:00 p.m.

Note: Above are published hours. The registration area will close at the published hours. Attendees remaining in line at closing will be processed.

PRESS REGISTRATION

Press registration is located in Room 15B at the San Diego Convention Center on Saturday, November 3 - Wednesday, November 7 from 8:00 a.m. - 5:00 p.m.

SHUTTLE SERVICE

Shuttle service has been arranged through Production Transport. Our contact is Karin Keidser, Director, Western Region. Production Transport will also operate a service desk for attendees located outside of Box Office E. Telephone: 619/525-6245.

Shuttle Bus service will be available from the official convention hotels to the San Diego Convention Center except for the hotels which are within walking distance.

See [shuttle schedule](#) for current transportation information.

EQUIPMENT DELIVERY

The Expo Group and Society for Neuroscience materials (boxes and trunks) will arrive at the San Diego Convention Center loading docks on Monday, October 29 at 6:00 a.m. Boxes and trunks will be marked for placement within the San Diego Convention Center.

Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Tuesday, October 30.

Eric Berry is in charge of distribution. Monday, October 29, AIS will access loading dock #28 or #29 with expected delivery at 9:00 a.m. Tuesday, October 30, will access loading dock #37 or #38 along with either #28 or #29 with expected delivery at 8:00 a.m.

Convention Data Services equipment will arrive on Tuesday, October 30. Office machines, copy machines, etc. for offices will be delivered on Wednesday, October 31.

FIRST AID (Lobby C)

Day	Date	Activity	# Staff	Hours
Mon.	10/29/2018	Set-Up	1	6:00 AM - 6:00 PM
Tues.	10/30/2018	Set-Up	1	7:00 AM - 6:00 PM
Wed.	10/31/2018	Set-Up/ Exhibitor Move-In	1	7:00 AM - 6:00 PM
Thurs.	11/1/2018	Set-Up/ Exhibitor Move-In	1	7:00 AM - 8:00 PM
Fri.	11/2/2018	Set-Up/ Exhibitor Move-In	1	7:00 AM - 8:00 PM
			1	7:00 AM - 8:00 PM
Sat.	11/3/2018	Show Day	1	7:00 AM - 10:00 PM
			1	7:00 AM - 7:00 PM
Sun.	11/4/2018	Show Day	1	7:00 AM - 10:00 PM
			1	7:00 AM - 7:00 PM
Mon.	11/5/2018	Show Day	1	7:00 AM - 10:00 PM
			1	7:00 AM - 7:00 PM
Tues.	11/6/2018	Show Day	1	7:00 AM - 8:00 PM
			1	7:00 AM - 7:00 PM
Wed.	11/7/2018	Show Day	1	7:00 AM - 12:00 AM
		Exhibitor/Move-Out	1	7:00 AM - 12:00 AM
Thurs.	11/8/2018	Tear-Down	1	12:00 AM – 2:00 AM
				7:00 AM - 6:00 PM
Fri.	11/9/2018	Tear-Down	1	7:00 AM - 6:00 PM

SECURITY FUNCTIONS, SCHEDULE & POSTS

Please see attached spreadsheets and floorplans for specific personnel requirements and posts.

EXHIBITS – HALLS B - H

Only badged exhibitors and exhibitor members are permitted in the exhibit hall during move-in and move-out hours. Children are never allowed in the exhibit hall during this time. Only small exhibits (i.e. pop-ups and vinyl case booths) that do not require a fork lift can set up on Saturday, November 3, from 8:00 a.m. – 10:00 a.m. Freight doors will close at 10:00 a.m. Exhibitors wishing to remain in the exhibit hall for light set-up (unpacking literature/books, calibrating instruments, etc.) may do so, as long as the noise level does not have an adverse effect on the poster sessions.

The Expo Group will install drape/caution tape around the perimeter of the exhibits until the exhibit hall opens on Sunday, November 4. Caution tape will be installed around the exhibit perimeter each evening at the close of the poster sessions and exhibits, Sunday – Tuesday and will be removed between 9:20 a.m. – 9:30 a.m. each morning, Monday – Wednesday.

All badged registrants (Guests – only on the one day indicated on their badge), are permitted to enter the exhibits when they are open. Children, including children in strollers, may have access to the exhibit hall when the exhibits are open, if they are accompanied and supervised by an adult. Children age 17 and under will not be wearing badges.

POSTER SESSIONS – HALLS B - H

Only individuals with badges are permitted in the poster session area. Please see Badges and Entrance Authorizations for admittance requirements.

Poster presenters and up to 2 badged co-authors may gain early access to poster area one hour before Poster Sessions begin. Poster presenters will be easily identified as they will be carrying a large tube containing scientific information.

Reminder: Children age 17 and under may enter the poster session during Poster session hours, provided they are supervised and accompanied by a badged registrant, at all times. Children age 17 and under will not be wearing badges. Strollers are permitted. Under no circumstances are children allowed in the hall during exhibitor setup.

SFN BOOTH

Booth #2113 - SfN will have a 50' x 50' booth in Hall D/E.

REGISTRATION – SAILS PAVILION

Security personnel assigned to Sails Pavilion must not allow attendees to enter the registration area in the morning each day until registration is officially open, regardless of published hours. Stephanie Embry will advise when to permit attendees into these areas of registration on a daily basis, Saturday, November 3 – Wednesday, November 7.

These same individuals should monitor the registration area after registration opens each day. Badges are not required for admittance to the registration area. Security personnel are also required during closed hours to watch equipment in this area.

SAN DIEGO CONVENTION CENTER SECURITY FUNCTIONS, SCHEDULE & POSTS

Please see attached spreadsheets and floorplans for specific personnel requirements and posts.

MINI SYMPOSIA, SYMPOSIA & NANOSYMPOSIA – SAN DIEGO CONVENTION CENTER

Only individuals with badges are permitted to attend Nanosymposia and symposia sessions. Guests are only admitted on the one day printed on their badge. Exhibitors may attend sessions. Please see *Badges and Entrance Authorizations* for admittance requirements. Please inform badge checkers that Session Chairs were instructed to look for badge checkers if a protest disruption occurs during a session. Badge checkers should notify their supervisor immediately and immediately assess the situation in the room. The supervisor should immediately notify SfN staff and building security.

FEATURED LECTURES – SAN DIEGO CONVENTION CENTER

Badges are required for all lectures. Please see **Badges and Entrance Authorizations** for admittance requirements. If the lecturer arrives in the Hall and does not have his or her name badge, please escort the speaker to the projection platform or to the stage in the Hall to see the SfN staff person or SfN audiovisual manager in the room.

SENSITIVE SESSIONS/PRESENTATIONS

The Sensitive Sessions/Presentation document online have been flagged as “sensitive” with regard to stem cell research and/or the use of animals in research. Please note that extra security may be required should there be some sort of a disruption.

MISCELLANEOUS FUNCTIONS, SCHEDULE & POSTS

Please see attached spreadsheets and floorplans for specific personnel requirements and posts.

SPECIAL SESSIONS/COURSES/WORKSHOPS

Only individuals with course badges are permitted to attend. Please see *Badges and Entrance Authorizations* for admittance requirements. The Business/Members meeting is open to badged Member and Student Member registrants only – not Nonmembers or Student Nonmembers.