Wednesday, October 31, 2018 - Saturday, November 3, 2018
8:00 AM - 6:30 PM
Featured & Special Lecture Overflow Room
SDCC: Overflow, Hall A

3 - 1

Function Type: Lecture
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes

Contacts

Contact: Paula Kara

Logistics

Setup - San Diego Convention Center

Ready By: **Thursday, November 1, 2018 @ 4:00 PM**	Note Set room theater style for 744 NOTE: Wall between Halls A & B1 to be open 30'. We will have security at the openings before exhibits open and for Saturday evening events.
Ready By: **Saturday, November 3, 2018 @ 6:30 PM**	Note ==OCTOBER 15 UPDATE:== ==PLEASE CLOSE GAP IN THE AIR WALL ON TUESDAY,== ==NOVEMBER 6 AFTER 7 PM.==

General Contractor - The Expo Group (TEG)

Ready By: **Wednesday, October 31, 2018 @ 4:00 PM**	Note Carpet entire seating area, please use Pepper carpet. High pipe and drape behind screens. 30' of rope & stanchion at opening of wall between Halls A & B1 10' x 30' draped area for program storage **Remain as set on an 24-hour basis through Tuesday, November 6 at 5:00pm**

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

Ready By: **Saturday, November 3, 2018 @ 10:00 AM**	Note Hall A Video Projection Equipment (2) 13'x24' screens (program screens) (1) 9'x16' stumpfl screens (imag screen) (2) 12K Panasonic PT-DZ13KU Projector (1) Panasonic DLP Proj. (imag screen) (3) 48" video carts (1) Folsom IP-2003S ImagePRO SDI Processor

(2) Aja FS2 Dual Chnl Universal Frame Sync & Conv
(2) AJA Dual LC Fiber RX-FS2
(2) AJA Dual LC 3G Fiber TX-FS2
(1) 30m DVI (m-m) Fiber Optic Cable
(1) 50m DVI (m-m) Fiber Optic Cable
(2) 100m DVI (m-m) Fiber Optic Cable
(3) DVI Fiber Power Supply

Hall A Audio Equipment
(1) Shure SCM-268 Audio Mixer
(1) professional power distro system
(1) FOH Rack
(10) JBL VRX932 Cabinets
(1) vog switch mic
(2) 1 ton chain motors
(2) Audio Fiber Boxes Receivers
(1) Aerial Lift (2 days)

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 4:00 PM

Note

(1) 20amp drop under each screen

Telecom - Smart City - SDCC

Ready By:
Wednesday, October 31, 2018 @ 5:00 PM

Note

Custom Runs - ST Fiber Runs - (2) CX

Thursday, November 1, 2018 - Friday, November 2, 2018
8:00 AM - 6:00 PM
KiddieCorp Child Care Setup
SDCC: 17B

Function Type: Other	**Cost Center:** A-MA200-A202
	Billing Group: SfN Master
	Meeting Planner: Sharon Bowles
	Post: No

Contacts

Contact: Sharon Bowles	**Alt Contact:** Lesley Medina
	Organizer Email: lesley@kiddiecorp.com

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 1, 2018 @ 5:00 PM

Note
*Provided by KiddieCorp
17B Back half (ages 6 months-2 years old)
(1) Covered diaper pail or lined trash can with cover, with extra trash bags
(1) large trash can
(2) cribs with bedding*
(2) high chairs*
(4) 6' tables (skirted, no pins) placed against the wall
(5) large sheets*
(5) chairs
Empty diaper pail every 2-3 hours.
Tape or cover electrical outlets.

Registration area - right outside the entrance of 17B:
(1) 6' long table (skirted, no pins) with (2) chairs
(1) Easel next to the table
(1) Small trash can next to table

Room 17B Front Half (ages 3-12 years old)
(1) Water station (ice, water, napkins, and paper cups)
(3) 5' round tables (covered with taped down plastic)
(8) Chairs around each table
(4) 6' tables (skirted, no pins) placed against the wall
(2) large trash cans
Check trash twice a day. Vacuum each evening.

*Remain as set on a 24-hour basis through Wednesday, November 7 at 6:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Friday, November 2, 2018 @ 10:00 AM

Note

17B Back Half of Room
(1) Mini-refrigerator

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

Ready By:
Friday, November 2, 2018 @ 12:00 PM

Note

(1) Flip chart with paper and marking pens
(1) TV/DVD Player

**Remain as set on a 24-hour basis through Wednesday, November 7 at 6:00 p.m.

Telecom - Smart City - SDCC

Ready By:
Friday, November 2, 2018 @ 10:00 AM

Note

17B Front Half of Room
(1) In-house telephone with extensions posted in both rooms.
17B= (619) 525-6227

**Remain as set on a 24-hour basis through Wednesday, November 7 at 6:00 p.m.

Food And Beverage - Center Plate - SDCC

Ready By:
Friday, November 2, 2018 @ 10:00 AM

Note

OCT 25 ADDITIONAL REQUEST
(2) HOT WATER AIRPOTS REPLENISHED EVERY 2-3 HOURS
FOR WARMING UP BABY BOTTLES
(4) BOWLS TO USE FOR WARMING BOTTLES

17B Front Half of Room

(3) Tablecloths (5' round)

Thursday, November 1, 2018
4:00 PM - 5:00 PM
Staff Tours
SDCC: Sails Pavilion, Sails Pavilion

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Paula Kara
	Post: Yes

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 1, 2018 @ 4:00 PM

Note
OCTOBER 25 NEW EVENT:
STAFF TOURS WILL BE CONDUCTED AT THE FOLLOWING TIMES:
THURSDAY, 4:00 PM
FRIDAY, 10:30 AM
PLEASE ENSURE ALL ESCALATORS ARE TURNED ON.

Friday, November 2, 2018 - Wednesday, November 7, 2018

7:30 AM - 4:30 PM

#MeTooSTEM

SDCC: Show Office D

Function Type: Office

Meeting Planner: Paula Kara
Post: Yes

Logistics

Setup - San Diego Convention Center

Ready By:
Friday, November 2, 2018 @ 2:00 PM

Note

OCTOBER 16 NEW EVENT:
(4) 6' SKIRTED TABLES WITH 2 CHAIRS EACH
(1) LOW COCKTAIL ROUND WITH 4 CHAIRS

OCTOBER 25 ADDITION:
(2) KEYS

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00 p.m.

Food And Beverage - Center Plate - SDCC

Ready By:
Friday, November 2, 2018 @ 12:00 PM

Note

OCTOBER 25 ADDITION:
(1) WATER COOLER WITH CUPS. REFILL AS NEEDED.

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00 p.m.

Friday, November 2, 2018
8:00 AM - 5:00 PM
NDW: The Role of Innate Immunity in CNS Disorders Throughout the Lifespan
SDCC: 6A

Function Type: Workshop	**Cost Center:** A-AT300-N307-UR
Estimated Attendance: 240	**Billing Group:** SfN Master
Set For: 270	**Meeting Planner:** Allison Burns
Room Set: See Diagram	**Post:** Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 1, 2018 @ 1:00 PM

Note

Set classroom style for (300) with (3) chairs at each table. If tops of tables are not in good condition, please drape

Set stage per diagram
Skirted head table with (6) chairs on riser

(1) Standing lectern with light stage left
(2) Easels
(1) 6'x30" skirted registration tables with (2) chairs outside room
(4) Wastebaskets. Place two outside room by registration tables and two in back of room.

Riser in the back of room so cameraman is level with the speakers in front, set per diagram

(1) Water cooler in rear of meeting room with disposable cups

Water service for lectern/head table

Lights: preset room lights out over screen

OCTOBER 4 UPDATE:
CHANGE TO CLASSROOM FOR (225)

OCTOBER 18 UPDATE:
CHANGE TO CLASSROOM FOR (270)

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 1:00 PM

Note

(1) 6'x 24"x 42' table, white top/black skirt set perpendicular between head table and standing lectern.

NOTE: Set stage with navy blue drape for video recording.

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

Ready By:
Friday, November 2, 2018 @ 7:00 AM

Note

(1) Large (13.5' x 24') Screen
(1) Data Projector
(1) 4x1 switchers
(1) Laser Pointer

(1) Projectionist @ 7:30 am

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - OnSite AV

Ready By:
Thursday, November 1, 2018 @ 7:00 AM

Note

(1) Lectern microphone
(1) Wireless lavalier microphone at lectern
(2) Push to talk table microphone at head table
(2) floor microphones
(1) Audio DI for Computer Playback under 6' table for computer
(1) Sound Operator @ 7:30 am

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

Audio/Visual - Vendor - Other

Ready By:
Friday, November 2, 2018 @ 7:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 2:00 PM

Note

(1) 110V, 20amp drops under upstage ctr.
(1) 110V, 20amp drops under screen
(1) 110V, 20amp drops at camera riser

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Thursday, November 1, 2018 @ 7:00 AM

Note

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

Food And Beverage - Center Plate - SDCC

Ready By:
Friday, November 2, 2018 @ 7:30 AM

Note

Continental Breakfast @ $18.75++ per person
Assorted Fruit Juices
Freshly Baked Breakfast Pastries and Muffins
Served with Butter and Preserves
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

BREAK - 10:40am - 11:00am

Refresh coffee only for break

$65.00++ per gallon
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of
Hot Teas

Please set all food and beverages inside room.

All prices are subject to 20% service charge and 8% sales taxes.

Friday, November 2, 2018
8:00 AM - 5:30 PM
NIDA-NIAAA Frontiers in Addiction Research Mini-Convention
SDCC: 7A, 7B

Function Type: Satellite	**Cost Center:** A-MA200-A701
Estimated Attendance: 500	**Billing Group:** SfN Master
	Meeting Planner: Sharon Bowles
	Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Holbrook
Organizer Email: sholbrook@seisevices.net

Logistics

Setup - San Diego Convention Center

Ready By:
Friday, November 2, 2018 @ 7:00 AM

Note

As set Thursday, November 1

==OCT 25 ADDITION==
==ORGANIZER REQUESTS TO ADD THE FOLLOWING:==
==(2) SKIRTED REGISTRATION TABLES WITH (2) CHAIRS AT==
==EACH TABLE, (1) OUTSIDE OF THE ROOM AND (1) INSIDE THE==
==ROOM.==

==Satellite organizer== also requests the following items:
(1) Skirted registration table with (2) chairs at the entrance to the
room.
.
(1) Easel

General Contractor - The Expo Group (TEG)

Ready By:
Friday, November 2, 2018 @ 7:00 AM

Note

As set on Saturday, November 3

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

Ready By:
Friday, November 2, 2018 @ 7:00 AM

Note

As set on Saturday, November 3 at 1:00 pm.

==OCT 25 ADDITION:==
==PROJECTIONIST HOURS REQUESTED:==
==8 A.M. -5:30 P.M.==

==Satellite organizer will use== the following existing items:
(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Digital Timer

(1) Laser Pointer
(1) Projectionist

Audio/Visual - OnSite AV

Ready By:
Friday, November 2, 2018 @ 7:00 AM

Note

<mark>OCT 25 ADDITION</mark>
<mark>ORGANIZER REQUESTS TO ADD THE FOLLOWING:</mark>
<mark>(1) FLOOR MICROPHONE</mark>

<mark>Satellite Organizer will use the</mark> following existing items:
(1) Lectern microphone
(1) Table microphone at head table
(1) Floor microphone
(1) DI under 6' table for computer
Organizer also requests the following item:
(1) Lavalier microphone at the podium

Food And Beverage - Center Plate - SDCC

Ready By:
Friday, November 2, 2018 @ 7:00 AM

Note

Please contact the organizer directly for food and beverage
requirements. Organizer will pay Centerplate directly for all f/b costs.

Saturday, November 3, 2018 - Wednesday, November 7, 2018
6:00 AM - 7:00 PM
Shuttle Drop Off Area
SDCC

Function Type: Other	**Cost Center:** A-MO200-A201
	Billing Group: SfN Master
	Meeting Planner: Dawn Keane
	Post: Yes

Contacts

Contact: Karin Keidser

Logistics

General Contractor - The Expo Group (TEG)

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

Note
OCTOBER 23: NEW ADD
(6) 6' TABLES WITH (2) CHAIRS EACH IN THE DRIVEWAY
AREA FOR THE SHUTTLE STAFF TO USE AS DESKS.

Saturday, November 3, 2018
11:00 AM - 1:00 PM
DIALOGUES BETWEEN NEUROSCIENCE AND SOCIETY: Music and the Brain
SDCC: Ballroom 20ABCD

Function Type: Lecture	**Billing Group:** SfN Master
Set For: 4500	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, November 3, 2018 @ 10:00 AM

Note

Please raise the house lights slightly at the beginning the Q & A session.

Setup - San Diego Convention Center

Ready By:
Wednesday, October 31, 2018 @ 4:00 PM

Note

(1) 32' x 16' x 4' stage
(1) Standing Lectern with light stage right - NOT PRESIDENTIAL PODIUM

Note: After this event, please move podium to the center of stage.
Set Room theater style for 4500 as diagrammed.

Remain as set on an 24-hour basis through Wednesday, November 7 at 2:30pm

SEPT 20 ADDITION
6' x 8' x 24" CAMERA RISER
6' x 8' x 12" AUDIO RISER

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 12:00 PM

Note

OCTOBER 25 CHANGE:
ONLY NEED (3) COMFY CHAIRS

Stage set for Dialogues lecture only:
Talk Show Set - (1) Coffee table and (4) comfortable chairs

8'x8 pipe and drape AV Booth per John Berry, please use black drape.
(1) 6'x 24"x 42" table, white top/black skirt set perpendicular to podium.
High Black Drape behind the stage.

AV CONTROL ROOM - area behind stage, see diagram for exact location 14' x 10' black drape around the area.

FLORAL
Ferns/Flowers on Stage - please make pretty.
(8) 4-5' tall Areca Palms (also called Cat Palms).

Remain as set on an 24-hour basis through Wednesday, November 7 at 2:30pm

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

Ready By:
Thursday, November 1, 2018 @ 4:00 PM

Note

Closed Captioning:

(2) monitors to view the speaker
(2) monitors to view the speaker's power point presentation
(1) XLR feed
(2) Connections to an encoder via HDMI
(4) 6' tables to accommodate the (4) monitors and (2) laptops that
will display the RTC text
Power cord(s) for laptop and transcription machine

Ready By:
Thursday, November 1, 2018 @ 4:00 PM

Note

Quanity Hall D Video Projection Equipment
(2) 13'x24' screens (floor program screens)
(4) 9'x16' stumpfl screens (flown delay screens)
(1) 9'x16' stumpfl screens (imag flown screen)
(25) 10'(12"x12")Box Truss (delay screens + imag)
(5) 5'(12"x12") Corner Blocks (delay screens + imag)
(5) 10'(12"x12")Box Truss (for Neuro color logo)
(1) 5'(12"x12") Corner Blocks (for Neuro color logo)
(1) Panasonic HD DLP Proj. (for Neuro logo)
Projector Flyware
(2) 55" Samsung MD55C LED Monitor
(1) Jelco EZ Tilt Monitor Stand
(2) 12K Panasonic PT-DZ13KU Projector
(2) 48" video carts
(5) Panasonic DLP Proj. (delay screens + imag)
Projector Flyware
(1) Sony HXC-100 HD Color Camera
(1) Sachtler V-18 Tripod Package
(1) Canon KJ20x8.2B IRSD HD Zoom Lens w/2x
(1) Sony HXC-100 HD Color Camera
(1) Sachtler V-18 Tripod Package
(1) Canon KJ20x8.2B IRSD HD Zoom Lens w/2x
(1) Nutech Power Distro needed for video
(included Nutech DH1000F L21-30 doghouses)
(included all L21-30,L630 ac extension cables,etc)
(6) AJA KiPro Media Recorder
(8) AJA KiPro 500GB HDD Storage Drive
(1) Tektronix WFM-1760 Waveform Vectorscope
(1) Barco FSN 1400 Switcher Package
(1) Barco FSN-150 Compact Controller
(1) Barco FSN 1400 Switcher Package SPARE
(10) AJA hi5 HD-SDI/SDI to HDMI Video/Audio Conv.
(2) 50m DVI (m-m) Fiber Optic Cable

(8) 100m DVI (m-m) Fiber Optic Cable
(10) DVI Fiber Power Supply
(3) Telecst Rattler 1.5G TX/RX Package
(20) BNC Barrel (f-f)
(2) AJA HD10DA 1x8 Relocking HDSDI DA Dist.Amp
(2) Folsom ImagePRO-II Processor
(2) Aja FS2 Dual Chnl Universal Frame Sync & Conv
(2) AJA Dual LC Fiber RX-FS2
(2) AJA Dual LC 3G Fiber TX-FS2
(1) Midas Venice 160 16-channel Audio Mixer
(1) 16 Space Engineering Rack
(1) Sony MDR-7506 Stereo Headphones
(4) Marshall V-R841DP-AFHD 8.4" HD LCD Monitor
(2) 2TB Hard Drive - PK
(25) Thumb Drives for recordings
(1) MacBook Pro Laptop Computer
(1) Toshiba Laptop Computer

Ready By:
Thursday, November 1, 2018 @ 4:00 PM

Note

Quanity Hall D Lighting
(1) MA GrandMA Lightboard
(1) ETC Sensor 48x2.4k dimmer rack
(36) ETC S4 Par, 750w - Black Barndoors: S4
(2) Source 4 19 degree 750w Leko
(14) 10' (12"x12")Box Truss Lighting plus cable run off
(6) 100' Socapex Cables / Fanouts
(6) 50' Socapex Cables / Fanouts
(1) Three Phase Power Drop / Distro
(2) B/W glass gobos for leko
(5) Black Encore: 15'w x 30'h drape
(10) Chauvet Colorado Batten 72 Tour LED Strip

Quanity Hall D Audio Week Each
(1) Yamaha QL5 Digital Mixer w/Dante and 16ch Dug
(14) JBL VRX932 Line Array Speakers
(16) JBL VerTec 4886 Line Array Speaker
(6) EAW UB82 2 way front fill
(1) Assisted listening system (tx + 4 belt packs)
(2) Earthworks fm500 low profile podium mic
(1) Audio Fiber Box Trans
(1) Shure sm58s vog mic
(6) UHF RF Handheld mic system
(2) UHF RF Lavaliere mic system
(3) DI's for PC
(1) Telex btr800 system
(1) Production intercom ms200/msm2
(6) Production intercom bp-1/smh710
(1) battery stock
(1) professional snake system
(1) professional power distro system

Ballroom 20 Rigging Onsite
(28) Motors, Hang Point Charge, Steel, Burlap
B20 Scissor Lift - Week
B20 Boom Lift - Week
Hall A Scissor Lift

**Remain as set on an 24-hour basis through Wednesday,

November 7 at 2:30pm**

NOTE - Floor mics are for Dialogues only

Ready By: **Friday, November 2, 2018 @ 3:00 PM**	Note <mark>OCTOBER 25 ADDITION:</mark> <mark>(1) DIGITAL TIMER</mark> <mark>(1) REMOTE SLIDE ADVANCER TO BE USED AT TALK SHOW SET</mark>.

Audio/Visual - OnSite AV

Ready By: **Saturday, November 3, 2018 @ 8:00 AM**	Note OnSite AV: (1) Handheld mic outside of Ballroom 20 to make announcements in order to direct attendees Hall A once the ballroom is full. We will need this Saturday by 8am – Tuesday evening.

Electrical - The Expo Group (TEG)

Ready By: **Wednesday, October 31, 2018 @ 4:00 PM**	Note 100amp 3 phase for video 100amp 3 phase for audio 100amp service for lighting Drop electrical behind the stage. NO DROPS NEEDED under screens **Remain as set on an 24-hour basis through Wednesday, November 7 at 2:30pm**

Food And Beverage - Center Plate - SDCC

Ready By: **Saturday, November 3, 2018 @ 9:00 AM**	Note (3) Cases of bottled water at podium for the week

Saturday, November 3, 2018
6:30 PM - 8:00 PM
#MeTooSTEM Event
SDCC: 4

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 250	**Meeting Planner:** Paula Kara
Room Set: Theater	**Post:** No

Logistics

Setup - San Diego Convention Center

Ready By:
Saturday, November 3, 2018 @ 6:00 PM

Note

Room remains as set for the week - no changes are to be made without approval from Paula.

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

Ready By:
Saturday, November 3, 2018 @ 6:00 PM

Note

No projection equipment is necessary.

OCTOBER 25 ADDITION:
(1) DATA PROJECTOR
(1) SCREEN
(1) TECHNICIAN FROM 6:00 - 8:30 PM.

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 6:00 PM

Note

Tentative:
(1) lectern microphone

Saturday, November 3, 2018
6:30 PM - 10:30 PM
g.tec Brain Computer Interface Workshop
SDCC: 10

Function Type: Satellite	**Cost Center:** A-MA200-A701
Estimated Attendance: 100	**Billing Group:** SfN Master
	Meeting Planner: Sharon Bowles
	Post: Yes

Contacts

Contact: Sharon Bowles	**Alt Contact:** Christoph Guger
	Organizer Email: guger@gtec.at

Logistics

Setup - San Diego Convention Center

Ready By:
Saturday, November 3, 2018 @ 5:30 PM

Note

As set on Sunday, November 4 at 7:30 a.m.

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

Ready By:
Saturday, November 3, 2018 @ 5:30 PM

Note

As set on Sunday, November 4 at 7:30 am.
Satellite Organizer will use the following existing items:

(1) Screen
(1) Projector cart
Organizer is bringing his own projector

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 5:30 PM

Note

As set on Sunday, November 3 at 7:30 am.

OCT 25 CHANGE
ORGANIZER WILL NOT USE FLOOR MICROPHONE

Satellite Organizer will use the following existing items:
(1) Lectern microphone
(1) Floor microphone
(1) DI under 6' table for computer

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 3, 2018 @ 5:30 PM

Note

Please contact organizer directly for food and beverage requirements. Organizer will pay Centerplate directly for all f/b orders.

Sunday, November 4, 2018

8:30 AM - 11:00 AM

Basic-Translational-Clinical Roundtable: What We Know, What We Don't Know: How Can We Better Understand Alzheimer's Disease to Develop Effective Treatments? #99

SDCC: 10

Function Type: Workshop
Set For: 245
Room Set: Theater

Cost Center: A-MA200-A135
Billing Group: SfN Master
Meeting Planner: Allison Morrow
Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

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

Note

Set stage per diagram
Set theater style for (245)
Head table with (5) chairs on stage
(1) Standing lectern with light
(1) 6' Skirted table with 2 chairs outside room
(1) Wastebasket

Riser in the back of room so cameraman is level with the speakers in front, set per diagram

Water service for lectern/head table

Lights: preset room lights out over screen

NOTE: Three presenters in this room will require a wheelchair lift on Tuesday, Nov. 6, 8:30-11am.

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm

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General Contractor - The Expo Group (TEG)

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

Note

(1) 6'x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

NOTE: Navy drape on stage for video recordings later in the week.

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm

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

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

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Digital Limiter
(2) Laser Pointers
(1) Projectionist

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm

Note: Stage lighting and up lighting on a dimmer for later recording

Audio/Visual - OnSite AV

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

Note

(1) Lectern microphone
(5) Push to talk table microphones at head table
(1) Floor microphones
(1) DI under 6' table for computer

Note: Audio to the camera riser for later session

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm

OCT 12 ADDITION
(3) LAVALIERE MICROPHONES NEEDED FOR TUE, NOV 6 8:30-11 AM

Electrical - The Expo Group (TEG)

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

Note

1-20 amp drop upstage left
1-20 amp drop camera platform

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Sunday, November 4, 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.

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00pm

Sunday, November 4, 2018 - Wednesday, November 7, 2018
9:30 AM - 5:00 PM
SfN Booth
SDCC: SfN Booth, Hall D

Function Type: Exhibits

Setup Starts On: Monday, October 29, 2018 @ 8:00 AM

Room Set: See Diagram

Cost Center: A-MK200-A108

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Cecile Remington

Organizer Email: PENDING - NOT COMPLETED FOR 2018

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 12:00 PM

Note

OCTOBER 11 ADDITION:
PLEASE CONFIRM THAT AIS & TEG WILL COORDINATE
MOUNTING BRACKETS FOR MONITORS.

Install carpet and extra padding per diagram ONLY AFTER
internet and video cables are in place. SfN staff to arrive by
10am Monday for internet cable placement.

Install booth and hanging signs per diagram, w/shelving
underneath cabinets for storage – please ensure all cabinets can
be locked.

Please note which cabinets are glass. Graphics as diagrammed
on rendering.

Small vases with flowers on counters throughout the booth.
NOTE: AIS was told not to provide stands or brackets for the
hanging monitors/screens because TEG will take care of
mounting them. Please confirm that this is correct.

Please ensure four-sided SfN hanging tower header is in place -
it was missing last year.

Inside Tower:
(3) Tall bookcases for store inventory
(3) 6' skirted tables for computers
(4) Chairs

Membership:
Note: Membership side MUST have a an enclosed, hardwall,
lockable area for a cash box.
(2) Accordion literature stands (for annual reports)
(3) High stools

(2) Wastebaskets

Neuronline:
Small counter closest to Membership section should be glassed-in display shelves with lighting.
(2) High stools
(1) Wastebasket

Professional Development:
(1) High stool
(1) Wastebasket

Scientific Training
(2) High stools
(1) Wastebasket

Advocacy:
Hanging sign over this area is different from 2017 and lists two departments, so text should be split and clearly separate. Left side "Advocacy" Right side "Scientific Training"
(2) High stools
(1) Wastebasket
(1) Side table (to hold Advocacy's wheel)
(1) Floor model iPad stand next to side table (make sure size matches iPads ordered)

Ready By:
Thursday, November 1, 2018 @ 12:00 PM

Note

Scientific Publications:
Small counter closest to Membership section should be glassed-in shelves with display lighting.
(4) High stools
(1) Round stool – near bookcase
(1) Square stool – near bookcase
(1) Accordion literature stand
Note: The two arches around the Meed the Editors area, where the monitors are mounted each should display a journal name above imagery: "eNeuro" and "JNeurosci"

SfN Store:
(2) Mannequins – headless torsos
(2) High stools
(2) Wastebaskets
(2) Bag holder stands

Place rope and stanchion (more than we had in 2017) in the draped storage area so that it can be accessed and set up easily when we see how traffic flows and lines form. Need two separate lines (one for people paying, another for looking).

BrainFacts Area:
OCTOBER 11 ADDITION:
IS IT POSSIBLE TO USE A MOUNTING BRACKET THAT EXTENDS OUT, OR PULLS THE MONITOR AWAY FROM THE STRUCTURE SO IT'S EASIER TO USE THE TOUCHSCREEN?
DECREASE THE NUMBER OF iPAD STANDS FROM 3 TO 2.

Signage: on counter kick panel "Public Outreach and BrainFacts.org"

(3) High stools
(3) Floor model iPad stands (please verify that size matches iPads ordered)
(1) Accordion literature stand
(1) Wastebasket
(1) ~2' high stand (to give extra height to a pull-up banner that will be displayed behind the counter)

Social Media Area
OCTOBER 11 ADDITION:
CLARIFICATION THAT THE LAPTOP WILL BE STORED INSIDE THE STRUCTURE RATHER THAN INSIDE THE CABINET.

(1) Round stool – near monitor tower
(1) Square stool – near monitor tower
(1) iPadZilla on back of monitor tower - please install monitor horizontally. Laptop to run iPadZilla will be stored in the counter on the other side of the structure. Sign above plasma screen: "Join the Conversation #SfN18"

Meet the Editors:
(2) Journal distribution bins
(3) High cocktail rounds
(6) High stools - 2 at each table
(1) Bench
(1) Wastebasket

Ready By:	Note
Thursday, November 1, 2018 @ 12:00 PM	SfN.org OCTOBER 11 ADDITION: (2) iPAD STANDS - PLEASE ENSURE STANDS MATCH iPAD MODEL/SIZE Similar to BrainFacts.org setup **Remain as set on a 24-hour basis through Wednesday, November 7 at 5:00 pm

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

Ready By:	Note
Saturday, November 3, 2018 @ 11:00 AM	Neuronline: (1) Handheld audio recording device – cost center: A-DN200-P112 **Remain as set on a 24-hour basis through Wednesday, November 7 at 5:00 pm**

Electrical - The Expo Group (TEG)

Ready By:	Note
Wednesday, October 31, 2018 @ 2:00 PM	SfN Store: OCTOBER 11 ADDITION: INCREASE THE NUMBER OF DROPS IN THIS AREA FROM 2 TO 3.

(2) 120v 20 amp drops, as diagrammed
Power for 3 computers, 2 credit card readers, and 2 badge scanners.

Note: SfN will provide its own power strips.

**Remain as set on a 24-hour basis through Wednesday, November 7 at 5:00 pm*

Note

Center of Tower:
OCTOBER 11 ADDITION:
CHANGE THE 120V 20AMP DROP IN THE CENTER TOWER TO A QUAD BOX.

(1) 120v 20 amp in the large center tower
(1) 120v 20 amp in the smaller section behind the membership counter

Membership:
(3) 120v 20 amp drops, as diagrammed
Power for plasma screen and 5 laptops

Neuronline/Professional Development:
(2) 120v 20 amp drops, as diagrammed
NOL - power for 2 laptop/monitors, recording device
PD - power for 1 laptop/monitor - possible additional power for staff personal laptops

Advocacy:
(2) 120v 20 amp drops, as diagrammed
Power for 2 iPads, 1 laptop/monitor - possible additional power for staff personal laptops

Scientific Publications:
OCTOBER 11 ADDITION:
REDUCE THE NUMBER OF DROPS IN THIS AREA FROM 3 TO 1.

(3) 120v 20 amp drops, as diagrammed
Power for 4 laptops, 1 monitor, 1 iPad

Meet the Editors:
OCTOBER 11 ADDITION:
INCREASE THE NUMBER OF DROPS IN THIS AREA FROM 4 TO 5.

(4) 120v 20 amp drops, as diagrammed
Outlets at each cocktail round for editors to power their personal laptops, as well as power for the two plasma screens displaying rotating journal cover images

BrainFacts:
OCTOBER 11 ADDITION:
DECREASE THE NUMBER OF DROPS IN THIS AREA FROM 3 TO 2.

(3) 120v 20 amp drops, as diagrammed
Power for 3 laptops (2 of which are the staff members' personal

laptops), plasma screen, 3 iPads on floor stands

Social Media Area/iPadZilla:
Will use power from the BrainFacts cabinet.
Power for plasma screen and laptop connected to it.

Mini Theater:
OCTOBER 11 ADDITION:
THIS AREA IS FOR SFN.ORG, IT'S NOT A MINI THEATER.

(1) 120v 20 amp drop
Power for plasma screen and laptop connected to it

Telecom - Smart City - SDCC

Ready By:
Monday, October 29, 2018 @ 10:00 AM

Note

Internet - (2) VLAN Drops. One in center tower for SfN VLAN; one at the store for CDS VLAN.
(20) additional IP addresses

VLAN drops must be in place by 10am Monday in order to run cables before the carpet is laid.

Remain as set on a 24-hour basis through Wednesday, November 7 at 5:00 pm

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Friday, November 2, 2018 @ 2:00 PM

Note

Please send network cable in advance, by October 22.

GENERAL:
Cables – order to be placed by Nelson Miranda, Senior Systems Support Manager at SfN. AIS to network computers.
All computers should have: Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

Membership*:
OCTOBER 11 ADDITION:
CANCEL THE 32" MONITOR WITH SWIVEL CAPACITY

(1) 40" plasma screen, mounted on back wall, with USB for display
(1) Laptop with mouse to operate plasma screen
(3) Laptops with mice for renewal processing at Membership Counter – must have Personify, SfN will provide credit card readers
(1) 32" monitor with swivel capability, to connect to laptop displaying membership directory
(1) Laptop with mouse for displaying membership directory

Neuronline:
(1) 32" plasma screen w/ USB (for PPT slideshow display) – mount on tower wall behind counter
(1) Laptop for controlling plasma w/ PPT
(1) Additional Laptop

(1) 32" monitor w/ speakers & swivel capability
(1) Laptop with mouse & keyboard (keyboard needs long cords)
– for controlling 2nd monitor

Professional Development
(1) 32" monitor, with swivel capability
(1) Laptop with mouse & keyboard (keyboard needs long cord) –
for controlling monitor

Advocacy:
(1) 32" monitor w/ swivel capability
(1) Laptop with mouse and keyboard to control monitor
(1) iPad in swivel stand secured to the counter
(1) iPad (TEG to provide floor stand)

Ready By:
Friday, November 2, 2018 @ 3:00 PM

Note

Training:
(1) 32" monitor w/ swivel capability (facing outward)
(1) Laptop with mouse and keyboard for controlling monitor
(1) iPad in swivel stand secured to the counter

Scientific Publications:
OCTOBER 11 ADDITION:
THE LAPTOPS SHOULD HAVE OFFICE 2016, NOT OFFICE
2013.

(1) 32" plasma screen w/ speakers & USB (for HON videos) –
mount on tower wall behind counter
(1) Laptop with mouse for connecting HON PPT
(3) Laptops w/ mice for Sci Pubs team - please add Photoshop,
Office 2013 Pro, Personify
(1) iPad in swivel stand secured to the counter

Meet the Editors:
(2) 40" plasma screens w/ USB – display orientation will be
portrait

BrainFacts:
OCTOBER 11 ADDITION:
REDUCE iPADS FROM 3 TO 2 - COORDINATE STAND SIZE
WITH TEG. BOTH ARE TO BE PLACED ON THE SIDE
NEAREST THE SFN STORE.
SEE NOTE IN TEG SECTION- CAN THE TOUCHSCREEN BE
MOUNTED USING A BRACKET THAT EXTENDS OUT FOR
EASIER ACCESS BY STAFF SO THEY DON'T HAVE TO LEAN
OVER THE CABINET?

(1) 40" plasma touchscreen for displaying BrainFacts.org – note
that a touchscreen is requested for 2018
(1) Laptop to operate BrainFacts.org on plasma
(3) iPads (TEG to provide floor stands)

SfN Store:
None due, equipment provided by CDS.

SfN.org (where the mini theater used to be):
OCTOBER 11 ADDITION:
ADD (1) LAPTOP
ADD (2) iPADS ON STANDS (TEG TO PROVIDE STANDS)

Similar setup to BrainFacts area

iPadZilla:
(1) 40" plasma screen - horizontal orientation
(1) Laptop to operate plasma screen

Remain as set on a 24-hour basis through Wednesday, November 7 at 5:00 pm

Other - Convention Data Services (CDS)

Ready By:
Friday, November 2, 2018 @ 10:00 AM

Note

Advocacy & Training:
(3) Lead retrieval machines - contact Adam Katz at akatz@sfn.org for requirement details.

Scientific Publications:
(2) Lead retrieval machines - contact Zach Dourafei at zdourafei@sfn.org for requirement details.

BrainFacts:
(1) Lead retrieval machine - contact Alissa Ortman at aortman@sfn.org for requirement details.

SfN Store:
(2) CDS terminals w/ 10-key keyboards
(2) CDS credit card readers
(1) CDS administrative terminal
(2) Badge scanners
Note: Terminals need to be set up with both member and nonmember product pricing.

Remain as set on a 24-hour basis through Wednesday, November 7 at 5:00 pm

Food And Beverage - Center Plate - SDCC

Ready By:
Friday, November 2, 2018 @ 12:00 PM

Note

OCTOBER 25 ADDITION:
(1) WATER COOLER WITH CUPS. REFILL AS NEEDED PLACE IN CENTER TOWER STORAGE AREA

Remain as set on an 24-hour basis through Wednesday, November 7 at 5:00 p.m.

Sunday, November 4, 2018
10:00 AM - 12:00 PM
Brain Bond/10-Year Plan for Neuroscience
SDCC: 26B

Function Type: Meeting	**Cost Center:** G-OD200-M853
Estimated Attendance: 30	**Billing Group:** SfN Master
Room Set: As Set	**Meeting Planner:** Dawn Keane
	Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

General Notes - SfN

Ready By:
Sunday, November 4, 2018 @ 9:00 AM

Note

As set Saturday, November 3

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

Ready By:
Sunday, November 4, 2018 @ 9:00 AM

Note

(1) Screen
(1) Data Projector with Cart

Audio/Visual - OnSite AV

Ready By:
Sunday, November 4, 2018 @ 9:00 AM

Note

(15) Push to talk table microphones

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Sunday, November 4, 2018 @ 9:00 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 - Center Plate - SDCC

Ready By:
Sunday, November 4, 2018 @ 9:30 AM

Note

Chilled Bottled Water @ $4.00++ each, charged on consumption.
1 Gallon Coffee @ $65.00++ per gallon
1 Gallon Decaf @ $65.00++ per gallon
1/2 Gallon Tea @ $65.00++ per gallon
(1) Dozen Assorted Breakfast Breads @ $44.00++ per dozen
(1) Dozen Muffins @ $46.00++ per dozen
(1) Dozen Danish @ $49.00++ per dozen

All prices are subject to 20% service charge and 8.00% taxes.

OCTOBER 22 UPDATE:
CHANGE TO 1/2 GALLON DECAF
REMOVE THE DANISH

Sunday, November 4, 2018
6:30 PM - 8:30 PM
Arab Neuroscientists Social
SDCC: 26B

Function Type: Satellite	**Cost Center:** A-MA200-A701
Estimated Attendance: 30	**Billing Group:** SfN Master
	Meeting Planner: Sharon Bowles
	Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Yasmine El-Shamayleh
Organizer Email: yasmine@arabneuroscientists.org

Logistics

Setup - San Diego Convention Center

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note

As set on Saturday, November 3 at 7:00 am

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

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note

As set on November 4 at 10 a.m.

OCT 25 A/V CANCELLATION
ORGANIZER HAS CANCELLED THE FOLLOWING:
(1) 8' SCREEN
(1) DATA/VIDEO PROJECTOR AND CART

Satellite Organizer requests the following items:
(1) 8' screen
(1) Data/video projector and cart

Audio/Visual - OnSite AV

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note

As set on November 4 at 10 a.m.

Satellite organizer will use the following item:
(1) Table microphone on end table of U-Shape

Food And Beverage - Center Plate - SDCC

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note

Please contact organizer directly for food and beverage
requirements. Organizer will pay Centerplate directly for all f/b
orders.

Sunday, November 4, 2018
6:30 PM - 8:30 PM
g.tec RecoverIX and MindBEAGLE Workshop
SDCC: 10

Function Type: Satellite	**Cost Center:** A-MA200-A701
Estimated Attendance: 100	**Billing Group:** SfN Master
Room Set: As Set	**Meeting Planner:** Sharon Bowles
	Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Christoph Guger
Organizer Email: guger@gtec.at

Logistics

Setup - San Diego Convention Center

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note
As set on Sunday, November 4 at 7:30a.m.

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

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note
As set on Sunday, November 4 at 7:30 am.
Satellite Organizer will use the following existing items:
(1) Screen
(1) Projector cart
Organizer will bring his own projector

Audio/Visual - OnSite AV

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note
As set on Sunday, November 3 at 7:30 am.

OCT 25 CHANGE
ORGANIZER WILL NOT USE FLOOR MICROPHONE

Satellite Organizer will use the following existing items:
(1) Lectern microphone
(1) Floor microphone
(1) DI under 6' table for computer

Food And Beverage - Center Plate - SDCC

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note
Please contact organizer directly for food and beverage requirements. Organizer will pay Centerplate directly for all f/b orders.

Sunday, November 4, 2018
6:30 PM - 8:30 PM
New Techniques in Electro-and Optophysiology
SDCC: 4

Function Type: Satellite	**Cost Center:** A-MA200-A701
Estimated Attendance: 100	**Billing Group:** SfN Master
	Meeting Planner: Sharon Bowles
	Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Margaret Badon
Organizer Email: margaret@alascience.com

Logistics

Setup - San Diego Convention Center

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note

As set on Saturday, November 3 at 8 a.m.

(1) Skirted registration table and (2) chairs outside the entrance

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

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note

As set on Saturday, November 3 at 12:00 pm

OCT 25 CHANGES
ORGANIZER WILL NOT USE THE FOLLOWING ITEMS:
4X1 SWITCHER
(2) LASER POINTER
DIGITAL TIMER

Satellite organizer will use the following existing items:
(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Digital Timer
(2) Laser Pointers

Audio/Visual - OnSite AV

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note

As set on Saturday, November 3 at 12:00 pm

OCT 25 CHANGES
ORGANIZER WILL NOT USE THE FOLLOWING:
(2) FLOOR MICROPHONES

Satellite organizer will use the following existing items:

(1) Lectern microphone
(1) Table microphone at head table
(2) Floor microphones
(1) DI under 6' table for computer

Food And Beverage - Center Plate - SDCC

Ready By:
Sunday, November 4, 2018 @ 5:30 PM

Note

Please contact organizer directly for food and beverage requirements. Organizer will pay Centerplate directly for all f/b orders.

Monday, November 5, 2018

6:30 PM - 9:30 PM

Sleuthing Out NIH Grant Opportunities for Fellows, Scholars and Early Career Investigators

SDCC: 4

Function Type: Satellite	**Cost Center:** A-MA200-A701
Estimated Attendance: 200	**Billing Group:** SfN Master
	Meeting Planner: Sharon Bowles
	Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Holbrook

Organizer Email: sholbrook@seiservices.com

Logistics

Setup - San Diego Convention Center

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

Note

As set on Saturday, Nov. 3 at 1:00 p.m.

Satellite organizer also requests the following items:
(1) Skirted registration table with (2) chairs at the entrance to the room.
.
(1) Easel

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

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

Note

As set on Saturday, Nov. 3 at 1:00 p.m.

Satellite organizer will use the following existing items:
(1) Screen, set per diagram
(1) Data/video projector w/cart

Audio/Visual - OnSite AV

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

Note

As set on Saturday, Nov. 3 at 1:00 p.m.

OCT 25 ADDITION
ORGANIZER WILL ALSO USE THE FOLLOWING:
(2) AISLE MICROPHONES

Satellite organizer will use the following existing items:
(1) Lectern microphone

Food And Beverage - Center Plate - SDCC

Ready By:
Monday, November 5, 2018 @ 6:30 PM

Note

Please contact organizer directly for food and beverage requirements. Organizer will pay Centerplate directly for all f/b orders.

Tuesday, November 6, 2018

8:30 AM - 11:00 AM

Basic-Translational-Clinical Roundtable: Neuroprosthetic Devices: A Patient's Perspective on Brain Computer Interfaces #440

SDCC: 10

Function Type: Workshop

Set For: 245

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Tuesday, November 6, 2018 @ 7:30 AM

Note

As set Sunday, Nov. 4 at 7:30am.

NOTE: Three presenters in this room will require a wheelchair lift for this session.

Audio/Visual - OnSite AV

Ready By:
Tuesday, November 6, 2018 @ 7:30 AM

Note

OCTOBER 12 UPDATE:
ADD (3) LAVALIERE MICROPHONES

Wednesday, November 7, 2018
8:00 AM - 9:30 AM
International Brain Bee
SDCC: 26A

Function Type: Meeting

Estimated Attendance: 15

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Julia Pergande

Logistics

General Notes - SfN

Ready By:
Wednesday, November 7, 2018 @ 7:00 AM

Note

OCTOBER 22: NEW EVENT
AS SET ON SATURDAY, NOVEMBER 3

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

Ready By:
Wednesday, November 7, 2018 @ 7:00 AM

Note

OCTOBER 22: NEW ADDITION
(1) SCREEN
(1) DATA PROJECTOR

Food And Beverage - Center Plate - SDCC

Ready By:
Wednesday, November 7, 2018 @ 7:30 AM

Note

OCTOBER 22: NEW ADDITION
1/2 GALLON OF COFFEE @ $65.00++
1/2 GALLON OF DECAF @ $65.00++
1/2 GALLON OF TEA @ $65.00++
(1) DOZEN BREAKFAST BREADS @ $44.00++ PER DOZEN
(1) DOZEN MUFFINS @ $46.00++ PER DOZEN

Wednesday, November 7, 2018
9:00 AM - 10:00 AM
Augmented Reality Focus Group
SDCC: 3

Function Type: Other
Estimated Attendance: 20

Cost Center: A-MA200-A751
Billing Group: SfN Master
Meeting Planner: Paula Kara
Post: Yes

Contacts

Contact: Janel Johnson

Logistics

General Notes - SfN

Ready By:
Sunday, November 4, 2018 @ 5:00 PM

Note

==OCTOBER 25 TIME CHANGE:==
==THE TIME FOR WEDNESDAY'S FOCUS GROUP HAS==
==CHANGED FROM 9AM - 10AM.==
==ALL OTHER FOCUS GROUP TIMES ARE UNCHANGED.==
==PLEASE NOTE THE THE LIST OF FOCUS GROUP DAYS AND==
==TIMES WAS NOT CHANGED ON THE OTHER 3 SPEC SHEETS.==

OCTOBER 11: NEW EVENT

There will be four focus groups in this room during the course of the meeting:

Sunday 10-11am
Monday 2-3pm
Tuesday 2-3pm
Wednesday, 11am - noon - OCTOBER 25 - TIME CHANGED TO 9AM - 10AM, WEDNESDAY ONLY

Setup - San Diego Convention Center

Ready By:
Saturday, November 3, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

Please keep the front of the room set as diagrammed for the SfN Members' Business Meeting on Tuesday at 6:45pm.

In the rear of the room please set 15 chairs in a half circle facing the poster board.

After the Tuesday focus group, the chairs can be placed against the wall for the SfN Members' Business Meeting, and pulled out again for the Wednesday focus group.

General Contractor - The Expo Group (TEG)

Ready By:
Saturday, November 3, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

(1) poster board in the rear of the room
(1) 6' table placed near the poster board

The poster board and table can be pushed against the back wall on Tuesday for the SfN Members' Business Meeting and pulled out on Wednesday for the focus group.