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Monday, October 29, 2018 - Thursday, November 8, 2018

6:00 AM - 12:00 PM

AIS Storage Room 1

SDCC: 8

Function Type: Office
Room Set: See Diagram

Cost Center: A-MO200-A201
Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No

Contacts

Alt Contact: Eric Berry

Logistics

Setup - San Diego Convention Center

Ready By:
Monday, October 29, 2018 @ 9:00 AM

Note
5-tables w/ skirts
15 - 6' tables No skirts
18 - Chairs
(5) Keys

**Remain as set on an 24-hour basis through Thursday,
November 8 at 12:00pm**

Electrical - The Expo Group (TEG)

Ready By:
Monday, October 29, 2018 @ 9:00 AM

Note
Electric 1-110V 20amp Drop on East Wall
Electric 1-110V 20amp Drop on West Wall

**Remain as set on an 24-hour basis through Thursday,
November 8 at 12:00pm**

Telecom - Smart City - SDCC

Ready By:
Monday, October 29, 2018 @ 12:00 PM

Note
(1) telephone line and handset with local and 800 access,
number per Telephone Roster

**Remain as set on an 24-hour basis through Thursday,
November 8 at 12:00pm**

Monday, October 29, 2018 - Thursday, November 8, 2018

6:00 AM - 12:00 PM

Exhibit Management Office

SDCC: Exhibit Management Office, Lobby D

Function Type: Office
Room Set: See Diagram

Cost Center: A-MO200-A705
Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:
Monday, October 29, 2018 @ 8:00 AM

Note
Mon., Oct. 29 - Sat., Nov. 3, 8:00am - 6:00pm
Sun., Nov. 4- Tues., Nov. 6, 7:00am - 6:00pm
Wed., Nov. 7, 7:00am - 10:00pm
Thurs., Nov. 8, 8:00am - 4:00pm

General Contractor - The Expo Group (TEG)

Ready By:
Monday, October 29, 2018 @ 3:00 PM

Note
Install walls per diagram. walls are to be white with front top half are to be smoke plexi glass .

Please put low drape around the exterior of the build-outs.

(4) Keys - NOTE: Need to ensure lock and keys work properly

Set per diagram

(3) Executive Desks
(1) Merlin Table (46") for Receptionist
(5) Executive Chairs (note: 2 chairs go to Floor Managers desk)
(5) Wastebaskets
(15) Armchairs
(1) 8' Poster boards with pins - behind Allison's desk
2019 floor plan with board that Jason will handle.
(1) 6'x30" skirted table

Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 am

Audio/Visual - OnSite AV

Ready By:
Tuesday, October 30, 2018 @ 12:00 PM

Note

(1) Standing Microphone to make daily announcements in exhibit hall.

****Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 am****

Electrical - The Expo Group (TEG)

Ready By:
Monday, October 29, 2018 @ 5:00 PM

Note

Ready By:
Mon, 10/29 @ 5:00 PM (5) 1000 Watt Outlet with 25 ft. Multi Strip/each
(1 at Receptionist desk/70" HD Monitor and laptop, 1 at Floor Manager Desk, 1 at Jennifer's desk, 1 at Allison's desk and 1 at printer/laptop at table)
Note: Will be plugging in 1 small heater at Allison's Desk (back right), need enough power for that as well.

****Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 am***

Telecom - Smart City - SDCC

Ready By:
Monday, October 29, 2018 @ 5:00 PM

Note

(4) Multi Lines, unrestricted, with instrument rollover feature.
Extensions per Telephone Roster for Receptionist, Jennifer, Allison, Jim/Shawn (floor manager)

(1) VLAN drop
Place internet drop at 6' table with printer.

AIS staff to network laptop computers and printer, including SfN laptops.

****Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 am****

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Tuesday, October 30, 2018 @ 11:00 AM

Note

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

NOTE: Allison and Jen will bring own laptops – will need to be networked to printer.

(1) for exhibit space assignments at floor managers desk, will need to be networked to printer (will need setup Sunday afternoon no later than 3:00pm)

(1) for application submissions

(1) Laptop at reception desk will need to connect to 70" monitor via HDMI (or other compatible cable). Will need a long enough cable (25'-50') to wrap around the walls (see floor plan) so there is not a cable in the middle of the carpet.

(1) 70" HD Monitor w/dual post floor stand. Will need to connect to laptop computer at receptionist desk.

(1) iPad for receptionist

(3) 22" Monitors to connect to laptops (Allison, Jen, Floor Managers)

(4) Keyboards and mice

(1) Printer - network laptops to this printer.

AIS staff to network laptop computers and printer, must be hardwired.

****Remain as set on a 24-hour basis through Wednesday, November 7 at 8:00 pm****

Monday, October 29, 2018 - Wednesday, November 7, 2018

6:00 AM - 11:30 PM

Security Office

SDCC: Show Office B

Function Type: Office

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Allison Burns

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, October 29, 2018 @ 6:00 AM

Note

In front section of room:

(2) Banquet Round

(16) Chairs

(4) Keys

In back section of room

(4) 6'x30" Tables

(8) Chairs

****Remain as set on an 24-hour basis through Thursday, November 8 at 5:00pm****

Telecom - Smart City - SDCC

Ready By:

Monday, October 29, 2018 @ 7:00 AM

Note

(1) Single phone line and hand set, number per Telephone Roster at table in font of room. Calls for local and 800 calls only.

****Remain as set on an 24-hour basis through Thursday, November 8 at 5:00pm****

Monday, October 29, 2018 - Wednesday, October 31, 2018

6:00 AM - 8:00 PM

Staff Meal Room Set Up

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

General Notes - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 2:00 PM

Note

Build staff meal room per diagram.

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Max room with banquet rounds and chairs, leaving room for buffets.

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

Monday, October 29, 2018 - Saturday, November 3, 2018

7:00 AM - 6:00 PM

Decorator Move In

SDCC: Exhibitor Move In, Halls B-H

Function Type: Exhibits

Room Set: See Diagram

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Wednesday, October 31, 2018 @ 8:00 AM

Note

Wed, Oct. 31 - Sat, Nov. 3, 8:00am - 6:00pm

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 6:00 PM

Note

Vacuum all exhibit booths on Saturday evening after 6:00pm.

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 8:00 AM

Note

(5) Electric Carts

(5) 8" x 5" signs with show logo for electric carts (signs are not on Paula's order) – Signs to read:

SfN - Paula

SfN - Paul

SfN - Allison

SfN - Jim

SfN - Shawn

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths.

CARPET:

Blue carpet in exhibit aisles

Blue Jay carpet in poster areas

Set 10 X 10 booths as follows:

White Back drape

Gold Side rail

SIGNS:

Hang double sided aisle signs per drawings (on Paula's Banner order).

Hang double sided signs to read:

PUBLISHERS ROW - hang in front section of booths

INSTITUTES/NONPROFITS - two signs, one in front and one in back section of booths

Exhibit Hall Directory (8' H x 10' W with Exhibit Guide bins) locations are listed below. SEE DIAGRAM FOR EXACT LOCATIONS.

1 - Entrance to Hall B

2 - Entrance to Hall C

3 - Entrance to Hall E

4 - Inside Entrance to Hall F

5 - Entrance to Hall F/G

6 - On column at entrance, near 301

7 - Across from 3018 on column

8 - Sails Pavilion

Caution Tape:

Please cordon off aisles in four sections, aisles 100-1600, aisles 1700-2900, and aisles 2900-3000 and 3000-4500 (Note: may need to do a few more sections with they way the floor is angled)

Saturday at 11:00 am, put caution tape around exhibit areas and then remove the caution tape beginning at 9:20 am Sun morning.

Sunday after exhibit closing put caution tape around exhibit areas and take down at 9:20 Monday morning. Repeat this for Mon - Wed.

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

Monday, October 29, 2018

7:00 AM - 7:00 PM

Release to SDCC

SDCC: 23A, 23B, 23C

Function Type: Other

Meeting Planner: Dawn Keane

Post: No

Logistics

Monday, October 29, 2018 - Wednesday, November 7, 2018

7:30 AM - 8:00 PM

SfN Booth Storage

SDCC: Show Office C

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Paul Troxell

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, October 29, 2018 @ 7:00 AM

Note

- (2) 6' tables w/ skirts
- (2) 6' tables No skirts
- (5) chairs
- (3) Keys

****Remain as set on a 24-hour basis through Friday, November 9 at 7:00pm****

Monday, October 29, 2018 - Tuesday, October 30, 2018

8:00 AM - 6:00 PM

Headquarters - Logistics & Program Office Set Up

SDCC: Headquarters Office, Sails Pavilion

Function Type: Office

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:

Monday, October 29, 2018 @ 8:00 AM

Note

Hours: Fri, Nov. 2, 8:00am - 5:00pm,
Sat, Nov. 3 - Wed, Nov. 7, 7:00am - 6:00pm

General Contractor - The Expo Group (TEG)

Ready By:

Monday, October 29, 2018 @ 5:00 PM

Note

HEADQUARTERS:

Install walls per attached diagram. The walls on both sides of the center two offices AND the back of offices facing Reception Area are to be smoke plexi on the top half, as indicated on diagram.

Please put low drape around the exterior of the build-outs.

NOTE - Need to lock door between offices and staff meal room.

(11) Keys - NOTE: Need to ensure lock and keys work properly

Logistics Office:

(16) Executive desks with drawers that lock.

(16) Executive swivel chairs

(22) Chairs (2) in front of desks as drawn on diagram

(1) Conference table with (6) chairs

(17) 6'x30" skirted tables

(3) Chairs - along wall for waiting area

(16) Wastebaskets

NOTE: (65) Clear literature pockets mounted on the wall facing registration.

SIGN ROOM

Build room w/door per diagram.

(3) 6'x30" Skirted Tables

(1) Wastebasket

(20) Two-way radios on repeater

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

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, October 30, 2018 @ 10:00 AM

Note
(15) 120v/15 amp drops, see diagram for placement.

Note: If possible, please don't install breaker boxes in offices.

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

Telecom - Smart City - SDCC

Ready By:
Tuesday, October 30, 2018 @ 3:00 PM

Note
(1) VLAN with (2) drop locations per diagram in Paula's area and Program Staff area
(14) additional IP addresses

(1) CDS VLAN drop at Stephanie's area

NOTE: SfN staff will create secured wireless network and network all computers and printers

(12) Multi-lines, unrestricted, with instruments and rollover, numbers per attached Telephone Roster. See diagram for placements

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Tuesday, October 30, 2018 @ 5:00 PM

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

NOTE: Laptops for: Meetings Assistant, Sharon, Alisa, and Central Staffing

Please provide a mouse for each laptop.

(2) Printers - Black & White near Tannera's desk,
Color near Paula's desk

SfN staff to network all computers to printers.

(7) iPads for advance of meeting and onsite.
Note: iPads with Data Plan for: Dawn, Allison B, Alisa, Jennifer G, Nelson, Harjit & Sorabh

NOTE: BY Oct. 8th - send iPads to the SfN office

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

Monday, October 29, 2018 - Wednesday, November 7, 2018

8:00 AM - 12:00 AM

Social Media Walls

SDCC: Social Media Wall

Function Type: Other

Cost Center: A MC200-xxxx-P213

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Kym Kilbourne

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

There will be two Social Media Walls, locations are:
Ballroom 20 Lobby on the wall across from the Ballroom 20A Workroom
Lobby B1 on the column near the Certificate of Attendance Booth.

SfN Media and Communications staff will provide preprinted labels and Sharpies.

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Installation complete by noon on 11/1.
Place two high cocktail rounds by each wall, one on each side.

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

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

(2) 90" monitors - one at each location.

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Power for one laptop and monitor at each location.

Telecom - Smart City - SDCC

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

(2) Internet drops - one at each location, using the NMP VLAN

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Thursday, November 1, 2018 @ 3:00 PM

Note

(2) Laptop computers with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
Install one at each location - laptops are to be placed inside the wall structures.

Monday, October 29, 2018 - Thursday, November 8, 2018

8:00 AM - 5:00 PM

Wireless Internet Buyout

SDCC: Wireless Buyout, All SDCC

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Paula Kara

Logistics

Telecom - Smart City - SDCC

Ready By:

Monday, October 29, 2018 @ 8:00 AM

Note

Wireless Internet Buyout in all Meeting Rooms and Public Areas and in Exhibit Halls A- H (entire building)

SSID: Neuroscience

4 Separate VLANs:

Wireless Buyout – Exhibit Floor and all SDCC

Neuroscience Meeting Planner Viewing Area & Testimonial Booth

Convention Data Services (CDS) for registration

SfN Staff – Headquarters/Neurojobs/SfN Booth/Staff Work Room

Daily Reports for each VLAN detailing hourly concurrent users, unique devices and bandwidth consumption. LAN Statistics (bandwidth consumption) for NMP area of Sales Pavilion. Access to monitoring system to view real-time statistics throughout the day.

Frequencies for Public Space/Meeting Rooms – 2.4/5.0 GHz 802.11 g/n/ac

Exhibit Halls – 5.0 GHz only

Speed - 1.5Mbps up/down (throughout the entire convention center)

Access Points Connections - 200 Concurrent Connections per

Access Point at 1.5Mbps per connection/device.

DHCP lease will be set 12 hours and will be adjusted according to load on system.

Wireless buyout to include Exhibit Halls A-H, all Meeting Rooms and Public Space, per discussions with SmartCity.

NOTE: Scott Moore and Nelson Miranda have the authority to request restarts of the VLAN in the event we need to do so. No changes to the wireless buyout that have a financial consequence may be made without approval of Paula Kara.

Monday, October 29, 2018 - Wednesday, November 7, 2018

3:00 PM - 11:30 PM

First Aid

SDCC: First Aid, Lobby C

Function Type: Office

Room Set: See Diagram

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, October 29, 2018 @ 3:00 PM

Note

Please give access to the First Aid Services of San Diego at 7 a.m.
(4) Keys for door

****Remain as set on an 24-hour basis through Wednesday,
November
7 at 11:59 p.m.****

****Starting at 12:00 a.m. on Thursday, November 8, First Aid
Services will be roaming/floating within the convention center until
Friday, November 9 at 6:00 p.m. ****

General Contractor - The Expo Group (TEG)

Ready By:

Monday, October 29, 2018 @ 3:00 PM

Note

Set a 30' x 60' hard wall modular space with locking door.
Set a 6' long partition parallel to and 6' from rear wall, to create a
privacy area for patients.
Place (3) Standard chairs in back room, and (5) standard chairs in
the front section.
Place (1) 30"x60" table in the front section.
Place (1) Executive chair behind the 30"x60" table.
Add (1) Trash can to the front section.

****Remain as set on an 24-hour basis through Wednesday,
November 7 at 11:59 p.m.****

Electrical - The Expo Group (TEG)

Ready By:

Monday, October 29, 2018 @ 3:00 PM

Note

(1) Electrical outlet with (6) plug power strip at the 30"x60" desk.

Telecom - Smart City - SDCC

Ready By:
Monday, October 29, 2018 @ 3:00 PM

Note

(1) Single phone line and hand set, number per Telephone Roster. Place phone on 30"x60" table. Calls for local calls only. Phone Number: (619) 525-6211.

****Remain as set on an 24-hour basis through Wednesday, November 7 at 11:59 p.m.****

Food And Beverage - Center Plate - SDCC

Ready By:
Monday, October 29, 2018 @ 3:00 PM

Note

(1) Water cooler with cups. Refill as needed.

****Remain as set on an 24-hour basis through Wednesday, November 7 at 11:59 p.m.****

Tuesday, October 30, 2018 - Saturday, November 3, 2018

6:00 AM - 8:00 PM

Exhibitor Lounge Set Up

SDCC: Exhibitor Lounge, Lobby D

Function Type: Exhibits

Room Set: See Diagram

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Allison Burns

Logistics

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Provide a few cocktail rounds and chairs per diagram to compliment the furniture provided by TEG.

(2) 6ft. draped tables for Food & Beverage Station

(1) 6ft. draped table for laptop computers

****Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.****

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Please monitor room on a regular basis to empty trash cans. Vacuum room every day between 5:00pm - 6:00pm beginning Thursday, Nov. 1 - Wednesday, November 7, room is locked at 6:00pm.

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Build walls per diagram - color white.

Please provide furniture per diagram. Leave space for cocktail rounds with chairs.

****Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.****

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

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

(1) Television with cart - set per diagram

****Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(2) 500 watt outlets for 1 TV and 2 laptop computers to be placed per diagram

Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

(1) Cable Television Connection set per diagram.

Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

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

NOTE: Laptops will need to be locked down.

Remain as set on a 24-hour basis through Wednesday, November 7 at 8:00 pm

Food And Beverage - Center Plate - SDCC

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Water cooler with disposable cups. Replenish as needed throughout the week.

Remain as set on a 24-hour basis through Thursday, November 8 at 6:00 a.m.

Tuesday, October 30, 2018 - Thursday, November 8, 2018

7:00 AM - 12:00 PM

AIS Storage Room 2

SDCC: 21

Function Type: Office

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Alt Contact: Eric Berry

Logistics

Setup - San Diego Convention Center

Ready By:

Tuesday, October 30, 2018 @ 7:00 AM

Note

(2) 6' tables w/ skirts

(8) 8' tables No skirts

(10) chairs

(5) Keys

****Remain as set on an 24-hour basis through Thursday,
November 8 at 12:00pm****

Tuesday, October 30, 2018 - Friday, November 2, 2018

8:00 AM - 5:00 PM

Press Room Set Up

SDCC: 15B

Function Type: Office

Estimated Attendance: 75

Room Set: See Diagram

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Lauren Wingfield

Logistics

Setup - San Diego Convention Center

Ready By:

Tuesday, October 30, 2018 @ 4:00 PM

Note

(16) 6'x30" tables as diagrammed

(2) 8'x30" tables as diagrammed

(22) Chairs as diagrammed.

(8) Banquet Rounds, with (8) chairs at each, spread evenly throughout the room.

(2) Easel

(8) Wastebaskets

(5) Keys

(1) Water cooler w/disposable cups. Refresh throughout the week.

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

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 3:30 PM

Note

(1) Poster Board with push pins

(1) Executive Desk

(5) Junior Executive Swivel Chairs

(2) Coat Racks

(1) Book Case w/ 3 shelves

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

(1) 110 V AC drop under each table with computers and at the desk.

(1) 120V outlet for copier/printer/scanner - one small office machine.

Power at each of the round tables with a power strip.

(2) Extra power strips to staff - please give to staff.

AC for water cooler if not near an outlet.

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

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) VLAN with (2) drops. See diagram for locations. On the SfN Staff VLAN
SfN staff to provide secured wireless network.
AIS staff to network computers and printers.

(1) CDS VLAN drop

(2) Multi lines with instruments, unrestricted, at desk.
(1) Single line, no instrument, unrestricted at scanner machine.
(1) Single line with instrument, restricted and 800, placed at table along perimeter of the room as diagrammed

Phone numbers per Telephone Roster, see diagram for placement.

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

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

(1) Black & White Printer
(1) Color Printer in staff area
Please network as requested by Press Room staff on Friday, November 2.

(1) Multifunctional printer/scanner/fax

AIS staff to network computers and printers.
SfN staff to provide secured wireless network.

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

Other - Convention Data Services (CDS)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

(1) CDS terminal
(1) CDS printer

Tuesday, October 30, 2018 - Wednesday, November 7, 2018

8:00 AM - 6:00 PM

Staff Work/Storage Room

SDCC: Staff Work Rm, Sails Pavilion

Function Type: Office

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 11:00 AM

Note

Build wall with interior door per diagram.

(8) 6'x30" Skirted Tables

(10) Chairs

(1) Storage Cabinet with lock for supplies in Work area.

(3) Storage Cabinets with locks in Storage area.

(4) Wastebaskets

(2) Coat Racks

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

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 2:00 PM

Note

(6) Quad Boxes, see floor plan for placement.

Note: One is for copier, need to ensure we have enough power.

Please provide five power strips for charging devices.

****Remain as set on an 24-hour basis through Wednesday,
November 7 at 6:00pm****

Telecom - Smart City - SDCC

Ready By:

Tuesday, October 30, 2018 @ 2:00 PM

Note

Staff Work Room

(2) SfN Staff VLAN drops - one for computers and one at copier location (with SMTP capability)

(9) additional IP addresses

****Remain as set on an 24-hour basis through Wednesday,
November 7 at 6:00pm****

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

Staff Work Room

NOTE: Please be sure to add Dreamweaver software to order for all computers in this room.

(6) Computers and monitors with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Pro, Quicktime and Flash Software, Dreamweaver.

The USB ports must be located in the front of the CPU.

(2) iMAC computer w/Adobe Creative Cloud for Teams

NOTE:: Please ensure software is loaded in advance of delivery (trial license is okay)

(1) Printer - network all computers in the workroom to this printer.
AIS to network all computers to printer.

****Remain as set on an 24-hour basis through Wednesday,
November 7 at 6:00pm****

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

6:00 AM - 8:00 PM

Exhibitor Registration

SDCC: Exhibitor Registration, Lobby D

Function Type: Registration

Room Set: See Diagram

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, October 30, 2018 @ 8:00 AM

Note

Hours: Wed. Oct. 31 - Sat., Nov. 3, 8:00 am - 6:00 pm, Sun.
Nov. 4 - Wed. Nov. 7, 7:00 am - 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 2:00 PM

Note

(3) Counters

Header to read: EXHIBITOR REGISTRATION

(5) 6' draped tables

(6) Task chairs

(3) Wastebaskets

42" Drape behind tables for storage

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

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Rope & Stanchion

**Remain as set on a 24-hour basis through Tuesday, Nov. 6 at
5:00 pm.

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(3) Quad boxes – one under each counter.

**Remain as sat on a 24-hour basis through Wednesday. Nov. 7
at 5:00 pm**

Telecom - Smart City - SDCC

Ready By:
Tuesday, October 30, 2018 @ 4:00 PM

Note

- (1) Single line with instrument. Restricted and 800 calls only, number per roster.
- (1) VLAN drop for CDS Registration

CDS to route from CDS Office

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

Other - Convention Data Services (CDS)

Ready By:
Wednesday, October 31, 2018 @ 8:00 AM

Note

CDS to be ready to open at 8:00 am, Wed., Oct. 31 – opening to be handled manually. Have exhibitor list and pre-printed SET-UP ONLY badges and clear plastic holders for 75 exhibitors. If all badges are used, be preprinted to hand write SET UP ONLY on blank badge stock with black marker. Have computers and printers ready by 7:00 am, Thurs. Nov. 1 for 8:00 am opening.

- (1) Admin terminal to be placed on back table
- (6) CDS Terminals – (2) per counter
- (3) Printers, (1) at each counter
- (1) Receipt printer
- (6) Scanners

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

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

6:00 AM - 6:00 PM

Headquarters - Logistics & Program Office

SDCC: Headquarters Office, Sails Pavilion

Function Type: Office

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:

Wednesday, October 31, 2018 @ 8:00 AM

Note

Hours: Fri, Nov. 2, 8:00am - 5:00pm

Sat, Nov. 3 - Wed, Nov. 7, 7:00am - 6:00pm

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

8:00 AM - 7:00 PM

Business Office

SDCC: Business Office, Sails Pavilion

Function Type: Office
Room Set: See Diagram

Cost Center: A-MO200-A708
Billing Group: SfN Master
Meeting Planner: Stephanie Embrey
Post: Yes

Contacts

Contact: Cori Spencer

Logistics

General Notes - SfN

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

Note
Hours: Sat, Nov. 3 - Wed, Nov. 7, 7:30am - 6:00pm

General Contractor - The Expo Group (TEG)

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

Note
Install walls with locking door per diagram.
(2) Keys required.
(4) 8'x30" skirted tables
(9) chairs
(1) Coat Tree
(2) Wastebaskets
(1) Large Safe - hard to move, NOTE - with access by pin (in good working order). Give pin to Cori Spencer only.

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

Electrical - The Expo Group (TEG)

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

Note
Electrical at the 8' tables for use of laptops and printer

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

Telecom - Smart City - SDCC

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

Note
(1) SfN Staff VLAN drop
(1) Single line with instrument, unrestricted

AIS to network computers and printers.

MUST HAVE INTERNET UNTIL 7:00PM on Wednesday,

November 7.

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

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

(2) Keyboards with number pad

(1) Printer

AIS to network computers and printers

PICK-UP EQUIPMENT AT 7:00PM

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

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

8:00 AM - 7:00 PM

CDS Office

SDCC: CDS Office, Sails Pavilion

Function Type: Office

Estimated Attendance: 5

Set For: 5

Room Set: See Diagram

Cost Center: A-MO200-A708

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: No

Contacts

Contact: Stephanie Embrey

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

Build office as diagrammed.
Door needs to lock - (3) keys
(6) 6x30 skirted tables
(6) Chairs
(3) Wastebaskets

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

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(6) 20 amp circuits with power strips on the perimeter of the room

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

Telecom - Smart City - SDCC

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(1) Single line with instrument, unrestricted and 800 number per Telephone Roster
(1) CDS VLAN
(5) IP Addresses to run Self Registration, Exhibitor Registration, Express Badge pick-up and Press Registration. CDS will create local network for registration and connect to areas throughout the building.

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

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

8:00 AM - 7:00 PM

Exhibitor Lead Retrieval Desk

SDCC: Lead Retrieval Desk, Lobby D

Function Type: Exhibits

Room Set: See Diagram

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

Hours: Wed, Oct. 31 - Sat, Nov. 3, 8:00 am - 6:00 pm, Sun, Nov. 4, -
Tues, Nov. 6, 8:30 am - 5:00 pm, Wed, Nov. 7, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

Set-up per diagram.
(4) Counters

Headers to read:
Lead Retrieval

(4) 6' x 30" draped tables
(8) 6' x 30" tables - no drape
(8) Chairs - 2 at each counter

Storage area per diagram behind tables

**Remain as set on an 24-hour basis through Wednesday,
November 7 at 9:00 pm**

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(6) 2000 watt outlets under each counter

(1) 20 amp drops, with Quad boxes, inside office: 1 under tables for
servers & 1 under tables on opposite wall

All circuits should be 24-hour dedicated.

**Remain as set on an 24-hour basis through Thursday, November
7 at 9:00 pm**

Telecom - Smart City - SDCC

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(1) Single line with instrument. Restricted and 800 calls only, number per Telephone Roster.

(1) DHCP drop

****Remain as set on an 24-hour basis through Wednesday, November 7 at 9:00 pm****

Wednesday, October 31, 2018 - Saturday, November 3, 2018

8:00 AM - 6:00 PM

Exhibitor Move In

SDCC: Halls B-H

Function Type: Exhibits

Room Set: As Set

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, October 30, 2018 @ 12:00 PM

Note

Wed, Oct. 31 - Sat, Nov. 3, 8:00 am - 6:00 pm

Wednesday, October 31, 2018 - Saturday, November 3, 2018

8:00 AM - 6:30 PM

Featured & Special Lecture Overflow Room

SDCC: Overflow, Hall A

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.

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

Wednesday, October 31, 2018 - Friday, November 2, 2018

8:00 AM - 5:00 PM

Press Conference Room Set Up

SDCC: 15A

Function Type: Other

Estimated Attendance: 52

Set For: 52

Room Set: See Diagram

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Logistics

General Notes - SfN

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Hours: Sat, Nov. 3 - Tue, Nov. 6, 8:00am - 5:00pm

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Set room theater style with center aisle for (52)

24' x 8' x 24" Stage - set per diagram

Head table for (6) - (2) 8' Tables with 3 chairs each

(1) Standing Lectern

(1) 6' skirted table and (2) chairs for materials and staff

(1) 6' skirted table and (2) chairs for Multiview (web casting vendor)

(1) 6' skirted table with (1) chair for audio tech

(2) Easels

(1) Wastebasket

(5) Keys

Water service at the head table for each press conference. A schedule will be provided closer to the meeting.

(1) Water Cooler with cups in rear of room. Refill as needed.

Preset room lights out over screen

8' x 6' x 24" riser in the back of the room so cameraman is level with the speakers in front.

****Remain as set on an 24-hour basis through Tuesday, November 6 at 8:00pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Black drape behind stage.

SfN to use pull-up banners as the stage backdrop.

****Remain as set on an 24-hour basis through Tuesday, November 6 at 8:00pm****

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

Ready By:
Friday, November 2, 2018 @ 5:00 PM

Note

- (1) Screen
- (1) Data Video Projector
- (1) Laser Pointer
- (1) Remote to advance slides

(2) Light trees (additional room lighting for filming).

NOTE: PLEASE HAVE A TECH NEARBY IN CASE ONE IS NEEDED DURING THE RECORDING TIMES

Preset Room Lights out over Screen

NOTE: Video recording will be done by MultiView.

Remain as set on a 24-hour basis through Tuesday, November 6 at 8:00 pm

Audio/Visual - OnSite AV

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

Note

- (1) Lectern Microphone
- (1) Lavalier Microphone (front, stage left)
- (6) Table Microphones, push to talk
- (2) Floor Microphones in center aisle

(1) Mult box (6 channel)

Audio DI for computer playback at lectern.

Sound operator will be required, times TBD.

Remain as set on a 24-hour basis through Tuesday, November 6 at 8:00pm.

Electrical - The Expo Group (TEG)

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

Note

- (1) 20amp drop at camera platform,
- (1) 20amp drop at Lt trees
- (1) 20amp drop at audio table

(1) Power strip - leave at SfN table

Remain as set on an 24-hour basis through Tuesday, November 6 at 8:00pm

Telecom - Smart City - SDCC

Ready By:
Wednesday, October 31, 2018 @ 8:00 AM

Note

- (1) SfN Staff VLAN drop to connect to Press Room (15B) wireless network.
- (5) additional IP addresses

(1) Wired connection at webcasting table.
g NetDedicated (Dedicated 5 Mbps w/5 IP addresses) - for

web casting.

****Remain as set on a 24-hour basis through Tuesday,
November 6 at 8:00pm.****

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Friday, November 2, 2018 @ 5:00 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.

Wednesday, October 31, 2018 - Friday, November 2, 2018

8:00 AM - 5:00 PM

Press Interview Room Set Up

SDCC: 14B

Function Type: Other

Estimated Attendance: 10

Room Set: See Diagram

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Lauren Wingfield

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Hours: Sat, November 3 - Wed, Nov. 7, 8:00am - 5:00pm

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

(3) 6'x30" Skirted Tables
(9) Chairs, set per diagram
(1) Wastebasket

(1) Water station with cups, near entrance. Refill as necessary.

Please refresh the room throughout the day.

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

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

Create filming area
Black drape as drawn per diagram with hooks for banner

(1) Coffee table
(2) Cort furniture chairs OCY

Place black drape in the 3 other sections of the room per
diagram.

(3) easels, one in front of each section

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

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 12:00 PM

Note
(1) Power Strip near the filming area

Thursday, November 1, 2018

6:00 AM - 8:00 PM

Infant Care Set Up

SDCC: 17A

Function Type: Other
Room Set: See Diagram

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

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

- (3) Large Trash Cans with Liners.
- (1) Water Cooler with Cups. Do not plug in - water cannot be cold. Refill as needed.
- (1) Skirted 6'x30" table inside the entrance.
- Empty diaper pail every 2-3 hours.
- Tape or cover electrical outlets.
- Check trash twice a day. Vacuum each evening.

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

General Contractor - The Expo Group (TEG)

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

Note

- (5) 10'x10' Hard-walled cubicles along one wall
- (5) Trash Cans in cubicles
- (9) Arm Chairs – 5 placed inside cubicles, and 4 in the common area
- (9) Vibe cubes – 5 placed inside cubicles, and 4 in the common area
- (1) Arm Sofa
- (3) Coffee/Regis Bench Tables – as set per diagram
- (6) Changing tables w/pads– 5 placed inside cubicles and 1 in the common area
- (1) Large diaper pail – placed next to changing table in common area
- Keyed lockers - placed along wall in common area

TEG to Purchase and Assemble the Following:

- (6) Delta Children Eclipse Changing Tables with Pads, Dark Chocolate by Delta Children- available at Walmart Item #552315616 @ \$100.66 each.

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

(5) Electrical outlets - one (1) in each cubicle

Thursday, November 1, 2018 - Wednesday, November 7, 2018

7:00 AM - 7:00 PM

Digital Strategy Studio Storage/Green Room

SDCC: 27B

Function Type: Office

Estimated Attendance: 8

Room Set: See Diagram

Cost Center: A-DN200-P205

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Jack Lee

Logistics

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 12:00 PM

Note

(4) 6' tables

(11) chairs

(2) low cocktail rounds

Need 6 keys

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 12:00 PM

Note

Pipe & Drape for the back section of the room, per the diagram

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 7:00 AM

Note

Beverage Service to be served Friday, Nov. 2 - Tuesday, Nov. 6

Please refresh beverages in the pm.

Beverage Service:

\$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

Bottled Water (16 oz) \$4.00 each, charged on consumption

Plus 20% service charge and 8% sales taxes.

Thursday, November 1, 2018 - Wednesday, November 7, 2018

7:00 AM - 7:00 PM

Shuttle Office

SDCC: Shuttle Office, Lobby E

Function Type: Office

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Jennifer Gross

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

Install walls per attached diagram.

(3) Keys for door - NOTE: Need to ensure lock and keys work properly

(Contact: Karin Keidser, Production Transport)

Build room w/door per diagram

(4) 6'x30" Tables

(6) Chairs

(2) Wastebaskets

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

(1) 120v/15 amp drop with power strips

Please have cords taped down

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

Thursday, November 1, 2018 - Wednesday, November 7, 2018

8:00 AM - 7:00 PM

Digital Strategy Studio Interview Room

SDCC: 27A

Function Type: Other

Estimated Attendance: 8

Cost Center: A-DN200-P205

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Jack Lee

Logistics

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 12:00 PM

Note

(2) 6' skirted tables

(4) Chairs

(3) Easels

(1) Wastebasket

(4) Keys

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 12:00 PM

Note

15' of Navy Drape against the East Wall with 10' wings on each side

Pipe and drape against the opposite wall to muffle reverb

(1) Alondra Cocktail Table (ALC200) in Wood/Chrome

(2) Munich Armless Chairs (MNCHCH)

Thursday, November 1, 2018 - Wednesday, November 7, 2018

8:00 AM - 5:00 PM

Entrance Prop

SDCC: Entrance Prop

Function Type: Other

Room Set: See Diagram

Cost Center: A-AT200-5256-5151

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Adam Katz

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

The prop will be located in Lobby E in front of the Starbucks. It should be placed perpendicular to Starbucks so that people waiting in line will see the Advocacy side of the unit. The West side of the prop should be the Society for Neuroscience side, so that when walking towards the Hilton this side is visible. The East side of the prop should be the Advocacy side, and when walking towards the Marriott the Advocacy side is visible.

SfN to provide a wireless internet access point inside the entrance prop.

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Installation complete by 11/1 @ noon

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

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

(1) 80" 4K monitor
(1) media player
(2) iPads with cellular capability and chargers.

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Self-contained electrical unit so there are no cords taped to the floor.

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
17B Front Half of Room

(3) Tablecloths (5' round)

Thursday, November 1, 2018 - Wednesday, November 7, 2018

8:00 AM - 3:00 PM

President's Room

SDCC: 12

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

General Notes - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 8:00 AM

Note

(2) Keys

**Remain as set on an 24-hour basis through Wednesday,
November 7 at 3:00pm**

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Comfy couch

(1) Comfy chair and coffee table

**Remain as set on an 24-hour basis through Wednesday,
November 7 at 3:00pm**

Thursday, November 1, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 50

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Thursday, November 1, 2018 @ 11:15 AM

Note

Replenish as needed throughout the day:

(1) Water cooler with disposable cups

SCL4 @ \$28.50++ per person

Tossed Garden Salad with Fresh Vegetables and Seasoned Croutons

Chef's Selection of Creamy and Vinaigrette Dressings

Freshly Brewed Coffee, Decaffeinated Coffee, Hot and Iced Tea

Sliced Meats and Cheeses to include:

Smoked Turkey Breast, Roast Beef and Cured Ham, Swiss, Jack and Cheddar Cheeses, Lettuce, Tomato, Onion and Pickles

Chicken Salad, Tuna Salad, Penne Pasta Salad

Hearth Baked Rolls and Breads

Individual Bags of Chips

Carrot Cake and Chocolate Bundt Cake with Whipped Cream and Berries

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on consumption

Please have Coke products available

Thursday, November 1, 2018 - Wednesday, November 7, 2018

12:00 PM - 12:00 PM

Lead Retrieval Machine Rentals

SDCC: Lead Scanners, Hdqtrs Office, Sails Pavilion

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Other - Convention Data Services (CDS)

Ready By:

Thursday, November 1, 2018 @ 3:30 PM

Note

Please provide a short training on how to use the scanners with the staff picking them up.

Ready By:

Thursday, November 1, 2018 @ 3:30 PM

Note

(7) Scanners for the events below from 11/2 to 11/7 at 5pm.

Please contact Maya Sapiurka at msapiurka@sfn.org. Please program all devices for all events below.

Cost center for 7 scanners: A-AT200

Advocacy Wheel

Advocacy Email List

NDP Workshop

Advocacy Reception

Animals in Research Panel

Public Advocacy Forum

Graduate School Fair

Advocacy Booth

Training Booth

MTE – Liao

MTE – Bellone

MTE – Aizenman

MTE – Wichterle

MCE – Stowers

MTE – Perez

MTE – Harris

MTE – Luscher

MTE – Churchland

MTE – Gu

MTE – Overstreet-Wadiche

MTE – Lin

MTE – Sengupta

MTE – Shimogori

Ready By:
Thursday, November 1, 2018 @ 3:30 PM

Note
PROFESSIONAL DEVELOPMENT DEPARTMENT

(16) Scanners from 11/2 - 11/7. Please deliver scanners by Thursday in the afternoon. For use at PD events
Please contact Kelsey King at kking@sfn.org for details

Cost center: MP200-A168

NSP Fellows Dinner
NSP Mentoring Breakfast
Diversity Poster Session
Diversity Reception
International Fellows Orientation
NJCC Workshop
Improving Your Science
Building a Supportive Global Network
Careers in Making Medicines
How SfN Helped My Career
How to Thrive as a Women in Neuroscience
Brining a Student-Run Outreach Program
Fixing the Leaky Pipeline for Women in Science
Face-to-Face Networking
Career Planning and Explorations for PhDs and PhD-MDs
Cultivating Leadership in Multidisciplinary Research
How a Journal Handles Your Paper
Teaching Neuroscience
FAIR Neuroscience
Chapters Workshop

Ready By:
Thursday, November 1, 2018 @ 3:30 PM

Note
(5) Scanners for the events below from 11/2 to 11/7 at 5pm.
Please contact Alissa Ortman at aortman@sfn.org. Please
program all devices for all events below.

Cost center for 5 scanners: A-NL200-A105 & A-NL200-A106

Brain Awareness Campaign Event
Social Issues Roundtable
Booth

Ready By:
Tuesday, November 6, 2018 @ 4:00 PM

Note
PRESIDENTIAL RECEPTION
(12) scanners for the Presidential Reception on Tuesday, Nov. 6

We will use the access control option to record who attends.
Please deliver scanners to the Headquarters office @ 4:45 pm on
Tues. At this time, we would also like for CDS to hold a short
training on how to use the scanners with the staff working the
reception.

For questions, contact Paula.

Thursday, November 1, 2018

2:00 PM - 3:00 PM

Hotel City Wide Pre-Con

SDCC: 10

Function Type: Meeting

Estimated Attendance: 75

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

As set Sunday, Nov 4 at 8:30 am.

Audio/Visual - OnSite AV

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

(1) Lectern microphone

Food And Beverage - Center Plate - SDCC

Ready By:

Thursday, November 1, 2018 @ 1:45 PM

Note

Assorted Soft Drinks (70% diet) @ \$4.00++ each, charged on consumption.

Bottled Water @ \$4.00++ each, charged on consumption.

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

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

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

6:00 AM - 8:00 PM

Infant Care

SDCC: 17A

Function Type: Other

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 7:30 AM

Ends On:

Wednesday, November 7, 2018 @ 5:00 PM

Note

As set on Thursday, November 1.

Empty diaper pail every 2-3 hours.

Tape or cover electrical outlets.

Check trash twice a day. Vacuum each evening.

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

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 7:30 AM

Note

As set on Thursday, November 1.

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

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

Ready By:

Friday, November 2, 2018 @ 7:30 AM

Note

As set on Thursday, November 1.

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 7:30 AM

Note

As set on Thursday, November 1.

Friday, November 2, 2018

7:00 AM - 9:00 AM

Short Course Faculty Breakfast

SDCC: 11A, 11B

Function Type: Workshop

Estimated Attendance: 29

Room Set: Banquet

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set on Friday, November 2 at 1 pm

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 6:45 AM

Note

(29) Continental Breakfast @ \$18.75 per person

Assorted Fruit Juices

Freshly Baked Breakfast Pastries and Muffins

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Please place a few pitchers of water at the rounds.

NOTE: Members will be in between 7 and 9am, please keep food & beverage refreshed throughout this time.

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

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

7:00 AM - 5:00 PM

Speaker Ready Room

SDCC: 9

Function Type: Office
Room Set: See Diagram

Cost Center: A-MA200-A135
Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes

Contacts

Contact: John Berry

Logistics

General Notes - SfN

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

Note
Hours: Fri, Nov 2 - Wed, Nov 7, 7:00am - 5:00pm

Setup - San Diego Convention Center

Ready By:
Wednesday, October 31, 2018 @ 8:00 AM

Note
(21) 6'x30" skirted tables
(42) Chairs
(1) Water cooler with cups. Refill as needed.
(4) Keys

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

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

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

Note
(2) 55" LED screen for dynamic posters -must be the exact same screens as on the poster floor.

Place per diagram

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

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 8:00 AM

Note
(2)- 20 amp Drop, per diagram

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

Telecom - Smart City - SDCC

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

Note

(1) Single Telephone line with handset and with Local, Restricted & 800 service at AIS table.

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Thursday, November 1, 2018 @ 8:00 AM

Note

(18) PC laptops - must be the same as in the session rooms

(2) Mac PC & Monitor - NOTE: Must be full size Macs

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

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

8:00 AM - 5:00 PM

ASL Interpreter Room

SDCC: Ballroom 20 Workroom D

Function Type: Office

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 7:00 AM

Note

(2) Low Cocktail Rounds with Table Cloths

(4) Chairs per Table

(1) Trash Can

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

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

8:00 AM - 6:00 PM

Development Meeting Room

SDCC: Development Office, Sails Pavilion

Function Type: Office

Estimated Attendance: 8

Room Set: See Diagram

Cost Center: A-OD200-P900

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Julia Pergande

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 11:00 AM

Note

Furniture set per diagram.

(1) SOM Couch in black

(1) C1M Coffee Table

(3) OCY Chairs

(1) 6' Skirted table for beverage service

(1) Conference style table for 6 with chairs

(1) Wastebasket

(1) Recycling bin

(2) Easels

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 11:00 AM

Note

(2) Power Strips on Conference Table for laptops

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

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

(1) Single line with Polycom, unrestricted calls, number per
Telephone Roster

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

Food And Beverage - Center Plate - SDCC

Ready By:
Friday, November 2, 2018 @ 8:00 AM

Note

Beverage Service to be served Friday - Wednesday, 8am - 7pm.

Beverage Service:

To remain set throughout the meeting, refresh as necessary

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of
Hot Teas @ \$65.00 per gallon - - PLEASE SERVE IN SMALL
URN OR CARAFE FOR SMALL GROUP

Bottled Water (16 oz) \$4.00 each, charged on consumption
Coke, Diet Coke or Sprite Mist - \$4.00 each, charged on
consumption

Please provide cups and ice

Plus 20% service charge and 8% sales taxes.

Friday, November 2, 2018 - Tuesday, November 6, 2018

8:00 AM - 5:00 PM

History of SfN Interviews

SDCC: Show Office E

Function Type: Other

Estimated Attendance: 10

Cost Center: G-DN200-P205

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Taylor Johnson

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(2) 6' Tables

(5) Chairs

(1) Waste Basket

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

White Pipe & Drape along one wall as a filming backdrop

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(3) Power Strips

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 8:00 AM

Note

Small beverage station with sodas and waters at \$4.00++ each,
on consumption

Subject to 20% service and 8% taxes

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

Estimated Attendance: 200

Set For: 225

Room Set: See Diagram

Cost Center: A-AT300-N307-UR

Billing Group: SfN Master

Meeting Planner: Allison Burns

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

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

Estimated Attendance: 500

Cost Center: A-MA200-A701

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

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.

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

Satellite Organizer will use the 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:

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.

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

8:00 AM - 5:00 PM

Prayer Room

SDCC: 19

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

Hours -

Friday, Nov 2 - Tuesday, Nov 6, 8:00am - 6:00pm

Wed, Nov 7, 8:00am - 5:00pm

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

(4) 6' ft skirted tables

(10) chairs

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

8:00 AM - 6:00 PM

Registration Temporary Staff Lounge

SDCC: Temp Lounge, Sails Pavilion

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Wednesday, October 31, 2018 @ 8:00 AM

Note

Hours: Fri, Nov 2, 8:00am - 5:00pm

Sat, Nov 3 - Wed, Nov 7, 7:30am - 5:00pm

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 1:00 PM

Note

(2) banquet rounds with table cloths and chairs

(2) 6' tables, 1 for beverage service and one for phone/work area

(1) large trashcan

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

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

Build room as diagrammed

(1) Coat rack with hangers

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

Electrical - The Expo Group (TEG)

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

Note
Please place one electrical drop at 6' table with phone per diagram.

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

Telecom - Smart City - SDCC

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

Note
(1) Single line with instrument, restricted and 800 calls only, numbers per Telephone Roster

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

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 3, 2018 @ 7:00 AM

Note
Saturday through Wednesday; serve coffee from 7:00am - 8:00am

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

Refresh as needed until end time

Plus 20% service charge and 8% sales taxes.

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

8:00 AM - 5:00 PM

Scooter Storage Room

SDCC: Ballroom 20 Coat Check

Function Type: Other

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 9:00 AM

Note

No setup required.

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 9:00 AM

Note

(3) Power cords for charging scooters.

Friday, November 2, 2018

8:00 AM - 6:00 PM

Short Course 1: Sex Differences in the Brain: Balancing Sex in Preclinical Research

SDCC: 6B

Function Type: Workshop

Estimated Attendance: 100

Set For: 102

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Set classroom style for (102) with (2) chairs at each table. If 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

(2) Wastebaskets. Place one outside room by registration tables and one 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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 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 Screen (13.5' x 24')
(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
(2) floor microphones
(1) Audio DI for Computer Playback under 6' table for computer
Computer audio required
(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 @ 12:00 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:
Friday, November 2, 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.

Friday, November 2, 2018

8:00 AM - 6:00 PM

Short Course 2: Functional, Structural, and Molecular Imaging and Big Data Analysis

SDCC: 6C, 6F

Function Type: Workshop

Estimated Attendance: 200

Set For: 200

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Set classroom style for (250) with (2) chairs at each table. If tables are not in good condition, please drape

(1) Standing lectern with light stage right

(2) Easel

(1) 6' x 30" skirted registration tables with (2) chairs outside room

(2) Wastebaskets. 1- outside room by registration tables and 1- in back of room.

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

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

Water service for lectern

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

NOTE: Place navy drape on stage for video recording

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

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

Note

- (1) Large Screen
- (1) Data Projector
- (1) 4 x 1 switchers
- (1) Laser Pointer

(1) Projectionist 7:30 am – 6:00 pm

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - OnSite AV

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

Note

- (1) Lectern microphone
- (2) floor microphones
- (1) Audio DI for Computer Playback under 6' table for computer audio required

(1) Sound Operator 7:30 am – 6:00 pm

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

(64) Power strips (1 strip x 4 chairs, 2 strips x 6 chairs)

Telecom - Smart City - SDCC

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

Note

- (1) VLAN drop at lectern
-

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Friday, November 2, 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 a CD/DVD drive and the USB ports.

Friday, November 2, 2018

9:00 AM - 5:00 PM

17th Annual Molecular and Cellular Cognition Society Symposium

SDCC: 31A, 31B, 31C

Function Type: Satellite

Estimated Attendance: 450

Cost Center: A-MA200-A701

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: sharon Bowles

Alt Contact: Ted Abel

Organizer Email: ted-abel@uiowa.edu

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 8:00 AM

Note

As set Thursday, November 1

Satellite organizer requested the following additional items:
(5) Registration tables and (10) chairs outside of the entrance to room for registration and handouts.

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 8:00 AM

Note

As set Thursday, November 1

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

Ready By:

Friday, November 2, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8:00 am
Satellite Organizer will use the following existing items:
(1) Screen
(1) Data Projector w/ cart, cables
(1) 4x1 switcher
(1) Laser Pointer (red)
(1) Digital Timer
Organizer also requests the following items:
(1) Projectionist from 8 a.m. - 5 p.m.

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 9:00 am
Satellite Organizer will use the following existing items:
(1) Lectern microphone
(2) Floor microphones
(1) DI at lectern

Organizer also requests the following item:
(1) Lavalier microphone at the podium

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 8:00 AM

Note

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

Friday, November 2, 2018

9:00 AM - 1:00 PM

Temporary Personnel Training

SDCC: 10

Function Type: Meeting

Estimated Attendance: 100

Set For: 250

Room Set: Banquet

Cost Center: A-MO200-A708

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: No

Contacts

Contact: Stephanie Embrey

Logistics

General Contractor - SfN

Ready By:

Friday, November 2, 2018 @ 8:00 AM

Note

As set on Sunday, November 4 at 8:30 am

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 8:00 AM

Note

(1) Lectern microphone

Friday, November 2, 2018

11:00 AM - 3:00 PM

Production Transportation Staff Training Meeting

SDCC: 26B

Function Type: Meeting

Estimated Attendance: 25

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 8:00 AM

Note

As set on Saturday, November 3

Friday, November 2, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

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

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

SCL3

Tossed Garden Salad with Fresh Vegetables and Seasoned Croutons

Chef's Selection of Creamy and Vinaigrette Dressings

Freshly Brewed Coffee, Decaffeinated Coffee, Hot and Iced Tea

Chef's Specialty Soup – Vegetarian @ \$4.75++ per person

Machaca Beef Burrito and Cheese Enchilada

Spanish Rice, Frijoles de la Olla and Mexican Corn

Served with Tortilla Chips, Sour Cream, Salsa, Guacamole,

Shredded Cheddar Cheese and Ranchero Cheese

Caramel Flan and Churros

\$29.00++ per person

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on consumption

Please have Coke products available

Friday, November 2, 2018

12:20 PM - 1:20 PM

Short Course 1 Lunch

SDCC: 33A, 33B, 33C

Function Type: Workshop

Estimated Attendance: 100

Room Set: Banquet

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:45 PM

Note

Banquet rounds of 10 for 125

(1) Easel

(4) Wastebaskets

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

TRADITIONAL BOX LUNCH @ \$27.25 per person

· Turkey and Swiss Cheese

· Roast Beef and Cheddar Cheese

· Ham and Cheddar Cheese

· Grilled Vegetables

Served with Individual Bag of Potato Chips

Gourmet Chocolate Chip Cookie

Soda

Note: Would like bottled water option included

NOTE: Provide 20% vegetarian, a few gluten free options and breakdown the rest based on catering department experience with groups of this size.

Plus 20% service charge and 8% sales taxes.

Friday, November 2, 2018

12:30 PM - 1:30 PM

Short Course 2 Lunch

SDCC: 25A, 25B, 25C

Function Type: Workshop

Estimated Attendance: 250

Room Set: Banquet

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Banquet rounds of 10 for 250

(1) Easel

(4) Wastebaskets

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

TRADITIONAL BOX LUNCH @ \$27.25 per person

· Turkey and Swiss Cheese

· Roast Beef and Cheddar Cheese

· Ham and Cheddar Cheese

· Grilled Vegetables

Served with Individual Bag of Potato Chips

Gourmet Chocolate Chip Cookie

Soda

Note: Would like bottled water option included

NOTE: Provide 20% vegetarian, a few gluten free option and breakdown the rest based on catering department experience with groups of this size.

Plus 20% service charge and 8% sales taxes.

Friday, November 2, 2018

1:00 PM - 7:00 PM

Advances in Motor Control and Motor Learning

SDCC: 32A, 32B

Function Type: Satellite

Estimated Attendance: 250

Cost Center: A-MA200-A701

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Maurice Smith

Organizer Email: mas@seas.harvard.edu

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

As set on Saturday, November 3 @ 1:00 p.m.

Satellite organizer requested the following additional items:

(1) Skirted registration table with (2) chairs outside the entrance to room

(1) Easel

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

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

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

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

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

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

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

Note

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

Friday, November 2, 2018

1:00 PM - 2:00 PM

NDW Workshop Lunch

SDCC: 6D, 6E

Function Type: Workshop

Estimated Attendance: 250

Room Set: Banquet

Cost Center: A-AT300-N307

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Banquet rounds of 10 for 200

(1) Easel

(4) Wastebaskets

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 12:45 PM

Note

TRADITIONAL BOX LUNCH @ \$27.25 per person

· Turkey and Swiss Cheese

· Roast Beef and Cheddar Cheese

· Ham and Cheddar Cheese

· Grilled Vegetables

Served with Individual Bag of Potato Chips

Gourmet Chocolate Chip Cookie

Soda

Note: Would like bottled water option included

NOTE: Provide 20% vegetarian, a few gluten free option and breakdown the rest based on catering department experience with groups of this size.

Plus 20% service charge and 8% sales taxes.

Friday, November 2, 2018

1:00 PM - 5:30 PM

Short Course 3: Recognizing and Addressing Power Dynamics in Science and Academia

SDCC: 11A, 11B

Function Type: Workshop

Estimated Attendance: 75

Set For: 75

Room Set: Banquet

Cost Center: A-AT200-A174

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Set stage per diagram

Head Table for (5), no more than 3 per 8' table

Crescent Round Style for (75)

(1) Standing Lectern

(2) Easels

(1) 6'x30" skirted registration tables with (2) chairs outside room

(2) Wastebaskets. Place outside room by registration tables

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

Ice water and glasses at standing lectern and head table

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 AM

Note

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

NOTE: Place navy drape on stage for video recording

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

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

- Note
- (1) Screen (9' x 16')
 - (1) Data Projector
 - (1) 4x1 switchers
 - (1) Laser Pointer
 - 100' vga
- (3) Flipcharts w/markers
- (1) Projectionist @12:30 pm - 6:00 pm
- NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - OnSite AV

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

- Note
- (1) Lectern microphone
 - (2) Table microphones at head table
 - (2) Floor microphones
 - (2) Handheld wireless microphones
 - (1) Audio DI for Computer Playback under 6' table for computer
- Computer audio required
- (1) Sound operator @ 12:30 pm - 6:00 pm
- Audio to the camera riser. Audio connection should not be run next other cables.

Audio/Visual - Vendor - Other

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

- 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 at camera riser
 - (1) 110V, 20amp drops at upstage left

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Friday, November 2, 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.

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

1:00 PM - 6:00 PM

Testimonial Booth

SDCC: Testimonial Booth

Function Type: Other

Room Set: See Diagram

Cost Center: MK200 5405 A108

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Cecile Remington

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

The Testimonial Booth will be located in Lobby B next to the Starbucks.

The company providing this service is Recorded Memories.

The equipment will be delivered on Friday, 11/2 at 11am.

Teardown will be on Wednesday, 11/7 at 4pm.

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Build a clear plexi three-sided structure, approximately 6' wide.

An open air video booth tower will be inside the structure, tower dimensions are: 26" wide (front/monitor side), 17" deep, 80" tall

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

Ready By:

Friday, November 2, 2018 @ 9:00 AM

Note

Since this area includes a boom mic and a camera we were informed that a union stagehand must do the set up. Please schedule one stagehand at 11am for 1-2 hours.

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

Two standard three-prong power outlets.

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

(1) Internet drop - connect to Neuroscience Meeting Planner Viewing Area VLAN.

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

2:00 PM - 5:00 PM

Attendee Seating Areas & Public Spaces

SDCC

Function Type: Other

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

Please place as many tables and chairs as possible in public areas as seating areas for attendees. Seating should be placed in areas not already utilized and so that they don't interfere with traffic flow.

Specific areas include: rooms 23-27 corridor, Hall H lobby.

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

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

2:00 PM - 5:00 PM

Certificate of Attendance - Lobby A

SDCC: Certificate of Attendance Booth, Lobby A

Function Type: Registration

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Logistics

General Notes - SfN

Ready By:

Friday, November 2, 2018 @ 1:00 PM

Note

Fri, Nov. 2, 2:00pm - 6:00pm, Sat, Nov. 3 - Tues, Nov 6,
7:30am - 6:00pm, Wed, Nov. 7, 8:00am - 5:00pm

Setup - Convention Data Services (CDS)

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

(3) CDS Terminals
(1) CDS Printer

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

U-shaped counter (similar to Info Desks)
(2) bar stools
6' table behind counter
Header: Certificate of Attendance

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Total AMPS 10
One Quad box

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

(1) CDS VLAN drop.
(1) SfN Staff VLAN Drop

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

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

Friday, November 2, 2018 - Tuesday, November 6, 2018

2:00 PM - 5:00 PM

Express Badge Pickup

SDCC: Express Badge Pick-up, Lobbies, A, D, F & Sails Pavilion

Function Type: Registration

Room Set: See Diagram

Cost Center: A-MO200-A708

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Hours for Express Badge Pick-up in Lobbies A & F
Fri., Nov. 2 2:00pm - 5:00pm

Sat, Nov 3 & Sun, Nov 4 7:30am - 5:00pm

Hours for Express Badge Pick-up in Lobby D
Fri, Nov 2 2:00pm - 5:00pm

Sat, Nov 3 - Mon, Nov 4 7:30am - 5:00pm

Hours for Express Badge Pick-up in Sails
Sat, Nov 3 - Wed, Nov 7, 7:30am - 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 3:00 PM

Note

At EACH Express Badge Pick-up Location:
METER BOARD SIGN: stop sign I AM REGISTERED, PICK-UP
BADGE HERE

HEADER - Express Badge Pick-up

(2) 6'x30" skirted tables - white tops/black skirt behind
registration counters

(4) Task chairs - two behind each counter

(2) Waste baskets

(2) High stools for line monitors

(2) Attractive large square bins for lanyards

Each computer requires an area 24" wide and 22" deep.

(4) Signs - change out as follows:

Lobbies D & F by 8:00am, Monday 11/5 lobby A by 8:00am,
Tuesday 11/6

Signs to read: COMPUTERS MAY BE USED FOR INTERNET
ACCESS. PLEASE LIMIT USE TO 10 MINUTES.

LOBBY A

- (6) Kiosks to accommodate one computer facing outward
- (2) Registration counters for printers use
- 3' high black pipe and drape or rope to create lines on each side of counters.
- 3' high black pipe/drape between kiosks and print stations to the left & right

LOBBY D

- (6) Kiosks to accommodate one computer facing outward
- (2) Registration counters for printers use
- 3' high black pipe and drape or rope to create lines on each side of counters.
- 3' high black pipe/drape between kiosks and print stations to the left & right
- 15' x 10'- 8' high black draped storage area for programs/exhibit guides.

LOBBY F

- (4) Kiosks to accommodate one computer facing outward
- (2) Registration counters for printers use
- 3' high black pipe and drape or rope to create lines on each side of counters.
- 10' x 10'- 8' high black draped storage area for programs/exhibit guides
- (2) 6' skirted table for programs inside storage area, set per diagram

SAILS

- (4) Kiosks to accommodate one computer facing outward
- (2) Registration counters for printers use

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Lobby A - total AMPS 26

- (4) Quad boxes - one under each counter, and under each table

Lobby D - total AMPS 26

- (4) Quad boxes - one under each counter, and under each table

Lobby F - total AMPS 42

- (4) Quad boxes - one under each counter, and under each table

Sails - total AMPS 32

- (4) Quad boxes - one under each counter, and under each table

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

Telecom - Smart City - SDCC

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

Note

(4) CDS VLAN drops - 1 at each location below: Lobbies A, D, F, and Sails
We will convert these areas into Internet Cafes as listed below and use the wireless for this purpose:

Lobbies D and F by 8:00am, Monday 11/5
Lobby A by 8:00am Tuesday, 11/6

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

Other - Convention Data Services (CDS)

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

Note

Lobby A
(6) CDS self-registration terminals
(1) CDS admin. terminals
(2) CDS printers for badges

Lobby D
(6) CDS self-registration terminals
(1) CDS admin. terminals
(2) CDS printers for badges

Lobby F
(4) CDS self-registration terminals
(1) CDS admin. terminals
(2) CDS printers for badges

Sails
(4) CDS self-registration terminals
(1) CDS admin. terminals
(2) CDS printers for badges

NOTE: Please convert the Express Badge areas in Lobbies D and F to Internet Cafes by 8:00am, Monday 11/5.

NOTE: Please convert the Express Badge area in Lobby A to an Internet Cafe by 8:00am, Tuesday 11/6.

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

Friday, November 2, 2018

2:00 PM - 5:00 PM

NDW Breakout Session 1: Neuroinflammation, Reward, and Depression

SDCC: 1A

Function Type: Workshop

Estimated Attendance: 45

Set For: 46

Room Set: See Diagram

Cost Center: A-AT300-G307

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (46), see diagram

(1) Easel

(1) Wastebasket

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

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Flip chart with markers

Friday, November 2, 2018

2:00 PM - 5:00 PM

NDW Breakout Session 2: Neuroinflammation and Disorders of Impulse Control

SDCC: 1B

Function Type: Workshop

Estimated Attendance: 45

Set For: 46

Room Set: See Diagram

Cost Center: A-AT300-G307

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (46), see diagram

(1) Easel

(1) Wastebasket

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

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Flip chart with markers

Friday, November 2, 2018

2:00 PM - 5:00 PM

NDW Breakout Session 3: How Cancer and Cancer Treatment Impact CNS Function

SDCC: 2

Function Type: Workshop

Estimated Attendance: 45

Set For: 46

Room Set: See Diagram

Cost Center: A-AT300-G307

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (46), see diagram

(1) Easel

(1) Wastebasket

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

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Flip chart with markers

Friday, November 2, 2018

2:00 PM - 5:00 PM

NDW Breakout Session 4: iPSC-Derived Microglia as Models of Neuroinflammation and Human Disease

SDCC: 4

Function Type: Workshop

Estimated Attendance: 45

Set For: 46

Room Set: See Diagram

Cost Center: A-AT300-G307

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (46), see diagram

(1) Easel

(1) Wastebasket

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

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Flip chart with markers

Friday, November 2, 2018

2:00 PM - 5:00 PM

NDW Breakout Session 5: The Gut-Brain Axis: Microbiome Metabolites and CNS Function

SDCC: 5A

Function Type: Workshop

Estimated Attendance: 45

Set For: 46

Room Set: See Diagram

Cost Center: A-AT300-G307

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (46), see diagram

(1) Easel

(1) Wastebasket

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

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Flip chart with markers

Friday, November 2, 2018

2:00 PM - 5:00 PM

NDW Breakout Session 6: Psychosis Involving Innate and Adaptive Immune Dysfunction

SDCC: 5B

Function Type: Workshop

Estimated Attendance: 45

Set For: 46

Room Set: See Diagram

Cost Center: A-AT300-G307

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (46), see diagram

(1) Easel

(1) Wastebasket

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

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

(1) Flip chart with markers

Friday, November 2, 2018 - Tuesday, November 6, 2018

2:00 PM - 5:00 PM

Program & Exhibit Guide Pickup

SDCC: Program & Exhibit Guide Pick-up, Lobby A, Sails Pavilion

Function Type: Registration

Room Set: See Diagram

Cost Center: A-MS200-P121

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Wednesday, October 31, 2018 @ 8:00 AM

Note

Lobby A Only - Fri, Nov.2, 2:00pm - 5:00pm

Both Locations - Sat, Nov. 3 - Tues, Nov. 6, 7:30am - 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Lobby A

(4) Registration counters

HEADER: Program and Exhibit Guide Pick-up

(4) 6'x30" skirted tables - placed behind counters

(4) 4'x30" skirted tables - to be placed between counters

(8) Task Chairs - 2 per counter

Note: 10x30 draped storage area is located in Hall A

Sails

(6) Registration counters

HEADER: Program and Exhibit Guide Pick-up

(6) 6'x30" skirted tables, to be placed behind counters

(5) 4'x30" skirted tables to be placed between counters

(12) Task chairs, two per counter

(2) 10' X 20' Gray drape storage areas

In Each Location:

(1) Registration counter next to Program & Exhibit Guide Pick-up

Header to read: Program Sales

(2) Chairs

(2) 6' tables

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

Electrical - The Expo Group (TEG)

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

Note

Electrical for light headers and lead retrieval units.

Lobby A

Total Amps - 8

One Quad box under Program Sales counter

Sails Pavilion

Total Amps - 8

One Quad box under Program Sales counter

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

Telecom - Smart City - SDCC

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

Note

(1) CDS VLAN drop in Lobby A.

Location in Sails will share onsite registration drop.

Other - Convention Data Services (CDS)

Ready By:
Friday, November 2, 2018 @ 8:00 AM

Note

Lobby A

(1) CDS terminal for program sales, accepting credit cards only

(8) Scanners - Cost Ctr - A-MS708

To be open Friday, 2-5pm, Saturday - Tuesday until 5:00pm.

Wednesday can be purchased at the Registration Assistance
Counters in Attendee Services.

Sails

(1) CDS terminal for program sales, accepting credit cards only

(8) Scanners - Cost Ctr - A-MS708

To be open Saturday - Tuesday until 5:00 pm.

Wednesday can be purchased at the Registration Assistance
Counters in Attendee Services

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

2:00 PM - 5:00 PM

Recycle Center

SDCC: Recycle Center, Lobby D, Sails Pavilion

Function Type: Other

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

Badge Recycling Bins near exits to the building. Make sure the bins have a slot that will fit a badge and that the tops cannot easily be removed.

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

Recycle Bins with 3 large slots for:
Plastics, Aluminum, Glass
Paper
Trash

Place Recycle Bins at the following Locations:

- (2) Leaving Hall A
- (2) Sails Pavilion
- (1) Lobby A/B area
- (1) Lobby D
- (1) Lobby G/H area

Check bins regularly each day to ensure bins to not get too full

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

2:00 PM - 6:00 PM

SfN Information Booths

SDCC: Info Booth, Lobbies A, D & Sails Pavilion

Function Type: Other

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Kirsten Stowe

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 8:00 AM

Note

Fri, Nov. 2, 2:00pm - 6:00pm

Sat, Nov. 3 - Tues, Nov 6, 7:30am - 6:00pm

Wed, Nov. 7, 8:00am - 5:00pm

SfN to order (3) push to talk phones (1) for each location

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

(3) Information Booths per diagram. Please provide cabinet space for staff personal items. Info booth in Sails has display cabinets. Access display cabinet from the inside, not the top.

Header copy: Annual Meeting Information

(3) Stools at each booth

(2) Wastebaskets at each booth

FLORAL

Put one small vase with a few flowers

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

Electrical for computer and monitor at each of the three locations.

(1) Power strip at each location

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

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

(3) Single lines with instrument, (1) at each location with Local calls only, numbers per phone roster

(3) Internet drops on SfN Staff VLAN, (1) at each location

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Friday, November 2, 2018 @ 9:00 AM

Note

(3) Computers and monitors set on the counters, one at each location.

(3) Laptops with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports. Set on counters, one at each location.

Please provide (3) iPads, (1) at each station. Secure iPads on top of the counter so that attendee and staff can view. Please ensure case is correct size of iPad provided.

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

Friday, November 2, 2018

3:15 PM - 6:00 PM

Short Course 2 - Breakout Session 1

SDCC: 24B

Function Type: Workshop

Estimated Attendance: 66

Set For: 66

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

Set classroom style for (54) with (2) chairs at each table. If tables are not in good condition, please drape

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

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

Ready By:

Friday, November 2, 2018 @ 2:00 PM

Note

(1) Screen (5 x 8' 9")

(1) Data Projector

(1) Laser Pointer

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) Lectern microphone

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 2:15 PM

Note

(18) Power strips 1 - at lectern and 2 per every section/row of chairs

Telecom - Smart City - SDCC

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) VLAN drop

Friday, November 2, 2018

3:15 PM - 6:00 PM

Short Course 2 - Breakout Session 2

SDCC: 24A

Function Type: Workshop

Estimated Attendance: 66

Set For: 66

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

Set classroom style for (54) with (2) chairs at each table. If tables are not in good condition, please drape

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

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

Ready By:

Friday, November 2, 2018 @ 2:00 PM

Note

(1) Screen (5 x 8' 9")

(1) Data Projector

(1) Laser Pointer

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) Lectern microphone

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 2:15 PM

Note

(18) Power strips 1 - at lectern and 2 per every section/row of chairs

Telecom - Smart City - SDCC

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) VLAN drop

Friday, November 2, 2018

3:15 PM - 6:00 PM

Short Course 2 - Breakout Session 3

SDCC: 23A

Function Type: Workshop

Estimated Attendance: 54

Set For: 54

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

Set classroom style for (54) with (2) chairs at each table. If tables are not in good condition, please drape

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

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

Ready By:

Friday, November 2, 2018 @ 2:00 PM

Note

(1) Screen (5 x 8' 9")

(1) Data Projector

(1) Laser Pointer

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) Lectern microphone

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 2:15 PM

Note

(18) Power strips 1 - at lectern and 2 per every section/row of chairs

Telecom - Smart City - SDCC

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) VLAN drop

Friday, November 2, 2018

4:00 PM - 6:00 PM

Short Course 1 - Breakout Session 1: Stress, Learning, and Vulnerability

SDCC: 29A

Function Type: Workshop

Estimated Attendance: 25

Set For: 30

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (30), see diagram

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

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

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

(1) Screen (5 x 8' 9")

(1) Data Projector

(1) Laser Pointer

(1) Flipchart with markers

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) Lectern microphone

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

(1) Power strip at lectern

Friday, November 2, 2018

4:00 PM - 6:00 PM

Short Course 1 - Breakout Session 2: Reward Circuitry and Addiction: Differential Effects of Drugs of Abuse in Females and Males

SDCC: 29B

Function Type: Workshop

Estimated Attendance: 25

Set For: 30

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (30), see diagram

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

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

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

(1) Screen (5 x 8' 9")

(1) Data Projector

(1) Laser Pointer

(1) Flipchart with markers

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) Lectern microphone

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

(1) Power strip at lectern

Friday, November 2, 2018

4:00 PM - 6:00 PM

Short Course 1 - Breakout Session 3: Neuroimmune Interactions: The Role of Microglia

SDCC: 29C

Function Type: Workshop

Estimated Attendance: 25

Set For: 30

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (30), see diagram

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

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

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

(1) Screen (5 x 8' 9")

(1) Data Projector

(1) Laser Pointer

(1) Flipchart with markers

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) Lectern microphone

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

(1) Power strip at lectern

Friday, November 2, 2018

4:00 PM - 6:00 PM

**Short Course 1 - Breakout Session 4: Sex Differences in Gene Expression:
Contributions of Steroid Hormones and Sex Chromosomes**

SDCC: 29D

Function Type: Workshop

Estimated Attendance: 25

Set For: 30

Room Set: See Diagram

Cost Center: A-AT200-A173

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(4) Semi-circle rows of chairs (30), see diagram

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

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

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

(1) Screen (5 x 8' 9")

(1) Data Projector

(1) Laser Pointer

(1) Flipchart with markers

Audio/Visual - OnSite AV

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(1) Lectern microphone

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

(1) Power strip at lectern

Saturday, November 3, 2018 - Wednesday, November 7, 2018

6:00 AM - 8:00 PM

KiddieCorp Child Care

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: Lisa Bobeczko

Organizer Email: books79@aol.com

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

As set on Thursday, November 1 at 7:00 a.m.

**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:

Thursday, November 1, 2018 @ 7:00 AM

Note

As set on Thursday, November 1 at 7:00 a.m.

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

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

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

As set on Thursday, November 1 at 7:00 a.m.

**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

As set by Friday, November 2 at 10:00 a.m.

**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:
Thursday, November 1, 2018 @ 7:00 AM

Note

As set on Thursday, November 1 at 7:00 a.m.

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

Saturday, November 3, 2018 - Wednesday, November 7, 2018

7:30 AM - 5:00 PM

Attendee Services

SDCC: Attendee Services, Sails Pavilion

Function Type: Registration

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 7:30 AM

Note

Hours: Sat, Nov. 3, - Wed, Nov. 7, 7:30am - 5:00pm

Setup - Convention Data Services (CDS)

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Located at the CERTIFICATE OF ATTENDANCE counter

(3) CDS terminals

(1) CDS printer for Certificate of Attendance

(1) Administrative terminal

(2) Scanners

Located at the CME Counter

(1) CDS terminal

(1) CDS printer for CME

Located at the LOST & FOUND Counter

(1) CDS terminal

Located at REGISTRATION ASSISTANCE

NOTE: COMPUTERS USED BY SfN STAFF SHOULD BE
SETUP TO ALLOW VPN CONNECTION TO OUR OFFICE.

(6) CDS terminals

(1) CDS Administrative terminal

(3) CDS printer for badges

(1) CDS printer for receipts

NOTE: Public registration will only be processed at
Registration Assistance counters.

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

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 7:30 AM

Note

NOTE: All lost & found items will be collected at the Lost &
Found counter.

General Contractor - The Expo Group (TEG)

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

Note
Attendee Services:

Signage on Structural Rendering
(15) 6' registration counters with headers
(14) 6'x30" skirted tables - white tops/grayskirt
3' high black pipe and drape on sides
(14) wastebaskets
(25) task chairs

HEADERS:
1- WIRELESS SUPPORT
2 -WIRELESS SUPPORT
3 - HOUSING
4 - HOUSING
5 - RIBBON PICK-UP
6 - CERTIFICATE OF ATTENDANCE
7 - CERTIFICATE OF ATTENDANCE
8 - CERTIFICATE OF ATTENDANCE
9 - MEMBERSHIP
10 - MEMBERSHIP
11 - REGISTRATION ASSISTANCE
12 - REGISTRATION ASSISTANCE
13 - REGISTRATION ASSISTANCE
14 - CME
15 - LOST & FOUND

FLORAL
Put one small vase with a few flowers at every other counter.

Large storage area behind counters for storage.

NOTE: Place (1) 6' skirted table and (2) chairs in Lobby A entrance for Housing on Friday, November 2 ONLY.
Remove table, chairs and sign after 5pm Friday.

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

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 12:00 PM

Note
Attendee Services:
(15) 20 amp circuits with power strips - one under each counter/kiosks.

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

Telecom - Smart City - SDCC

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

Note
INTERNET:
CDS VLAN with drops to be located as listed below.
(1) Attendee Services (Registration Assistance counter)
(1) CDS VLAN drop for Certificate of Attendance

SfN Staff VLAN with drops to be located as below:

(1) drop with (4) additional IP addresses at the Housing Counters (3-4)

(1) drop at the Membership Counters (9-10)

PHONES:

Housing Counters (3-4)

(2) multi-lines with telephone and rollover, unrestricted, number per Telephone Roster.

Membership Counters/Kiosk (9-10)

(1) single line with telephone, local calls only, number per Telephone Roster

Lost & Found Counter (15)

(1) single line with telephone, unrestricted call, number per Telephone Roster

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Attendee Services -

Located at the Membership Counter

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

(1) Printer

Located at the Housing Counter (3 & 4)

(1) Monitor and connection cables

Located at the Certificate of Attendance Counter (6, 7, 8)

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

AIS to network computers and printer

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

Saturday, November 3, 2018 - Wednesday, November 7, 2018

7:30 AM - 6:00 PM

Coat & Luggage Check

SDCC: Coat Check, Lobbies C & D

Function Type: Other

Room Set: See Diagram

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 6:00 AM

Note

Lobby C Hours - Sat, Nov 3 - Tues, Nov 6, 7:30am - 7:00pm,
Wed, Nov 7, 7:30am - 6:00pm

Lobby D Hours - Sat, Nov 3 - Wed, Nov 7, 7:30am - 6:00pm

Will use Room 22 as overflow on Tuesday & Wednesday, if needed.

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 7:00 AM

Note

Attendees will be charged \$5 per item. Total fees collected will be credited to SfN coat/luggage check labor up to break even, any amounts over that will be retained by SDCC.

The billing rate for each attendant is \$23.00 per hour with a ½ hour billable before and after the posted time open to attendees. 4 hour minimum call time.

Service needed through Wednesday, November 7.

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Lobbies C & D - per diagram

Set below for each area:

Pipe and drape area

(2) 6' ft skirted tables

(2) chairs

Saturday, November 3, 2018 - Wednesday, November 7, 2018

7:30 AM - 5:00 PM

NMP - Neuroscience Meeting Planner Viewing Area

SDCC: NMP Viewing Area, Sails Pavilion

Function Type: Other

Room Set: See Diagram

Cost Center: A-MA200-133-UR

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

The Expo Group – GC, Wednesday, Oct 31, 4pm
HANGING SIGN: NEUROSCIENCE MEETING PLANNER
VIEWING AREA (On Paula's Banner Order)

Set area as diagrammed.

(2) Counter-Height Registration Counters – header text,
“NMP/Mobile App Help Desk”

(15) 6' x 30" x 42" skirted tables – white tops/black skirts

(1) 6' x 30" skirted tables – white tops/gray skirts for ADA

(10) Wastebaskets

(1) Large bin for recycling paper

(4) Tall Stools

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 10:00 AM

Note

(26) 1000 watt outlets, as diagrammed

****Remained as set on 24-hour basis through Wednesday, Nov.
7 at 5:00 pm****

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

(1) VLAN drop

(2) Drops required from the 1 VLAN, see floor plan for
locations.

(34) IP Addresses

****Remained as set on 24-hour basis through Wednesday, Nov.
7 at 5:00 pm****

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

(26) PC Computers and monitors – Monitors are to face out towards attendee traffic

Please add IE and Google Chrome to computers

NOTE: CPUs are to be placed under tables and monitors on top only. See floor plan for exact placement of this section.

(6) Duplex printers

NOTE: AIS to configure computers to only access www.sfn.org/NMP.

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

Saturday, November 3, 2018 - Wednesday, November 7, 2018

7:30 AM - 5:00 PM

Registration - Onsite

SDCC: Registration, Sails Pavilion

Function Type: Registration

Room Set: See Diagram

Cost Center: A-MO200-A708

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 7:30 PM

Note

Hours: Sat, Nov. 3, - Wed, Nov. 7, 7:30am - 5:00pm

Setup - Convention Data Services (CDS)

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

REGISTRATION

(6) Self registration laptops

(2) Administrative laptops

(2) Badge/Receipt printers

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

REGISTRATION:

6 kiosks to accommodate one computer facing outward for attendees. 1 kiosk are for ADA requirement. Each computer requires an area 24" wide and deep.

Hanging signs above counters to read: REGISTER HERE
W/ARROW DOWN

(3) 6' registration counters

HEADERS:

Cashier

Print Station A

Print Station B

(6) Task chairs - 2 behind each counter

(4) 6' gray draped tables, behind counters

(6) Wastebaskets

(2) 6' x 42" high gray drape table, to be placed before maze

3' high black pipe and drape or rope to create lines before kiosks.
3' high black pipe and drape or rope as diagrammed around perimeter of Registration area
(2) exit openings, one on each side.
(1) Attractive Large Lanyard Bin. Place as drawn on floor plan

NOTE: Please place trash cans near all lanyard bins

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

Electrical - The Expo Group (TEG)

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

Note

(6) 20 amp circuits with power strips - two under each kiosk in the registration section.

(3) 20 amp circuits - one quad box under each counter (Print Station A, B and Cash/check counters)

Remain as set on a 24-hour basis through Wednesday, November 16 at 5:00 pm

Telecom - Smart City - SDCC

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

Note

(1) CDS VLAN

Saturday, November 3, 2018 - Wednesday, November 7, 2018

7:30 AM - 6:00 PM

Shuttle Information

SDCC: Shuttle Info, Lobby E

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Logistics

Setup - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

In Lobby E, near Box Office E:

(2) Registration Counters

Header copy: SHUTTLE INFORMATION

(2) 6'x30" skirted tables

(3) chairs

(2) wastebaskets

On sidewalk in the front drive-way, up against building:

(4) 8'x24" tables

(12) chairs

Place (1) table and (3) chairs in front of Hall B, D, F & G

****Remain as set on an 24-hour basis through Wednesday,
November 7 at 6:00pm****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

(2) 120v/20 amp circuits with power strips - one at each counter.

Telecom - Smart City - SDCC

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(2) mutli-line phones with instruments (one at each counter),
restricted and 800 calls only, numbers per Telephone Roster.

****Remain as set on an 24-hour basis through Wednesday,
November 7 at 6:00pm****

Saturday, November 3, 2018 - Wednesday, November 7, 2018

7:30 AM - 5:00 PM

Volunteer Leadership Lounge

SDCC: 14A

Function Type: Office

Estimated Attendance: 20

Room Set: See Diagram

Cost Center: A-OD200-A140

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Chelsea Jaetzold

Logistics

General Notes - SfN

Ready By:

Friday, November 2, 2018 @ 9:00 AM

Note

Hours: Sat, Nov 3 - Wed, Nov 7, 7:30am - 5:00pm

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 12:00 PM

Note

- (1) 6'x30" skirted table for coffee/food & beverage
- (2) Wastebaskets
- (1) Easel
- (2) Keys

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

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 12:00 PM

Note

- VIP area so please use nice comfy furniture.
- (6) Seating areas with (1) Love Seat and (2) Comfy chairs and
 - (1) Coffee table in each area

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

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

- (1) Single line with instrument, unrestricted, number per phone roster
- Place phone at one of the coffee tables

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

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 7:15 AM

Note

Beverage Service:

Beverage service required Sat - Wed. Beverages to be set all day:

NOTE: VIP ROOM - please check room frequently throughout the day to ensure beverages do not run out

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

BOTTLED WATER \$4.00 each, charged on consumption

Plus 20% service charge and 8% sales taxes.

Saturday, November 3, 2018

8:00 AM - 9:00 AM

Committee Room 1 Standard Set Up

SDCC: 26A

Function Type: Meeting

Estimated Attendance: 25

Room Set: U - Shape

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

U-Shape set for 25 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel

(1) Wastebasket

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

(8) Power strips around the u-shape set-up for attendees to use for laptops.

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

Saturday, November 3, 2018

8:00 AM - 9:00 AM

Committee Room 2 Standard Set Up

SDCC: 26B

Function Type: Meeting

Estimated Attendance: 30

Room Set: U - Shape

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

U-Shape set for 30 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel

(1) Wastebasket

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

(10) Power strips around the u-shape set-up for attendees to use for laptops.

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

Saturday, November 3, 2018 - Wednesday, November 7, 2018

8:00 AM - 3:00 PM

NeuroJobs Career Center

SDCC: NeuroJobs, Sails Pavilion

Function Type: Other

Room Set: See Diagram

Cost Center: G-MP200-P162

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Kelsey King

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Hours: Sat, Nov. 3 – Tues, Nov. 6, 8:00 am -5:00 pm, Wed, Nov. 7, 8:00 am – 3:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

HANGING SIGN: NEUROJOBS (use logo)
(On Paula's Banner order)

(16) Computer kiosks. Build (1) kiosk that is wheelchair accessible.

(4) Printer Stations

INTERVIEW ROOMS – See diagram

(10) 10 x 10 Hard wall

(10) 6' x 30" skirted tables – set (1) per interview room

(20) Chairs – (2) per interview room

(2) 6' Registration Counters. Header Copy: NeuroJobs (logo)

(2) Task chairs at counters

(2) Wastebaskets

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

Electrical - The Expo Group (TEG)

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

Note

(9) 20 amp quad boxes – placed around kiosks, and at the 2 counters
(1) 20 amp drop – placed at Interview Room #1

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

Telecom - Smart City - SDCC

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

Note

(2) internet drops on the SfN Staff VLAN

AIS to provide secured wired network and network computers and printers.

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

Note

(16) Computers and monitors with Microsoft Internet Explorer – set one at each kiosk
4) Printers

AIS to provide secured wired network and network computers and printers.

NOTE: Computers must have a flash drive port in the front as attendees and employers bring their resumes and job listings on a flash drive to upload.

NOTE: Be sure to place CPU on the counter of the kiosks and then the monitors goes on top of the CPU.

NOTE: (1) 50' cat 5 cable to be sent in advance to arrive to SfN by October 8.

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

Saturday, November 3, 2018 - Tuesday, November 6, 2018

8:00 AM - 5:00 PM

Press Conference Room

SDCC: 15A

Function Type: Other

Estimated Attendance: 50

Set For: 52

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Lauren Wingfield

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 7:00 AM

Note

As set on Thursday, November 1

Saturday, November 3, 2018 - Wednesday, November 7, 2018

8:00 AM - 5:00 PM

Press Interview Room

SDCC: 14B

Function Type: Other

Estimated Attendance: 10

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Lauren Wingfield

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 7:00 AM

Note

As set on Thursday, November 1

Saturday, November 3, 2018

8:00 AM - 5:00 PM

Press Room

SDCC: 15B

Function Type: Office

Estimated Attendance: 75

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Lauren Wingfield

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

(40) 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

Assorted Canned Sodas @ \$4.00 each (70% diet) charged on consumption.

NOT to exceed 100 per day

Once the breakfast coffee is depleted, please serve:

(10) gallons @ \$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

Do NOT refresh once this is depleted

Plus 20% service charge and 8% sales taxes.

Please do not remove food without checking with an SfN staff member in the Press Room.

Saturday, November 3, 2018 - Tuesday, November 6, 2018

9:00 AM - 12:00 PM

Hold for Paula

SDCC: 3

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Organizer Email: PENDING - NOT COMPLETED FOR 2018

Logistics

Saturday, November 3, 2018

9:00 AM - 11:00 AM

PDW: Building a Supportive Global Network

SDCC: 30C, 30D, 30E

Function Type: Workshop

Estimated Attendance: 350

Room Set: See Diagram

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Set room theater style for (244)

Set Banquet rounds for (110)

Set stage per diagram

Head table with (6) chairs on stage

(1) Standing lectern with light

(1) Easel outside of room

(1) Wastebasket

(1) Skirted 6' table and (2) chairs outside of room

NOTE: Riser in rear of room per diagram

Lights: preset room lights out over screen

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

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

NOTE: Place navy drape on stage for video recording

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

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

Ready By:
Saturday, November 3, 2018 @ 8:00 AM

Note
(1) Screen
(1) Data Projector
(1) 4x1 switcher
(1) Digital Timer

NOTE: Stage lighting and up-lighting on a dimmer

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 8:00 AM

Note
(1) Lectern microphone
(2) Table microphones at head table
(2) floor microphones
(1) DI at lectern (mic level) for computer playback

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

NOTE: Audio tech required

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

Audio/Visual - Vendor - Other

Ready By:
Saturday, November 3, 2018 @ 8:00 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 @ 3:00 PM

Note
(1) 120v/20 amp circuit drop @ upstage
(1) 120v/20 amp circuit drop @ camera platform

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

9:00 AM - 11:00 AM

PDW: Improving Your Science: Better Inference, Reproducible Analyses, and the New Publication Landscape

SDCC: 31A, 31B, 31C

Function Type: Workshop

Estimated Attendance: 500

Room Set: Theater

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Set room theater style for (491)

Set stage per diagram

Head table with (6) chairs on stage

(1) Standing lectern with light

(1) Easel outside of room

(1) Wastebasket

(1) Skirted 6' table and (2) chairs outside of room

NOTE: Riser in rear of room per diagram

Lights: preset room lights out over screen

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 8:00 AM

Note

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

NOTE: Place navy drape on stage for video recording

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

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

Ready By:
Saturday, November 3, 2018 @ 8:00 AM

Note
(1) Screen
(1) Data Projector
(1) 4x1 switcher
(1) Digital Timer

NOTE: Stage lighting and up-lighting on a dimmer

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 8:00 AM

Note
(1) Lectern microphone
(2) Table microphones at head table
(2) floor microphones
(1) DI at lectern (mic level) for computer playback

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

NOTE: Audio tech required

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

Audio/Visual - Vendor - Other

Ready By:
Saturday, November 3, 2018 @ 8:00 AM

Note
This session will NOT be video recorded

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 1, 2018 @ 8:00 AM

Note
(1) 110v/20amp drop @ upstage
(1) 110v/20amp drop @ camera riser

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Remain as set on a 24-hour basis through Monday, November 5 at 11 am

Saturday, November 3, 2018 - Wednesday, November 7, 2018

10:00 AM - 5:00 PM

Art of Neuroscience

SDCC: Art of NS, Ballroom 20 Lobby

Function Type: Exhibits

Estimated Attendance: 9

Room Set: See Diagram

Cost Center: A-MS100

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

Exhibit Dates and Hours

Saturday, November 3 – Wednesday, November 7, 10:00am – 4:00 pm

Setup - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 2:00 PM

Note

(9) 10' x 10' draped booths (White back and side rail)

Please provide the following at each booth:

(1) 42" - 6' draped table

(1) Stool

(1) Wastebasket

ID signs per list provided in advance

NOTE: Please check with exhibitors that furniture above is needed

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 3:00 PM

Note

(1) 500 watt electrical drop at each booth

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

Saturday, November 3, 2018

10:00 AM - 1:00 PM

International Brain Bee

SDCC: 26B

Function Type: Satellite

Cost Center: A-MA200-A701

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Norbert Myslinski

Organizer Email: nmyslinski@umaryland.edu

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8:00 am

Satellite organizer will only use room as set and doesn't require any additional items.

Saturday, November 3, 2018

10:00 AM - 11:00 AM

Mobile App Tutorial

SDCC: 11A, 11B

Function Type: Workshop

Estimated Attendance: 150

Set For: 150

Room Set: Banquet

Cost Center: A-MA200-A133

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Janel Johnson

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set on Friday, November 2 at 1 pm

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

Change set from crescent rounds for 75 to banquet rounds for 150

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

Ready By:

Saturday, November 3, 2018 @ 7:00 AM

Note

As set on Friday, November 2 at 1 pm

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 7:00 AM

Note

(1) Wireless lavalier microphone at lectern
(1) Lectern microphone
(1) Floor microphone

Saturday, November 3, 2018

10:00 AM - 11:00 AM

NSP Focus Groups

SDCC: 26A

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 9:00 AM

Note

As set Saturday, November 3

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

Set For: 4500

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Kyle Hayden

Organizer Email: PENDING - NOT COMPLETED FOR 2018

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.

General Notes - Vendor - Other

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Teleprompter Specs

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

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

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Quantity 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) Telecast 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

Quantity 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

Quantity 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 Lavalier 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:

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

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

11:00 AM - 3:00 PM

Green Room

SDCC: Ballroom 20 Workroom A

Function Type: Other

Estimated Attendance: 5

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Paula Kara

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Sofa and coffee table

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

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 10:15 AM

Note

Small Beverage Service

10:15 am - 1:30pm

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of
Hot Teas @ \$65++ per gallon

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on
consumption.

Bottled Spring Water @ \$4.00++ each, charged on consumption

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

Saturday, November 3, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

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

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

Broccoli Cheese Soup @ \$4.75++ per person

Garden Green Salad @ \$5.00++ per person

Barbeque Chicken Breasts and Pulled Pork served with Spicy
Barbeque Sauce

Fresh Baked Rolls @ \$10.50++ per person

Creamy Cole Slaw @ \$4.50++ per person

Mashed Red Skin Potatoes @ \$3.75++ per person

Fresh Baked Gourmet Cookies @ \$30.00++ per dozen

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

Freshly Brewed Iced Tea @ \$45.00++ per gallon

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on
consumption

Please have Coke products available

Saturday, November 3, 2018 - Wednesday, November 7, 2018

11:30 AM - 1:30 PM

Water for Session Rooms

SDCC

Function Type: Other

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 11:30 AM

Note

Please place 4 water bottles in each lectern in all rooms at 7:30 am and 12:30 pm.

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) case of water for each session room; please place under the head table.

Saturday, November 3, 2018 - Tuesday, November 6, 2018

12:00 PM - 2:00 PM

Graduate School Fair

SDCC: Grad Fair, Sails Pavilion

Function Type: Exhibits

Room Set: See Diagram

Cost Center: A-AT200-A172

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Maya Sapiurka

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Hours:

Saturday, Nov. 3 from 1 – 3 pm

Sunday, Nov. 4 from 12 – 2 pm

Monday, Nov. 5 from 12 – 2 pm

Tuesday, Nov. 6 from 12 – 2 pm

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths per diagram

Set (96) 8 X 10 booths as follows:

Carpet the entire area with blue jay carpet

White Back drape

Gold Side rail

(1) 7' x 44" sign

(1) 6' table

(2) Chairs

(1) Registration Information Counter

(2) Task chairs at counters

Extra "S" hooks

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Registration Counter

(1) 1000 watt outlet for Plasma screen and laptop

(1) 50' extension cord

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Tuesday, October 30, 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
(1) 42" Plasma screen with stand,
(1) VGA cable to connect laptop to the plasma screen.

Note: Please deliver laptop computer 10/30 to Allison Burns/Jennifer Gross in Exhibit Management Office, Lobby D, when computers are delivered for Exhibit Management Office.

Saturday, November 3, 2018

12:00 PM - 2:00 PM

PDW: Careers in Making Medicines: Translating Basic Research into Therapeutics

SDCC: 31A, 31B, 31C

Function Type: Workshop

Estimated Attendance: 500

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8 am.

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

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Saturday, November 3, 2018

12:00 PM - 2:00 PM

PDW: How SfN Helped My Career: Expanding your Neural Network at the Annual Meeting

SDCC: 30C, 30D, 30E

Function Type: Workshop

Estimated Attendance: 350

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8 am.

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

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Saturday, November 3, 2018 - Wednesday, November 7, 2018

12:00 PM - 5:00 PM

Society Executive Conference Room

SDCC: 13

Function Type: Office

Estimated Attendance: 16

Set For: 16

Room Set: See Diagram

Cost Center: A-OD200-A140

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Chelsea Jaetzold

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

Set conference style for (10)

Please use table cloths to cover table

(4) Chairs set to the side

(3) Keys

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

Provide nice greenery for room once room is set

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 11:00 AM

Note

(1) Polycom, unrestricted, number per phone roster

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

Saturday, November 3, 2018

1:00 PM - 3:45 PM

Alzheimer's Disease and Other Dementias: Genetic Analyses #13

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 465

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (465)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:00 PM - 2:45 PM

**Animal Cognition and Behavior: Learning and Memory: Neural Circuit Mechanisms
#19**

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 500

Set For: 305

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 @ 4:00 PM

Note

- (1) Set stage per diagram.
- (1) Skirted Head table with (3) chairs
- Set room theater style for (305)
- (1) Standing lectern with light stage left
- Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Animal Models of Epilepsy #12

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 420

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (420)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Brain Size, Structure, and Evolution #10

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Estimated Attendance: 500

Set For: 500

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (500)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018 - Wednesday, November 7, 2018

1:00 PM - 5:00 PM

Dynamic Posters

SDCC: Dynamic Posters, Halls B-H

Function Type: Posters

Room Set: See Diagram

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

Hours: Sat, Nov 3, 1:00pm - 5:00pm

Sun, Nov 4, - Wed, Nov 7, 8:00am - 12:00pm & 1:00pm - 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

(15) Bar stools, (1) at each Dynamic Poster Location

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

Ready By:

Friday, November 2, 2018 @ 11:00 AM

Note

(15) 55" LCD screens with 16:9 aspect ratio, see diagram for exact location

(15) Stands for screen and laptop

(1) Remote slide advancer for DP06 on Sat. Nov. 3, 1-5 p.m.

NOTE: (2) Designated technicians to assist presenters

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

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

(15) Electrical drops for HD screens and laptops, (1) at each Dynamic Poster area

Saturday, November 3, 2018

1:00 PM - 3:30 PM

Human Cognition and Behavior: Timing and Temporal Processing #20

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 400

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

- (1) Set stage per diagram.
- (1) Skirted Head table with (3) chairs
- Set room theater style for (400)
- (1) Standing lectern with light stage left
- Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:00 PM - 4:00 PM

Network Interactions: Oscillations and Synchrony: EEG Studies #11

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 350

Set For: 407

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (407)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:00 PM - 4:00 PM

Neurotoxicity, Inflammation, and Neuroprotection: Advances in Nanomedicine #15

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 300

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (300)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Parkinson's Disease: Diagnostics and Clinical Trials #14

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 450

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (450)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018 - Wednesday, November 7, 2018

1:00 PM - 5:00 PM

Poster Sessions

SDCC: Poster Session, Halls B-H

Function Type: Posters

Room Set: See Diagram

Cost Center: A-MS200-P135

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 1:00 PM

Note

Hours:

Sat., Nov. 3, 1:00 pm – 5:00 pm

Sun., Nov. 4 – Wed., Nov. 7, 8:00 am – 12:00 pm & 1:00 pm – 5:00 pm

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

Set and place 1,000 chairs in zip tied groups of four throughout the poster floor. Ensure that there are chairs in every poster aisle, with multiple sets in the longer aisles.

Note: TEG will provide zip ties to SDCC for set-up of the chair groupings.

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Install Blue Jay carpet in entire poster session area.

Install poster boards as diagrammed on floor plan, with 25" aisles.

Large trash cans placed evenly in the aisles

Provide zip ties to SDCC for set-up of the chair groupings.
When the hall closes on Wednesday, provide labor to cut all of the zip ties on the chair groupings.

(1470) Poster board faces

Poster signs on each board
(90,000) Push pins
(1,800) Small Dixie Cups

(6) Registration counters for poster attendants per diagram (1) at each station

Header to read: ABSTRACT LOCATOR

(2) Chairs at each station

(1) Wastebasket at each station

(6) 42" high draped tables. (1) at each station for abstract locator terminals

Install crowd control tape at cross aisles leading from exhibits to poster sessions after setup is complete for Saturday 1:00 pm poster session. Leave double-wide aisles open
See attachments tab for additional requirements.

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

Electrical for (2) computers at each of the six Poster Locator stations.

Electrical orders at individual posters boards will come on a separate order.

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

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

(6) VLAN drops

(1) at each Abstract Locator station, see diagram for locations.

AIS staff to network computers.

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

(12) Computers (2 per Abstract Locator station) and monitors with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped USB ports. Please also have IE and Google Chrome.

AIS staff to network computers.

NOTE: Make sure computer CPU at abstract locators are not attendee accessible. This should be under tables and hidden. Staff may need to access if problems arise.

NOTE: SfN to configure computers to only access www.sfn.org/NMP.

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

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Somatosensation: Cortical Mechanisms #16

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 385

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (385)

(1) Standing lectern with light stage right

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:00 PM - 3:45 PM

Timely Insights in Circadian Regulation #18

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 150

Set For: 250

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (250)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Vision: Representation of Objects and Scenes #17

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 305

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

- (1) Set stage per diagram.
- (1) Skirted Head table with (3) chairs
- Set room theater style for (305)
- (1) Standing lectern with light stage left
- Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:15 PM - 2:15 PM

Council Lunch with Dialogues Speaker

SDCC: 22

Function Type: Other

Estimated Attendance: 50

Room Set: Reception

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Contacts

Contact: Chelsea Jaetzold

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

VIP Event

Set reception style with a combination of high and low cocktail rounds with chairs and seating for 50.

Please use black linens and votives, if possible.

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 1:00 PM

Note

VIP Event - China Service

Please set up in stations rather than one long buffet.

Truffled Salami, Marinated Mushrooms and Humboldt Fog on Brioche for 38 @ \$7.00 = \$266.00

V - Watermelon, Preserved Lemon, Petite Arugula, Greek Feta, Cracked Pepper with Pistachio Mint Pesto for 38 @ \$6.50 = \$247.00

Seared Filet Mignon-Open Faced Sandwich with Agave Roasted Onions for 38 @ \$7.50 = \$285.00

Jumbo Lump Crab Mac & Cheese with Havarti & Fontina Cheese for 38 @ \$11.50 = \$437.00

White Sea Bass with California Citrus Relish Sweet Potato Puree for 38 @ \$16.00 = \$608.00

V - Clay Salt Flat Iron Roasted Root Vegetables, Marinated Lentils & Garbanzo Beans with Port Wine Vinaigrette for 38 @ \$16.00 = 608.00

V - California Dreamin, Artichoke and Parmesan Fritters with Smoked Tomato Aioli, Roasted Tomato and Goat Cheese Flatbread, Mendocino Crab and Spinach Dip with Sourdough Crostinis, Grilled Vegetables Crudite, California Strawberries with Aged Balsamic Vinegar for 38 @ \$27.50 = \$1,045.00

V - Warm Baja Style Grilled Corn for 38 @ \$5.50 = \$209.00

Exotic Fresh Fruit Martini's served with Fresh Whipped Cream for 38 @ \$7.25 = \$275.50

Bottles of Red & White Wine, estimated 5 @ \$32.00 = \$160.00

Action Station Attendant: 2 @ \$165.00 = \$330.00
Assorted sodas and bottled water, charged on consumption.

Saturday, November 3, 2018

1:30 PM - 4:00 PM

How to Get Out of Harm's Way: New Insight Across Multiple Species Into the Neural Mechanisms of Visually Guided Collision Avoidance #5

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Set stage and head table Thursday, Nov. 1.

- (1) Set stage per diagram.
- Skirted Head table with (6) chairs
- (1) Chair on side of head table

Set room theater style for (790)
(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note
(1) Lectern microphone
(1) Table microphone handheld wireless with stand at head table
(3) Floor microphones
(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
1-20 amp drop under screen
1-20 amp drop behind upstage center

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:30 PM - 4:00 PM

Latent Factors and Dynamics in Motor Cortex and Their Application to Brain-Machine Interfaces #6

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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

- (1) Set stage per diagram.
- Skirted Head table with (6) chairs
- (1) Chair on side of head table

Set room theater style for (700)

- (1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

- (3) Screens, set per diagram
- (3) Data/video projectors w/cart
- (1) 4x1 Switcher
- (2) Laser Pointers
- (1) Projectionist
- (1) Digital Timer

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless with stand at head table
- (4) Floor microphones
- (1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Saturday, November 3, 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.

Saturday, November 3, 2018

1:30 PM - 4:00 PM

Neurocognitive Development of Motivated Behavior #7

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

- (1) Set stage per diagram.
- Skirted Head table with (6) chairs
- (1) Chair on side of head table

Set room theater style for (645)

- (1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless with stand at head table
- (4) Floor microphones
- (1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Saturday, November 3, 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.

Saturday, November 3, 2018

1:30 PM - 4:00 PM

Neuronal Guidance in Health and Disease #2

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Set stage and head table Thursday, Nov. 1.

(1) Set stage per diagram.

Skirted Head table with (6) chairs

(1) Chair on side of head table

Set room theater style for (990)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(2) Laser Pointers

(1) Projectionist

(1) Digital Timer

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note
(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(3) Floor microphones
(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
1-20 amp drop under screen
1-20 amp drop behind upstage center

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:30 PM - 4:00 PM

Neuronal Mechanisms for Prepulse Inhibition: Comparative Approaches From Sensory to Cognition #4

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Set stage and head table Thursday, Nov. 1.

- (1) Set stage per diagram.
- Skirted Head table with (6) chairs
- (1) Chair on side of head table

Set room theater style for (988)

- (1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note
(1) Lectern microphone
(1) Table microphone handheld wireless with stand at head table
(3) Floor microphones
(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
1-20 amp drop under screen
1-20 amp drop behind upstage center

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

1:30 PM - 4:00 PM

New Observations in Neuroscience Using Superresolution Microscopy #3

SDCC: 6B

Function Type: Minisymposium

Set For: 990

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

Set stage and head table Thursday, Nov. 1.

(1) Set stage per diagram.

Skirted Head table with (6) chairs

(1) Chair on side of head table

Set room theater style for (990)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

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.

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(2) Laser Pointers

(1) Projectionist

(1) Digital Timer

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note
(1) Lectern microphone
(1) Table microphone handheld wireless with stand at head table
(3) Floor microphones
(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
1-20 amp drop under screen
1-20 amp drop behind upstage center

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 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.

Saturday, November 3, 2018

2:00 PM - 3:10 PM

SPECIAL LECTURE: Neural Dynamics of the Primate Attention Network #8

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 1:00 PM

Note

A wheel chair lift is required for this lecture.

Saturday, November 3, 2018

2:30 PM - 4:00 PM

Brain Awareness Campaign Event

SDCC: 16A, 16B

Function Type: Workshop

Estimated Attendance: 300

Room Set: See Diagram

Cost Center: A-NL200-A106

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Alissa Ortman

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Set stage per diagram
(1) Standing Lectern

Set room per diagram
Set front or room theater style for 36 - space the rows of chairs with extra room between, to allow for people to walk through the rows while others are sitting.

High Cocktail Tables w/o seats per diagram
(1) Skirted 6' table & (1) Chair next to poster #42.

Place items below outside of room per diagram
(1) Skirted 6' tables with (1) chair outside room on left
(1) Skirted 6' tables with (1) chair outside room on right
(1) Easels
(2) Wastebasket at registration tables

NOTE: Do not block posters or access to food & bars

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

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

(42) Poster faces placed around per diagram

Rope & Stanchion to block access to posters.

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

Ready By:

Saturday, November 3, 2018 @ 1:30 PM

Note

(1) Data Video Projector
(1) Screen

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 1:30 PM

Note
(1) Microphone at lectern
(2) Lavalier Microphones at lectern
Computer audio required.

Sound operator needed from 2:00 - 3:30pm

Audio/Visual - Vendor - Other

Ready By:
Saturday, November 3, 2018 @ 1:30 PM

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 1:30 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 - Center Plate - SDCC

Ready By:
Saturday, November 3, 2018 @ 2:15 PM

Note
NOTE: BUFFET STATIONS TO BE SET BY 2:15PM - FOOD & BEVERAGES TO BE SERVED AT 3:00PM

Assorted Canned Soda (70% diet) @ \$4.00 each, charged on consumption.

Bottled Water @ \$4.00 each, charged on consumption.

(200) FRESH VEGETABLE CRUDITÉ \$8.00
Creamy Avocado Dip and Spicy Tomato Ranch Dip

(150) IMPORTED AND DOMESTIC CHEESE DISPLAY \$8.50
Garnished with Seasonal Fruit, Sliced Baguettes and Assorted Crackers

(25) FRESH BAKED COOKIES (dozen) \$39.00
Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate, Peanut Butter

Plus 20% service charge and 8% sales tax

Saturday, November 3, 2018

3:00 PM - 5:00 PM

PDW: How to Thrive as a Woman in Neuroscience

SDCC: 31A, 31B, 31C

Function Type: Workshop

Estimated Attendance: 500

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8 am

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

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Saturday, November 3, 2018

4:00 PM - 5:00 PM

NSP Focus Groups

SDCC: 26A

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 3:00 PM

Note

As set Saturday, November 3

Saturday, November 3, 2018

5:15 PM - 6:30 PM

PRESIDENTIAL SPECIAL LECTURE: The dArc Matter of Synaptic Communication #9
SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Saturday, November 3, 2018

6:30 PM - 9:30 PM

Diversity, Int'l Fellows and Trainee Prof. Dev. Awards Poster Sessions & Networking Event

SDCC: Joint Poster Session, Hall A, Hall B

Function Type: Posters

Estimated Attendance: 600

Set For: 600

Room Set: See Diagram

Cost Center: A-MP200-A166

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Kelsey King

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 6:00 PM

Note

Diversity Fellows, Int'l Fellows and Trainee Prof. Dev. Awards
Recipients Poster Sessions Sat, Nov 3, 6:30 pm - 8:30pm

Networking Event, Sat, Nov 3, 7:30 pm - 9:30pm

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

NETWORKING AREA

Set area per diagram

(1) Easel

(1) 6' skirted with (2) Chairs at entrance

(26) Banquet rounds for 10 with table card holders

Tables for food and beverage areas

POSTER AREAS

(3) Easels, (1) at each area

(4) 6' skirted tables for handouts, (2) in front of the Diversity
Poster section, (1) each in front of the International and Trainee
Poster sessions.

(8) Chairs, (2) at each table

High cocktail rounds without chairs, see diagram for locations

Tables for food and beverages areas, see diagram for locations

Leave sufficient room for food & beverage by each poster area

NOTE: See re-set sheet. After this event, posters, cocktail
rounds and F&B tables are removed from Hall A. Additional
theater seating and banquet rounds are to be placed - see
diagram for placement

General Contractor - The Expo Group (TEG)

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

Note
(54) Poster Board Faces - International Poster Session
(200) Poster Board Faces - Diversity Poster Session

(300) Poster Board Faces - Trainee Prof. Dev. Awards Poster Session - These poster faces will use the existing poster set up in Hall B beginning with row AAA

8' high drape separating each poster area

NOTE: Please provide poster numbers for each section
International Poster Session - I1 - I54
Diversity Poster Session - D1 - D200
Trainee Prof. Dev. Awards Poster Session - will use existing poster board numbers

NETWORKING EVENT
8' blue pipe and drape around designated area.

NOTE: Place 8' masking drape around the poster and mentoring areas, excluding as necessary in the exhibit hall.

At 5 pm, place 3' drape from Poster JJJ54 to the airwall and from Poster JJJ55 to the airwall

Carpet - Pepper for the Poster Area

Please also provide (2400 pins, 600 cups), this will be for all three poster areas. Please place at the 6ft skirted tables.

Audio/Visual - OnSite AV

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

Note
(1) Handheld Wireless Microphone for the Networking Area - at 26 banquet rounds

Other - Summit Services

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

Note
Security around the exhibit hall in the aisles of 4000 - 4500.
Note: Caution tape will be around the perimeter of the hall.

Attendees are not permitted in the exhibit area.

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 3, 2018 @ 6:15 PM

Note
F&B for Poster Areas - food ready by 6:15pm
Set F&B per diagram.

IMPORTED AND DOMESTIC CHEESE DISPLAY
Garnished with Seasonal Fruit, Sliced Baguettes and Assorted Crackers
\$8.50++ per person
International (35)
Trainee Professional Development (125)
Diversity (100)

FRESH VEGETABLE CRUDITÉ

Creamy Avocado Dip and Spicy Tomato Ranch Dip

\$8.00++ per person

International (35)

Trainee Professional Development (125)

Diversity (100)

PASTA STATION

Tri-Colored Cheese Tortellini and Penne Rigate

Selection of two sauces:

Vodka Cream Sauce · Marinara Sauce · Pesto Sauce ·

Bolognese Sauce

Served with Soft Bread Sticks, Crushed Red Pepper and

Parmesan Cheese

\$14.75 per person

International (45)

Trainee Professional Development (250)

Diversity (225)

NACHO STATION

Crisp Corn Tortilla Chips, Seasoned Carne Asada, Refried Pinto Beans,

Jalapeño Cheddar Cheese, Diced Tomatoes, Jalapeño Peppers,

Black Olives, Scallions, Cilantro, Salsa Fresca, Sour Cream

Fresh Guacamole

\$16.00 per person

International (45)

Trainee Professional Development (250)

Diversity (200)

SAGE AND ROSEMARY SEASONED BONE-IN TURKEY

BREAST*

Served with Orange Cranberry Sauce, Whole Grain Mustard and Mayonnaise

Serves 25

\$230.00 per station

International area (2)

Trainee Professional Development (9)

Diversity (8)

(3) Uniformed chefs - \$160 each

Beverage Service: DO NOT put out more than 1,700

sodas/waters totals during the event

Bottled Water @ \$4.00 each, charged on consumption

Sodas @ \$4.00 each, charged on consumption.

NETWORKING EVENT - Ready by 7:15pm

Place inside the Networking Event area

(20) \$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of

Hot Teas

SLICED SEASONAL FRUIT AND BERRIES for 200

\$7.00 per person

(15) Fudge Brownies - \$42.00 per dozen

(15) Assorted Freshly Baked Cookies - \$39.00 per dozen

Saturday, November 3, 2018

6:30 PM - 10:30 PM

g.tec Brain Computer Interface Workshop

SDCC: 10

Function Type: Satellite

Estimated Attendance: 100

Cost Center: A-MA200-A701

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.

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 - Wednesday, November 7, 2018

6:00 AM - 8:00 PM

Exhibitor Lounge

SDCC: Exhibitor Lounge, Lobby D

Function Type: Exhibits

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

General Notes - San Diego Convention Center

Ready By:

Sunday, November 4, 2018 @ 5:00 PM

Note

SDCC to vacuum lounge nightly before 6:00 pm when room is locked.

Food And Beverage - Center Plate - SDCC

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

Note

Food and beverage is to be provided on show days only, Sunday - Wednesday.

Do not refresh without permission from Exhibit Management team.

Morning service 8:30am

COFFEE (gallon) \$65.00++

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Teas

Serve the following each morning:

(10) Gallons of regular coffee

(1) Gallons of decaf coffee

(3) Gallons of tea

Mid-morning service 10:30am refresh coffee

(4) Gallons of regular coffee

(1) Gallons of decaf coffee

(1) Gallons of tea

Afternoon service 3:00pm

COFFEE (gallon) \$65.00++

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Teas

Serve the following each afternoon:

(14) Gallons of regular coffee

(2) Gallons of decaf coffee

(4) Gallons of tea (gallon)

(14) Gallons - LEMONADE (gallon) \$45.00++

(12) Dozen Whole Fruit \$3.00++ per piece

Additional items by day for PM Service

Sunday

(34) Dozen - FRESH BAKED COOKIES (dozen) \$39.00++
Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia Nut,
Double Chocolate or Peanut Butter

Monday

(34) Dozen - BROWNIES (dozen) \$42.00++ - Fudge, Chocolate
Chip or Walnut

Tuesday

(34) Dozen ASSORTED BREAKFAST BREADS (dozen) \$44.00++

Wednesday

(32) Dozen - FRESH BAKED COOKIES (dozen) \$39.00++
Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia Nut,
Double Chocolate or Peanut Butter

Note: Please have room cleaned before 6pm each evening. Room
is locked at 6pm.

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

Sunday, November 4, 2018

8:00 AM - 10:15 AM

Animal Models of Neurodevelopmental Disease #103

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

8:00 AM - 9:45 AM

**Axon and Dendrite Development: Axon Growth and Guidance: Adhesion,
Cytoskeletal Dynamics, and Transport #102**

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

8:00 AM - 11:00 AM

Basal Ganglia Circuitry for Motivation and Reward #109

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 300

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

8:00 AM - 10:00 AM

Behavioral Neuroendocrinology: Hormones and Cognition #108

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 450

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

8:00 AM - 11:00 AM

Decision Making: Circuits and Computations #111

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 350

Set For: 400

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018 - Wednesday, November 7, 2018

8:00 AM - 5:00 PM

Exhibits Open

SDCC

Function Type: Exhibits

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 9:30 AM

Note

Exhibit Hall Hours are as follows:

Sunday, November 4, 9:30 am - 5:00 pm

Monday, November 5, 9:30 am - 5:00 pm

Tuesday, November 6, 9:30 am - 5:00 pm

Wednesday, November 7, 9:30 am - 5:00 pm

Sunday, November 4, 2018

8:00 AM - 10:00 AM

Parkinson's Disease: Therapeutic Strategies: Preclinical Animal Models #104

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 200

Set For: 250

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

8:00 AM - 11:00 AM

Physiological Methods: Optical Methodology #112

SDCC: 30A, 30B

Function Type: Nanosymposium

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

8:00 AM - 5:00 PM

Press Room

SDCC: 15B

Function Type: Office

Estimated Attendance: 50

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Lauren Wingfield

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Sunday, November 4, 2018 @ 7:30 AM

Note

(40) Continental Breakfast @ \$18.75 per person

Assorted Fruit Juices

Freshly Baked Breakfast Pastries and Muffins

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Assorted Canned Sodas @ \$4.00 each (70% diet) charged on consumption.

NOT to exceed 100 per day

Once the breakfast coffee is depleted, please serve:

(10) gallons @ \$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

AT NOON:

(60) TRADITIONAL BOX LUNCH @ \$27.25 per person

· Turkey and Swiss Cheese

· Roast Beef and Cheddar Cheese

· Ham and Cheddar Cheese

· Grilled Vegetables

Served with Individual Bag of Potato Chips

Gourmet Chocolate Chip Cookie

Soda

NOTE: Make lunches 25% vegetarian

Do NOT refresh once this is depleted

Plus 20% service charge and 8% sales taxes.

Please do not remove food without checking with an SfN staff member in the Press Room.

Sunday, November 4, 2018 - Tuesday, November 6, 2018

8:00 AM - 8:00 PM

Reset - Featured & Special Lecture Overflow Room

SDCC: Overflow, Hall A

Function Type: Lecture

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 6:00 AM

Note

Reset after Saturday night poster sessions.

Setup - San Diego Convention Center

Ready By:

Sunday, November 4, 2018 @ 6:00 AM

Note

Set room theater style for 2000

NOTE: After the Saturday evening posters and F&B tables are removed, please place additional banquet rounds for attendees to use throughout the week - see diagram for placement

Remain as set on a 24-hour basis through Tuesday, November 6 at 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 11:45 PM

Note

Remove poster boards following the Saturday evening Poster Session

Sunday, November 4, 2018

8:00 AM - 10:45 AM

Social Communication and Behavior #110

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 50

Set For: 420

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018 - Monday, November 5, 2018

8:00 AM - 5:00 PM

TEG Photography

SDCC

Function Type: Other

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Logistics

Other - The Expo Group (TEG)

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

Photos of all Structural Areas, both on their own and with people in them.

- Registration Counters
- Neuroscience Meeting Planner Viewing Area
- Neurojobs
- Graduate School Fair
- Art of Neuroscience
- SfN Booth
- Social Media Walls
- Ballroom 20 Entrance Unit
- Testimonial Booth
- General convention center decorating – signage, etc.
- Attendee Services

Photos of attendees in the following areas. We are looking for photos of people being helped and interacting. We prefer smiling and happy people with a diversity of races, gender, age, and abilities.

- Exhibits and Exhibitors in the hall
- Poster Sessions
- Dynamic Posters
- Information Booths
- Attendee Services
- Seating Areas
- Symp/Mini/Nano rooms – crowd scenes and head tables (without any scientific content)
- Shuttle areas
- Certificate of Attendance

Sunday, November 4, 2018

8:00 AM - 10:45 AM

Vision: Representation of Faces and Bodies #106

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 407

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

8:00 AM - 10:30 AM

Vision: Visual Cortex: Functional Architecture and Circuits #105

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 385

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018
8:00 AM - 10:30 AM
Voluntary Movements #107
SDCC: 25A, 25B, 25C

Function Type: Nanosymposium
Estimated Attendance: 400
Set For: 465
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:
Saturday, November 3, 2018 @ 12:00 PM

Note
As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018 - Monday, November 5, 2018

8:00 AM - 5:00 PM

Website Usability Testing

SDCC: 18

Function Type: Meeting

Estimated Attendance: 20

Cost Center: A-DN200-P207

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Aisha Abdullah

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

- (2) 6' skirted tables - please place table near wall outlet
- (1) 6' skirted table for food & beverage
- (2) 6' tables in the middle of the room with 3 chairs each.
Place near each other, but separate.
- (10) additional chairs
- (1) Easel
- (1) Wastebasket

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

Ready By:

Sunday, November 4, 2018 @ 7:00 AM

Note

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

Telecom - Smart City - SDCC

Ready By:

Saturday, November 3, 2018 @ 1:00 PM

Note

- (1) Internet drop on the SfN Staff VLAN

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Saturday, November 3, 2018 @ 2:00 PM

Note

- (1) Switch and (2) 6' cat 5 cables - AIS to network.

Food And Beverage - Center Plate - SDCC

Ready By:

Sunday, November 4, 2018 @ 7:45 AM

Note

Beverage Service to be served Sunday, November 4 and Monday, November 5
Please refresh beverages and add the cookies in the pm.

Assorted Soft Drinks (70% diet) @ \$4.00++ each, charged on consumption.

Chilled Bottled Water @ \$4.00++ each, charged on consumption.
\$65.00 per gallon - Freshly Brewed Coffee, Decaffeinated Coffee
and Selection of Hot Teas

Sliced Fruit for (10) @ \$7.00 per person
Whole Fruit for (10) @ \$3.00++ each
2 dozen cookies@ \$39.00++ per dozen

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

Sunday, November 4, 2018

8:30 AM - 11:00 AM

Advances in Enteric Neurobiology: The "Brain" in the Gut in Health and Disease #97

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

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****

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****

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

8:30 AM - 11:00 AM

Computational Affective Neuroscience: Algorithms for Survival #95

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

8:30 AM - 11:00 AM

Molecular Mechanisms Underpinning Dopamine Neuron Development, Diversity, and Vulnerability #98

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

8:30 AM - 11:00 AM

Multiscale Computer Modeling of Neural Circuits in Health and Disease #93

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

8:30 AM - 9:40 AM

SPECIAL LECTURE: Bidirectional Interactions Between the Brain and Implantable Computers #92

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Sunday, November 4, 2018

8:30 AM - 11:00 AM

Specific Basal Forebrain-Cortical Cholinergic Circuits Coordinate Cognitive Operations #94

SDCC: 6B

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

8:30 AM - 11:00 AM

The Dynamic Interaction of Vision and Eye Movements #96

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

9:00 AM - 11:00 AM

PDW: Bringing a Student-Run Outreach Program to Your Institution

SDCC: 11A, 11B

Function Type: Workshop

Estimated Attendance: 150

Room Set: Banquet

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

Setup - San Diego Convention Center

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

As set on Friday, November 2 at 1pm

Lights: preset room lights out over screen

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

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Sunday, November 4, 2018

9:00 AM - 11:00 AM

PDW: Face-to-Face Networking: Building and Maintaining Professional Relationships

SDCC: 30C, 30D, 30E

Function Type: Workshop

Estimated Attendance: 350

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8 am.

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

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Sunday, November 4, 2018

9:00 AM - 11:00 AM

PDW: Fixing the Leaky Pipeline for Women in Science: Addressing Issues Facing New Moms

SDCC: 31A, 31B, 31C

Function Type: Workshop

Estimated Attendance: 500

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8 am

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

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Sunday, November 4, 2018 @ 8:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

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

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:

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

(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

SfN.org

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:

Saturday, November 3, 2018 @ 11:00 AM

Note

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:

Wednesday, October 31, 2018 @ 2:00 PM

Note

Center of Tower:

- (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:

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

Meet the Editors:

- (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:

(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:

(1) 120v 20 amp drop

Power for plasma screen and laptop connected to it

SfN Store:

(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

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*:

(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:

(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:

(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):

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****

Sunday, November 4, 2018

10:00 AM - 12:00 PM

Brain Bond/10-Year Plan for Neuroscience

SDCC: 26B

Function Type: Meeting

Estimated Attendance: 30

Room Set: As Set

Cost Center: G-OD200-M853

Billing Group: SfN Master

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.

Sunday, November 4, 2018

10:00 AM - 11:10 AM

**SPECIAL LECTURE: Neural Data Science: Accelerating the
Experiment-Analysis-Theory Cycle in Large-Scale Neuroscience #100**

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Sunday, November 4, 2018

11:00 AM - 12:00 PM

NSP Focus Groups

SDCC: 26A

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 10:00 AM

Note

As set Saturday, November 3

Sunday, November 4, 2018

11:30 AM - 12:40 PM

SPECIAL LECTURE: Sensorimotor Circuits for Social Communication #101

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Sunday, November 4, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Sunday, November 4, 2018 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$65.00++ per gallon
Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

Tomato Bisque Soup @ \$4.75++ per person
Chopped Italian Salad - Vegetarian @ \$6.00++ per person
Meat and Vegetarian Lasagna with Marinara Sauce and Toasted Garlic Bread @ \$189.00++ each
Buttered Fettuccini Noodles @ \$4.00++ per person
New York Cheesecake @ \$60.00++ each

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$65.00++ per gallon
Freshly Brewed Iced Tea @ \$45.00++ per gallon

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on consumption
Please have Coke products available

Sunday, November 4, 2018

12:00 PM - 2:00 PM

PDW: Career Planning and Exploration for Biomedical PhD Scientists and Physician-Scientists (MD-PhD)

SDCC: 31A, 31B, 31C

Function Type: Workshop

Estimated Attendance: 500

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 11:00 AM

Note

As set on Saturday, November 3 at 8 am

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

Ready By:

Sunday, November 4, 2018 @ 11:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Sunday, November 4, 2018 @ 11:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Sunday, November 4, 2018

12:00 PM - 2:00 PM

**PDW: Cultivating Leadership in Multidisciplinary Research: Bridging Gaps across
Campuses, Countries, and Continents**

SDCC: 30C, 30D, 30E

Function Type: Workshop

Estimated Attendance: 350

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 11:00 AM

Note

As set on Saturday, November 3 at 8 am.

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

Ready By:

Sunday, November 4, 2018 @ 11:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Sunday, November 4, 2018 @ 11:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Sunday, November 4, 2018

12:30 PM - 1:30 PM

NSP Focus Groups

SDCC: 26A

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 11:30 AM

Note

As set Saturday, November 3

Sunday, November 4, 2018

1:00 PM - 3:15 PM

Alzheimer's Disease and Other Dementias: Tau and TDP-43 Proteinopathies #188

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 450

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 4:00 PM

Alzheimer's Disease: Synapses, Mechanisms, and Models #187

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 2:30 PM

Auditory Processing: Adaptation, Learning, and Memory #191

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 407

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 3:00 PM

Biomarker and Drug Discovery: Drug Delivery and Assay Development #194

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 250

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 3:45 PM

Brain Wellness and Aging: Molecular Mechanisms #186

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 2:10 PM

CLINICAL NEUROSCIENCE LECTURE: From Axon Regeneration to Functional Recovery After CNS Injury #175

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Sunday, November 4, 2018

1:00 PM - 4:30 PM

Human Cognition and Behavior: Decision Making and Cognitive Aging #193

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 385

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 3:00 PM

Neural Stem Cells: Reprogramming, Regeneration, and Transplantation #185

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 200

Set For: 300

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 2:30 PM

Parkinson's Disease: LRRK2 Mechanisms, Targets, and Pathways #189

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Set For: 465

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 3:30 PM

Postnatal Neurogenesis: Molecular Mechanisms #184

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 50

Set For: 420

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 4:00 PM

Sleep: Hot Topics #192

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 150

Set For: 400

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:00 PM - 3:00 PM

Social Issues Roundtable

SDCC: 10

Function Type: Workshop

Estimated Attendance: 245

Set For: 245

Room Set: As Set

Cost Center: A-NL200-A105

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Alissa Ortman

Logistics

Setup - San Diego Convention Center

Ready By:

Sunday, November 4, 2018 @ 12:00 PM

Note

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

NOTE: Navy drape on stage for video recording

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

Ready By:

Sunday, November 4, 2018 @ 12:00 PM

Note

(1) Screen
(1) Data Projector
(1) Speaker Timer
(1) Laser Pointer
(1) Projectionist 12:00pm - 3:00pm

NOTE: Stage Lighting and up-lighting on a dimmer

Audio/Visual - OnSite AV

Ready By:

Sunday, November 4, 2018 @ 12:00 PM

Note

(1) Lectern mic
(5) Push to talk table mics
(1) Floor mics
(1) Mixer
(1) Audio D1 for computer playback

(1) Sound Operator - 12:00pm - 3:00pm

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

Audio/Visual - Vendor - Other

Ready By:
Sunday, November 4, 2018 @ 12:00 PM

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Sunday, November 4, 2018 @ 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.

Sunday, November 4, 2018

1:00 PM - 3:15 PM

Stroke Recovery: Non-Pharmacological Approaches and Novel Diagnostics #190

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Sunday, November 4, 2018

1:30 PM - 4:00 PM

Blood-Brain Barrier in Health and Disease: Role in Neurodegeneration, CNS Autoimmunity, and Gene Transfer #177

SDCC: 6B

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

1:30 PM - 4:00 PM

Cell Adhesion Molecules at the Intersection of Cell Type Identity and Neural Circuit Connectivity #181

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

1:30 PM - 4:00 PM

High-Level Cognition in Low-Level Brain Regions #178

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

1:30 PM - 4:00 PM

Local Field Potentials and Deep Brain Stimulation #176

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

1:30 PM - 4:00 PM

More Than Just a "Motor": Recent Surprises From the Frontal Cortex #180

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

1:30 PM - 4:00 PM

Telling Stories of Science #179

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Sunday, November 4, 2018

2:30 PM - 5:00 PM

PDW: NDP Workshop: Breaking Through: Pathways to Independence for Early Career Neuroscientists

SDCC: 30C, 30D, 30E

Function Type: Workshop

Estimated Attendance: 350

Room Set: As Set

Cost Center: A-AT200-A175-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 1:30 PM

Note

As set on Saturday, November 3 at 8 am.

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

Ready By:

Sunday, November 4, 2018 @ 1:30 PM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Sunday, November 4, 2018 @ 1:30 PM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Food And Beverage - Center Plate - SDCC

Ready By:

Sunday, November 4, 2018 @ 2:00 PM

Note

Assorted Soft Drinks (70% diet) @ \$4.00++ each, charged on consumption.

Chilled Bottled Water @ \$4.00++ each, charged on consumption

(4) Gallon Coffee @ \$65.00++ per gallon

(3) Gallon Decaf @ \$65.00++ per gallon

(2) Gallon Hot Tea @ \$65.00++ per gallon

(30) Dozen Cookies @ \$39.00++ per dozen

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

Sunday, November 4, 2018

2:30 PM - 3:40 PM

PETER AND PATRICIA GRUBER LECTURE: Decision, Reward, and the Basal Ganglia #182

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

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

Ready By:

Sunday, November 4, 2018 @ 1:30 PM

Note

This lecture will require (3) UHF RF Lavalier mic system

Sunday, November 4, 2018

3:00 PM - 5:00 PM

PDW: How a Journal Handles Your Paper

SDCC: 31A, 31B, 31C

Function Type: Workshop

Estimated Attendance: 500

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 2:00 PM

Note

As set on Saturday, November 3 at 8 am

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

Ready By:

Sunday, November 4, 2018 @ 2:00 PM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Sunday, November 4, 2018 @ 2:00 PM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Sunday, November 4, 2018

4:00 PM - 5:00 PM

PECC Press Reception

SDCC: 22

Function Type: Reception

Estimated Attendance: 100

Set For: 100

Room Set: Reception

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Lauren Wingfield

Logistics

Setup - San Diego Convention Center

Ready By:

Sunday, November 4, 2018 @ 2:00 PM

Note

VIP Event

Reception Style - Low cocktail tables and chairs

High cocktail tables with no chairs

(1) Easel

Audio/Visual - OnSite AV

Ready By:

Sunday, November 4, 2018 @ 2:00 PM

Note

(1) Floor microphone

Food And Beverage - Center Plate - SDCC

Ready By:

Sunday, November 4, 2018 @ 3:30 PM

Note

NOTE: PLEASE USE BLACK TABLE CLOTHS AND CANDLES ON TABLES.

Any additional decorating that catering can do at no additional cost is appreciated.

(50) IMPORTED AND DOMESTIC CHEESE DISPLAY \$8.50
Garnished with Seasonal Fruit, Sliced Baguettes and Assorted Crackers

(50) FRESH VEGETABLE CRUDITÉ \$8.00
Creamy Avocado Dip and Spicy Tomato Ranch Dip

(200) ORANGE CHICKEN SPRING ROLL at \$600 per (100)
With plum sauce

(300) MEDITERRANEAN CHICKEN KABOB at \$675 per (100)
with Figs and Roasted Tomatoes

(200) FETA & SUN DRIED TOMATO IN PHYLLO at \$550 per (100)

(250) CARNITAS TAQUITOS at \$550 per (100)
with Cilantro Cream Fraiche

HOSTED BAR

Beer, Wine and Soft Drinks

DELUXE WINE - HOSTED @ \$7.25 PER GLASS

DOMESTIC BEER - HOSTED @ \$5.50 PER BOTTLE

IMPORTED & CRAFT BEER - HOSTED @ \$7.25 PER BOTTLE

Assorted Canned Soda, @ \$4.00 each, charged on consumption.

Bottled Water @ \$4.00 each, charged on consumption.

Assorted juices, and sparkling water @ \$4.75 each

A Bartender Fee of \$150.00++ will apply if a minimum guarantee
of \$600.00 in sales per bar is not met.

Plus 20% service charge and 8% sales tax

Sunday, November 4, 2018

5:15 PM - 6:30 PM

PRESIDENTIAL SPECIAL LECTURE: Neurobiology of Social Behavior Circuits #183

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

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

Function Type: Satellite
Estimated Attendance: 30

Cost Center: A-MA200-A701
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.

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

Estimated Attendance: 100

Room Set: As Set

Cost Center: A-MA200-A701

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:

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.

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

Estimated Attendance: 100

Cost Center: A-MA200-A701

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

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

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

8:00 AM - 11:30 AM

**Alzheimer's Disease and Other Dementias: Therapeutic Strategies: Preclinical
Animal Models #268**

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Estimated Attendance: 500

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 11:00 AM

Alzheimer's Disease: Neuroinflammation and Immune Actions #267

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 407

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 10:45 AM

Animal Cognition and Behavior: Decision Making: Prefrontal Cortex I #273

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 465

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 11:30 AM

Autism: Structural and Functional Correlates in Children #266

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 11:30 AM

Brain-Machine Interface #271

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 400

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 11:30 AM

Cortical and Subcortical Mechanisms of Learning and Cognition #272

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 200

Set For: 300

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 11:15 AM

Human Cognition and Behavior: Spatial Learning and Navigation #274

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 385

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 11:30 AM

Human Cognition and Behavior: Working Memory I #275

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 150

Set For: 450

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 5:00 PM

Press Room

SDCC: 15B

Function Type: Office

Estimated Attendance: 50

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Lauren Wingfield

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Monday, November 5, 2018 @ 7:30 AM

Note

(40) Continental Breakfast @ \$18.75 per person

Assorted Fruit Juices

Freshly Baked Breakfast Pastries and Muffins

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Assorted Canned Sodas @ \$4.00 each (70% diet) charged on consumption.

NOT to exceed 100 per day

Once the breakfast coffee is depleted, please serve:

(10) gallons @ \$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

AT NOON:

(60) TRADITIONAL BOX LUNCH @ \$27.25 per person

· Turkey and Swiss Cheese

· Roast Beef and Cheddar Cheese

· Ham and Cheddar Cheese

· Grilled Vegetables

Served with Individual Bag of Potato Chips

Gourmet Chocolate Chip Cookie

Soda

NOTE: Make lunches 25% vegetarian

Do NOT refresh once this is depleted

Plus 20% service charge and 8% sales taxes.

Please do not remove food without checking with an SfN staff member in the Press Room.

Monday, November 5, 2018

8:00 AM - 11:15 AM

Tauopathies, Tau-Dementias, and Prion Diseases: Cellular and Molecular Mechanisms #269

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 420

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 11:15 AM

The Mouse Brain: Circuitry and Mapping in 3D #276

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 75

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:00 AM - 10:15 AM

Vision and Eye Movements #270

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 150

Set For: 250

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

8:30 AM - 11:00 AM

Algorithms for Olfactory Search Across Species #261

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

8:30 AM - 11:00 AM

Basic-Translational-Clinical Roundtable: Molecular Therapies for Neurological Diseases #263

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:

Monday, November 5, 2018 @ 7:30 AM

Note

As set Sunday, Nov. 4 at 8:30am.

Monday, November 5, 2018

8:30 AM - 11:00 AM

Defining Dysbiosis in Disorders of Movement and Motivation #259

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

8:30 AM - 11:00 AM

Exposing Neural Dynamics Using Real-Time Control: From Neurons to Human Behavior and Psychopathology #262

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

8:30 AM - 11:00 AM

Insular Cortex Neurocircuits: Relationships Among Function, Connectivity, and Drug and Alcohol Abuse #260

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

8:30 AM - 11:00 AM

Repairing the Injured Nervous System: Inhibiting the Inhibitors #257

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

8:30 AM - 9:40 AM

SPECIAL LECTURE: Organelle Structure and Dynamics: What High-Resolution Imaging Is Uncovering #256

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Monday, November 5, 2018

8:30 AM - 11:00 AM

Targeted Therapies for Parkinson's Disease: From Genetics to the Clinic #258

SDCC: 6B

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

9:00 AM - 10:00 AM

NSP Focus Groups

SDCC: 26A

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Monday, November 5, 2018 @ 8:00 AM

Note

As set Saturday, November 3

Monday, November 5, 2018

9:00 AM - 11:00 AM

PDW: FAIR Neuroscience: Sharing and Collaborating for Reproducible Neuroscience

SDCC: 31A, 31B, 31C

Function Type: Workshop

Estimated Attendance: 500

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Monday, November 5, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8 am

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

Ready By:

Monday, November 5, 2018 @ 8:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Monday, November 5, 2018 @ 8:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Monday, November 5, 2018

9:00 AM - 11:00 AM

PDW: Teaching Neuroscience: Emotion and Learning

SDCC: 30C, 30D, 30E

Function Type: Workshop

Estimated Attendance: 350

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Monday, November 5, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8 am.

Monday, November 5, 2018

10:00 AM - 11:10 AM

**DAVID KOPF LECTURE ON NEUROETHICS: When Is an Adolescent an Adult?:
Implications for Justice Policy #264**

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Monday, November 5, 2018

10:00 AM - 10:30 AM

NeuroJobs Career Center Workshop: Best Practices for Filling Your Open Position with the Perfect Candidate

SDCC: 11A, 11B

Function Type: Workshop

Estimated Attendance: 100

Set For: 150

Room Set: As Set

Cost Center: A-MP200-P162

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Kelsey King

Logistics

Setup - SfN

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

As set on Friday, November 2 at 1 pm

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

Ready By:

Monday, November 5, 2018 @ 9:30 AM

Note

(1) Screen
(1) Data Projector
(1) Switcher

(1) Projectionist 9:30am - 11:00am

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - OnSite AV

Ready By:

Monday, November 5, 2018 @ 9:30 AM

Note

(1) Lectern mic
(2) Floor mics
(1) Wireless Lavalier Mic at Lectern
(4) Push to talk table mics
(2) Handheld Wireless Mics
(1) Mixer
(1) Audio D1 for computer playback
(1) Sound Operator - 9:30pm - 11:00am

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

Audio/Visual - Vendor - Other

Ready By:
Monday, November 5, 2018 @ 9:30 AM

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
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.

Monday, November 5, 2018

11:30 AM - 12:40 PM

SPECIAL LECTURE: New Computational Perspectives on Serotonin Function #265

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Monday, November 5, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Monday, November 5, 2018 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of
Hot Teas @ \$65.00++ per gallon
Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

Cream of Potato Soup @ \$4.75++ per person

Garden Green Salad @ \$5.00++ per person

Country Fried Chicken with Buttermilk Biscuits and Honey Butter
@ \$10.50++ per person

Macaroni and Cheese @ \$4.50++ per person

Fresh Steamed Vegetables @ \$4.25++ per person

Warm Apple Cobbler with Whipped Cream @ \$36.00++ each

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

Freshly Brewed Iced Tea @ \$45.00++ per gallon

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on
consumption

Please have Coke products available

Monday, November 5, 2018

12:00 PM - 2:00 PM

Animals in Research Panel - Gaining Public Support for Animal Research

SDCC: 11A, 11B

Function Type: Workshop

Estimated Attendance: 150

Set For: 150

Room Set: As Set

Cost Center: A-AT200-A176

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Adam Katz

Logistics

General Notes - SfN

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

As set on Friday, November 2 at 1 pm

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

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

(1) Screen

(1) Data Projector

(1) Projectionist 11:00am - 2:00pm

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - OnSite AV

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

(1) Lectern mic

(2) Floor mics

(4) Push to talk table mics

(1) Mixer

(1) Audio D1 for computer playback

(1) Sound Operator - 11:00am - 3:00pm

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

Audio/Visual - Vendor - Other

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Monday, November 5, 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.

Other - Summit Services

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

(2) Security Guards 11:00 am – 3:00 pm

NOTE: posted on security schedule

Food And Beverage - Center Plate - SDCC

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

TRADITIONAL BOX LUNCH @ \$27.25 per person

- Turkey and Swiss Cheese
- Roast Beef and Cheddar Cheese
- Ham and Cheddar Cheese
- Grilled Vegetables

Served with Individual Bag of Potato Chips

Gourmet Chocolate Chip Cookie

Soda

Note: Would like bottled water option included

NOTE: Provide 20% vegetarian, a few gluten free option and breakdown the rest based on catering department experience with groups of this size.

Plus 20% service charge and 8% sales taxes.

Monday, November 5, 2018

12:00 PM - 1:30 PM

PC Chairs Planning Meeting

SDCC: Headquarters Conference Room

Function Type: Meeting

Estimated Attendance: 5

Cost Center: A-MA200-M751

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

As set.

Food And Beverage - Center Plate - SDCC

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

GOURMET WRAP BOX LUNCH

SELECTION OF GOURMET WRAP SANDWICH:

Southwest Roast Beef Wrap with Grilled Peppers

~Grilled Turkey with Pesto Wrap

~Grilled Vegetable Wrap

~Served with Gourmet Kettle Chips, Pasta Salad

Gourmet Brownie

Soda

*Serve Condiments on the Side

1/2 Gallon Coffee @ \$65.00++ per gallon

1/2 Gallon Decaf Coffee @ \$65.00++ per gallon

Assorted Canned Soda (70% diet) @ \$4.00++ each, charge on consumption.

Bottled Spring Water @ \$4.00++ each, charge on consumption.

Please place F&B inside the meeting room with a note that it is reserved for this meeting.

Monday, November 5, 2018

1:00 PM - 3:45 PM

Animal Cognition and Behavior: Decision Making: Prefrontal Cortex II #359

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 465

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 4:00 PM

Animal Cognition and Behavior: Learning and Memory: Cortical-Hippocampal Interactions I #360

SDCC: 31A, 31B, 31C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 2:45 PM

Brain Wellness and Aging: Systemic Factors and Brain Function #354

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 3:45 PM

Cerebellum: Local and Long-Range Functions #357

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 250

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 2:45 PM

Current Perspectives on Neural Circuit Assembly and Reorganization #353

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 350

Set For: 407

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 2:00 PM

Dual Perspectives Session: Gamma – Fumes or Fundamental #343

SDCC: 10

Function Type: Other

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:

Monday, November 5, 2018 @ 7:30 AM

Note

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

Monday, November 5, 2018

1:00 PM - 3:00 PM

Emotion: Circuits and Mechanisms #358

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 450

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 4:15 PM

Human Cognition and Behavior: Human Long-Term Memory: Encoding and Retrieval #361

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 200

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 4:30 PM

Human Cognition and Behavior: Language and Communication #362

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 385

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 4:00 PM

Motor Neuron and Other Neuromuscular Diseases: In Vitro Studies #355

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 3:45 PM

Schizophrenia: Circuits and Systems #363

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 300

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 2:45 PM

Spinal Cord Injury: Factors Influencing Recovery #356

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 400

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:00 PM - 4:15 PM

The Marmoset Brain: Brain Mapping and Circuit Tracing #364

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 75

Set For: 420

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Monday, November 5, 2018

1:30 PM - 4:00 PM

Basic-Translational-Clinical Roundtable: Rapid Antidepressant Action: Synaptic Mechanisms and Clinical Aspects #350

SDCC: 30C, 30D, 30E

Function Type: Workshop

Set For: 500

Room Set: See Diagram

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:

Saturday, November 3, 2018 @ 8:00 AM

Note

As set Saturday, Nov. 3 at 8am.

Monday, November 5, 2018

1:30 PM - 4:00 PM

Extracellular Vesicles: Insights Into Cell-to-Cell Communication in the Nervous System #344

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

1:30 PM - 4:00 PM

**Global Efforts to Build More Predictive Animal Models of Neurodegenerative Disease
#345**

SDCC: 6B

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

1:30 PM - 4:00 PM

Innovative Approaches for Monitoring Neuromodulation With Light #348

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

1:30 PM - 4:00 PM

Multidimensional Neuronal Cell Type Classification in the Cerebral Cortex #349

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

1:30 PM - 4:00 PM

Sex Differences in Risk and Resilience: Stress Effects on the Neural Substrates of Emotion and Motivation #346

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018

1:30 PM - 4:00 PM

Social Motivation Across the Lifespan #347

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Monday, November 5, 2018
3:00 PM - 4:30 PM
Brainfacts.org Editorial Board
SDCC: 26A

Function Type: Meeting
Estimated Attendance: 20
Room Set: As Set

Cost Center: A-NL300-N130
Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes

Contacts

Contact: Juliet Beverly

Logistics

General Notes - SfN

Ready By: Monday, November 5, 2018 @ 2:00 PM	Note As set Saturday, November 3
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Audio/Visual - Atlantic Images & Sound (AIS) AV

Ready By: Monday, November 5, 2018 @ 2:00 PM	Note (1) Screen (1) Data Projector with Cart (1) Switcher
--	--

Audio/Visual - OnSite AV

Ready By: Monday, November 5, 2018 @ 2:00 PM	Note (11) Push to talk table microphones Computer audio required
--	--

Telecom - Smart City - SDCC

Ready By: Monday, November 5, 2018 @ 2:00 PM	Note (1) wired internet drop on the SfN Staff VLAN
--	---

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By: Monday, November 5, 2018 @ 2:00 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 - Center Plate - SDCC

Ready By:

Monday, November 5, 2018 @ 2:45 PM

Note

Assorted Soft Drinks (70% diet) @ \$4.00++ each, charged on consumption.

Chilled Bottled Water @ \$4.00++ each, charged on consumption.

2 dozen cookies@ \$39.00++ per dozen

Sliced Fruit for (10) @ \$7.00 per person

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

Monday, November 5, 2018

3:15 PM - 3:25 PM

**ALBERT AND ELLEN GRASS LECTURE: Neural Sequences in Memory and Cognition
#351**

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Monday, November 5, 2018

5:15 PM - 6:30 PM

PRESIDENTIAL SPECIAL LECTURE: From Nanoscale Dynamic Organization to Plasticity of Excitatory Synapses and Learning #352

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Monday, November 5, 2018

6:30 PM - 9:30 PM

15th Annual Christopher Reeve "Hot Topics" in Stem Cell Biology

SDCC: 6A

Function Type: Satellite

Estimated Attendance: 999

Cost Center: A-MA200-A701

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Tja Owens

Organizer Email: towens@sbpdiscovery.org

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, November 5, 2018 @ 5:30 PM

Note

As set on Saturday, November 3 at 1:30 pm.

Satellite organizer requested the following additional items:

- (2) Registration tables outside of the room
- (4) Materials tables inside of the room
- (2) Easels outside of the room
- (4) Easels inside of the room

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 5, 2018 @ 5:30 PM

Note

As set on Saturday, November 3 at 1:30 pm.

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

Ready By:

Monday, November 5, 2018 @ 5:30 PM

Note

As set on Saturday, November 3 at 1:30 pm.

Satellite Organizer will use the following existing items:

- (1) Screen, set per diagram
- (1) Data/video projector w/cart
- (1) 4x1 Switcher
- (1) Digital Limiter
- (2) Laser Pointers: (1) green and (1) red
- (1) Digital Timer

Organizer also requests these Items:

Add (1) 4x1 Switcher for a total of (2)

Audio/Visual - OnSite AV

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

Note
Place all OnSite AV charges on the SfN Master Account

Satellite Organizer will use the following existing items:
(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(3) Floor microphones
(1) DI under 6' table for computer
Organizer also requests the following items:
(2) Lavalier microphones at head table

Food And Beverage - Center Plate - SDCC

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

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

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

Estimated Attendance: 200

Cost Center: A-MA200-A701

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.

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 - Wednesday, November 7, 2018

7:30 AM - 6:00 PM

Coat & Luggage Check - 2nd Location

SDCC: 22

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Dawn Keane

Logistics

Setup - San Diego Convention Center

Ready By:

Tuesday, November 6, 2018 @ 7:00 AM

Note

Hours -

Tues, Nov 6, 7:30am - 7:00pm,

Wed, Nov 7, 7:30am - 6:00pm

Attendees will be charged \$5 per item. Total fees collected will be credited to SfN coat/luggage check labor up to break even, any amounts over that will be retained by SDCC.

The billing rate for each attendant is \$18.50 per hour with a ½ hour billable before and after the posted time open to attendees. 4 hour minimum call time.

Room 22 location:

(2) 6' ft skirted tables

(2) chairs

Tuesday, November 6, 2018

8:00 AM - 10:30 AM

Brain Blood Flow and Blood Brain Barrier #452

SDCC: 30C, 30D, 30E

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 500

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:

Tuesday, November 6, 2018 @ 7:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (500)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

Ice Water and glasses at standing lectern and head table

NOTE: A speaker in this room requires a handrail to mount the speaker platform on Tuesday, Nov. 6, 8-10:30am.

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 6, 2018 @ 7:00 AM

Note

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

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

Ready By:

Tuesday, November 6, 2018 @ 7:00 AM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

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

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

Electrical - The Expo Group (TEG)

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

Note
AC- 2- 110v, 20amp drops upstage and camera platform

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Tuesday, November 6, 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.

Tuesday, November 6, 2018

8:00 AM - 10:45 AM

Human Cognition and Behavior: Working Memory II #454

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 450

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 10:15 AM

LTP: Intracellular Signaling, Pre- and Postsynaptic Mechanisms #444

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Set For: 465

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 10:15 AM

Network Interactions, Oscillations, and Synchrony #445

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 407

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 10:45 AM

Neurotoxicity, Inflammation, and Neuroprotection: Cellular Stress and Death Mechanisms #448

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 400

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 10:00 AM

**Neurotoxicity, Inflammation, and Neuroprotection: Mechanisms of
Neurodegeneration #449**

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 500

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 10:15 AM

New Cortical and Subcortical Circuits for Food Reward #453

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 500

Set For: 300

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 10:00 AM

Parkinson's Disease: Alpha-Synuclein: Models and Mechanisms #447

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 5:00 PM

Press Room

SDCC: 15B

Function Type: Office

Estimated Attendance: 50

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Lauren Wingfield

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Tuesday, November 6, 2018 @ 7:30 AM

Note

(40) Continental Breakfast @ \$18.75 per person
Assorted Fruit Juices
Freshly Baked Breakfast Pastries and Muffins
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Assorted Canned Sodas @ \$4.00 each (70% diet) charged on consumption.

NOT to exceed 100 per day

Once the breakfast coffee is depleted, please serve:

(10) gallons @ \$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

AT NOON:

(60) TRADITIONAL BOX LUNCH @ \$27.25 per person

- Turkey and Swiss Cheese
- Roast Beef and Cheddar Cheese
- Ham and Cheddar Cheese
- Grilled Vegetables

Served with Individual Bag of Potato Chips

Gourmet Chocolate Chip Cookie

Soda

NOTE: Make lunches 25% vegetarian

Do NOT refresh once this is depleted

Plus 20% service charge and 8% sales taxes.

Please do not remove food without checking with an SfN staff member in the Press Room.

Tuesday, November 6, 2018

8:00 AM - 9:30 AM

Respiration Control #451

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 385

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 10:30 AM

Seizure, Trauma, and Post-Traumatic Stress Disorder #446

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 420

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 11:30 AM

**Stem Cells and Disease Modeling: Neuropsychiatric and Neurodegenerative Disease
#443**

SDCC: 31A, 31B, 31C

Function Type: Nanosymposium

Estimated Attendance: 200

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

8:00 AM - 10:30 AM

Vision: Contrast, Form, and Color #450

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

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.

Tuesday, November 6, 2018

8:30 AM - 11:00 AM

Mechanisms of Tau Oligomer-Induced Synaptic Impairment and Potential Treatment Strategies #437

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

8:30 AM - 11:00 AM

Neuromodulation of Brain States in Health and Disease: Bridging Experiments and Computational Models #438

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

8:30 AM - 9:30 AM

Online Program Steering Committee

SDCC: 26A

Function Type: Meeting

Estimated Attendance: 15

Room Set: As Set

Cost Center: A-DN200-P206

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Aisha Abdullah

Logistics

General Notes - SfN

Ready By:

Tuesday, November 6, 2018 @ 7:30 AM

Note

As set Saturday, November 3

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

Ready By:

Tuesday, November 6, 2018 @ 7:30 AM

Note

(1) Screen
(1) Data Projector with Cart

Audio/Visual - OnSite AV

Ready By:

Tuesday, November 6, 2018 @ 7:30 AM

Note

No Audio Required

Telecom - Smart City - SDCC

Ready By:

Tuesday, November 6, 2018 @ 7:30 AM

Note

(1) Polycom with phone line for conference call

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Tuesday, November 6, 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 - Center Plate - SDCC

Ready By:

Tuesday, November 6, 2018 @ 8:00 AM

Note

1/2 gallon Coffee @ 65.00++ per gallon
1/2 gallon decaf @ 65.00++ per gallon
2 dozen cookies @ \$39.00++ per dozen
Sliced Fruit for (10) @ \$7.00 per person

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

Tuesday, November 6, 2018

8:30 AM - 11:00 AM

RNA Control of Axonal Functions #434

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

8:30 AM - 9:40 AM

SPECIAL LECTURE: Understanding Regeneration of Complex Body Parts #433

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Tuesday, November 6, 2018

8:30 AM - 11:00 AM

The Feeling Within: Molecules to Behavior Underlying Interoception #435

SDCC: 6B

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

8:30 AM - 11:00 AM

The Neurobiology of Forgetting #436

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

8:30 AM - 11:00 AM

Whole-Brain Analysis of Cells and Circuits by Tissue Clearing and Light-Sheet Microscopy #439

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018
9:30 AM - 11:30 AM
Trainee Advisory Committee
SDCC: 26B

Function Type: Meeting
Estimated Attendance: 20
Room Set: As Set

Cost Center: A-MP200-M855
Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes

Contacts

Contact: Prachi Sharma

Logistics

General Notes - SfN

Ready By: Note
Tuesday, November 6, 2018 @ 8:30 AM As set Saturday, November 3

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

Ready By: Note
Tuesday, November 6, 2018 @ 8:30 AM (1) Screen
(1) Data Projector with Cart

Audio/Visual - OnSite AV

Ready By: Note
Tuesday, November 6, 2018 @ 8:30 AM (10) Push to talk table microphones - 1 per 2 people

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By: Note
Tuesday, November 6, 2018 @ 8:30 AM (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: Note
Tuesday, November 6, 2018 @ 9:00 AM SAN DIEGO SUNRISE BUFFET @ \$26.25++ per person
Scrambled Eggs
Hash Brown Potatoes
Pork Sage Sausage Links
Assorted Fruit Juices
Sliced Fresh Seasonal Fruit
Breakfast Pastries and Muffins
Freshly Brewed Coffee, Decaf, and Hot Tea

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

Tuesday, November 6, 2018

10:00 AM - 11:10 AM

**SPECIAL LECTURE: The Genetics, Neurobiology, and Evolution of Natural Behavior
#441**

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Tuesday, November 6, 2018

11:30 AM - 12:45 PM

SPECIAL LECTURE: Neuronal Diversity Within the Ventral Tegmental Area and Co-Release of Neurotransmitters #442

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Tuesday, November 6, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Tuesday, November 6, 2018 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of
Hot Teas @ \$65.00++ per gallon
Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

SCL2

Tossed Garden Salad with Fresh Vegetables and Seasoned
Croutons

Chef's Selection of Creamy and Vinaigrette Dressings

Freshly Brewed Coffee, Decaffeinated Coffee, Hot and Iced Tea

Orange Chicken, Broccoli Beef, and Vegetable Chow Mein

Steamed Jasmine Rice and Vegetable Egg Roll with Soy Sauce

Fortune Cookies and Almond Cookies

\$29.50++ per person

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on
consumption

Please have Coke products available

Tuesday, November 6, 2018

1:00 PM - 2:30 PM

Alzheimer's Disease and Other Dementias: ApoE and Associated Pathways #540

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 407

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 2:45 PM

Autism: From Genetic Models to Insights #537

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 150

Set For: 250

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 3:15 PM

Computation, Modeling, and Simulation: Network Models: Theory and Experimentation #549

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 120

Set For: 300

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 3:15 PM

**Human Cognition and Behavior: Human Long-Term Memory Representations:
Network and Circuit Mechanisms #545**

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Estimated Attendance: 500

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 4:30 PM

Human Cognition and Behavior: Neurocognitive Development #547

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 385

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 3:00 PM

Human Cognition and Behavior: Working Memory III #546

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 75

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 2:45 PM

Neuro-Oncology #544

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 420

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 4:15 PM

Neurotoxicity, Neuroinflammation, and Neurodegeneration #541

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 400

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018
1:00 PM - 2:45 PM
Neurotransmitter Release #538
SDCC: 32A, 32B

Function Type: Nanosymposium
Estimated Attendance: 250
Set For: 305
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:
Saturday, November 3, 2018 @ 12:00 PM

Note
As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 3:30 PM

Physiological Methods: Electrophysiology: Stimulating Neurons and Electrode Arrays #548

SDCC: 30C, 30D, 30E

Function Type: Nanosymposium

Estimated Attendance: 350

Set For: 500

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 @ 7:00 AM

Note

As set Tuesday, Nov. 6 at 7am.

Tuesday, November 6, 2018

1:00 PM - 4:15 PM

Postsynaptic Organization and Structure #539

SDCC: 31A, 31B, 31C

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 4:00 PM

Somatosensation: Peripheral Mechanisms and Spinal Circuits #543

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 425

Set For: 450

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:00 PM - 2:10 PM

SPECIAL LECTURE: Genetic Specification of Neuronal Identity #528

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Tuesday, November 6, 2018

1:00 PM - 2:45 PM

Transplantation and Regeneration: PNS #542

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 465

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Tuesday, November 6, 2018

1:30 PM - 4:00 PM

Language Networks Derived From Direct Intracranial Recordings in Humans #531

SDCC: 6C, 6F

Function Type: Symposium

Set For: 988

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

1:30 PM - 4:00 PM

Molecular and Nano-Organization of Synapses #533

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

1:30 PM - 4:00 PM

Neuropeptide Signaling: From Physiology to Behavior #532

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

1:30 PM - 4:00 PM

**Organelle Dynamics and Proteostasis in Neuronal Homeostasis and Degeneration
#529**

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

1:30 PM - 4:00 PM

Sex Differences and Hormone Action in the Limbic System #534

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

1:30 PM - 4:00 PM

The Dynamic Brain: Signatures of Fast Functional Reconfiguration, Their Interpretability, and Clinical Value #530

SDCC: 6B

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Tuesday, November 6, 2018

2:00 PM - 3:30 PM

Public Advocacy Forum: Advocacy in Four Dimensions

SDCC: 10

Function Type: Workshop

Estimated Attendance: 245

Set For: 245

Room Set: As Set

Cost Center: A-AT200-A176

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Katie Grady

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

NOTE: Navy drape on stage for video recording

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

Ready By:

Tuesday, November 6, 2018 @ 1:00 PM

Note

(1) Screen
(1) Data Projector
(1) Projectionist 1:00pm - 4:00pm

NOTE: Stage Lighting and up-lighting on a dimmer

Audio/Visual - OnSite AV

Ready By:

Tuesday, November 6, 2018 @ 1:00 PM

Note

(1) Lectern mic
(1) Wireless Lavalier Mic at Lectern
(3) Push to talk table mics
(2) Floor mic
(1) Mixer
(1) Audio D1 for computer playback

(1) Sound Operator - 1:00pm - 4:00pm

Audio to the camera riser. Audio connection should not be run

next other cables.

Audio/Visual - Vendor - Other

Ready By:
Tuesday, November 6, 2018 @ 1:00 PM

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Tuesday, November 6, 2018 @ 1:00 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.

Other - Summit Services

Ready By:
Tuesday, November 6, 2018 @ 1:30 PM

Note
(1) Security Guard 1:00 pm – 5:00 pm
NOTE: posted on security schedule

Tuesday, November 6, 2018

2:30 PM - 3:40 PM

HISTORY OF NEUROSCIENCE LECTURE: Deciphering Neural Circuits: From the Neuron Doctrine to the Connectome #535

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Tuesday, November 6, 2018

3:30 PM - 5:00 PM

Advocacy Reception

SDCC: 16A, 16B

Function Type: Reception

Estimated Attendance: 200

Set For: 200

Room Set: As Set

Cost Center: A-AT200-A175

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Adam Katz

Logistics

General Notes - SfN

Ready By:

Tuesday, November 6, 2018 @ 2:30 PM

Note

As set for Saturday, November 3 at 1:30 pm

Audio/Visual - OnSite AV

Ready By:

Tuesday, November 6, 2018 @ 2:30 PM

Note

(1) Lectern Mic

Food And Beverage - Center Plate - SDCC

Ready By:

Tuesday, November 6, 2018 @ 3:15 PM

Note

FRESH VEGETABLE CRUDITÉ for (75) @ \$8.00++ per person
Creamy Avocado Dip and Spicy Tomato Ranch Dip

IMPORTED AND DOMESTIC CHEESE DISPLAY for (75) @
\$8.50++ per person
Garnished with Seasonal Fruit, Sliced Baguettes and Assorted
Crackers

MEDITERRANEAN NACHO BAR for (125) @ \$12.50++ per person
· Pita Chips
· Traditional and Roasted Red Pepper Hummus
· Crumbled Feta Cheese
· Diced Tomatoes, Red Bell Peppers and Green Onions
· Cucumber with Fresh Mint
· Sliced Kalamata Olives and Sliced Pepperoncinis

GRILLED MARINATED VEGETABLE AND CHARCUTERIE
BOARD for (75) @ \$12.50++ per person
A selection of Roasted Zucchini, Squash, Eggplant, Peppers,
Salami, Prosciutto and Soprapsetta drizzled with Extra Virgin Olive
Oil
Served with Toasted Flat Breads and Gourmet Crackers

PASTA STATION for (100) @ \$14.75++ per person

Tri-Colored Cheese Tortellini and Penne Rigate
Pesto Sauce · Bolognese Sauce
Served with Soft Bread Sticks, Crushed Red Pepper and
Parmesan Cheese

(3) SAGE AND ROSEMARY SEASONED BONE-IN TURKEY
BREAST @ \$230++ each
Served with Orange Cranberry Sauce, Whole Grain
Mustard and Mayonnaise

DISPLAY OF SLICED SEASONAL FRUIT AND BERRIES for (75)
@ \$7.00++ per person

CHEESECAKE BITES STATION for (50) @ \$14.75++ per person
New York Cheesecake Squares
Vanilla Bean and Scented Strawberry Compotes
Chocolate Fondue, Coffee Caramel

COFFEE (gallon) \$65.00++
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot
Teas
Bottled Water @ \$4.00++ per drink
Soft Drinks @ \$4.00++ per drink

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

Tuesday, November 6, 2018
3:30 PM - 4:30 PM
Exhibitor Advisory Committee
SDCC: 26A

Function Type: Meeting
Estimated Attendance: 20
Set For: 25
Room Set: U - Shape

Cost Center: A-MS200
Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: No

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By: Thursday, November 1, 2018 @ 8:00 AM	Note As set on Saturday, November 3
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Audio/Visual - OnSite AV

Ready By: Tuesday, November 6, 2018 @ 2:30 PM	Note No Audio Required
--	---------------------------

Food And Beverage - Center Plate - SDCC

Ready By: Tuesday, November 6, 2018 @ 3:00 PM	Note Assorted Soft Drinks (70% diet) @ \$4.00++ each, charged on consumption. Chilled Bottled Water @ \$4.00++ each, charged on consumption Gallon Coffee, Decaf and Tea Selection @ \$65.00++ per gallon (1) Dozen Cookies @ \$30.00++ per dozen (1) Dozen Brownies @ \$42.00++ per dozen
--	---

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

Tuesday, November 6, 2018

5:15 PM - 6:30 PM

PRESIDENTIAL SPECIAL LECTURE: From Salvia Divinorum to LSD: Toward a Molecular Understanding of Psychoactive Drug Actions #536

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Tuesday, November 6, 2018

6:45 PM - 7:30 PM

Members Business Meeting

SDCC: 3

Function Type: Meeting

Estimated Attendance: 150

Set For: 150

Room Set: Theater

Cost Center: A-OD200-A140

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Chelsea Jaetzold

Logistics

Setup - San Diego Convention Center

Ready By:

Tuesday, November 6, 2018 @ 4:00 PM

Note

Set stage with Head table for (10)
(1) Standing Lectern

Room set theater style for (160)

(1) Easel

(1) Skirted 6' table outside of room

Audio/Visual - OnSite AV

Ready By:

Tuesday, November 6, 2018 @ 6:00 PM

Note

(1) Lectern Microphone
(6) Table Microphones, push to talk
(1) Floor microphone in center aisle
(1) Sound Operator 6:15pm - 8:00pm

Food And Beverage - Center Plate - SDCC

Ready By:

Tuesday, November 6, 2018 @ 6:30 PM

Note

Beverage Service:

To remain set for the entire meeting, refresh as necessary

COFFEE (gallon) \$65.00++

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on consumption.

Bottled Water @ \$4.00++ each, charged on consumption

(6) FRESH BAKED COOKIES (dozen) \$39.00++

Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate, Peanut Butter

NOTE: Please provide some sugar cookies for people who might

have allergies to the others

Plus 20% service charge and 8% sales tax

Wednesday, November 7, 2018

8:00 AM - 10:00 AM

Advances in Molecular, Genetic, and Imaging Techniques #635

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 300

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 10:45 AM

**Alzheimer's Disease and Other Dementias: Abeta and Tau Mechanisms and
Therapeutics #627**

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 400

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 10:45 AM

Alzheimer's Disease and Other Dementias: APP and Metabolites: Cleavage and Processing #626

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 11:30 AM

Animal Cognition and Behavior: Learning and Memory: Cortical-Hippocampal Interactions II #633

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 420

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 11:15 AM

Circuitry and Cell-Type Specific Neurophysiology of Addiction #632

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 10:00 AM

Depression and Bipolar Disorders: Neural Mechanisms #631

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 37

Set For: 450

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 10:15 AM

Epilepsy: Human Studies #625

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 11:15 AM

Human Cognition and Behavior: Human Learning: Feedback, Reinforcement, and Reward #634

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 250

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 10:45 AM

**Neurotoxicity, Inflammation, and Neuroprotection: Neuroinflammation:
Neurodegeneration #629**

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 400

Set For: 407

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 9:45 AM

Parkinson's Disease: Mechanisms and Genetics #628

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 465

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:00 AM - 5:00 PM

Press Room

SDCC: 15B

Function Type: Office

Estimated Attendance: 50

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Lauren Wingfield

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Wednesday, November 7, 2018 @ 8:00 AM

Note

(40) Continental Breakfast @ \$18.75 per person

Assorted Fruit Juices

Freshly Baked Breakfast Pastries and Muffins

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Assorted Canned Sodas @ \$4.00 each (70% diet) charged on consumption.

NOT to exceed 100 per day

Once the breakfast coffee is depleted, please serve:

(10) gallons @ \$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

Do NOT refresh once this is depleted

Plus 20% service charge and 8% sales taxes.

Please do not remove food without checking with an SfN staff member in the Press Room.

Wednesday, November 7, 2018

8:00 AM - 11:30 AM

Stem Cells and Disease Modeling: Neurodevelopment #624

SDCC: 30C, 30D, 30E

Function Type: Nanosymposium

Estimated Attendance: 200

Set For: 500

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 @ 7:00 AM

Note

As set Tuesday, Nov. 6 at 7am.

Wednesday, November 7, 2018

8:00 AM - 10:45 AM

**The Chemical Senses : Dynamics and Plasticity of Olfactory and Gustatory Coding
#630**

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 200

Set For: 385

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

8:30 AM - 11:00 AM

Cortical Control of Locomotion and Posture #621

SDCC: 31A, 31B, 31C

Function Type: Minisymposium

Set For: 500

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

8:30 AM - 11:00 AM

Human Stem Cell Models to Validate Rare and Common Variants Contributing to Neurodevelopmental Disorders #617

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

8:30 AM - 11:00 AM

**Mental Structures and Sequences: Evolutionary Solutions From Birds to Primates
#616**

SDCC: 6B

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

8:30 AM - 11:00 AM

Multiple Axes of Dopamine Systems for Behavioral Controls: From Fly Via Rodent to Monkey #615

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

8:30 AM - 11:00 AM

Neural Proteomics in Synapse Development and Function #620

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

8:30 AM - 11:00 AM

Novel Molecular Targets for the Treatment of Pain #618

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

8:30 AM - 9:40 AM

**SPECIAL LECTURE: Biochemical Computation in Postsynaptic Compartments:
Implications for Synaptic Plasticity, Learning, and Memory #614**

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Wednesday, November 7, 2018

8:30 AM - 11:00 AM

**The Endolysosomal System and Proteostasis: From Development to Degeneration
#619**

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

9:00 AM - 6:00 PM

Release to SDCC - ASH Spec Review

SDCC: 11B

Function Type: Other

Post: Yes

Logistics

Wednesday, November 7, 2018

10:00 AM - 11:00 AM

NMSTG Meeting

SDCC: 26B

Function Type: Meeting

Estimated Attendance: 15

Cost Center: A-MA200-M751

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Janel Johnson

Logistics

Setup - San Diego Convention Center

Ready By:

Wednesday, November 7, 2018 @ 9:00 AM

Note

As set on Saturday, November 3 at 6 a.m.

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

Ready By:

Wednesday, November 7, 2018 @ 9:00 AM

Note

(1) Screen

(1) Data/Video Projector w/cart

(1) Switcher

Audio/Visual - OnSite AV

Ready By:

Wednesday, November 7, 2018 @ 9:00 AM

Note

No Audio Required

Telecom - Smart City - SDCC

Ready By:

Wednesday, November 7, 2018 @ 9:00 AM

Note

(1) SfN Staff Wired Internet Connection

Food And Beverage - Center Plate - SDCC

Ready By:

Wednesday, November 7, 2018 @ 9:00 AM

Note

Sliced Seasonal Fruit and Berries for (10) @ \$7.00++ per person.

(2) Breakfast Breads (Loaf -12 Slices) @ \$44.00++ each.

(1) Gallon Coffee @ \$65.00++ per gallon

1/2 Gallon Decaf Coffee @ \$65.00++ per gallon

1/2 Gallon of Hot Tea @ \$45.00++ per gallon

Bottled Spring Water @ \$4.00++ each, charge on consumption.

Assorted Canned Sodas @ \$4.00++ each, charge on consumption.

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

Wednesday, November 7, 2018

10:00 AM - 11:10 AM

SPECIAL LECTURE: A Genetic Roadmap to Understanding Auditory Perception Mechanisms #622

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Wednesday, November 7, 2018

11:30 AM - 12:40 PM

SPECIAL LECTURE: Reward Processing by the Dorsal Raphe #623

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Wednesday, November 7, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Wednesday, November 7, 2018 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

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

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

Minestrone Soup – Vegetarian @ \$4.75++ per person

Chopped Italian Salad – Vegetarian @ \$6.00++ per person

Assorted Gourmet Calzones @ \$12.00++ per person

(Pepperoni, Grilled Italian Sausage, and Margherita)

Gourmet Brownie Assortment @ \$34.00++ per dozen

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

Freshly Brewed Iced Tea @ \$45.00++ per gallon

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged
on consumption

Please have Coke products available

Wednesday, November 7, 2018

12:00 PM - 1:00 PM

CME Subcommittee Meeting

SDCC: 26A

Function Type: Meeting

Estimated Attendance: 12

Cost Center: A-MA200-M751

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Wednesday, November 7, 2018 @ 11:00 AM

Note

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

Audio/Visual - OnSite AV

Ready By:

Wednesday, November 7, 2018 @ 11:00 AM

Note

No Audio Required

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, November 7, 2018 @ 11:00 AM

Note

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

Food And Beverage - Center Plate - SDCC

Ready By:

Wednesday, November 7, 2018 @ 11:30 AM

Note

Gaslamp Hot Lunch Buffet

Included with the Luncheon Buffets are Hearth Bakes Rolls, and Butter, Freshly Brewed Coffee, Decaffeinated Coffee, Hot and Iced Teas.

Spinach Salad
Candied Pecans, Crumbled Blue Cheese, and Raspberries,
Balsamic Vinaigrette, and Roasted Fennel and Shallot Ranch
Quinoa, Kale Goat Cheese and Craisins Salad
Lemon Pistou Chicken with Chicken Jus
Manicotti with Marinara and Pesto Cream Sauce
Penne Pasta with Herbs and EVOO
Haricot Vert, Yellow Wax Beans, Oven Roasted Tomato
New York Cheesecake
Gourmet Brownies

Assorted Canned Soda (70% diet) @ \$4.00++ each, charged on consumption

Bottled Spring Water @ \$4.00++ each, charge on consumption

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

Wednesday, November 7, 2018

12:00 PM - 6:30 PM

Hold for SfN Staff Event hosted by SDCC

SDCC: 3

Function Type: Other

Post: Yes

Logistics

Wednesday, November 7, 2018

1:00 PM - 3:45 PM

ALS Mechanisms #715

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 400

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 3:15 PM

Alzheimer's Disease and Other Dementias: Abeta: Pathologic Mechanisms #713

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 3:00 PM

Alzheimer's Disease and Other Dementias: Tau: Experimental Models #714

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 450

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 2:45 PM

Astrocytes: Disease Mechanisms #711

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 4:00 PM

Brain Injury: From Animal Models to Physiology, Behavior, and Treatments #716

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 150

Set For: 250

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 3:15 PM

Depression and Bipolar Disorders: Treatment and Drug Discovery #721

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 30

Set For: 407

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 2:45 PM

Imaging Studies and Biomarkers in Alzheimer's Disease #712

SDCC: 31A, 31B, 31C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 500

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 3:30 PM

Looking For Biological Interventions for Cocaine Use Disorder #722

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 200

Set For: 420

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 2:45 PM

Molecular, Biochemical, and Genetic Techniques: Molecular Techniques #723

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 465

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 3:00 PM

Neural Activity Patterns for Speech and Sign Language in Disease and Health #720

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 305

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 3:00 PM

Pain Imaging and Perception #717

SDCC: 30C, 30D, 30E

Function Type: Nanosymposium

Estimated Attendance: 1000

Set For: 500

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 @ 7:00 AM

Note

As set Tuesday, Nov. 6 at 7am.

Wednesday, November 7, 2018

1:00 PM - 2:10 PM

SPECIAL LECTURE: Light Detection in the Eye: The Big Picture #704

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Wednesday, November 7, 2018

1:00 PM - 2:45 PM

Vestibular Systems: VOR, Locomotion, and Gaze #718

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 150

Set For: 300

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:00 PM - 3:00 PM

Vision: Extrastriate Cortex #719

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 385

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1pm.

Wednesday, November 7, 2018

1:30 PM - 4:00 PM

From Recent to Remote Memory and Back #707

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

1:30 PM - 4:00 PM

**Multitransmitter Neurons: The Function and Regulation of Neurotransmitter
Cotransmission #710**

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

1:30 PM - 4:00 PM

Sonic Hedgehog and Cell-Specific Programming: Circuits, Disease, and Repair #709

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

1:30 PM - 4:00 PM

The Basal Ganglia: Beyond Action Selection #708

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

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:

Saturday, November 3, 2018 @ 7:30 AM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

1:30 PM - 4:00 PM

The Emerging Role of the Amygdala in Modulating the Somatosensory and Emotional Components of Pain and Itch #706

SDCC: 6B

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018

1:30 PM - 4:00 PM

Unveiling the Extracellular Space of the Brain: From Super-Resolved Microstructure to In Vivo Function #705

SDCC: 6A

Function Type: Symposium

Set For: 990

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:

Saturday, November 3, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 1:30pm.

Wednesday, November 7, 2018 - Friday, November 9, 2018

5:00 PM - 12:00 AM

Decorator Move Out

SDCC

Function Type: Exhibits

Room Set: As Set

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Allison Burns

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, November 7, 2018 @ 5:00 PM

Note

Move-out schedule is as follows, per SfN's lease agreement:

Halls ABC - out by 11:59 pm on 11/7

Halls DE- out by 11:59 pm on 11/8

Halls F-H - out by 11:59 on 11/9