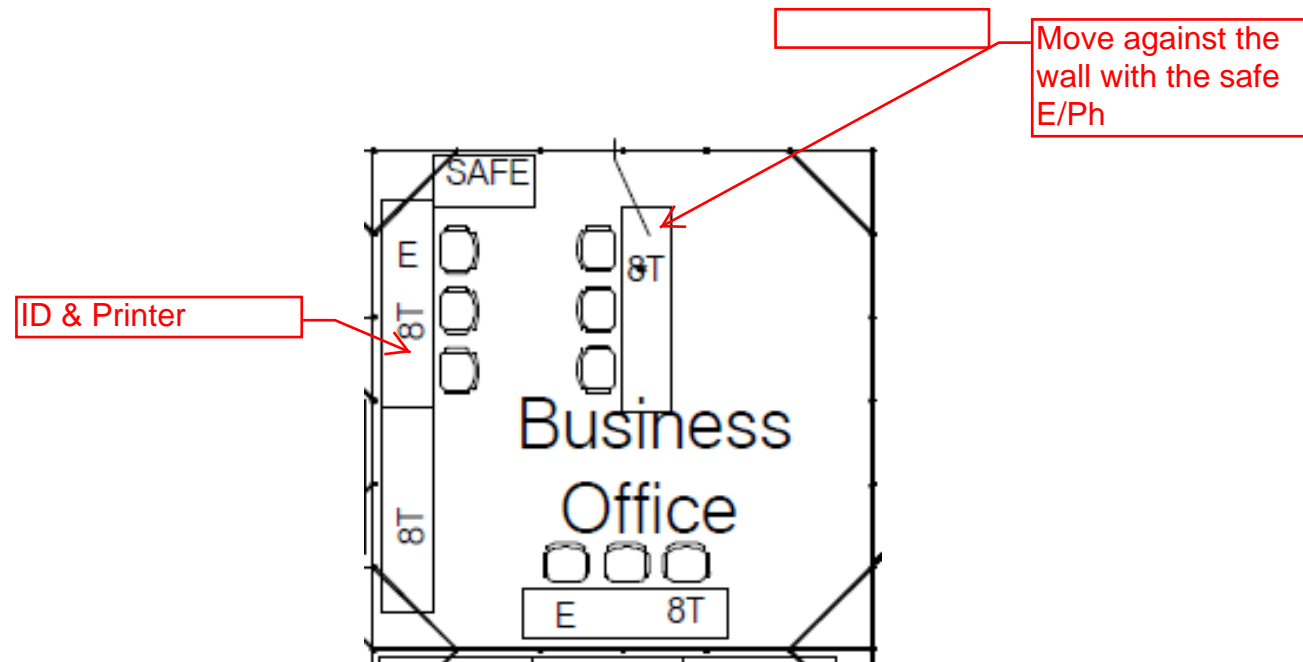
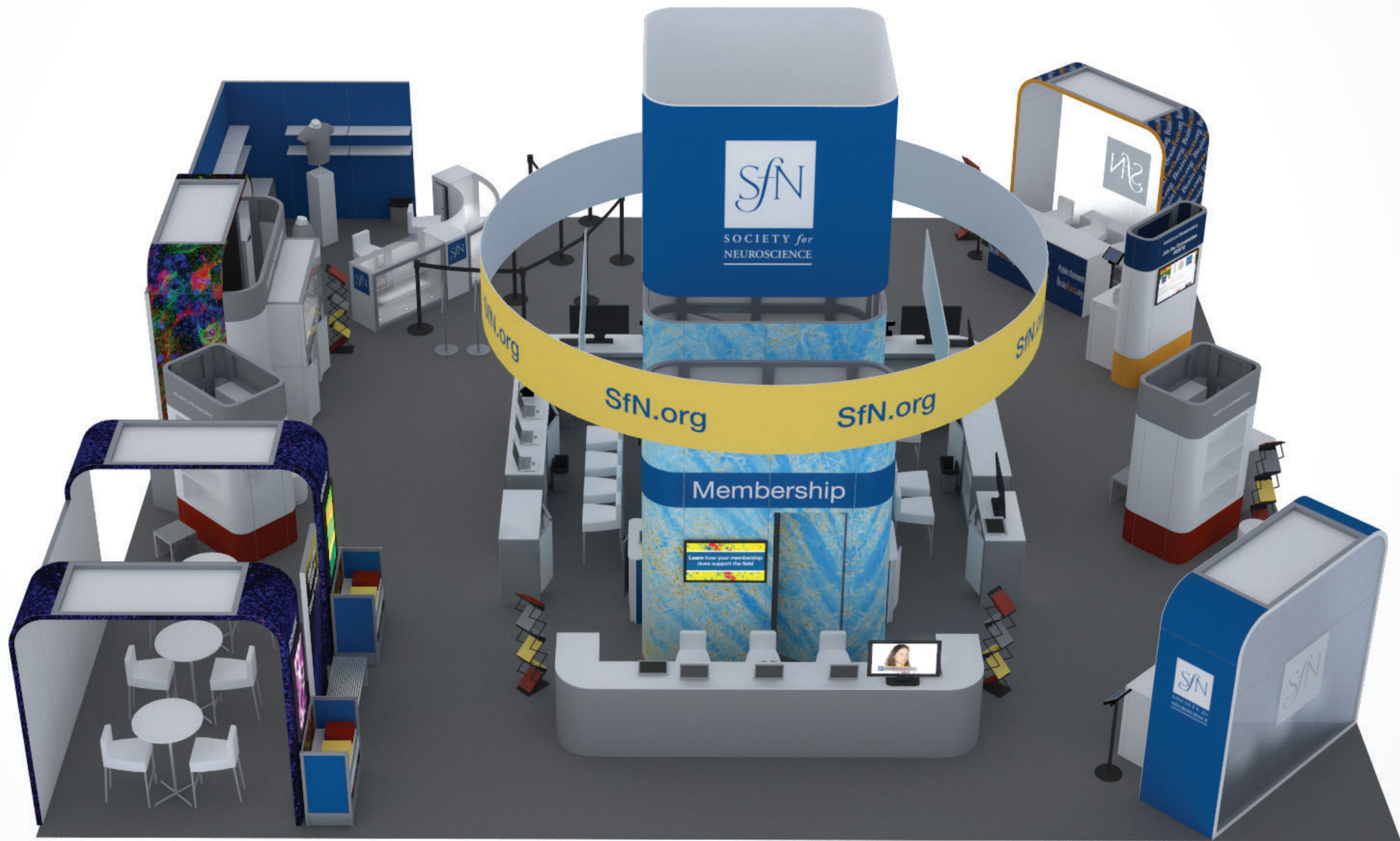
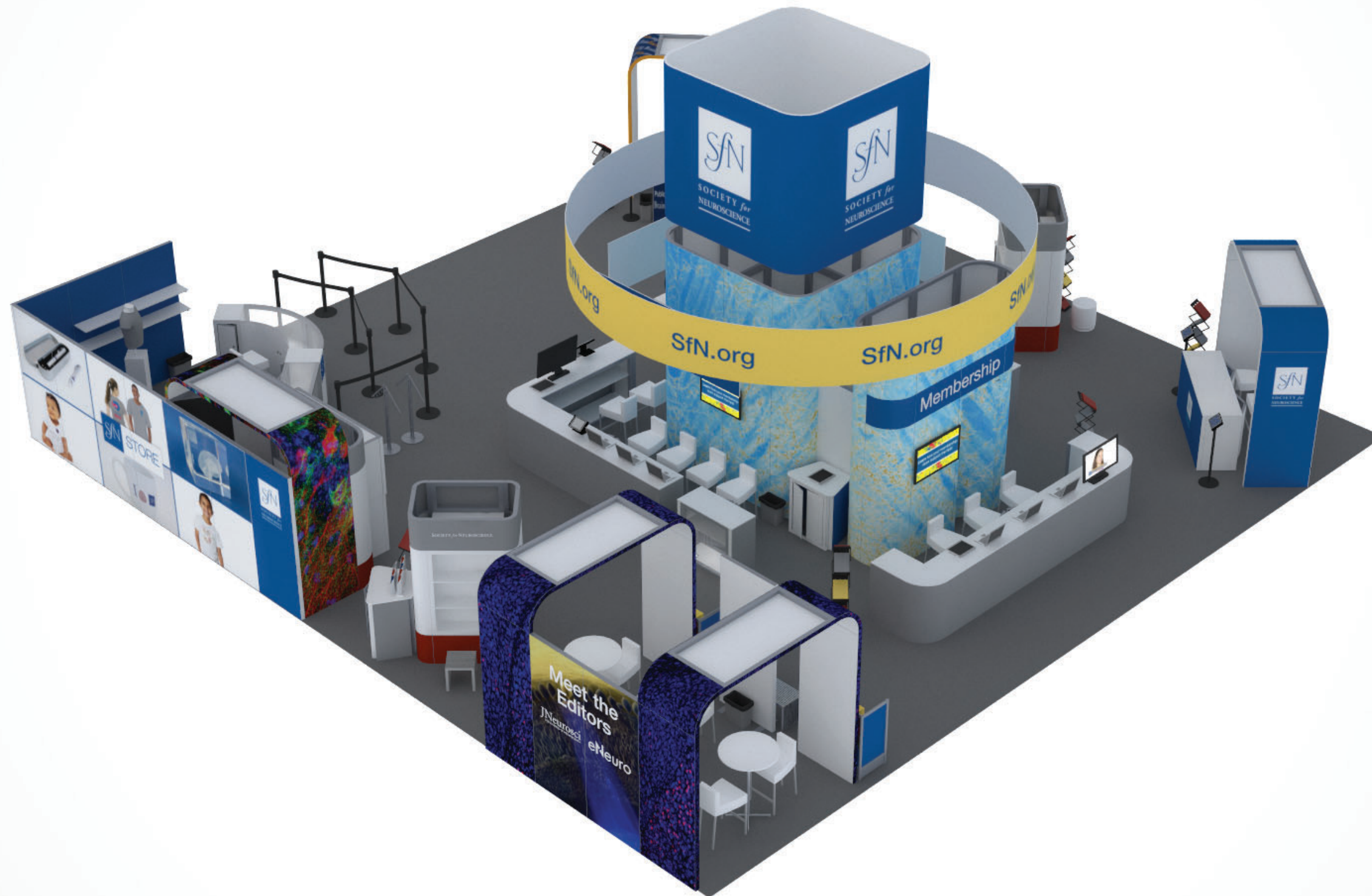
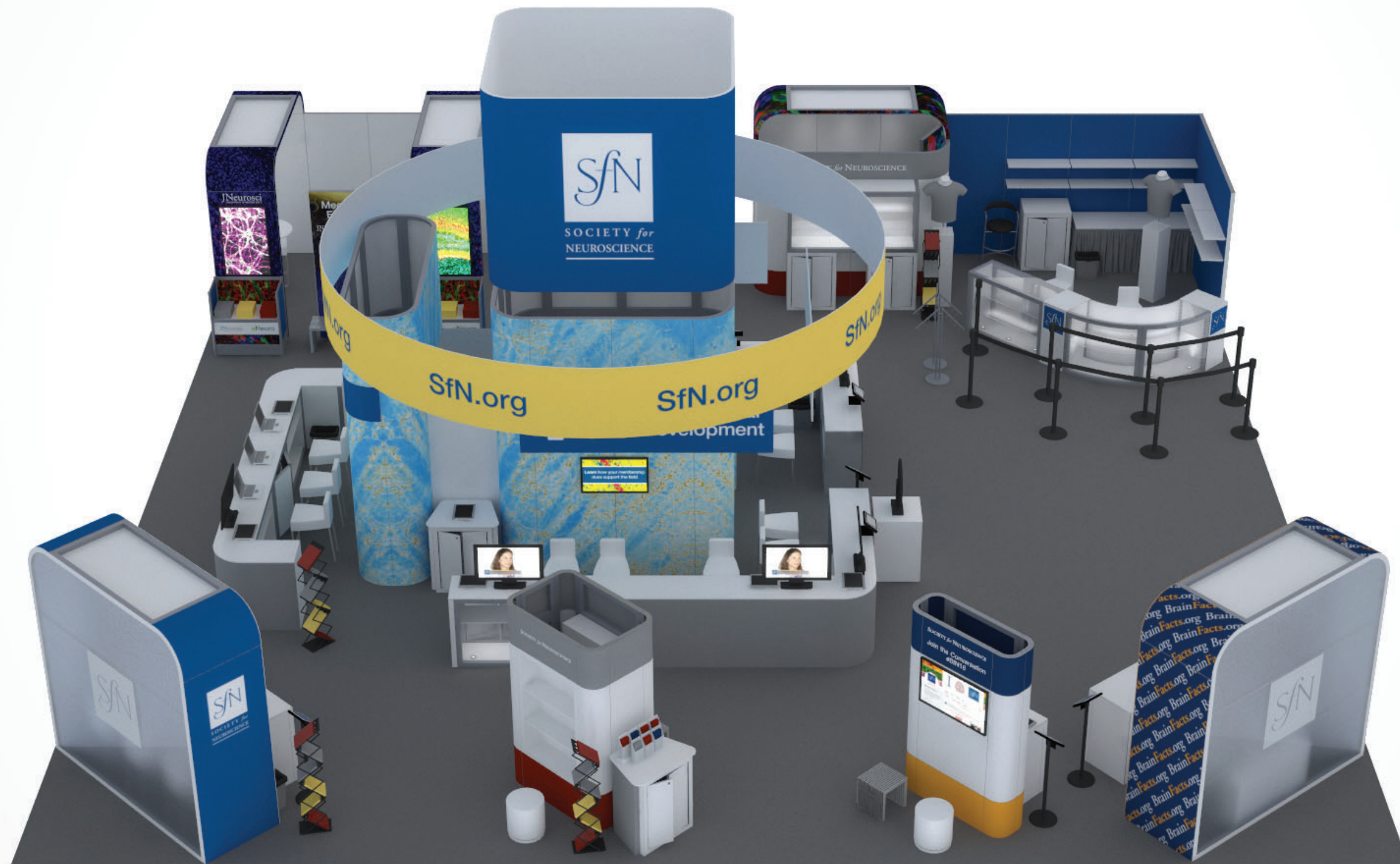


Business Office

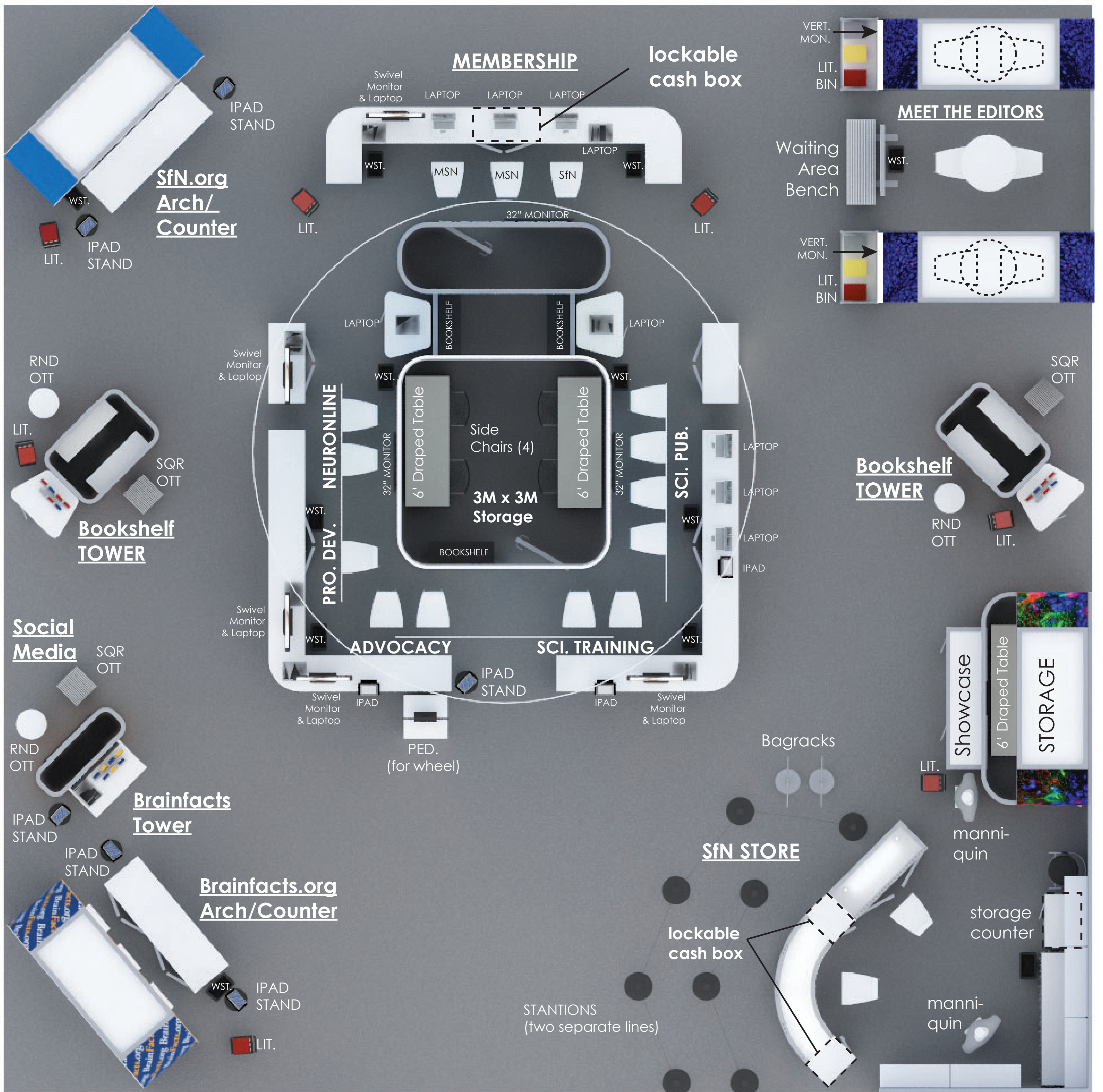


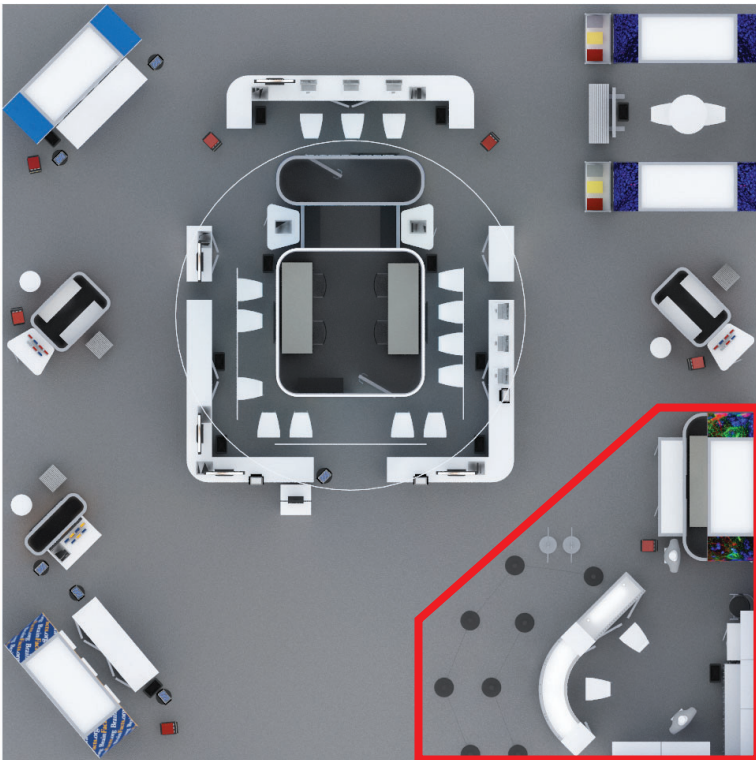






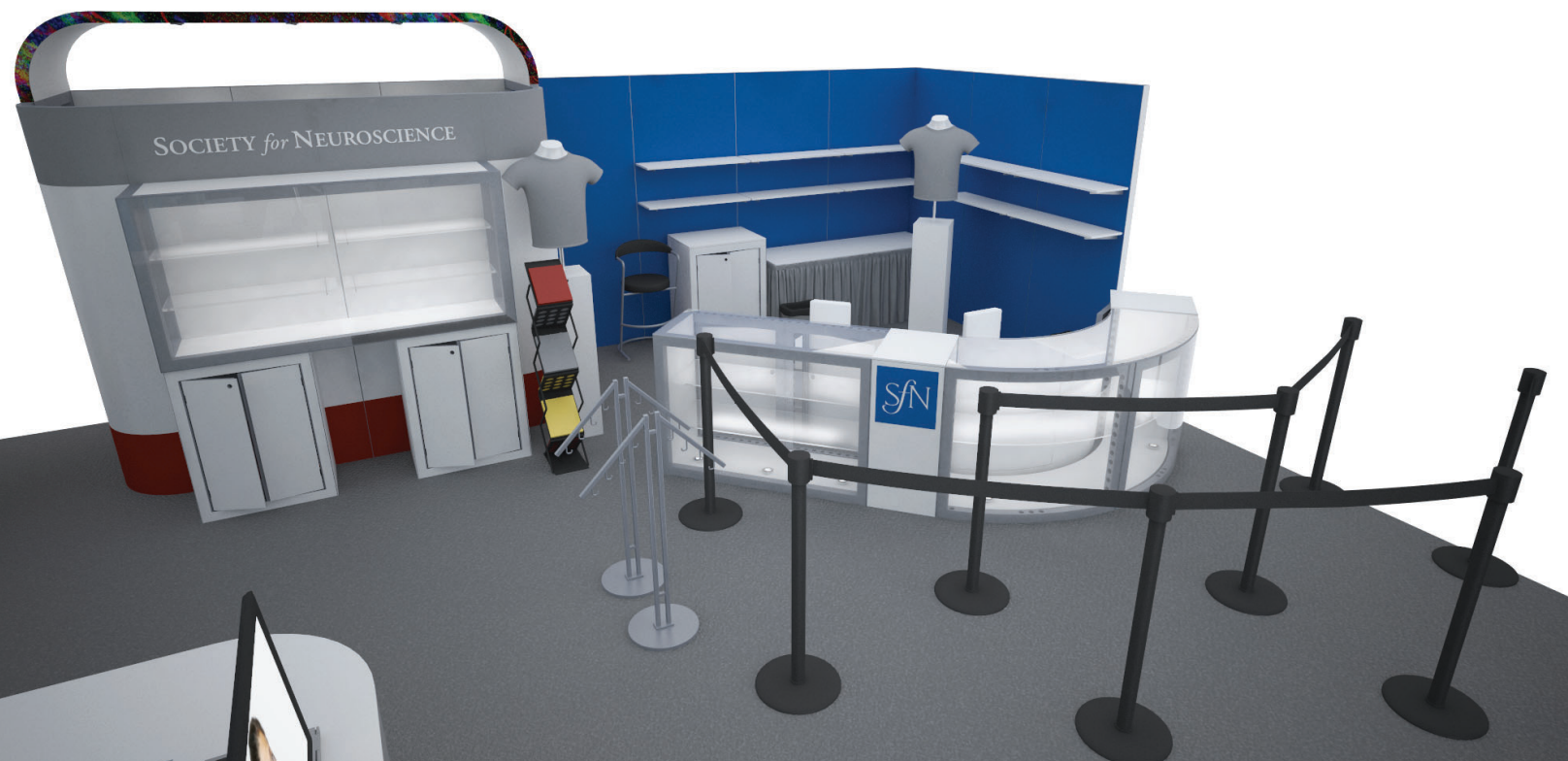
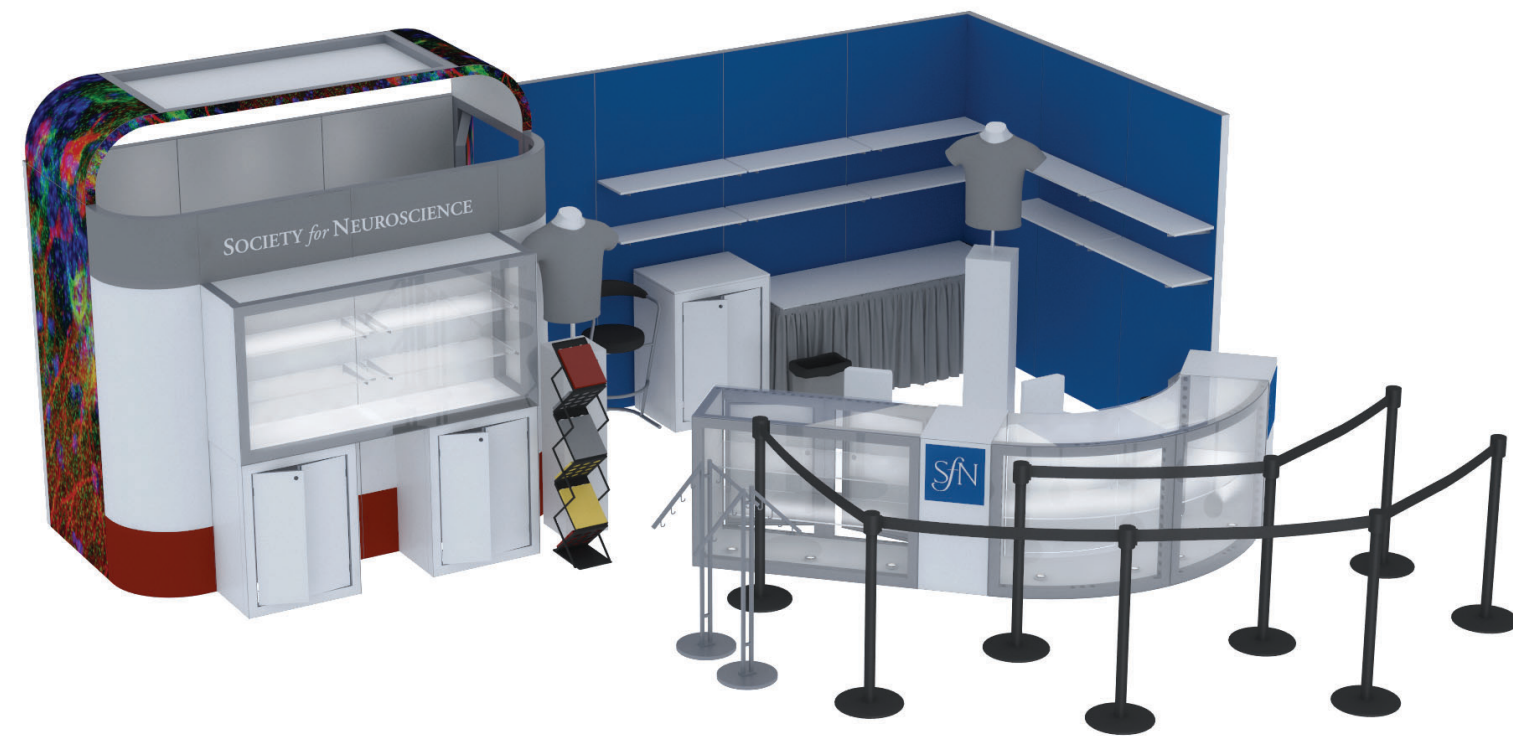


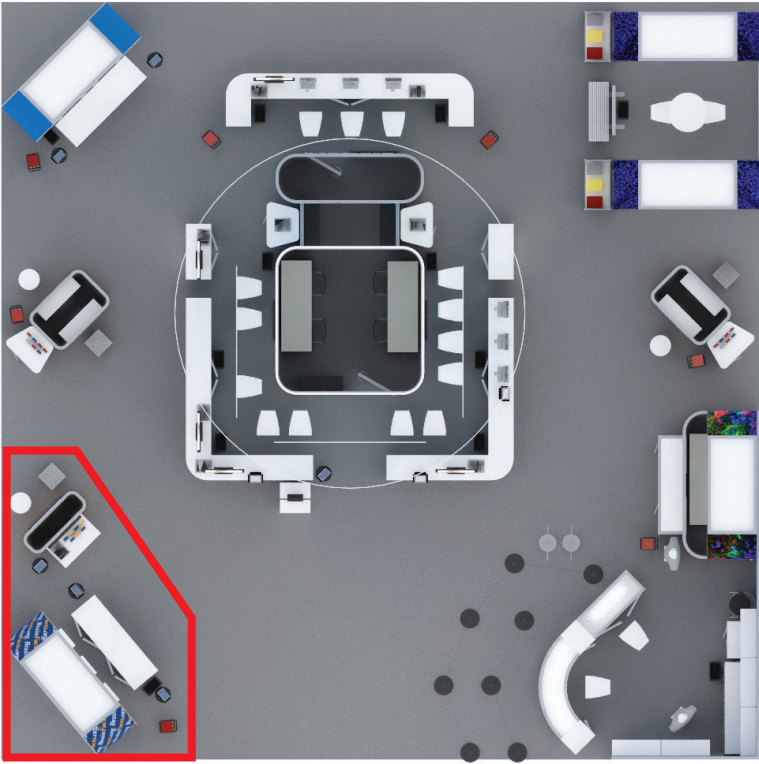




SfN Store:

- (2) Mannequins with pedestals
- (2) High stools
- (1) Black banana stool
- (2) Wastebaskets
- (2) Bag holder stands
- (2) Sets rope and stanchion
- (2) 6' Draped Tables (1 inside storage)
- (1) Accordion Lit
- (7) 1M Shelving sets (2 inside storage)
- (2) Lockable Cash boxes**
- (3) Lockable 1M Tall BeMatrix Counters
- (1) Plexi front display case (on storage)
 - Main Counter:
 - Plexiglass tops and fronts
 - Plexiglass shelving inside
 - Interior Uplighting
 - Rear Door Access on all counters





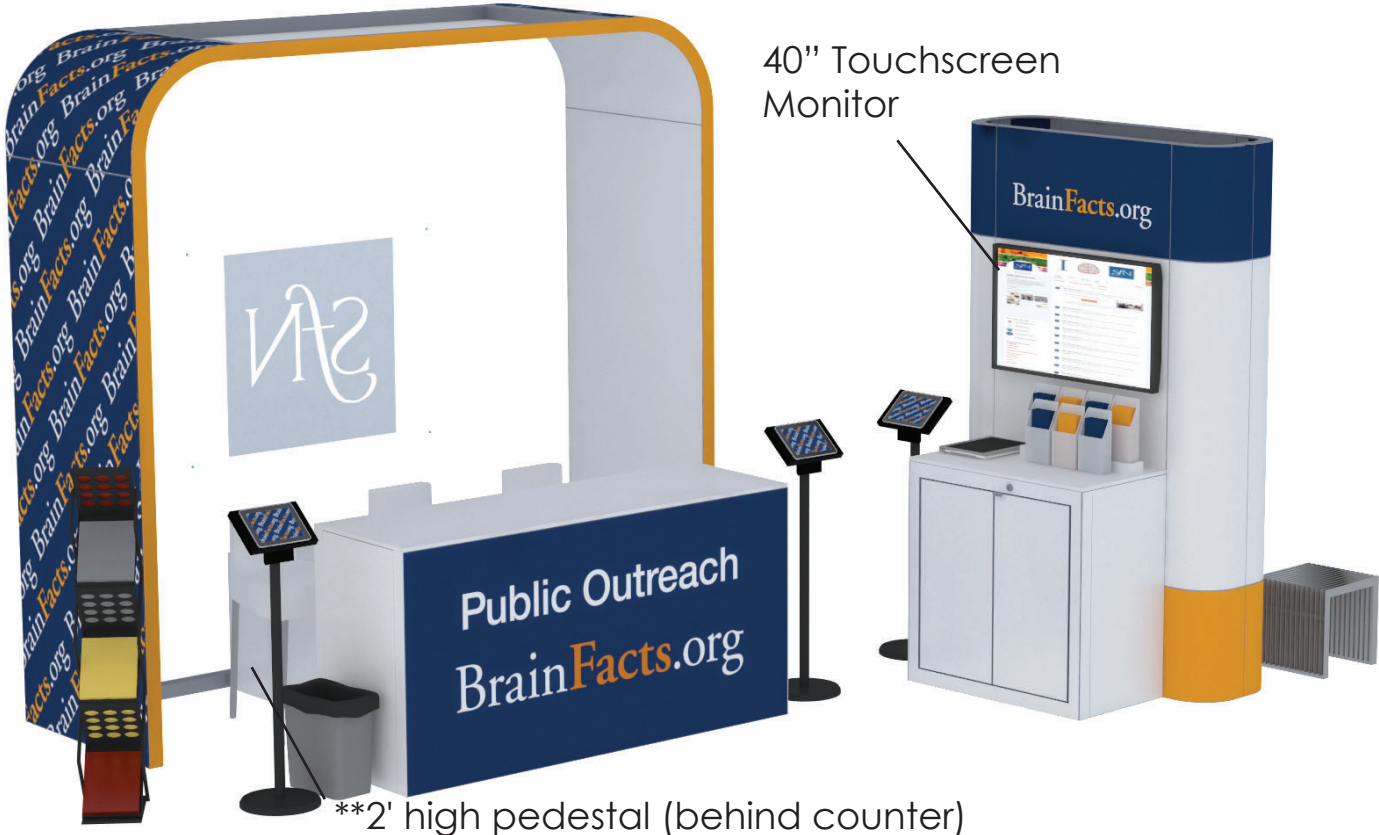
- BrainFacts Area:**
- (3) High stools
 - (3) Floor model iPad stands
 - (1) Accordion literature stand
 - (1) Wastebasket
 - (1) 2' high pedestal **
 - (1) 40" Touchscreen Monitor
 - Counter
 - Interior shelving
 - Graphic Kick Panel

- Social Media Tower**
- (1) Round ottoman
 - (1) Square ottoman
 - (1) iPadZilla (horiz.)w/Laptop
 - (1) 1M counter w/ internal shelf (lockable)

iPadZilla (horiz.)
w/Laptop

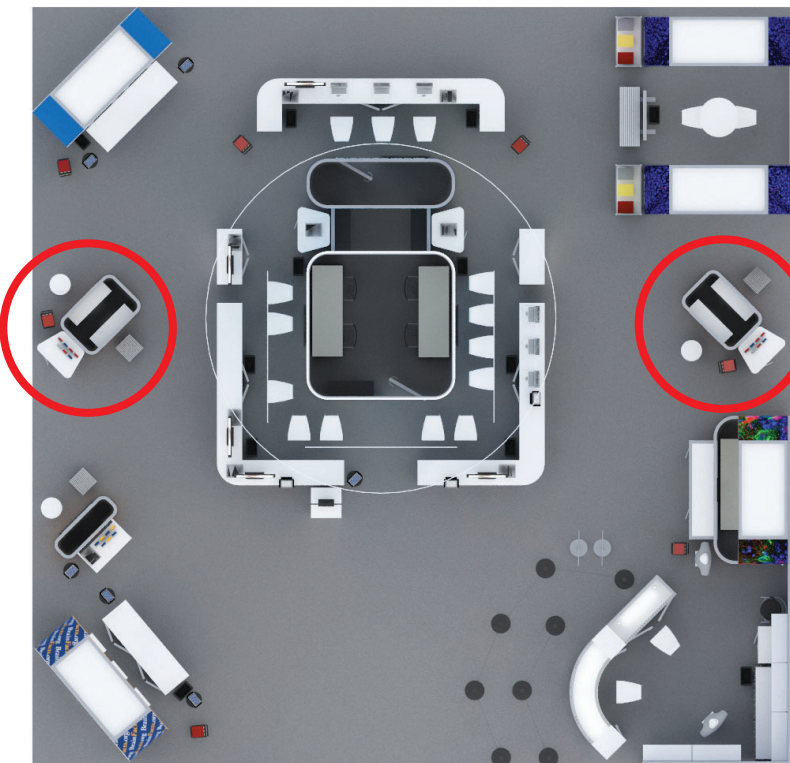


**2' high pedestal
(behind counter)



40" Touchscreen
Monitor

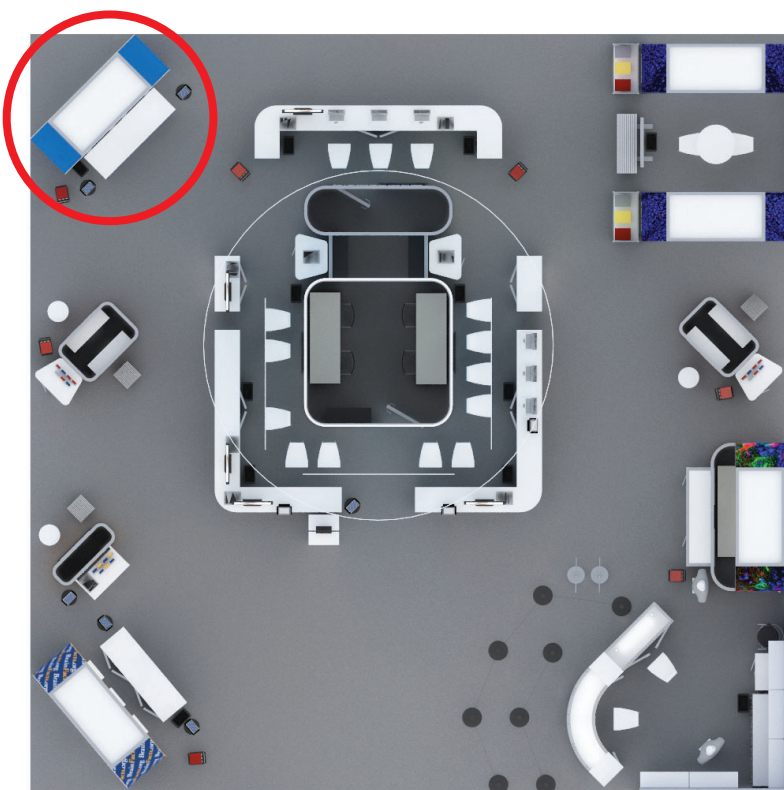
**2' high pedestal (behind counter)



Bookcases (2 SETS)

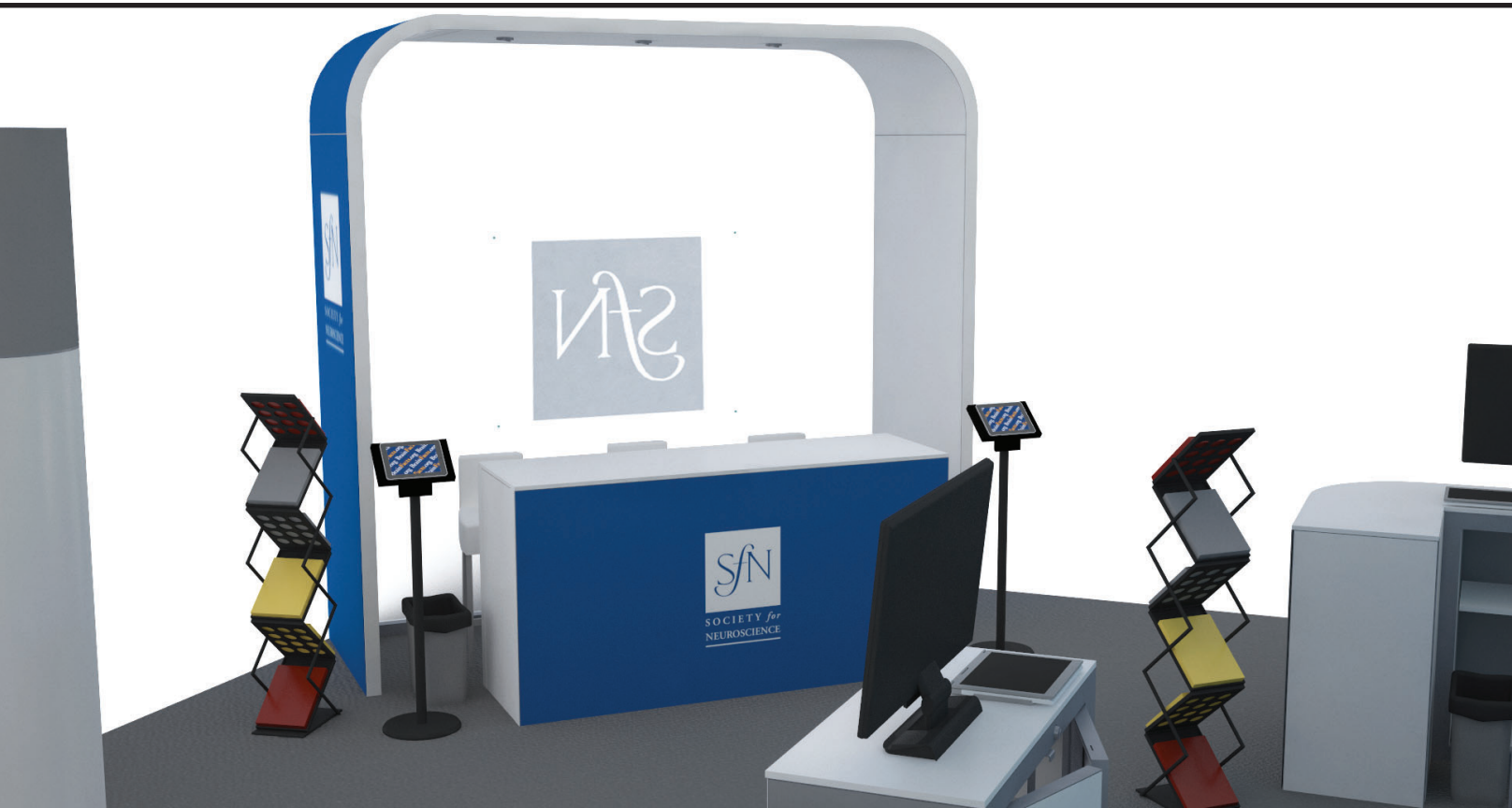
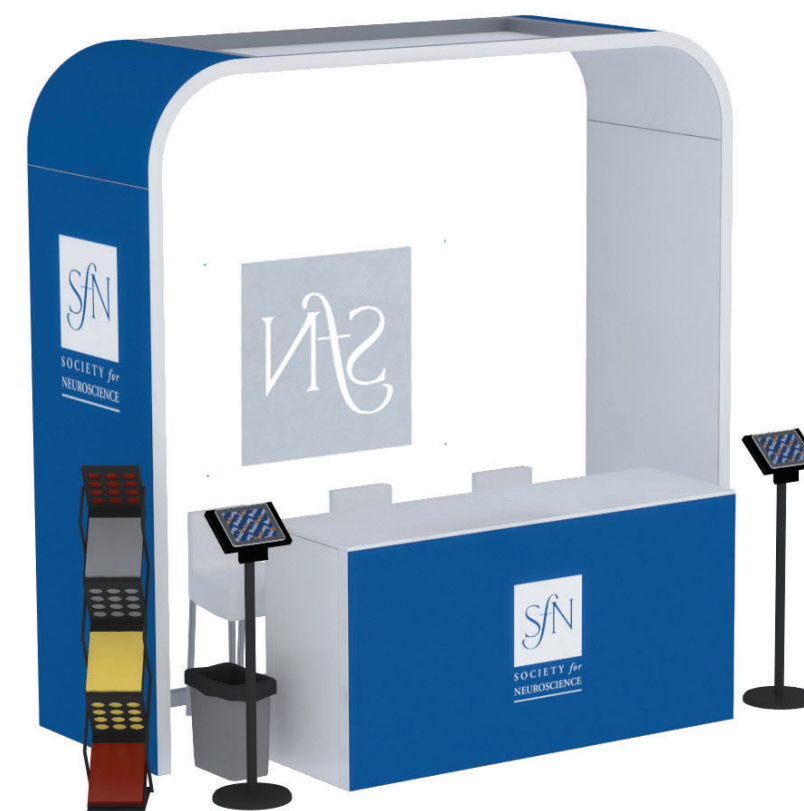
- (1) Round ottoman
- (1) Square ottoman
- (1) Accordion literature stand
- (1) Angle top counter w/internal shelf (lockable)

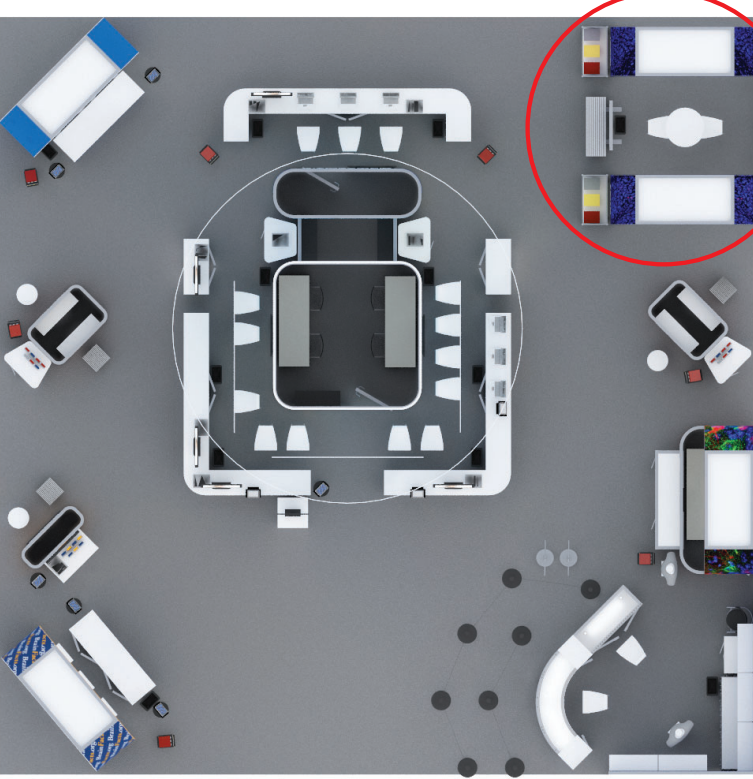




SfN.org Counter

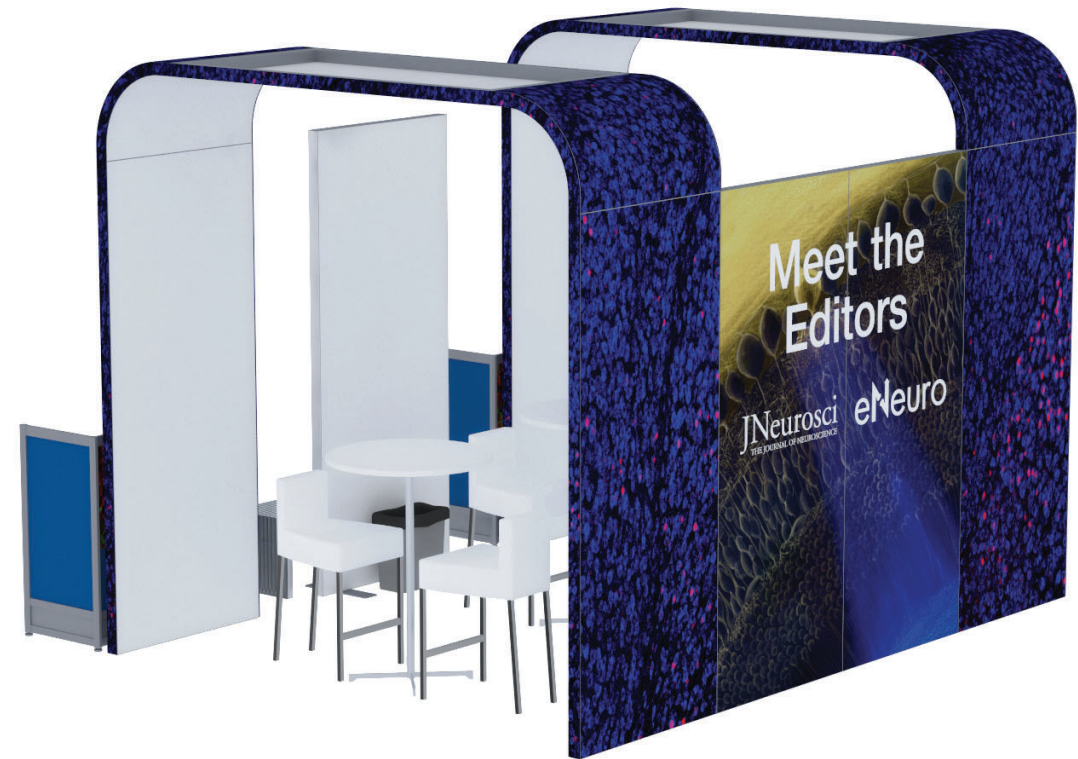
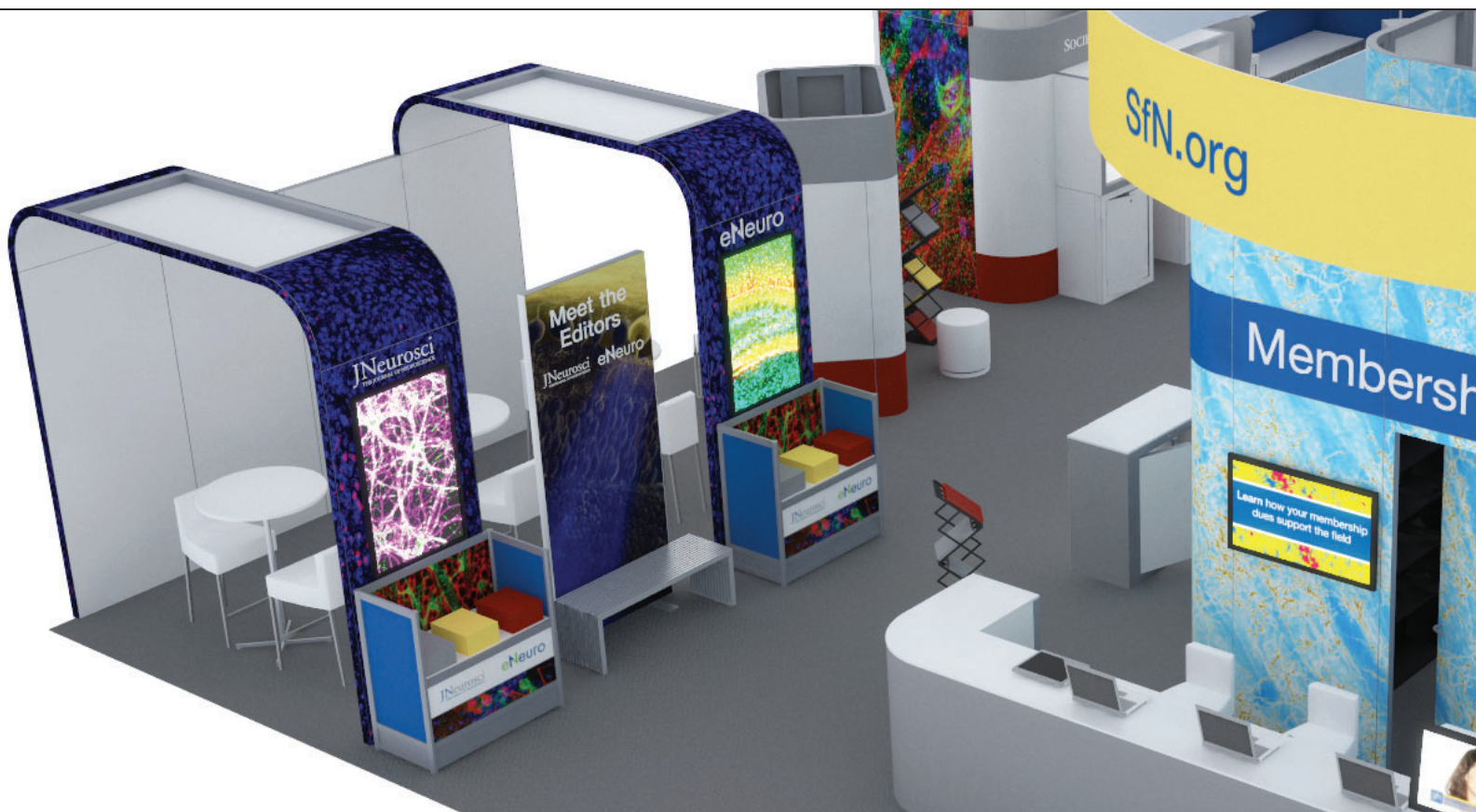
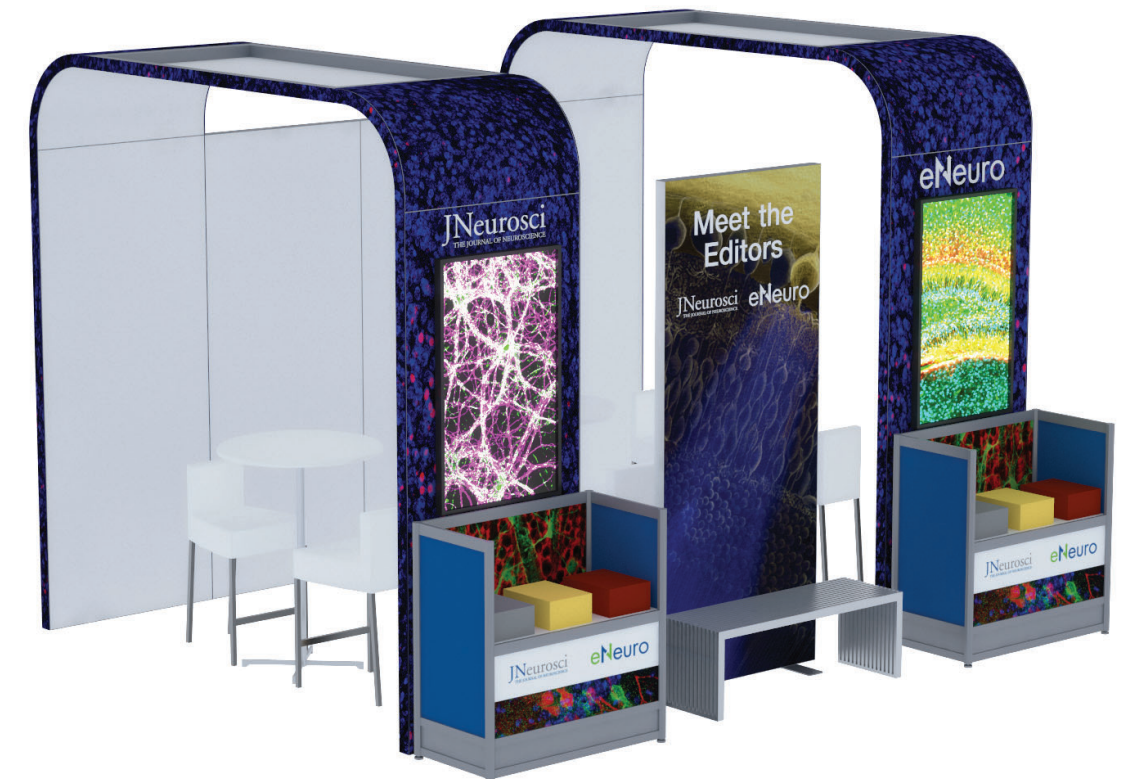
- (3) High stools
- (2) Floor model iPad stands
- (1) Accordion literature stand
- (1) Wastebasket
- Counter
- Interior shelving
- Graphic Kick Panel

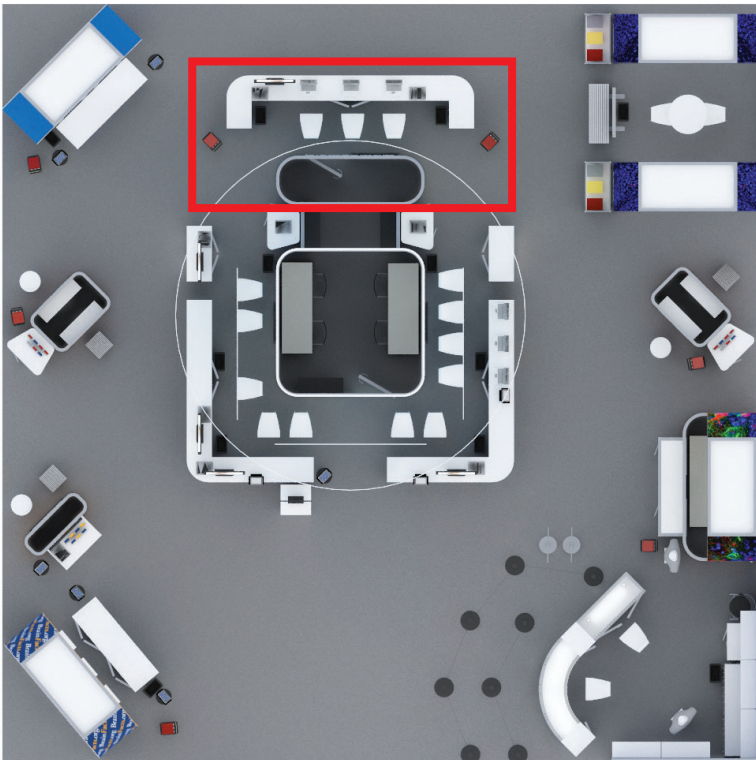




Meet the Editors

- (2) Journal distribution bins
- (3) High cocktail rounds
- (6) High stools - 2 at each table
- (1) Bench
- (1) Wastebasket
- (2) 40" plasma screens w/ USB - display orientation will be portrait





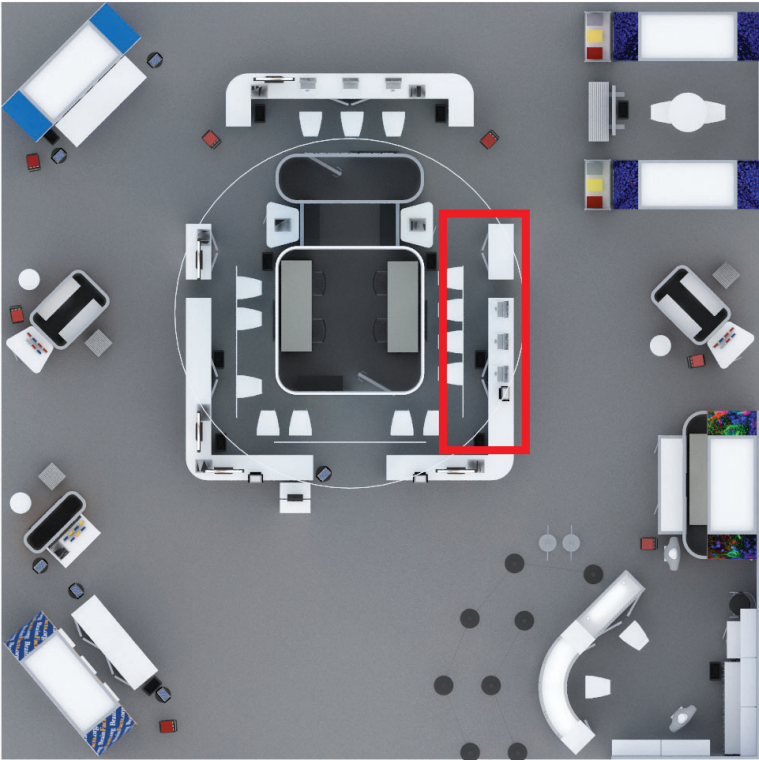
Membership:

(1) Lockable Cash box

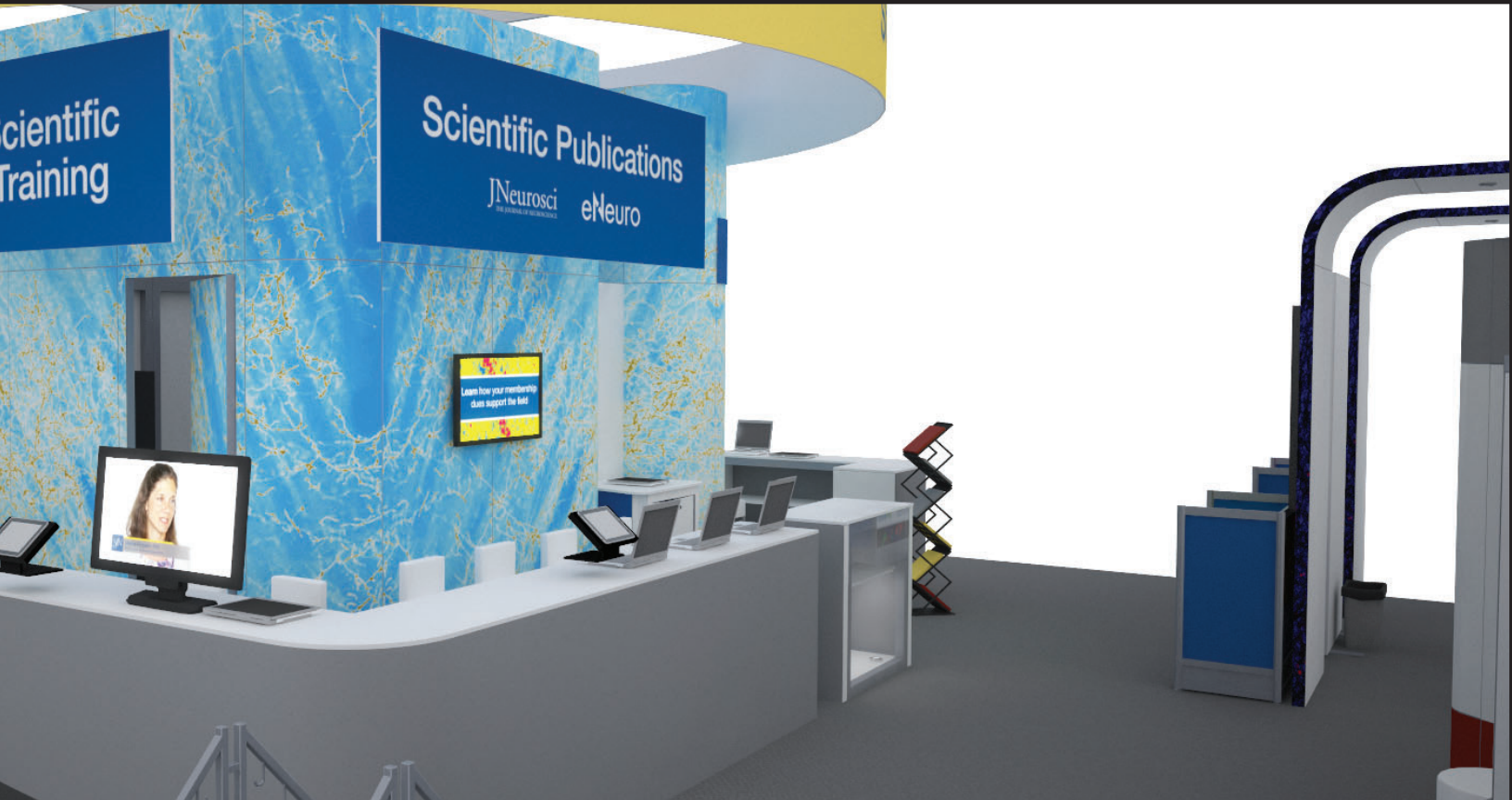
- (2) Accordion literature stands
- (3) High stools
- (2) Wastebaskets
- (1) 40" plasma screen
- (5) Laptops
- (1) 32" monitor with swivel

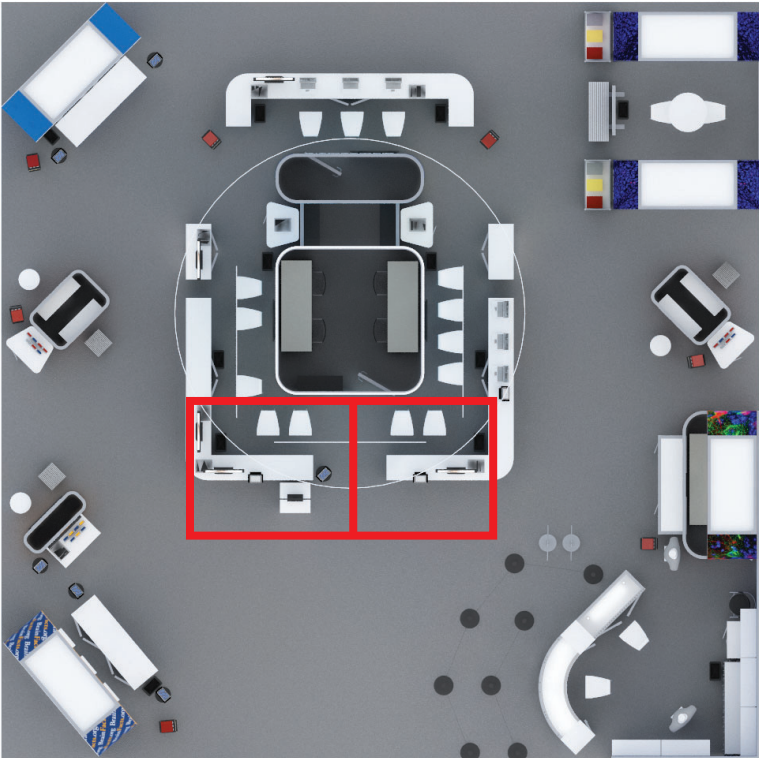
- Counters
- Interior shelving
- Graphic Kick Panel (SfN Steel Gray)





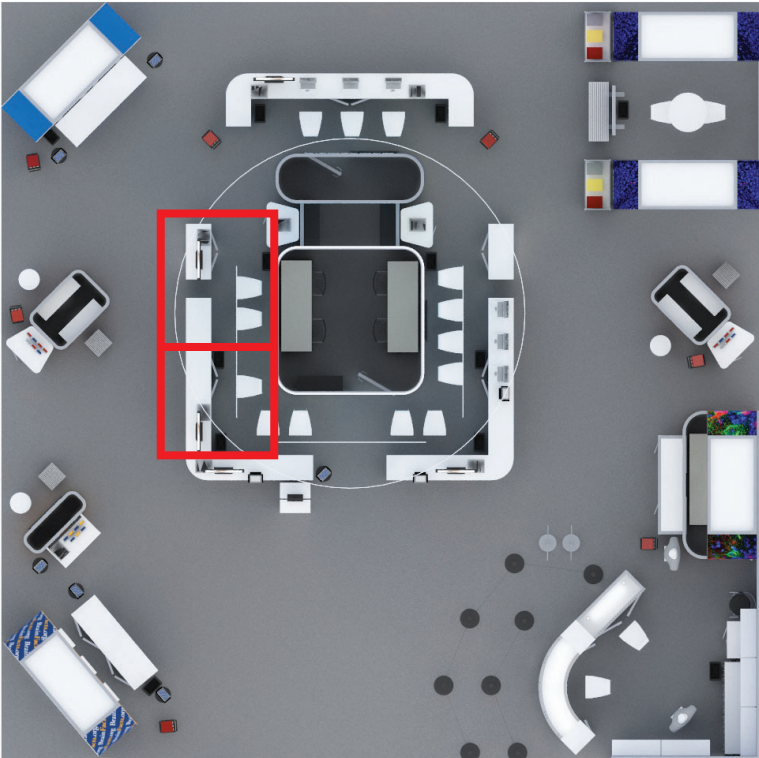
- Scientific Publications:**
- (4) High stools
 - (1) 1M counter w/Plexiglass front, interior plex shelf and uplighting
 - (1) 32" plasma screen w/ speakers
 - (4) Laptops
 - (1) iPad in swivel stand on counter
 - (1) Wastebasket
- Counters
 - Interior shelving
 - Graphic Kick Panel (SfN Steel Gray)





- Advocacy:**
- (2) High stools
 - (1) Wastebasket
 - (1) Pedestal (for Advocacy wheel)
 - (1) 32" monitor w/ swivel
 - (1) Laptop
 - (1) iPad in swivel stand on counter
 - (1) iPad (TEG to provide floor stand)
- Scientific Training**
- (2) High stools
 - (1) Wastebasket
 - (1) 32" monitor w/ swivel
 - (1) Laptop
 - (1) iPad in swivel stand on counter
 - ALL Counters
 - Interior shelving
 - Graphic Kick Panel (SfN Steel Gray)





Neuronline

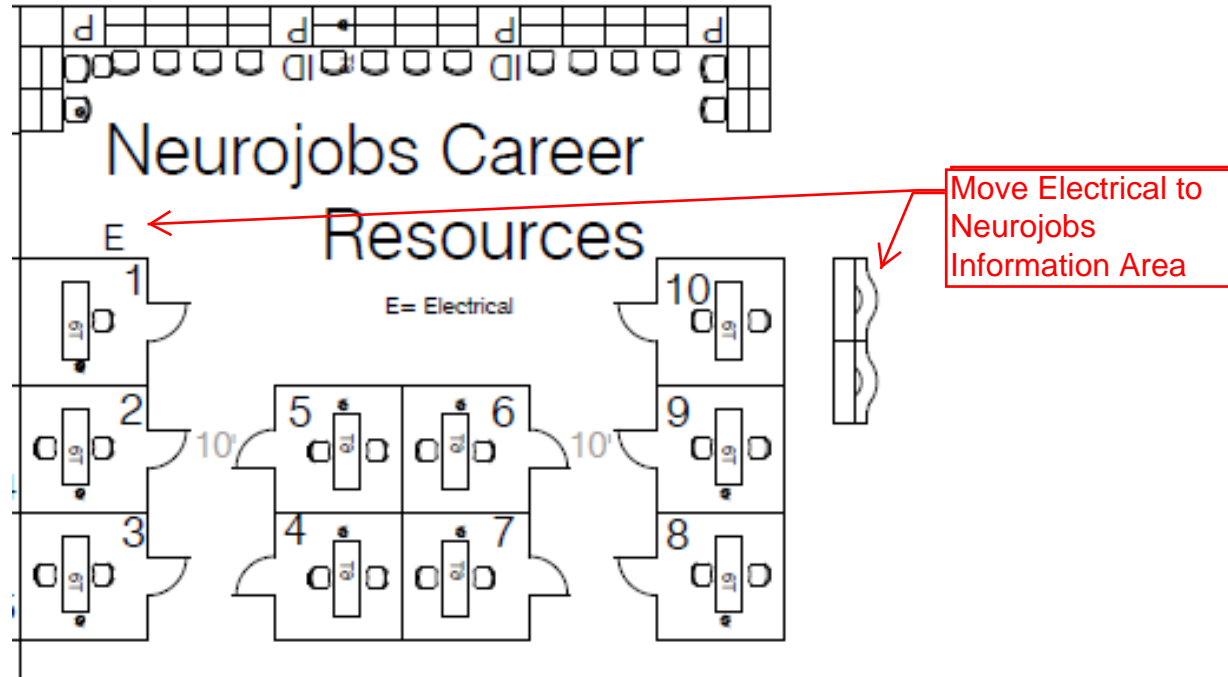
- (1) 1M counter w/Plexiglass front, interior plex shelf and uplighting
- (2) High stools
- (1) Wastebasket
- (1) 32" plasma; mount on tower wall
- (2) Laptops
- (1) 32" monitor w/ speakers & swivel

Professional Development

- (1) High stool
- (1) Wastebasket
- (1) Laptop
- (1) 32" monitor w/ speakers & swivel



Neurojobs



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

SEPTEMBER 29 UPDATE:

CANCEL PLEXIGLASS

****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

OCTOBER 10 UPDATE:
CHANGE TO 50' CABLE

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****

OCTOBER 4 UPDATE:

(1) IMAC LAPTOP WITH 32G RAM W/ADOBE CREATIVE CLOUD FOR TEAMS

NOTE: PLEASE ENSURE SOFTWARE IS LOADED IN ADVANCE OF DELIVERY (TRIAL LICENSE IS OKAY)

OCTOBER 10 UPDATE:

(1) IPAD WITH DATA PLAN FOR ALLISON M.

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****

OCTOBER 4 UPDATE

CHANGE TO (7) BANQUET ROUNDS WITH (10) CHAIRS EACH

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

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

SEPTEMBER 27 UPDATE:
SEE UPDATED FLOOR PLAN AND MOVE (1) 8' TABLE FROM CENTER OF THE ROOM TO THE WALL WITH THE SAFE

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****

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

7:00 AM - 7:00 PM

Shuttle Office

SDCC: Box Office 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 Notes - San Diego Convention Center

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

Note

OCTOBER 11 UPDATE:
MOVED FROM LOBBY E TO BOX OFFICE E

Setup - San Diego Convention Center

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

Note

OCTOBER 11 UPDATE:
(4) KEYS FOR DOOR

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**

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

SEPTEMBER 26 ADDITION:

(3) KEYS

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

OCTOBER 4 UPDATE:

CHANGE TO CLASSROOM FOR (225)

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 - 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

**OCTOBER 4 UPDATE:
SET CLASSROOM FOR (201)**

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.

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

12:00 AM - 12:00 AM

Hold for: #MeTooSTEM

SDCC: Show Office D

Function Type: Office

Post: Yes

Logistics

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

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

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

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

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

Note: After this event, please move podium to the center of stage.

Set Room theater style for 4500 as diagrammed.

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

SEPT 20 ADDITION

6' x 8' x 24" CAMERA RISER

6' x 8' x 12" AUDIO RISER

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

- (1) MacBook Pro Laptop Computer
- (1) Toshiba Laptop Computer

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

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

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

Change to 27
banquet Rounds



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.

SEPTEMBER 27 UPDATE:
REDUCE THE DIVERSITY POSTER SESSION TO (170) POSTER FACES
REDUCE THE TRAINEE POSTER SESSION TO (260) POSTER FACES

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

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

Scientific Publications:

Small counter closest to Membership section should be glassed-in shelves with display lighting.

(4) High stools

(1) Round stool – near bookcase

(1) Square stool – near bookcase

(1) Accordion literature stand

Note: The two arches around the Meed the Editors area, where the monitors are mounted each should display a journal name above imagery: “eNeuro” and “JNeurosci”

SfN Store:

(2) Mannequins – headless torsos

(2) High stools

(2) Wastebaskets

(2) Bag holder stands

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

BrainFacts Area:

OCTOBER 11 ADDITION:

IS IT POSSIBLE TO USE A MOUNTING BRACKET THAT EXTENDS OUT, OR PULLS THE MONITOR AWAY FROM THE STRUCTURE SO IT'S EASIER TO USE THE TOUCHSCREEN?

DECREASE THE NUMBER OF iPad STANDS FROM 3 TO 2.

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

(3) High stools

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

Social Media Area

OCTOBER 11 ADDITION:

CLARIFICATION THAT THE LAPTOP WILL BE STORED INSIDE THE STRUCTURE RATHER THAN INSIDE THE CABINET.

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

Meet the Editors:

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

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

SfN.org

OCTOBER 11 ADDITION:

(2) iPad STANDS - PLEASE ENSURE STANDS MATCH iPad MODEL/SIZE

Similar to BrainFacts.org setup

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

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

OCTOBER 11 ADDITION:

PLEASE CONFIRM THAT AIS & TEG WILL COORDINATE MOUNTING BRACKETS FOR MONITORS.

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

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

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

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

mounting them. Please confirm that this is correct.

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

Inside Tower:

- (3) Tall bookcases for store inventory
- (3) 6' skirted tables for computers
- (4) Chairs

Membership:

Note: Membership side MUST have a an enclosed, hardwall, lockable area for a cash box.

- (2) Accordion literature stands (for annual reports)
- (3) High stools
- (2) Wastebaskets

Neuronline:

Small counter closest to Membership section should be glassed-in display shelves with lighting.

- (2) High stools
- (1) Wastebasket

Professional Development:

- (1) High stool
- (1) Wastebasket

Scientific Training

- (2) High stools
- (1) Wastebasket

Advocacy:

Hanging sign over this area is different from 2017 and lists two departments, so text should be split and clearly separate. Left side "Advocacy" Right side "Scientific Training"

- (2) High stools
- (1) Wastebasket
- (1) Side table (to hold Advocacy's wheel)
- (1) Floor model iPad stand next to side table (make sure size matches iPads ordered)

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:

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

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

Membership:

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

Neuronline/Professional Development:

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

Advocacy:

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

Scientific Publications:

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

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

Meet the Editors:

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

(4) 120v 20 amp drops, as diagrammed

Outlets at each cocktail round for editors to power their personal laptops, as well as power for the two plasma screens displaying rotating journal cover images

BrainFacts:

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

(3) 120v 20 amp drops, as diagrammed

Power for 3 laptops (2 of which are the staff members' personal laptops), plasma screen, 3 iPads on floor stands

Social Media Area/iPadZilla:

Will use power from the BrainFacts cabinet.
Power for plasma screen and laptop connected to it.

Mini Theater:

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

(1) 120v 20 amp drop

Power for plasma screen and laptop connected to it

Ready By:
Wednesday, October 31, 2018 @ 2:00 PM

Note

SfN Store:
OCTOBER 11 ADDITION:
INCREASE THE NUMBER OF DROPS IN THIS AREA FROM 2 TO 3.

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

Note: SfN will provide its own power strips.

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

Telecom - Smart City - SDCC

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

Note

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

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

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

Note

Please send network cable in advance, by October 22.

GENERAL:

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

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

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

Neuronline:

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

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

Professional Development

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

Advocacy:

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

Ready By:

Friday, November 2, 2018 @ 3:00 PM

Note

Training:

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

Scientific Publications:

OCTOBER 11 ADDITION:

THE LAPTOPS SHOULD HAVE OFFICE 2016, NOT OFFICE 2013.

(1) 32" plasma screen w/ speakers & USB (for HON videos) – mount on tower wall behind counter

- (1) Laptop with mouse for connecting HON PPT
- (3) Laptops w/ mice for Sci Pubs team - please add Photoshop, Office 2013 Pro, Personify
- (1) iPad in swivel stand secured to the counter

Meet the Editors:

- (2) 40" plasma screens w/ USB – display orientation will be portrait

BrainFacts:

OCTOBER 11 ADDITION:

REDUCE iPADS FROM 3 TO 2 - COORDINATE STAND SIZE WITH TEG. BOTH ARE TO BE PLACED ON THE SIDE NEAREST THE SFN STORE.

SEE NOTE IN TEG SECTION- CAN THE TOUCHSCREEN BE MOUNTED USING A BRACKET THAT EXTENDS OUT FOR EASIER ACCESS BY STAFF SO THEY DON'T HAVE TO LEAN OVER THE CABINET?

(1) 40" plasma touchscreen for displaying BrainFacts.org – note that a touchscreen is requested for 2018

- (1) Laptop to operate BrainFacts.org on plasma
- (3) iPads (TEG to provide floor stands)

SfN Store:

None due, equipment provided by CDS.

SfN.org (where the mini theater used to be):

OCTOBER 11 ADDITION:

ADD (1) LAPTOP

ADD (2) iPADS ON STANDS (TEG TO PROVIDE STANDS)

Similar setup to BrainFacts area

iPadZilla:

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

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

Other - Convention Data Services (CDS)

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

Advocacy & Training:

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

Scientific Publications:

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

BrainFacts:

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

SfN Store:

- (2) CDS terminals w/ 10-key keyboards
- (2) CDS credit card readers
- (1) CDS administrative terminal
- (2) Badge scanners

Note: Terminals need to be set up with both member and nonmember product pricing.

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

Sunday, November 4, 2018

10:00 AM - 11:00 AM

Augmented Reality Focus Group

SDCC: 3

Function Type: Other

Estimated Attendance: 20

Cost Center: A-MA200-A751

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Janel Johnson

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

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

Sunday 10-11am

Monday 2-3pm

Tuesday 2-3pm

Wednesday, 11am - noon

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

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

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

(1) poster board in the rear of the room

(1) 6' table placed near the poster board

The poster board and table can be pushed against the back wall

on Tuesday for the SfN Members' Business Meeting and pulled out on Wednesday for the focus group.

Monday, November 5, 2018

2:00 PM - 3:00 PM

Augmented Reality Focus Group

SDCC: 3

Function Type: Other

Estimated Attendance: 20

Cost Center: A-MA200-A751

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Janel Johnson

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

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

Sunday 10-11am

Monday 2-3pm

Tuesday 2-3pm

Wednesday, 11am - noon

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 5:00 PM

Note

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General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

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Monday, November 5, 2018

3:15 PM - 4:25 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.

Ready By:

Monday, November 5, 2018 @ 2:15 PM

Note

OCTOBER 9 UPDATE:

UPDATED END TIME TO 4:25 PM

Monday, November 5, 2018

6:30 PM - 8:30 PM

Wireless In-Vivo Neural Recording and Stimulation

SDCC: 2

Function Type: Satellite

Estimated Attendance: 75

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Jessica Tatem

Organizer Email: jtatem@harvardbiosciences.com

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, November 5, 2018 @ 5:30 PM

Note

OCT 11 ADDITION

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

SEPT 20 ADDITION - NEW EVENT

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

Ready By:

Monday, November 5, 2018 @ 5:30 PM

Note

OCT 11 ADDITION

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 AND CART

SEPT 20 ADDITION - NEW EVENT

Audio/Visual - OnSite AV

Ready By:

Monday, November 5, 2018 @ 5:30 PM

Note

OCT 11 ADDITION

AS SET ON SATURDAY, NOV. 3 AT 1:00 P.M.

SATELLITE ORGANIZER WILL USE THE FOLLOWING EXISTING ITEMS:

(1) HEAD TABLE MICROPHONE

(1) LECTERN MICROPHONE

SEPT 20 ADDITION - NEW EVENT

Food And Beverage - Center Plate - SDCC

Ready By:

Monday, November 5, 2018 @ 5:30 PM

Note

OCT 11 ADDITION

PLEASE CONTACT ORGANIZER DIRECTLY FOR FOOD AND BEVERAGE REQUIREMENTS. ORGANIZER WILL PAY CENTERPLATE DIRECTLY FOR ALL F/B ORDERS.

SEPT 20 ADDITION - NEW EVENT

Tuesday, November 6, 2018

2:00 PM - 3:00 PM

Augmented Reality Focus Group

SDCC: 3

Function Type: Other

Estimated Attendance: 20

Cost Center: A-MA200-A751

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Janel Johnson

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

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

Sunday 10-11am

Monday 2-3pm

Tuesday 2-3pm

Wednesday, 11am - noon

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

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

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 5:00 PM

Note

OCTOBER 11: NEW EVENT

(1) poster board in the rear of the room

(1) 6' table placed near the poster board

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on Tuesday for the SfN Members' Business Meeting and pulled out on Wednesday for the focus group.

Wednesday, November 7, 2018
11:00 AM - 12:00 PM
Augmented Reality Focus Group
SDCC: 3

Function Type: Other
Estimated Attendance: 20

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

Contacts

Contact: Janel Johnson

Logistics

General Notes - SfN

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

Note

OCTOBER 11: NEW EVENT

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

Sunday 10-11am
Monday 2-3pm
Tuesday 2-3pm
Wednesday, 11am - noon

Setup - San Diego Convention Center

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

Note

OCTOBER 11: NEW EVENT

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General Contractor - The Expo Group (TEG)

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

Note

OCTOBER 11: NEW EVENT

(1) poster board in the rear of the room
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on Tuesday for the SfN Members' Business Meeting and pulled out on Wednesday for the focus group.

Tuesday, November 6, 2018

8:00 PM - 10:30 PM

Presidential Reception

Function Type: Reception

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Paula Kara

Logistics

General Notes - SfN

Ready By:

Tuesday, November 6, 2018 @ 6:30 PM

Note

**OCTOBER 11 UPDATE:
NEW EVENT**

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Tuesday, November 6, 2018 @ 2:30 PM

Note

(6) iPads - to be loaded with invitation list.

Please deliver to Chelsea.

Ready By:

Tuesday, November 6, 2018 @ 6:00 PM

Note

(2) Laptops with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports. Must have wireless card. Needs to be loaded with Personify