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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:

(1) Lavalier microphone at the podium

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 2, 2018 @ 7:00 AM

Note

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

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

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

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.

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