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

6:00 AM - 8:00 PM

KiddieCorp Child Care

SDCC: 17B

Function Type: Other

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Lisa Bobeczko

Organizer Email: books79@aol.com

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

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

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

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

Ready By:

Thursday, November 1, 2018 @ 7:00 AM

Note

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

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

Telecom - Smart City - SDCC

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

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

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

Food And Beverage - Center Plate - SDCC

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

Note

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

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

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

7:30 AM - 5:00 PM

Attendee Services

SDCC: Attendee Services, Sails Pavilion

Function Type: Registration

Cost Center: A-MA200-A202

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 7:30 AM

Note

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

Setup - Convention Data Services (CDS)

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Located at the CERTIFICATE OF ATTENDANCE counter
(3) CDS terminals
(1) CDS printer for Certificate of Attendance
(1) Administrative terminal
(2) Scanners

Located at the CME Counter
(1) CDS terminal
(1) CDS printer for CME

Located at the LOST & FOUND Counter
(1) CDS terminal

Located at REGISTRATION ASSISTANCE
NOTE: COMPUTERS USED BY SfN STAFF SHOULD BE
SETUP TO ALLOW VPN CONNECTION TO OUR OFFICE.
(6) CDS terminals
(1) CDS Administrative terminal
(3) CDS printer for badges
(1) CDS printer for receipts

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

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

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 7:30 AM

Note

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

General Contractor - The Expo Group (TEG)

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

Note
Attendee Services:

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

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

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

Large storage area behind counters for storage.

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

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

Electrical - The Expo Group (TEG)

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

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

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

Telecom - Smart City - SDCC

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

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

SfN Staff VLAN with drops to be located as below:

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

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

PHONES:

Housing Counters (3-4)

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

Membership Counters/Kiosk (9-10)

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

Lost & Found Counter (15)

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

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Attendee Services -

Located at the Membership Counter

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

(1) Printer

Located at the Housing Counter (3 & 4)

(1) Monitor and connection cables

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

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

AIS to network computers and printer

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

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

7:30 AM - 6:00 PM

Coat & Luggage Check

SDCC: Coat Check, Lobbies C & D

Function Type: Other
Room Set: See Diagram

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

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

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

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

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

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

Setup - San Diego Convention Center

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

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

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

Service needed through Wednesday, November 7.

General Contractor - The Expo Group (TEG)

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

Note
Lobbies C & D - per diagram

Set below for each area:
Pipe and drape area
(2) 6' ft skirted tables
(2) chairs

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

7:30 AM - 5:00 PM

NMP - Neuroscience Meeting Planner Viewing Area

SDCC: NMP Viewing Area, Sails Pavilion

Function Type: Other
Room Set: See Diagram

Cost Center: A-MA200-133-UR
Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Contractor - The Expo Group (TEG)

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

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

Set area as diagrammed.
(2) Counter-Height Registration Counters – header text,
“NMP/Mobile App Help Desk”
(15) 6' x 30" x 42" skirted tables – white tops/black skirts
(1) 6' x 30" skirted tables – white tops/gray skirts for ADA
(10) Wastebaskets
(1) Large bin for recycling paper
(4) Tall Stools

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

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 10:00 AM

Note
(26) 1000 watt outlets, as diagrammed

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

Telecom - Smart City - SDCC

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

Note
(1) VLAN drop
(2) Drops required from the 1 VLAN, see floor plan for
locations.
(34) IP Addresses

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

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

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

Please add IE and Google Chrome to computers

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

(6) Duplex printers

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

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

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

7:30 AM - 5:00 PM

Registration - Onsite

SDCC: Registration, Sails Pavilion

Function Type: Registration

Room Set: See Diagram

Cost Center: A-MO200-A708

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 7:30 PM

Note

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

Setup - Convention Data Services (CDS)

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

REGISTRATION

(6) Self registration laptops

(2) Administrative laptops

(2) Badge/Receipt printers

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

REGISTRATION:

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

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

(3) 6' registration counters

HEADERS:

Cashier

Print Station A

Print Station B

(6) Task chairs - 2 behind each counter

(4) 6' gray draped tables, behind counters

(6) Wastebaskets

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

3' high black pipe and drape or rope to create lines before kiosks.

3' high black pipe and drape or rope as diagrammed around perimeter of Registration area

(2) exit openings, one on each side.

(1) Attractive Large Lanyard Bin. Place as drawn on floor plan

NOTE: Please place trash cans near all lanyard bins

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

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

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

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

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 9:00 AM

Note

(1) CDS VLAN

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

7:30 AM - 6:00 PM

Shuttle Information

SDCC: Shuttle Info, Lobby E

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Logistics

Setup - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

In Lobby E, near Box Office E:

(2) Registration Counters

Header copy: SHUTTLE INFORMATION

(2) 6'x30" skirted tables

(3) chairs

(2) wastebaskets

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

(4) 8'x24" tables

(12) chairs

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

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 1:00 PM

Note

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

Telecom - Smart City - SDCC

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

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

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

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

7:30 AM - 5:00 PM

Volunteer Leadership Lounge

SDCC: 14A

Function Type: Office

Estimated Attendance: 20

Room Set: See Diagram

Cost Center: A-OD200-A140

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Chelsea Jaetzold

Logistics

General Notes - SfN

Ready By:

Friday, November 2, 2018 @ 9:00 AM

Note

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

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 12:00 PM

Note

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 12:00 PM

Note

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

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

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

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

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

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 7:15 AM

Note

Beverage Service:

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

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

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

BOTTLED WATER \$4.00 each, charged on consumption

Plus 20% service charge and 8% sales taxes.

Saturday, November 3, 2018

8:00 AM - 9:00 AM

Committee Room 1 Standard Set Up

SDCC: 26A

Function Type: Meeting

Estimated Attendance: 25

Room Set: U - Shape

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

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

(1) Easel

(1) Wastebasket

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

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

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

Saturday, November 3, 2018
8:00 AM - 9:00 AM
Committee Room 2 Standard Set Up
SDCC: 26B

Function Type: Meeting
Estimated Attendance: 30
Room Set: U - Shape

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No

Logistics

Setup - San Diego Convention Center

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

Note
U-Shape set for 30 ppl, no more than 2 ppl per 6' table or 3 per 8' table.
(1) Easel
(1) Wastebasket

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

Electrical - The Expo Group (TEG)

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

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

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

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

8:00 AM - 3:00 PM

NeuroJobs Career Center

SDCC: NeuroJobs, Sails Pavilion

Function Type: Other
Room Set: See Diagram

Cost Center: G-MP200-P162
Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes

Contacts

Contact: Kelsey King

Logistics

General Notes - SfN

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

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

General Contractor - The Expo Group (TEG)

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

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

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

(4) Printer Stations

INTERVIEW ROOMS – See diagram
(10) 10 x 10 Hard wall
(10) 6' x 30" skirted tables – set (1) per interview room
(20) Chairs – (2) per interview room

(2) 6' Registration Counters. Header Copy: NeuroJobs (logo)
(2) Task chairs at counters
(2) Wastebaskets

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

Electrical - The Expo Group (TEG)

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

Note

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

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

Telecom - Smart City - SDCC

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

Note

(2) internet drops on the SfN Staff VLAN

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

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

Note

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

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

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

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

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

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

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

8:00 AM - 5:00 PM

Press Conference Room

SDCC: 15A

Function Type: Other

Estimated Attendance: 50

Set For: 52

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Lauren Wingfield

Logistics

General Notes - SfN

Ready By:

Sunday, November 4, 2018 @ 7:00 AM

Note

As set on Thursday, November 1

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

8:00 AM - 5:00 PM

Press Interview Room

SDCC: 14B

Function Type: Other

Estimated Attendance: 10

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Lauren Wingfield

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 7:00 AM

Note

As set on Thursday, November 1

Saturday, November 3, 2018

8:00 AM - 5:00 PM

Press Room

SDCC: 15B

Function Type: Office

Estimated Attendance: 75

Room Set: As Set

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Lauren Wingfield

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

(40) Continental Breakfast @ \$18.75 per person

Assorted Fruit Juices

Freshly Baked Breakfast Pastries and Muffins

Served with Butter and Preserves

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

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

NOT to exceed 100 per day

Once the breakfast coffee is depleted, please serve:

(10) gallons @ \$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

Do NOT refresh once this is depleted

Plus 20% service charge and 8% sales taxes.

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

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

9:00 AM - 12:00 PM

Hold for Paula

SDCC: 3

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Organizer Email: PENDING - NOT COMPLETED FOR 2018

Logistics

Saturday, November 3, 2018

9:00 AM - 11:00 AM

PDW: Building a Supportive Global Network

SDCC: 30C, 30D, 30E

Function Type: Workshop

Estimated Attendance: 350

Room Set: See Diagram

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Set room theater style for (244)

Set Banquet rounds for (110)

Set stage per diagram

Head table with (6) chairs on stage

(1) Standing lectern with light

(1) Easel outside of room

(1) Wastebasket

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

NOTE: Riser in rear of room per diagram

Lights: preset room lights out over screen

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

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

NOTE: Place navy drape on stage for video recording

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

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

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

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

NOTE: Stage lighting and up-lighting on a dimmer

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

Audio/Visual - OnSite AV

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

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

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

NOTE: Audio tech required

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

Audio/Visual - Vendor - Other

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

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Electrical - The Expo Group (TEG)

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

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

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

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

Saturday, November 3, 2018

9:00 AM - 11:00 AM

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

SDCC: 31A, 31B, 31C

Function Type: Workshop
Estimated Attendance: 500
Room Set: Theater

Cost Center: A-MP200-A168-UR
Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

Setup - San Diego Convention Center

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

Note

Set room theater style for (491)
Set stage per diagram
Head table with (6) chairs on stage
(1) Standing lectern with light
(1) Easel outside of room
(1) Wastebasket
(1) Skirted 6' table and (2) chairs outside of room

NOTE: Riser in rear of room per diagram

Lights: preset room lights out over screen

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

General Contractor - The Expo Group (TEG)

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

Note

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

NOTE: Place navy drape on stage for video recording

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

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

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

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

NOTE: Stage lighting and up-lighting on a dimmer

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

Audio/Visual - OnSite AV

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

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

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

NOTE: Audio tech required

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

Audio/Visual - Vendor - Other

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

Note
This session will NOT be video recorded

Electrical - The Expo Group (TEG)

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

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

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

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

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

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

10:00 AM - 5:00 PM

Art of Neuroscience

SDCC: Art of NS, Ballroom 20 Lobby

Function Type: Exhibits

Estimated Attendance: 9

Room Set: See Diagram

Cost Center: A-MS100

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

Exhibit Dates and Hours

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

Setup - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 2:00 PM

Note

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

Please provide the following at each booth:

(1) 42" - 6' draped table

(1) Stool

(1) Wastebasket

ID signs per list provided in advance

NOTE: Please check with exhibitors that furniture above is needed

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 3:00 PM

Note

(1) 500 watt electrical drop at each booth

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

Saturday, November 3, 2018

10:00 AM - 1:00 PM

International Brain Bee

SDCC: 26B

Function Type: Satellite

Cost Center: A-MA200-A701

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Norbert Myslinski

Organizer Email: nmyslinski@umaryland.edu

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

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

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

Saturday, November 3, 2018

10:00 AM - 11:00 AM

Mobile App Tutorial

SDCC: 11A, 11B

Function Type: Workshop
Estimated Attendance: 150
Set For: 150
Room Set: Banquet

Cost Center: A-MA200-A133
Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes

Contacts

Contact: Janel Johnson

Logistics

General Notes - SfN

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

Note
As set on Friday, November 2 at 1 pm

Setup - San Diego Convention Center

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

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

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

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

Note
As set on Friday, November 2 at 1 pm

Audio/Visual - OnSite AV

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

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

Saturday, November 3, 2018

10:00 AM - 11:00 AM

NSP Focus Groups

SDCC: 26A

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 9:00 AM

Note

As set Saturday, November 3

Saturday, November 3, 2018

11:00 AM - 1:00 PM

DIALOGUES BETWEEN NEUROSCIENCE AND SOCIETY: Music and the Brain

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Kyle Hayden

Organizer Email: PENDING - NOT COMPLETED FOR 2018

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

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

General Notes - Vendor - Other

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Teleprompter Specs

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

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

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

Set Room theater style for 4500 as diagrammed.

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

8'x8 pipe and drape AV Booth per John Berry, please use black drape.

(1) 6'x 24"x 42" table, white top/black skirt set perpendicular to podium.

High Black Drape behind the stage.

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

FLORAL

Ferns/Flowers on Stage - please make pretty.

(8) 4-5' tall Areca Palms (also called Cat Palms).

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

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

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Quantity Hall D Video Projection Equipment
(2) 13'x24' screens (floor program screens)
(4) 9'x16' stumpfl screens (flown delay screens)
(1) 9'x16' stumpfl screens (imag flown screen)
(25) 10'(12"x12")Box Truss (delay screens + imag)
(5) 5'(12"x12") Corner Blocks (delay screens + imag)
(5) 10'(12"x12")Box Truss (for Neuro color logo)
(1) 5'(12"x12") Corner Blocks (for Neuro color logo)
(1) Panasonic HD DLP Proj. (for Neuro logo)
Projector Flyware
(2) 55" Samsung MD55C LED Monitor
(1) Jelco EZ Tilt Monitor Stand
(2) 12K Panasonic PT-DZ13KU Projector
(2) 48" video carts
(5) Panasonic DLP Proj. (delay screens + imag)
Projector Flyware
(1) Sony HXC-100 HD Color Camera
(1) Sachtler V-18 Tripod Package
(1) Canon KJ20x8.2B IRSD HD Zoom Lens w/2x
(1) Sony HXC-100 HD Color Camera
(1) Sachtler V-18 Tripod Package
(1) Canon KJ20x8.2B IRSD HD Zoom Lens w/2x
(1) Nutech Power Distro needed for video
(included Nutech DH1000F L21-30 doghouses)
(included all L21-30,L630 ac extension cables,etc)
(6) AJA KiPro Media Recorder
(8) AJA KiPro 500GB HDD Storage Drive
(1) Tektronix WFM-1760 Waveform Vectorscope
(1) Barco FSN 1400 Switcher Package
(1) Barco FSN-150 Compact Controller
(1) Barco FSN 1400 Switcher Package SPARE
(10) AJA hi5 HD-SDI/SDI to HDMI Video/Audio Conv.
(2) 50m DVI (m-m) Fiber Optic Cable
(8) 100m DVI (m-m) Fiber Optic Cable
(10) DVI Fiber Power Supply
(3) Telecast Rattler 1.5G TX/RX Package
(20) BNC Barrel (f-f)
(2) AJA HD10DA 1x8 Relocking HDSDI DA Dist.Amp
(2) Folsom ImagePRO-II Processor
(2) Aja FS2 Dual Chnl Universal Frame Sync & Conv
(2) AJA Dual LC Fiber RX-FS2
(2) AJA Dual LC 3G Fiber TX-FS2
(1) Midas Venice 160 16-channel Audio Mixer
(1) 16 Space Engineering Rack
(1) Sony MDR-7506 Stereo Headphones

- (4) Marshall V-R841DP-AFHD 8.4" HD LCD Monitor
- (2) 2TB Hard Drive - PK
- (25) Thumb Drives for recordings
- (1) MacBook Pro Laptop Computer
- (1) Toshiba Laptop Computer

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Quantity Hall D Lighting

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

Quantity Hall D Audio Week Each

- (1) Yamaha QL5 Digital Mixer w/Dante and 16ch Dug
- (14) JBL VRX932 Line Array Speakers
- (16) JBL VerTec 4886 Line Array Speaker
- (6) EAW UB82 2 way front fill
- (1) Assisted listening system (tx + 4 belt packs)
- (2) Earthworks fm500 low profile podium mic
- (1) Audio Fiber Box Trans
- (1) Shure sm58s v0g mic
- (6) UHF RF Handheld mic system
- (2) UHF RF Lavalier mic system
- (3) DI's for PC
- (1) Telex btr800 system
- (1) Production intercom ms200/msm2
- (6) Production intercom bp-1/smh710
- (1) battery stock
- (1) professional snake system
- (1) professional power distro system

Ballroom 20 Rigging Onsite

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

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

NOTE - Floor mics are for Dialogues only

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Closed Captioning:

- (2) monitors to view the speaker
- (2) monitors to view the speaker's power point presentation
- (1) XLR feed
- (2) Connections to an encoder via HDMI
- (4) 6' tables to accommodate the (4) monitors and (2) laptops

that
will display the RTC text
Power cord(s) for laptop and transcription machine

Audio/Visual - OnSite AV

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

Note
OnSite AV:
(1) Handheld mic outside of Ballroom 20 to make announcements in order to direct attendees Hall A once the ballroom is full. We will need this Saturday by 8am – Tuesday evening.

Electrical - The Expo Group (TEG)

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

Note
100amp 3 phase for video
100amp 3 phase for audio
100amp service for lighting
Drop electrical behind the stage.

NO DROPS NEEDED under screens

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

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 3, 2018 @ 9:00 AM

Note
(3) Cases of bottled water at podium for the week

Saturday, November 3, 2018

11:00 AM - 3:00 PM

Green Room

SDCC: Ballroom 20 Workroom A

Function Type: Other

Estimated Attendance: 5

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Paula Kara

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Sofa and coffee table

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

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 10:15 AM

Note

Small Beverage Service

10:15 am - 1:30pm

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

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

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

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

Saturday, November 3, 2018

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 11:15 AM

Note

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

Morning Service from 7:00 – 9:00 am:

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

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

Broccoli Cheese Soup @ \$4.75++ per person

Garden Green Salad @ \$5.00++ per person

Barbeque Chicken Breasts and Pulled Pork served with Spicy
Barbeque Sauce

Fresh Baked Rolls @ \$10.50++ per person

Creamy Cole Slaw @ \$4.50++ per person

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

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

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

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

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

Please have Coke products available

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

11:30 AM - 1:30 PM

Water for Session Rooms

SDCC

Function Type: Other

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 11:30 AM

Note

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

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

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

12:00 PM - 2:00 PM

Graduate School Fair

SDCC: Grad Fair, Sails Pavilion

Function Type: Exhibits

Room Set: See Diagram

Cost Center: A-AT200-A172

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Maya Sapiurka

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Hours:

Saturday, Nov. 3 from 1 – 3 pm

Sunday, Nov. 4 from 12 – 2 pm

Monday, Nov. 5 from 12 – 2 pm

Tuesday, Nov. 6 from 12 – 2 pm

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

Set (96) 8 X 10 booths as follows:

Carpet the entire area with blue jay carpet

White Back drape

Gold Side rail

(1) 7' x 44" sign

(1) 6' table

(2) Chairs

(1) Registration Information Counter

(2) Task chairs at counters

Extra "S" hooks

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Registration Counter

(1) 1000 watt outlet for Plasma screen and laptop

(1) 50' extension cord

Computer - Atlantic Images & Sound (AIS) - Computers

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

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software.
Must be equipped with USB ports
(1) 42" Plasma screen with stand,
(1) VGA cable to connect laptop to the plasma screen.

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

Saturday, November 3, 2018

12:00 PM - 2:00 PM

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

SDCC: 31A, 31B, 31C

Function Type: Workshop
Estimated Attendance: 500
Room Set: As Set

Cost Center: A-MP200-A168-UR
Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

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

Note
As set on Saturday, November 3 at 8 am.

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

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

Note
NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

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

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Saturday, November 3, 2018

12:00 PM - 2:00 PM

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

SDCC: 30C, 30D, 30E

Function Type: Workshop
Estimated Attendance: 350
Room Set: As Set

Cost Center: A-MP200-A168-UR
Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

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

Note
As set on Saturday, November 3 at 8 am.

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

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

Note
NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

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

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

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

12:00 PM - 5:00 PM

Society Executive Conference Room

SDCC: 13

Function Type: Office

Estimated Attendance: 16

Set For: 16

Room Set: See Diagram

Cost Center: A-OD200-A140

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Chelsea Jaetzold

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

Set conference style for (10)

Please use table cloths to cover table

(4) Chairs set to the side

(3) Keys

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

Provide nice greenery for room once room is set

Telecom - Smart City - SDCC

Ready By:

Thursday, November 1, 2018 @ 11:00 AM

Note

(1) Polycom, unrestricted, number per phone roster

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

Saturday, November 3, 2018

1:00 PM - 3:45 PM

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

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 465

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (465)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:00 PM - 2:45 PM

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

SDCC: 30A, 30B

Function Type: Nanosymposium

Estimated Attendance: 500

Set For: 305

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Animal Models of Epilepsy #12

SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 420

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (420)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Brain Size, Structure, and Evolution #10

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Estimated Attendance: 500

Set For: 500

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (500)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

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

1:00 PM - 5:00 PM

Dynamic Posters

SDCC: Dynamic Posters, Halls B-H

Function Type: Posters

Room Set: See Diagram

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

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

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

Ready By:

Friday, November 2, 2018 @ 11:00 AM

Note

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

(15) Stands for screen and laptop

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

NOTE: (2) Designated technicians to assist presenters

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

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 2, 2018 @ 10:00 AM

Note

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

Saturday, November 3, 2018

1:00 PM - 3:30 PM

Human Cognition and Behavior: Timing and Temporal Processing #20

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 100

Set For: 400

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:00 PM - 4:00 PM

Network Interactions: Oscillations and Synchrony: EEG Studies #11

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Estimated Attendance: 350

Set For: 407

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (407)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:00 PM - 4:00 PM

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

SDCC: 2

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 300

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (300)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Parkinson's Disease: Diagnostics and Clinical Trials #14

SDCC: 5A, 5B

Function Type: Nanosymposium

Estimated Attendance: 450

Set For: 450

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (450)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

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

1:00 PM - 5:00 PM

Poster Sessions

SDCC: Poster Session, Halls B-H

Function Type: Posters

Room Set: See Diagram

Cost Center: A-MS200-P135

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 1:00 PM

Note

Hours:

Sat., Nov. 3, 1:00 pm – 5:00 pm

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

Setup - San Diego Convention Center

Ready By:

Friday, November 2, 2018 @ 12:00 PM

Note

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Install Blue Jay carpet in entire poster session area.

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

Large trash cans placed evenly in the aisles

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

(1470) Poster board faces

Poster signs on each board

(90,000) Push pins

(1,800) Small Dixie Cups

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

Header to read: ABSTRACT LOCATOR

(2) Chairs at each station

(1) Wastebasket at each station

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

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

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

Electrical - The Expo Group (TEG)

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

Note

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

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

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

Telecom - Smart City - SDCC

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

Note

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

AIS staff to network computers.

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

Note

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

AIS staff to network computers.

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

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

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

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Somatosensation: Cortical Mechanisms #16

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Estimated Attendance: 300

Set For: 385

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (385)

(1) Standing lectern with light stage right

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:00 PM - 3:45 PM

Timely Insights in Circadian Regulation #18

SDCC: 4

Function Type: Nanosymposium

Estimated Attendance: 150

Set For: 250

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Stage and head table preset on Thursday 11/1

(1) Set stage per diagram.

(1) Skirted Head table with (3) chairs

Set room theater style for (250)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Digital Timer

(2) Laser Pointers

(1) Projectionist

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Lectern microphone

(1) Table microphone at head table

(2) Floor microphones

(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:00 PM - 2:45 PM

Vision: Representation of Objects and Scenes #17

SDCC: 32A, 32B

Function Type: Nanosymposium

Estimated Attendance: 250

Set For: 305

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:15 PM - 2:15 PM

Council Lunch with Dialogues Speaker

SDCC: 22

Function Type: Other

Estimated Attendance: 50

Room Set: Reception

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Contacts

Contact: Chelsea Jaetzold

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

VIP Event

Set reception style with a combination of high and low cocktail rounds with chairs and seating for 50.

Please use black linens and votives, if possible.

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 3, 2018 @ 1:00 PM

Note

VIP Event - China Service

Please set up in stations rather than one long buffet.

Truffled Salami, Marinated Mushrooms and Humboldt Fog on Brioche for 38 @ \$7.00 = \$266.00

V - Watermelon, Preserved Lemon, Petite Arugula, Greek Feta, Cracked Pepper with Pistachio Mint Pesto for 38 @ \$6.50 = \$247.00

Seared Filet Mignon-Open Faced Sandwich with Agave Roasted Onions for 38 @ \$7.50 = \$285.00

Jumbo Lump Crab Mac & Cheese with Havarti & Fontina Cheese for 38 @ \$11.50 = \$437.00

White Sea Bass with California Citrus Relish Sweet Potato Puree for 38 @ \$16.00 = \$608.00

V - Clay Salt Flat Iron Roasted Root Vegetables, Marinated Lentils & Garbanzo Beans with Port Wine Vinaigrette for 38 @ \$16.00 = 608.00

V - California Dreamin, Artichoke and Parmesan Fritters with Smoked Tomato Aioli, Roasted Tomato and Goat Cheese Flatbread, Mendocino Crab and Spinach Dip with Sourdough Crostinis, Grilled Vegetables Crudite, California Strawberries with Aged Balsamic Vinegar for 38 @ \$27.50 = \$1,045.00

V - Warm Baja Style Grilled Corn for 38 @ \$5.50 = \$209.00

Exotic Fresh Fruit Martini's served with Fresh Whipped Cream for 38 @ \$7.25 = \$275.50

Bottles of Red & White Wine, estimated 5 @ \$32.00 = \$160.00

Action Station Attendant: 2 @ \$165.00 = \$330.00
Assorted sodas and bottled water, charged on consumption.

Saturday, November 3, 2018

1:30 PM - 4:00 PM

How to Get Out of Harm's Way: New Insight Across Multiple Species Into the Neural Mechanisms of Visually Guided Collision Avoidance #5

SDCC: 6D, 6E

Function Type: Minisymposium

Set For: 790

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Set stage and head table Thursday, Nov. 1.

(1) Set stage per diagram.
Skirted Head table with (6) chairs
(1) Chair on side of head table

Set room theater style for (790)
(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note
(1) Lectern microphone
(1) Table microphone handheld wireless with stand at head table
(3) Floor microphones
(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
1-20 amp drop under screen
1-20 amp drop behind upstage center

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:30 PM - 4:00 PM

Latent Factors and Dynamics in Motor Cortex and Their Application to Brain-Machine Interfaces #6

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Set For: 700

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

- (1) Set stage per diagram.
- Skirted Head table with (6) chairs
- (1) Chair on side of head table

Set room theater style for (700)

- (1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless with stand at head table
- (4) Floor microphones
- (1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:30 PM - 4:00 PM

Neurocognitive Development of Motivated Behavior #7

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Set For: 645

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

- (1) Set stage per diagram.
- Skirted Head table with (6) chairs
- (1) Chair on side of head table

Set room theater style for (645)

- (1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

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

Audio/Visual - OnSite AV

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless with stand at head table
- (4) Floor microphones
- (1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
Electrical - wall outlets

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:30 PM - 4:00 PM

Neuronal Guidance in Health and Disease #2

SDCC: 6A

Function Type: Symposium

Set For: 990

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Set stage and head table Thursday, Nov. 1.

(1) Set stage per diagram.

Skirted Head table with (6) chairs

(1) Chair on side of head table

Set room theater style for (990)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(2) Laser Pointers

(1) Projectionist

(1) Digital Timer

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note
(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(3) Floor microphones
(1) DI under 6' table for computer

Electrical - The Expo Group (TEG)

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

Note
1-20 amp drop under screen
1-20 amp drop behind upstage center

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

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

Saturday, November 3, 2018

1:30 PM - 4:00 PM

Neuronal Mechanisms for Prepulse Inhibition: Comparative Approaches From Sensory to Cognition #4

SDCC: 6C, 6F

Function Type: Minisymposium

Set For: 988

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Set stage and head table Thursday, Nov. 1.

(1) Set stage per diagram.

Skirted Head table with (6) chairs

(1) Chair on side of head table

Set room theater style for (988)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(2) Laser Pointers

(1) Projectionist

(1) Digital Timer

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note

- (1) Lectern microphone
 - (1) Table microphone handheld wireless with stand at head table
 - (3) Floor microphones
 - (1) DI under 6' table for computer
-

Electrical - The Expo Group (TEG)

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

Note

- 1-20 amp drop under screen
 - 1-20 amp drop behind upstage center
-

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note

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

Saturday, November 3, 2018

1:30 PM - 4:00 PM

New Observations in Neuroscience Using Superresolution Microscopy #3

SDCC: 6B

Function Type: Minisymposium

Set For: 990

Room Set: Theater

Cost Center: A-MA200-A135

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Set stage and head table Thursday, Nov. 1.

(1) Set stage per diagram.

Skirted Head table with (6) chairs

(1) Chair on side of head table

Set room theater style for (990)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 10:00 AM

Note

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

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

Ready By:

Saturday, November 3, 2018 @ 12:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(2) Laser Pointers

(1) Projectionist

(1) Digital Timer

Audio/Visual - OnSite AV

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note

- (1) Lectern microphone
 - (1) Table microphone handheld wireless with stand at head table
 - (3) Floor microphones
 - (1) DI under 6' table for computer
-

Electrical - The Expo Group (TEG)

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

Note

- 1-20 amp drop under screen
 - 1-20 amp drop behind upstage center
-

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:
Saturday, November 3, 2018 @ 12:00 PM

Note

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

Saturday, November 3, 2018

2:00 PM - 3:10 PM

SPECIAL LECTURE: Neural Dynamics of the Primate Attention Network #8

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 1:00 PM

Note

A wheel chair lift is required for this lecture.

Saturday, November 3, 2018

2:30 PM - 4:00 PM

Brain Awareness Campaign Event

SDCC: 16A, 16B

Function Type: Workshop

Estimated Attendance: 300

Room Set: See Diagram

Cost Center: A-NL200-A106

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Alissa Ortman

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

Set stage per diagram
(1) Standing Lectern

Set room per diagram
Set front or room theater style for 36 - space the rows of chairs with extra room between, to allow for people to walk through the rows while others are sitting.

High Cocktail Tables w/o seats per diagram
(1) Skirted 6' table & (1) Chair next to poster #42.

Place items below outside of room per diagram
(1) Skirted 6' tables with (1) chair outside room on left
(1) Skirted 6' tables with (1) chair outside room on right
(1) Easels
(2) Wastebasket at registration tables

NOTE: Do not block posters or access to food & bars

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

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

(42) Poster faces placed around per diagram

Rope & Stanchion to block access to posters.

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

Ready By:

Saturday, November 3, 2018 @ 1:30 PM

Note

(1) Data Video Projector
(1) Screen

Audio/Visual - OnSite AV

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

Note
(1) Microphone at lectern
(2) Lavalier Microphones at lectern
Computer audio required.

Sound operator needed from 2:00 - 3:30pm

Audio/Visual - Vendor - Other

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

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2.

Computer - Atlantic Images & Sound (AIS) - Computers

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

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

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 3, 2018 @ 2:15 PM

Note
NOTE: BUFFET STATIONS TO BE SET BY 2:15PM - FOOD & BEVERAGES TO BE SERVED AT 3:00PM

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

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

(200) FRESH VEGETABLE CRUDITÉ \$8.00
Creamy Avocado Dip and Spicy Tomato Ranch Dip

(150) IMPORTED AND DOMESTIC CHEESE DISPLAY \$8.50
Garnished with Seasonal Fruit, Sliced Baguettes and Assorted Crackers

(25) FRESH BAKED COOKIES (dozen) \$39.00
Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate, Peanut Butter

Plus 20% service charge and 8% sales tax

Saturday, November 3, 2018

3:00 PM - 5:00 PM

PDW: How to Thrive as a Woman in Neuroscience

SDCC: 31A, 31B, 31C

Function Type: Workshop

Estimated Attendance: 500

Room Set: As Set

Cost Center: A-MP200-A168-UR

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Dominique Stilletti

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

As set on Saturday, November 3 at 8 am

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

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - Vendor - Other

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS

To be recorded by M2

Saturday, November 3, 2018

4:00 PM - 5:00 PM

NSP Focus Groups

SDCC: 26A

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 3:00 PM

Note

As set Saturday, November 3

Saturday, November 3, 2018

5:15 PM - 6:30 PM

PRESIDENTIAL SPECIAL LECTURE: The dArc Matter of Synaptic Communication #9

SDCC: Ballroom 20ABCD

Function Type: Lecture

Set For: 4500

Room Set: Theater

Cost Center: A-MA200-A130

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

As set Saturday, Nov. 3 at 11:00am.

Saturday, November 3, 2018

6:30 PM - 9:30 PM

Diversity, Int'l Fellows and Trainee Prof. Dev. Awards Poster Sessions & Networking Event

SDCC: Joint Poster Session, Hall A, Hall B

Function Type: Posters

Estimated Attendance: 600

Set For: 600

Room Set: See Diagram

Cost Center: A-MP200-A166

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Kelsey King

Logistics

General Notes - SfN

Ready By:

Saturday, November 3, 2018 @ 6:00 PM

Note

Diversity Fellows, Int'l Fellows and Trainee Prof. Dev. Awards Recipients Poster Sessions Sat, Nov 3, 6:30 pm - 8:30pm

Networking Event, Sat, Nov 3, 7:30 pm - 9:30pm

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

NETWORKING AREA

Set area per diagram

(1) Easel

(1) 6' skirted with (2) Chairs at entrance

(26) Banquet rounds for 10 with table card holders

Tables for food and beverage areas

POSTER AREAS

(3) Easels, (1) at each area

(4) 6' skirted tables for handouts, (2) in front of the Diversity

Poster section, (1) each in front of the International and Trainee Poster sessions.

(8) Chairs, (2) at each table

High cocktail rounds without chairs, see diagram for locations

Tables for food and beverages areas, see diagram for locations

Leave sufficient room for food & beverage by each poster area

NOTE: See re-set sheet. After this event, posters, cocktail rounds and F&B tables are removed from Hall A. Additional theater seating and banquet rounds are to be placed - see diagram for placement

General Contractor - The Expo Group (TEG)

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

Note
(54) Poster Board Faces - International Poster Session
(200) Poster Board Faces - Diversity Poster Session

(300) Poster Board Faces - Trainee Prof. Dev. Awards Poster Session - These poster faces will use the existing poster set up in Hall B beginning with row AAA

8' high drape separating each poster area

NOTE: Please provide poster numbers for each section
International Poster Session - I1 - I54
Diversity Poster Session - D1 - D200
Trainee Prof. Dev. Awards Poster Session - will use existing poster board numbers

NETWORKING EVENT
8' blue pipe and drape around designated area.

NOTE: Place 8' masking drape around the poster and mentoring areas, excluding as necessary in the exhibit hall.

At 5 pm, place 3' drape from Poster JJJ54 to the airwall and from Poster JJJ55 to the airwall

Carpet - Pepper for the Poster Area

Please also provide (2400 pins, 600 cups), this will be for all three poster areas. Please place at the 6ft skirted tables.

Audio/Visual - OnSite AV

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

Note
(1) Handheld Wireless Microphone for the Networking Area - at 26 banquet rounds

Other - Summit Services

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

Note
Security around the exhibit hall in the aisles of 4000 - 4500.
Note: Caution tape will be around the perimeter of the hall.

Attendees are not permitted in the exhibit area.

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 3, 2018 @ 6:15 PM

Note
F&B for Poster Areas - food ready by 6:15pm
Set F&B per diagram.

IMPORTED AND DOMESTIC CHEESE DISPLAY
Garnished with Seasonal Fruit, Sliced Baguettes and Assorted Crackers
\$8.50++ per person
International (35)
Trainee Professional Development (125)
Diversity (100)

FRESH VEGETABLE CRUDITÉ

Creamy Avocado Dip and Spicy Tomato Ranch Dip

\$8.00++ per person

International (35)

Trainee Professional Development (125)

Diversity (100)

PASTA STATION

Tri-Colored Cheese Tortellini and Penne Rigate

Selection of two sauces:

Vodka Cream Sauce · Marinara Sauce · Pesto Sauce ·

Bolognese Sauce

Served with Soft Bread Sticks, Crushed Red Pepper and

Parmesan Cheese

\$14.75 per person

International (45)

Trainee Professional Development (250)

Diversity (225)

NACHO STATION

Crisp Corn Tortilla Chips, Seasoned Carne Asada, Refried Pinto Beans,

Jalapeño Cheddar Cheese, Diced Tomatoes, Jalapeño Peppers, Black Olives, Scallions, Cilantro, Salsa Fresca, Sour Cream

Fresh Guacamole

\$16.00 per person

International (45)

Trainee Professional Development (250)

Diversity (200)

SAGE AND ROSEMARY SEASONED BONE-IN TURKEY

BREAST*

Served with Orange Cranberry Sauce, Whole Grain Mustard and Mayonnaise

Serves 25

\$230.00 per station

International area (2)

Trainee Professional Development (9)

Diversity (8)

(3) Uniformed chefs - \$160 each

Beverage Service: DO NOT put out more than 1,700 sodas/waters totals during the event

Bottled Water @ \$4.00 each, charged on consumption

Sodas @ \$4.00 each, charged on consumption.

NETWORKING EVENT - Ready by 7:15pm

Place inside the Networking Event area

(20) \$65.00 per gallon

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

SLICED SEASONAL FRUIT AND BERRIES for 200

\$7.00 per person

(15) Fudge Brownies - \$42.00 per dozen

(15) Assorted Freshly Baked Cookies - \$39.00 per dozen

Saturday, November 3, 2018

6:30 PM - 10:30 PM

g.tec Brain Computer Interface Workshop

SDCC: 10

Function Type: Satellite
Estimated Attendance: 100

Cost Center: A-MA200-A701
Billing Group: SfN Master
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

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

Logistics

Setup - San Diego Convention Center

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

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

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

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

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

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

Audio/Visual - OnSite AV

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

Note
As set on Sunday, November 3 at 7:30 am.
Satellite Organizer will use the following existing items:
(1) Lectern microphone
(1) Floor microphone
(1) DI under 6' table for computer

Food And Beverage - Center Plate - SDCC

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

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