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

6:00 AM - 12:00 PM

AIS Storage Room 1

SDCC: 8

Function Type: Office
Room Set: See Diagram

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

Contacts

Alt Contact: Eric Berry

Logistics

Setup - San Diego Convention Center

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

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

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

Electrical - The Expo Group (TEG)

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

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

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

Telecom - Smart City - SDCC

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

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

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

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

6:00 AM - 12:00 PM

Exhibit Management Office

SDCC: Exhibit Management Office, Lobby D

Function Type: Office
Room Set: See Diagram

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

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

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

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

General Contractor - The Expo Group (TEG)

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

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

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

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

Set per diagram

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

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

Audio/Visual - OnSite AV

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

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

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

Electrical - The Expo Group (TEG)

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

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

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

Telecom - Smart City - SDCC

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

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

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

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

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

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

NOTE: Allison and Jen will bring own laptops – will need to be networked to printer.
(1) for exhibit space assignments at floor managers desk, will need to be networked to printer (will need setup Sunday afternoon no later than 3:00pm)
(1) for application submissions
(1) Laptop at reception desk will need to connect to 70" monitor via HDMI (or other compatible cable). Will need a long enough cable (25'-50') to wrap around the walls (see floor plan) so there is not a cable in the middle of the carpet.

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

(1) iPad for receptionist

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

(4) Keyboards and mice

(1) Printer - network laptops to this printer.

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

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

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

6:00 AM - 11:30 PM

Security Office

SDCC: Show Office B

Function Type: Office

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Allison Burns

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, October 29, 2018 @ 6:00 AM

Note

In front section of room:

(2) Banquet Round

(16) Chairs

(4) Keys

In back section of room

(4) 6'x30" Tables

(8) Chairs

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

Telecom - Smart City - SDCC

Ready By:

Monday, October 29, 2018 @ 7:00 AM

Note

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

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

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

6:00 AM - 8:00 PM

Staff Meal Room Set Up

SDCC: Staff Meal Rm, Sails Pavilion

Function Type: Other
Room Set: See Diagram

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

Contacts

Contact: Dawn Keane

Logistics

General Notes - The Expo Group (TEG)

Ready By:
Tuesday, October 30, 2018 @ 2:00 PM

Note
Build staff meal room per diagram.

Setup - San Diego Convention Center

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

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

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

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

7:00 AM - 6:00 PM

Decorator Move In

SDCC: Exhibitor Move In, Halls B-H

Function Type: Exhibits

Room Set: See Diagram

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Wednesday, October 31, 2018 @ 8:00 AM

Note

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

Setup - San Diego Convention Center

Ready By:

Saturday, November 3, 2018 @ 6:00 PM

Note

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

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 8:00 AM

Note

(5) Electric Carts

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

SfN - Paula

SfN - Paul

SfN - Allison

SfN - Jim

SfN - Shawn

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

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

CARPET:

Blue carpet in exhibit aisles

Blue Jay carpet in poster areas

Set 10 X 10 booths as follows:

White Back drape

Gold Side rail

SIGNS:

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

Hang double sided signs to read:

PUBLISHERS ROW - hang in front section of booths

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

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

1 - Entrance to Hall B

2 - Entrance to Hall C

3 - Entrance to Hall E

4 - Inside Entrance to Hall F

5 - Entrance to Hall F/G

6 - On column at entrance, near 301

7 - Across from 3018 on column

8 - Sails Pavilion

Caution Tape:

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

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

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

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

Monday, October 29, 2018

7:00 AM - 7:00 PM

Release to SDCC

SDCC: 23A, 23B, 23C

Function Type: Other

Meeting Planner: Dawn Keane

Post: No

Logistics

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

7:30 AM - 8:00 PM

SfN Booth Storage

SDCC: Show Office C

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Paul Troxell

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, October 29, 2018 @ 7:00 AM

Note

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

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

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

8:00 AM - 6:00 PM

Headquarters - Logistics & Program Office Set Up

SDCC: Headquarters Office, Sails Pavilion

Function Type: Office
Room Set: See Diagram

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

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:

Monday, October 29, 2018 @ 8:00 AM

Note

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

General Contractor - The Expo Group (TEG)

Ready By:

Monday, October 29, 2018 @ 5:00 PM

Note

HEADQUARTERS:

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

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

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

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

Logistics Office:

- (16) Executive desks with drawers that lock.
- (16) Executive swivel chairs
- (22) Chairs (2) in front of desks as drawn on diagram
- (1) Conference table with (6) chairs
- (17) 6'x30" skirted tables
- (3) Chairs - along wall for waiting area
- (16) Wastebaskets

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

SIGN ROOM

- Build room w/door per diagram.
- (3) 6'x30" Skirted Tables
- (1) Wastebasket
- (20) Two-way radios on repeater

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

Electrical - The Expo Group (TEG)

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

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

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

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

Telecom - Smart City - SDCC

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

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

(1) CDS VLAN drop at Stephanie's area

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

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

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

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

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

Please provide a mouse for each laptop.

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

SfN staff to network all computers to printers.

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

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

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

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

8:00 AM - 12:00 AM

Social Media Walls

SDCC: Social Media Wall

Function Type: Other

Cost Center: A MC200-xxxx-P213

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Contacts

Contact: Kym Kilbourne

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

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

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

Ready By:

Thursday, November 1, 2018 @ 3:00 PM

Note

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Power for one laptop and monitor at each location.

Telecom - Smart City - SDCC

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

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

Computer - Atlantic Images & Sound (AIS) - Computers

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

Note

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

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

8:00 AM - 5:00 PM

Wireless Internet Buyout

SDCC: Wireless Buyout, All SDCC

Function Type: Other

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Paula Kara

Logistics

Telecom - Smart City - SDCC

Ready By:

Monday, October 29, 2018 @ 8:00 AM

Note

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

SSID: Neuroscience

4 Separate VLANs:

Wireless Buyout – Exhibit Floor and all SDCC

Neuroscience Meeting Planner Viewing Area & Testimonial Booth

Convention Data Services (CDS) for registration

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

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

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

Exhibit Halls – 5.0 GHz only

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

Access Points Connections - 200 Concurrent Connections per

Access Point at 1.5Mbps per connection/device.

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

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

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

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

3:00 PM - 11:30 PM

First Aid

SDCC: First Aid, Lobby C

Function Type: Office
Room Set: See Diagram

Cost Center: A-MA200-A202
Billing Group: SfN Master
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:

Monday, October 29, 2018 @ 3:00 PM

Note

Please give access to the First Aid Services of San Diego at 7 a.m.
(4) Keys for door
**Remain as set on an 24-hour basis through Wednesday,
November
7 at 11:59 p.m.**

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

General Contractor - The Expo Group (TEG)

Ready By:

Monday, October 29, 2018 @ 3:00 PM

Note

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

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

Electrical - The Expo Group (TEG)

Ready By:

Monday, October 29, 2018 @ 3:00 PM

Note

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

Telecom - Smart City - SDCC

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

Note

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

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

Food And Beverage - Center Plate - SDCC

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

Note

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

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