

**SOCIETY FOR NEUROSCIENCE 48TH ANNUAL MEETING RESUME  
SAN DIEGO CONVENTION CENTER**

**TO:** Tim Pontrelli, Senior Event Manager, Event Management Services, SDCC  
Lori Love, Catering Sales Manager, Centerplate, SDCC  
Eric Berry, President, Atlantic Images & Sound, AV Concepts  
Michel Gangi, Sales Manager, ONAV, SDCC  
Chris Balak, National Accounts Director, The Expo Group  
Julie Nelson, Account Executive, Convention Data Services

**FROM:** **Meeting Logistics Group**  
Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Meetings Operations Manager  
Stephanie Embrey, CEM, Meeting Planner  
Jennifer Gross, Meeting Operations Specialist  
Dmytro Hryckowian, Meeting Assistant  
Alisa Johnson, Logistics Consultant

**SUBJECT:** 48th Annual Meeting  
Society for Neuroscience  
November 3 – 7, 2018

**ANTICIPATED ATTENDANCE:**

The SfN annual meeting typically draws approximately 30,000 – 32,000 attendees each year. Attendees from North America comprise 65% and international attendees from more than 80 countries represent 35% of the total attendance. Exhibit personnel include 3,300 – 3,500 people.

**PURPOSE:**

The Society for Neuroscience is the world's largest organization of scientists and physicians devoted to understanding the brain and nervous system. The nonprofit organization, founded in 1969, now has nearly 36,000 members. The purposes of the Society are to (a) advance the understanding of the nervous system by bringing together scientists from various backgrounds and by encouraging research in all aspects of neuroscience; (b) promote education in the neurosciences; and (c) inform the general public about results and implications of new research. The exchange of scientific information occurs at the Annual Meeting that includes more than 14,000 reports of new scientific findings and an estimated 30,000 – 32,000 participants. The Society's Annual Meeting is the largest of its kind in the world, and is considered the arena for the presentation of new results in neuroscience.

**MEETING LOCATION**

Headquarters offices, scientific sessions, symposia, nanosymposia, mini-symposia, exhibits, and registration will be located at the San Diego Convention Center. Daytime special and presidential special lectures will be held in Ballroom 20. SfN-Sponsored Socials will be held at the San Diego Marriott Marquis.

**GENERAL SCHEDULE OF MEETING**

A number of satellite events are scheduled on Wednesday, October 31 through Wednesday, November 7 at the San Diego Convention Center, the San Diego Marriott Marquis, the Manchester Grand Hyatt, the Hilton San Diego Bayfront Hotels and other San Diego area facilities.

The Society sponsors three Short Courses and the Neurobiology of Disease Workshop at the San Diego Convention Center on Friday, November 2. Registration opens in the Sails Pavilion at the San Diego Convention Center at 7:30 a.m. on Saturday, November 3 and closes at 5:00 p.m. on Wednesday, November 7. Additionally, Express Badge Pick-up

locations will be open from 2:00 – 5:00 p.m. on Friday, November 2. See registration schedule for dates and hours.

The official meeting opens at 11:00 a.m. on Saturday, November 3 and closes at 5:00 p.m. on Wednesday, November 7. Exhibits will open at the San Diego Convention Center at 9:30 a.m. on Sunday, November 4 and close at 5:00 p.m. on Wednesday, November 7. Daily exhibit hours are 9:30 a.m.-5:00 p.m.

## **OFFICES**

### **Annual Meeting Headquarters Office--Logistics**

The Annual Meeting Logistics Headquarters Office is located in the Sails Pavilion of the San Diego Convention Center. On-site telephone number is 619/525-6200. This office handles all logistics and advance registration related questions. Annual Meeting Logistics staff are:

Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Operations Manager – Exhibit Mgmt. Office, Lobby D  
Stephanie Embrey, CEM, Meeting Planner  
Jennifer Gross, Meeting Operations Specialist  
Dmytro Hryckowian, Meeting Assistant  
Alisa Johnson, Logistics Consultant

The Annual Meeting Headquarters Office is open during the following hours:

Friday, November 2	8:00 a.m. – 5:00 p.m.
Saturday, November 3	7:00 a.m. – 6:00 p.m.
Sunday, November 4	7:00 a.m. – 6:00 p.m.
Monday, November 5	7:00 a.m. – 6:00 p.m.
Tuesday, November 6	7:00 a.m. – 6:00 p.m.
Wednesday, November 7	7:00 a.m. – 6:00 p.m.

## **EXPOSITION**

Exhibits are in Halls B-H at the San Diego Convention Center. Exhibit Management Office is located in Lobby D.

Exhibit Management Contacts: Allison Burns, CEM, SfN Senior Operations Manager  
Official Service Contractor: The Expo Group – Chris Balak, National Accounts Director

### **Move-in** (Halls B-H)

Decorator: Monday, October 29 – Thursday, November 8 - 6:00 a.m. – 7:00 p.m.

### **Move-out**

Decorator: Wednesday, November 7 5:00 p.m. - Midnight – Halls ABC must be clear by midnight  
Thursday, November 8 8:00 a.m. – Midnight – Halls DE must be clear by midnight  
Friday, November 9 6:00 a.m. – Midnight – Halls FGH must be clear by midnight

Move out deadlines vary by Hall

## **TELEPHONE NUMBERS**

Please refer to the telephone list on the Neuroscience 2018 resume website for telephone numbers.

## **SESSIONS**

All SfN sessions (with exception of a few workshops) are located at the San Diego Convention Center and held Saturday, November 3 – Wednesday, November 7. There are two sessions that are open to the public. Listed below are the sessions, room locations and event times.

The Dialogues Lecture, Saturday, November 3, 11:00 a.m. - 1:00 p.m. in Ballroom 20.  
The Public Advocacy Forum, Tuesday, November 6, 2:30 – 3:30 p.m. in Room 10.

A detailed schedule is included in the resume and at <http://www.sfn.org/am2018>.

### **SATELLITE/ANCILLARY EVENTS**

Satellite Symposia and Ancillary Events are non-SfN sponsored events, meetings, socials, etc., and SfN Annual Meeting attendees may attend these events. Satellite events are approved and scheduled through SfN so not to conflict with SfN scientific sessions. Satellite events are held Wednesday, October 31 – Wednesday, November 7.

Satellite/Ancillary Event contact information, logistics, and billing information are detailed in the resume. The facility is to obtain specific catering requirements for satellite/ancillary events directly from the organizers listed on each logistics sheet. Please note the special billing instructions contained in this resume. Organizers have been advised they must set-up individual accounts for their events. Requests for poster boards should be directed to The Expo Group.

### **PRESS REGISTRATION**

Press registration is located in Room 15B at the San Diego Convention Center on Saturday, November 3 - Wednesday, November 7 from 8:00 a.m. - 5:00 p.m.

### **SHUTTLE SERVICE**

Shuttle service has been arranged through Production Transport. Our contact is Karin Keidser, Director, Western Region. Production Transport will also operate a service desk for attendees located outside of Box Office E. Telephone: 619/525-6245.

Shuttle Bus service will be available from the official convention hotels to the San Diego Convention Center except for the hotels which are within walking distance.

### **MASTER ACCOUNT**

Please establish a Master Account in the name of the Society for Neuroscience. At the conclusion of the meeting, forward the Master Account along with backup for all charges to:

Society for Neuroscience  
Attention: Paula Kara, CMP, Senior Director, Meeting Services  
1121 14<sup>th</sup> Street, NW, Suite 1010  
Washington, DC 20005

### **AUTHORIZED SIGNATURES**

Individuals listed in the resume may sign for charges incurred for their events. Individuals below are additional authorized signatures to the Society for Neuroscience Master Account.

Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Kyle Hayden, CMP, Director, Meeting Programs & Attendee Services  
Sharon Kerley Bowles, Senior Meeting Planner  
Allison Burns, CEM, Senior Meetings Operations Manager  
Stephanie Embrey, CEM, Meeting Planner  
Jennifer Gross, Meeting Operations Specialist  
Dmytro Hryckowian, Meeting Assistant  
Alisa Johnson, Logistics Consultant  
Marty Saggese, Executive Director  
Rick Haganir, PhD, SfN President

### **ACCOUNTING—San Diego Convention Center and Centerplate Food Services**

Identify each charge. Enclose all banquet checks, accounting of cash bar receipts, and backup for all charges.

In the individual resume sheets, you will notice we have included cost center information. If it is possible to include this information on your final bill, it will speed the coding and processing of the bill.

## **EQUIPMENT DELIVERY**

The Expo Group and Society for Neuroscience materials (boxes and trunks) will arrive at the San Diego Convention Center loading docks on Monday, October 29 at 6:00 a.m. Boxes and trunks will be marked for placement within the San Diego Convention Center.

Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Tuesday, October 30. Eric Berry is in charge of distribution.

Office machines, copy machines, etc. for offices will be delivered on Wednesday, October 31. Convention Data Services equipment will arrive on Tuesday, October 30.

## **SECURITY**

The Society's Security Provider is Summit Services. The Society for Neuroscience security contacts are Paula Kara and Allison Burns. There is the potential for demonstrations by animal rights activists during the Animals in Research Workshop on Monday, November 5 (noon in Room 11), the Public Advocacy Forum on Tuesday, November 6 (2:30 p.m. in Room 10), and during the nanosymposia and poster sessions Saturday, November 3 – Wednesday, November 7. A separate security order is available at our website.

## **BUILDING ACCESS**

Please arrange to have a door open at lobbies A and H for SfN staff to gain early access to the building. Please be sure doors are open each morning at the following times:

Monday, October 29 – Thursday, November 1	8:00 a.m. - Staff Only
Friday, November 2 – Wednesday, November 7	6:00 a.m. - Staff Only
Friday, November 2	6:30 a.m. - All Entrances Open
Saturday, November 3 - Wednesday, November 7	7:00 a.m. - All Entrances Open

Please instruct building security that Society for Neuroscience staff with badges and staff ribbons only may enter through these entrances on a 24-hour basis. Please advise procedures that SfN staff must use to gain access to the building during closed hours.

## **SIGNS/LITERATURE**

Lobby and directional signs will be delivered by The Expo Group and placed beginning on Tuesday, October 30 – Friday, November 1. Only official Society signs may be placed in the San Diego Convention Center. Organizers of ancillary events may only place a sign outside the entrance to their function room on the day of their function only. Exhibitors may only distribute literature from their booths. Under no circumstances may any other individuals place signs of any nature or distribute literature of any kind in the San Diego Convention Center without prior written approval from the Society for Neuroscience. (1) easel is required outside the entrance to each Society event 45 minutes prior to the start of the event.

## **COMMUNICATIONS/TELEPHONE/INTERNET CONNECTIONS**

See telephone & internet orders included in this resume.

## **WATER IN SESSION ROOMS/COMMITTEE MEETINGS**

Water service will be required for sessions and committee meetings as outlined in the resume. Please have water delivered promptly (no later than 20 minutes prior to the start of each session listed in resume).

## **AUDIO VISUAL & COMPUTER RENTAL**

The Society for Neuroscience official audio visual and computer rental company is Atlantic Images and Sound, Inc. (AIS). The contact is Eric Berry, President. Visual support will be provided by Atlantic Images and Sound. Audio support will be provided by OnSite AV of the San Diego Convention Center. The AIS office will be located in Room 8 in the San Diego Convention Center and staffed Saturday, November 3 - Wednesday, November 7, 7:00 a.m.-5:00 p.m.

## **REMOTE DIMMER SWITCHES**

Provide in each meeting room used for scientific sessions if available.

### **MEETING ROOM TEMPERATURE**

Preset all session rooms for 69-71 F. Temperature should not go above 75 F. Note: Please do not set computers for air conditioning to be turned off precisely at ending time of each event as many run overtime. In addition, please be sure to have air conditioning on in the meeting rooms in enough time to sufficiently cool the rooms prior to the meeting start times.

### **RESTAURANT RESERVATIONS DESK**

The San Diego Convention and Visitors Bureau will operate a restaurant reservations desk located in Lobbies B1 and E.

### **FOOD SERVICE – Centerplate**

Please open concessions and restaurants beginning Thursday, November 1 (minimal service for exhibitor move-in), Friday, November 2 at 7:00 a.m. thru Wednesday, November 7 at 5:00 p.m. Please have healthy food available, as well as the favorite non-healthy foods. Have outlets open during registration hours with maximum staffing. Please keep exhibit hall concessions staffed to capacity during the breakfast and lunch hours. Place as many portable concessions as is possible in lobbies and hallways. Please provide final concession schedule by October 5, 2018.

### **SERVICE DESK**

The Expo Group, Inc will operate a service desk located in Lobby D.

### **IMPORTANT SOCIETY FOR NEUROSCIENCE POLICY**

The Society for Neuroscience reserves the rights to audio and video reproduction of all presentations at the 48th Annual Meeting. Individuals may not audio or video record sessions.

Photography, filming and video recording are permitted only during press conferences. Other arrangements must be made in advance with Kym Kilbourne or Lauren Wingfield, in the Press Room, Room 15B of the San Diego Convention Center.

### **SCHEDULE OF PRE-CONVENTION MEETINGS**

Hilton Bayfront	Wednesday, October 31	10:00 a.m.
Marriott Marquis	Wednesday, October 31	11:00 a.m.
San Diego Convention Center	Wednesday, October 31	3:00 p.m.
City-Wide Hotel Pre-Con Meeting	Thursday, November 1	2:00 p.m.

### **SAN DIEGO CONVENTION CENTER - SCHEDULE OF EVENTS/SETUP RESUME**

The Society events, as well as special group meetings (satellite/ancillary events) scheduled at the San Diego Convention Center may be viewed and downloaded from our website at <http://www.sfn.org/annual-meeting/neuroscience-2018/at-the-meeting/resumes> Please note that sessions and lectures listed have been scheduled to begin and end according to the scheduled times listed; however, some of the sessions and lectures may end prior to, or run about 15-30 minutes longer than the listed time. If a session is continuing past the listed time, do not interrupt to begin room clean-up.

**Business Center – as of September 13, 2016**

Listed below are the Society for Neuroscience staff that are authorized to charge copy work to the Master Account. Prior to Business Center personnel accepting copy work, SfN staff must provide a SfN internal cost center code and must show identification in the form of their name badge or business card.

Adam Beard	Kelly Michelle Pettiford	Zach Gipson
Adam Buck	Kelly Newton	Zachary Dourafei
Adam M Katz	Kelsey King	Zachary Hilderbrandt
Aisha Abdullah	Kirsten Stowe	
Alexis Martin	Krystal Foster	
Alexis Wnuk	Kyle Hayden	Marty Saggese, SfN Executive Director
Alisa Johnson	Kym Kilbourne	Richard Huganir, PhD, SfN President
Alissa Ortman	Lauren Wingfield	
Allison Burns	Lesley Hillis	
Allison Morrow	Lisa Chiu	
Allison Schubauer	Liz Rumsey	
Amanda Kimball	Liz Songowa	
Amit Kumar	Lynn Fein-Schaffer	
Angela Ter Maat	MacKenzie Condon	
Anne Morris	Marty Saggese	
Ashley Smith	Mary Collins	
Ava Onalaji	Mary Monaysar	
Betsy Schultz	Maya Sapiurka	
Blythe Alexander	Meara Bucklin	
Brittany Hackett	Megan Walski	
Cashen Almstead	Mekonnen Senbeta	
Cecile Remington	Melanie Willis	
Chelsea Jaetzold	Melissa A. Garcia	
Cori Spencer	Melissa Thompson Ayoub	
Cristen Sanfilippo	Meridian Watters	
David Barnstone	Michael Heintz	
David Lindeman	Mikhaila Richards	
Dawn Keane	Munin Streitz	
Deborah Elson	Nelson Giovanni Miranda	
Dmytro Hryckowian	Paul Troxell	
Dominique Stilletti	Paula Kara	
Eric Hoffmaster	Pauline Charbogne	
Eric Martinez	Petra Carrington	
Francesca Sarris	Petra Charters	
Greg Brunso	Prachi Sharma	
Hannah Nelson	Rena James	
Hannah Zuckerman	Rhonda Johnson Adams	
Harjit Jathoul	Rigo Espinosa	
Holly McCastlain	Robert Spencer	
Jack Lee	Ryley Trahan	
James Derousselle	Scott Moore	
Jamie Beaulieu	Sharon Bowles	
Janel Johnson	Sorabh Bhargava	
Jenna Kohnke Gaffney	Stephanie Arion	
Jennifer Gross	Stephanie Connor	
Jeremy Weinapple	Stephanie Embrey	
Jillian Walsh	Stephanie Schlueter	
Juanita Graham	Suzanne Rosenzweig	
Julia Pergande	Sylvie Raver	
Juliet Beverly	Tannera George	
Kara Flynn	Taylor Johnson	
Kara O'Leary	Trevor Ferree	
Kathleen Wojtowicz	Tsega Gari	
Katie Grady	Vicente Carmona	

## Shuttle Schedule

Date	Times	Service
<b>Saturday, November 3</b>	7:00 AM – 4:00 PM 4:00 PM - 10:00 PM	20 minute service 10 minute service
<b>Sunday, November 4</b>	6:30 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Monday, November 5</b>	7:00 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Tuesday, November 6</b>	7:00 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Wednesday, November 7</b>	7:00 AM - 10:30 AM 10:30 AM - 3:30 PM 3:30 PM - 6:00 PM	10 minute service 20 minute service 10 minute service

## Hotel Boarding Locations

\*Co-Headquarters Hotels

Hotel	Route	Pick-Up Point
<b>Hilton San Diego Bayfront *</b>	Walk	Walk to San Diego Convention Center
<b>Manchester Grand Hyatt San Diego*</b>	Walk	Walk to San Diego Convention Center
<b>Marriott Marquis San Diego Marina*</b>	Walk	Walk to San Diego Convention Center
<b>Andaz San Diego</b>	6-Pink	Across Street on 6 <sup>th</sup> Ave. at F Street
<b>Bay Club Hotel and Marina</b>	1-Red	Walk to Humphreys - Curbside in front on Shelter Island Dr.
<b>Best Western Plus Bayside Inn</b>	7-Purple	On India Street at Ash Street
<b>Best Western Plus Island Palms Hotel</b>	1-Red	Curbside in Front
<b>Best Western Seven Seas</b>	3-Yellow	Walk to Days Inn - Curbside on Hotel Circle Dr.
<b>Bristol Hotel</b>	5-Orange	Walk to Westin Gaslamp Quarter on 1st Ave.
<b>Courtyard San Diego Downtown</b>	6-Pink	Curbside on 6 <sup>th</sup> Ave.
<b>Courtyard Gaslamp/Convention Center</b>	Walk	Walk to San Diego Convention Center
<b>Days Inn Hotel Circle Near Seaworld</b>	3-Yellow	Curbside on Hotel Circle Drive

<b>DoubleTree Hotel San Diego Downtown</b>	7-Purple	Curbside at Union Street Entrance
<b>Embassy Suites San Diego Bay Downtown</b>	4-Green	Curbside on Pacific Hwy.
<b>Four Points by Sheraton Downtown</b>	7-Purple	Walk to DoubleTree - Curbside at Union Street Entrance
<b>Hampton Inn San Diego - Downtown</b>	4-Green	Walk to Residence Inn - Curbside on Pacific Hwy.
<b>Handlery Hotel and Resort</b>	3-Yellow	Curbside on Hotel Circle at Hotel Drive-way
<b>Hard Rock Hotel San Diego</b>	Walk	Walk to San Diego Convention Center
<b>Hilton Garden Inn Downtown/Bayside</b>	4-Green	Walk to Residence Inn - Curbside on Pacific Hwy.
<b>Hilton San Diego Airport/Harbor Island</b>	2-Blue	Curbside Front Entrance
<b>Hilton San Diego Gaslamp Quarter</b>	Walk	Walk to San Diego Convention Center
<b>Holiday Inn San Diego Bayside</b>	1-Red	Curbside on Harbor Drive
<b>Homewood Suites Downtown/Bayside</b>	4-Green	Walk to Residence Inn - Curbside on Pacific Hwy.
<b>Horton Grand Hotel</b>	Walk	Walk to San Diego Convention Center
<b>Hotel Indigo San Diego Gaslamp Quarter</b>	6-Pink	Front of Hotel on 9 <sup>th</sup> Ave.
<b>Hotel Republic San Diego</b>	5-Orange	Walk to Westin San Diego - Curbside on Broadway
<b>Hotel Z Gaslamp Quarter</b>	Walk	Walk to San Diego Convention Center
<b>Humphreys Half Moon Inn &amp; Suites</b>	1-Red	Curbside in Front on Shelter Island Drive
<b>Kimpton Hotel Palomar San Diego</b>	6-Pink	Walk to Courtyard Downtown - Curbside on 6 <sup>th</sup> Ave
<b>Kimpton Solamar San Diego</b>	Walk	Walk to San Diego Convention Center
<b>King's Inn Hotel</b>	3-Yellow	Curbside on Hotel Circle Drive
<b>La Quinta Inn &amp; Suites SeaWorld/Zoo</b>	8-Grey	Curbside in Front – on Camino Del Rio
<b>Omni San Diego Hotel</b>	Walk	Walk to San Diego Convention Center
<b>Pendry San Deigo</b>	Walk	Walk to San Diego Convention Center
<b>Porto Vista Hotel</b>	7-Purple	Walk to DoubleTree - Curbside at Union Street Entrance
<b>Residence Inn San Diego Downtown</b>	4-Green	Curbside on Pacific Hwy.
<b>Residence Inn Downtown Gaslamp</b>	Walk	Walk to San Diego Convention Center
<b>Residence Inn Downtown/Bayfront</b>	4-Green	Walk to SpringHill Suites - Curbside on Pacific Hwy.
<b>San Diego Marriott Gaslamp Quarter</b>	Walk	Walk to San Diego Convention Center
<b>Sheraton San Diego Hotel &amp; Marina</b>	2-Blue	Curbside Marina Tower & Bay Tower Entrances
<b>SpringHill Suites Downtown/Bayfront</b>	4-Green	Curbside on Pacific Hwy.
<b>US Grant Hotel</b>	5-Orange	Walk to Westin Gaslamp - Curbside on 1st Ave.



<b>Westgate Hotel</b>	5-Orange	Walk to Westin Gaslamp - Curbside on 1st Ave.
<b>Westin San Diego</b>	5-Orange	Curbside on Broadway
<b>Westin San Diego Gaslamp Quarter</b>	5-Orange	Curbside on 1st Ave.
<b>Wyndham San Diego Bayside</b>	4-Green	Curbside in Front