

**SOCIETY FOR NEUROSCIENCE 49TH ANNUAL MEETING RESUME  
MCCORMICK PLACE CONVENTION CENTER**

**TO:** Marisol Aquino, Senior Event Manager, Event Management Services, MCP  
Rachel Hurley, Senior Catering Manager, Savor, MCP  
Eric Berry, President, Atlantic Images & Sound, AV Concepts  
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, Registration Manager  
Jennifer Gross, Meeting Operations Specialist  
Christine Corkran, Meetings Assistant  
Alisa Johnson, Logistics Consultant

**SUBJECT:** 49th Annual Meeting  
Society for Neuroscience  
October 19-23, 2019

**ANTICIPATED ATTENDANCE:**

The SfN annual meeting typically draws 30,000 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, spinal cord and peripheral nervous system. Founded in 1969, the Society has grown from 500 charter members to 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 nearly 14,000 reports of new scientific findings and 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 McCormick Place. Daytime special and presidential special lectures will be held in Hall B. SfN-Sponsored Socials will be held at McCormick Place.

**GENERAL SCHEDULE OF MEETING**

A number of satellite events are scheduled on Tuesday, October 15 through Wednesday, October 23 at McCormick Place, the Hyatt Regency McCormick Place, the Marriott Marquis Chicago and other Chicago area facilities.

The Society sponsors three Short Courses at the McCormick Place on Friday, October 18. Registration opens in Hall A at McCormick Place at 7:30 a.m. on Saturday, October 19 and closes at 5:00 p.m. on Wednesday, October 23. Additionally, Express Badge Pick-up locations will be open from 2:00 – 5:00 p.m. on Friday, October 18. See registration schedule for dates and hours.

The official meeting opens at 11:00 a.m. on Saturday, October 19 and closes at 5:00 p.m. on Wednesday, October 23. Exhibits will open at McCormick Place at 9:30 a.m. on Sunday, October 20 and close at 5:00 p.m. on Wednesday,

October 23. 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 Hall A of McCormick Place. On-site telephone number is 312/791-6800. 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, Hall A  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, Meeting Operations Specialist  
Christine Corkran, Meetings Assistant  
Alisa Johnson, Logistics Consultant

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

Friday, October 18	8:00 a.m. – 5:00 p.m.
Saturday, October 19	7:00 a.m. – 6:00 p.m.
Sunday, October 20	7:00 a.m. – 6:00 p.m.
Monday, October 21	7:00 a.m. – 6:00 p.m.
Tuesday, October 22	7:00 a.m. – 6:00 p.m.
Wednesday, October 23	7:00 a.m. – 6:00 p.m.

## **EXPOSITION**

Exhibits are in Hall A at McCormick Place. Exhibit Management Office is located in Hall A.

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

**Move-in** (Hall A)

Decorator: Monday, October 14 – Thursday, October 24 - 6:00 a.m. – 7:00 p.m.

**Move-out**

Decorator: Wednesday, October 23 5:00 p.m. - Midnight  
Thursday, October 24 8:00 a.m. – Midnight

## **TELEPHONE NUMBERS**

Please refer to the telephone list on the Neuroscience 2019 resume website for telephone numbers.

## **SESSIONS**

All SfN sessions (with exception of a few workshops) are located at McCormick Place and held Saturday, October 19 – Wednesday, October 23. There are two sessions that are open to the public. Listed below are the sessions, room locations and event times.

The Dialogues Lecture, Saturday, October 19, 11:00 a.m. - 1:00 p.m. in Hall A.  
The Public Advocacy Forum, Tuesday, October 22, 2:00 – 3:30 p.m. in Room N230B

A detailed schedule is included in the resume and at <http://www.sfn.org/am2019>.

## **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 Tuesday, October 15 – Wednesday, October 23.

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 S501ABC at McCormick Place Center on Saturday, October 19 - Wednesday, October 23 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 the West Transportation Lobby. Telephone: 312/791-6824.

Shuttle Bus service will be available from the official convention hotels to McCormick Place 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, Registration Manager  
Jennifer Gross, Meeting Operations Specialist  
Christine Corkran, Meetings Assistant  
Alisa Johnson, Logistics Consultant  
Marty Saggese, Executive Director  
Diane Lipscombe, PhD, SfN President

### **ACCOUNTING—McCormick Place and Savor**

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 McCormick Place loading docks on Monday, October 14 at 6:00 a.m. Boxes and trunks will be marked for placement within McCormick Place

Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Tuesday, October 15. Eric Berry is in charge of distribution.

Office machines, copy machines, etc. for offices will be delivered on Wednesday, October 16. Convention Data Services equipment will arrive on Tuesday, October 15.

## **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, October 21 (1 pm in Room N230B), the Public Advocacy Forum on Tuesday, October 22 (2:30-3:30 p.m. in Room N230B), and during the nanosymposia and poster sessions Saturday, October 19 – Wednesday, October 23. A separate security order is available at our website.

## **BUILDING ACCESS**

Please arrange to have a door open at Gate 4 for SfN staff to gain early access to the building. Please be sure doors are open each morning at the following times:

Monday, October 14 – Thursday, October 17	8:00 a.m. - Staff Only
Friday, October 18 – Wednesday, October 23	6:00 a.m. - Staff Only
Friday, October 18	6:30 a.m. - All Entrances Open
Saturday, October 19 - Wednesday, October 23	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 15 – Friday, October 18. Only official Society signs may be placed in McCormick Place. 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 McCormick Place 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 Technology Services of McCormick Place. The AIS office will be located in Room N429 in McCormick Place and staffed Saturday, October 19 - Wednesday, October 23, 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 Chicago Convention and Visitors Bureau, Choose Chicago will operate a restaurant reservations desk located on Level 2.5.

## **FOOD SERVICE – Savor...Chicago at McCormick Place**

Please open concessions and restaurants beginning Thursday, October 17 (minimal service for exhibitor move-in), Friday, October 18 at 7:00 a.m. thru Wednesday, October 23 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 1, 2019.

#### **SERVICE DESK**

The Expo Group, Inc will operate a service desk located in Hall A.

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

The Society for Neuroscience reserves the rights to audio and video reproduction of all presentations at the 49th Annual Meeting. Individuals may not patch into house sound systems.

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

McCormick Place	Wednesday, October 16	3:00 p.m.
City-Wide Hotel Pre-Con Meeting	Thursday, October 17	2:00 p.m.

#### **MCCORMICK PLACE - SCHEDULE OF EVENTS/SETUP RESUME**

The Society events, as well as special group meetings (satellite/ancillary events) scheduled at McCormick Place may be viewed and downloaded from our website <https://www.sfn.org/Meetings/Neuroscience-2019/At-the-Meeting/Neuroscience-2019-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 August 26, 2019

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 Buck	Krystal Foster	
Adam M Katz	Krystin Ventura	
Alexis Martin	Kyle Hayden	
Alexis Wnuk	Lisa Chiu	
Alisa Johnson	Liz Rumsey	
Allison Burns	Lynn Fein-Schaffer	
Allison Morrow	MacKenzie Condon	Marty Saggese, SfN Executive Director
Amanda Kimball	Martha Sankoh	Diane Lipscombe, PhD, SfN President
Amit Kumar	Mary Monaysar	
Andrew Chen	Matthew Monthei	
Anne Morris	Matthew Windsor	
Ava Onalaji	Maya Sapiurka	
Beth Ewoldsen	Megan Walski	
Bianca Williams	Melanie Willis	
Blythe Alexander	Melissa A. Garcia	
Brian Barker	Melissa Thompson Ayoub	
Calli McMurray	Meridian Watters	
Cameron McDaniel	Michael Heintz	
Cashen Almstead	Munin Streit	
Chelsea Jaetzold	Nelson Miranda	
Christine Corkran	Nicholas Miles	
Cori Spencer	Paul Troxell	
Danny Flannery	Paula Kara	
David Barnstone	Pauline Charbogne	
David Lindeman	Petra Carrington	
David Shellard	Petra Charters	
Dawn Keane	Prachi Sharma	
Dominique Stilletti	Regan Lear	
Dori Gedris	Rena James	
Egle Derkintyte	Rhonda Johnson Adams	
Emily Kayser	Scott Moore	
Emily O'Connor	Sharon Bowles	
Eric Martinez	Sorabh Bhargava	
Greg Brunso	Stephanie Connor	
Hannah Nelson	Stephanie Embrey	
Hannah Zuckerman	Stephanie Schlueter	
Harjit Jathoul	Stephanie Vose	
Jamie Beaulieu	Sylvie Raver	
Janel Johnson	Tania Ballantine	
Jenna Kohnke Gaffney	Tannera George	
Jennifer Gross	Taylor Johnson	
Jillian Walsh	Tristan Rivera	
Juanita Graham	Vicenta Carmona	
Julia Pergande	Vlera Kojcini	
Juliet Beverly		
Kara O'Leary		
Katie Grady		
Kelly Newton		

Kelsey King

## Shuttle Schedule

Date	Times	Service
<b>Friday, October 18</b>	7:00 AM – 7:00 PM	Roosevelt Station Only
<b>Saturday, October 19</b>	7:00 AM – 4:00 PM 4:00 PM – 10:00 PM	20 minute service 10 minute service
<b>Sunday, October 20</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>Monday, October 21</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, October 22</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, October 23</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	Shuttle Route	Pick Up Point
Hyatt Regency McCormick Place	Walk	Walk to McCormick Place
Marriott Marquis Chicago	Walk	Walk to McCormick Place
AC Hotel Chicago Downtown	F-Pink	SW Corner Ohio & Rush Streets
ACME Hotel Company	F-Pink	Walk to Hilton Garden Inn – on Grand Avenue
Aloft Chicago Downtown River North	E-Orange	Walk to Hampton Inn on Illinois Street
Best Western Grant Park Hotel	A-Red	Curbside on 11 <sup>th</sup> Street
Best Western River North Hotel	E-Orange	Walk to Hampton Inn on Illinois Street
Blackstone, Autograph Collection	A-Red	Curbside on Balbo Drive
Cambria Chicago Magnificent Mile	G-Purple	Walk to Warwick Allerton on Huron Street
Chicago Marriott Downtown Mag. Mile	F-Pink	SW Corner Ohio & Rush Streets
Comfort Suites Michigan Avenue – Loop	H-Grey	Walk to Wyndham Grand on Wacker Drive
Courtyard Chicago Downtown/River North	E-Orange	Walk to Hampton Inn on Illinois Street
Crowne Plaza Chicago West Loop	I-Light Blue	Curbside on Halsted Street
Embassy Suites Chicago Downtown	F-Pink	SW Corner of Ohio & Rush Streets
Fairfield Inn & Suites Chicago Downtown	E-Orange	Walk to Hampton Inn on Illinois Street

Fairmont Chicago, Millennium Park	C-Yellow	Curbside on Upper Columbus Drive
Freehand Chicago	F-Pink	Walk to Hilton Garden Inn – on Grand Avenue
Hampton Inn & Suites Chicago Downtown	E-Orange	Curbside on Illinois Street
Hampton Inn Chicago North Loop	H-Grey	Walk to Wyndham Grand on Wacker Drive
Hampton Inn Chicago McCormick Place	Walk	Walk to McCormick Place
Hampton Inn Majestic Theatre District	B-Blue	Walk to Silversmith on Wabash Avenue
Hilton Garden Inn Chicago Downtown/Magnificent Mile	F-Pink	Front Entrance on Grand Avenue
Holiday Inn Chicago-Mart Plaza	E-Orange	Across the Street on Orleans
Holiday Inn Hotel and Suites Chicago – Downtown	I-Light Blue	Curbside on Canal Street
Hotel Cass – A Holiday Inn Express at Magnificent Mile	F-Pink	Walk to Hilton Garden Inn – on Grand Avenue
Hotel Chicago, Autograph Collection	E-Orange	Curbside on State Street
Hotel EMC2, Autograph Collection	G-Purple	SE Corner on St. Clair & Erie Streets
Hotel Felix Chicago	G-Purple	Across the Street on Huron Street
Hyatt Place Chicago/River North	E-Orange	Walk to Hampton Inn on Illinois Street
Hyatt Regency Chicago	C-Yellow	Curbside on Wacker Drive
Inn of Chicago Magnificent Mile	G-Purple	SE Corner of St. Clair & Erie Streets
InterContinental Chicago Magnificent Mile	D-Green	Upper Illinois Side Door
JW Marriott Chicago	B-Blue	Walk to Residence Inn Curbside on LaSalle Street
Kimpton Gray Hotel	B-Blue	Walk to Residence Inn Curbside on LaSalle Street
Kimpton Hotel Allegro	B-Blue	Walk to Residence Inn Curbside on LaSalle Street
Kimpton Hotel Monaco Chicago	H-Grey	Walk to Wyndham Grand on Wacker Drive
Omni Chicago Hotel	G-Purple	Walk to Warwick Allerton on Huron Street
Radisson Blu Aqua Hotel Chicago	C-Yellow	Walk to Fairmont on Upper Columbus Drive
Renaissance Chicago Downtown Hotel	H-Grey	Front Entrance on Wacker Drive
Residence Inn Chicago Downtown/Loop	B-Blue	Curbside on LaSalle Street
Residence Inn Chicago River North	E-Orange	Walk to Hotel Chicago on State Street
Sheraton Grand Chicago	D-Green	Ballroom Entrance - Driveway
Silversmith Hotel Chicago Downtown	B-Blue	Curbside on Wabash Avenue
SpringHill Suites Downtown/River North	E-Orange	Walk to Hotel Chicago on State Street
Swissôtel Chicago	C-Yellow	Walk to Hyatt Regency – Curbside on Wacker Drive
Virgin Hotels Chicago	H-Grey	Walk to Wyndham Grand on Wacker Drive
Warwick Allerton – Chicago	G-Purple	Curbside on Huron Street
Wyndham Grand Chicago Riverfront	H-Grey	Front Entrance on Wacker Drive