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**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**7:00 AM - 5:00 PM**

**S100 Lobby - Seating Area**

**McCormick Place: S100 Lobby**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

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## **Logistics**

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### **Setup - McCormick Place**

***Ready By:***

**Thursday, October 17, 2019 @ 3:00 PM**

**Note**

Please provide banquet rounds with chairs and linens.

**Friday, October 18, 2019**

**7:00 AM - 9:00 AM**

**Short Course Faculty Breakfast**

**McCormick Place: S103a, S103bc, S103d**

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**Function Type:** Workshop

**Estimated Attendance:** 30

**Room Set:** Banquet

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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### Contacts

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**Contact:** Pauline Charbogne

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

As set on Friday, Oct. 18 at 12:00 pm

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#### Food And Beverage - Savor

**Ready By:**

**Friday, October 18, 2019 @ 6:45 AM**

Note

MIDTOWN CONTINENTAL @ \$23.00++ per person  
Display of Petite Blueberry Muffins, All Butter Croissants,  
Chocolate Chip Scones, Raspberry Danish and Cinnamon Rolls  
Sliced Seasonal Fruit with Berries  
Served with House Made Seasonal Jam and Whipped Butter  
Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea

All prices are subject to 21.50% service charge and 10.50% sales taxes.

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**7:00 AM - 5:00 PM**

**Speaker Ready Room**

**McCormick Place: N229**

---

**Function Type:** Office  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** A-MA200-A135

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### Contacts

**Contact:** Kyle Hayden

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### Logistics

#### General Notes - SfN

**Ready By:**  
**Thursday, October 17, 2019 @ 8:00 AM**

Note  
Hours: Fri, Oct 18 - Wed, Oct 23, 7:00am - 5:00pm

---

#### Setup - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 8:00 AM**

Note  
(13) 6'x30" skirted tables  
(34) Chairs  
(1) Water cooler with cups. Refill as needed.  
(4) Keys

\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00pm\*\*

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
(2) 55" LED screens for dynamic posters -must be the exact same screens as on the poster floor.

Place per diagram

\*\*Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00pm\*\*

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#### Electrical - The Expo Group (TEG)

**Ready By:**  
**Thursday, October 17, 2019 @ 8:00 AM**

Note  
(13) 3 outlet drops per diagram

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#### Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note

(8) PC laptops - must be the same as in the session rooms  
(2) Mac PC & Monitor - NOTE: Must be full size Macs

**\*\*Remain as set on a 24-hour basis through Wednesday, Oct. 23  
at 5:00pm\*\***

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**7:30 AM - 6:00 PM**

**Coat & Luggage Check**

**McCormick Place: Coat Check - Level 1, Main Entrance**

---

**Function Type:** Other

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MO200-A201

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### **Contacts**

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**Contact:** Dawn Keane

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### **Logistics**

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#### **Setup - Savor**

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

Note

Fri, Oct 18 - 7:30 am - 7:00 pm

Sat, Oct 19 - 7:30 am - 10:00 pm

Sun, Oct 20 - Tues, Oct 22, 7:30am - 7:00pm

Wed, Oct 23, 7:30am - 6:00pm

Cash Coat /Luggage Check Services

CASH COAT CHECK:

Attendees will pay \$3 per coat and \$4 for luggage

Min Revenue \$25,330 quoted to SfN

**Friday, October 18, 2019**

**8:00 AM - 5:00 PM**

**2019 MCCS Molecular and Cellular Cognition Society Symposium**

**McCormick Place: N228**

---

**Function Type:** Satellite  
**Estimated Attendance:** 400

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

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### Contacts

**Contact:** Sharon Bowles

**Alt Contact:** Ted Abel  
**Organizer Email:** ted-abel@uiowa.edu

---

### Logistics

#### Setup - McCormick Place

**Ready By:**  
**Friday, October 18, 2019 @ 7:00 AM**

**Note**  
As set on Saturday, October 19 at 9:00 a.m.

- (2) 6' Skirted registration tables w/(2) chairs each inside the room against the back wall
- (2) 6' Skirted registration tables w/(2) chairs each outside of the room

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Friday, October 18, 2019 @ 7:00 AM**

**Note**  
Organizer will use the preset items:  
(1) Screen  
(1) Data Projector w/cart  
(1) Switcher  
(1) Laser pointer  
(1) Timer

---

#### Audio/Visual - McCormick Place

**Ready By:**  
**Friday, October 18, 2019 @ 7:00 AM**

**Note**  
Organizer will use the preset items:  
(1) Lectern microphone  
(1) Table microphone  
Computer audio required

---

#### Food And Beverage - Savor

**Ready By:**  
**Friday, October 18, 2019 @ 7:00 AM**

**Note**  
Please contact satellite organizer directly for food and beverage requirements.  
Organizer to pay Savor directly for all f&b charges.

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**8:00 AM - 5:00 PM**

**Charging Stations**

**McCormick Place**

---

**Function Type:** Other  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** No

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### **Contacts**

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**Contact:** Allison Burns

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### **Logistics**

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#### **General Contractor - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 3:00 PM**

Note  
Charging Stations:  
(2) Hall A  
(1) Level 2.5

---

#### **Electrical - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 3:00 PM**

Note  
(3) 110V 20 amp drops at each of the charging stations. (Hall A, Level 2. 5)



**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**8:00 AM - 5:00 PM**

**Child Care - KiddieCorp**

**McCormick Place: S504a, S504bc**

**Function Type:** Other

**Estimated Attendance:** 50

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A202

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## Logistics

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### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 5:00 PM**

**Note**

Registration area - right outside the entrance of S504ABC:

(1) 6' long table (skirted, no pins) with (2) chairs

(1) Easel next to the table

(1) Small trash can next to table

\*Provided by KiddieCorp

S504A (ages 6 months-2 years old)

(1) Covered diaper pail or lined trash can with cover, with extra trash bags

(1) large trash can

(2) cribs with bedding\*

(2) high chairs\*

(4) 6' tables (skirted, no pins) placed against the wall

(5) large sheets\*

(5) chairs

Empty diaper pail every 2-3 hours.

Tape or cover electrical outlets.

\*\*Air wall between A and BC halfway closed\*\*

Room S504BC (ages 3-12 years old)

(3) 5' round tables (covered with taped down plastic)

(8) Chairs around each table

(4) 6' tables (skirted, no pins) placed against the wall

(2) large trash cans

Check trash twice a day. Vacuum each evening.

\*Remain as set on a 24-hour basis through Wednesday, October 23 at 6:00 p.m.

---

### General Contractor - The Expo Group (TEG)

**Ready By:**

**Friday, October 18, 2019 @ 10:00 AM**

**Note**

S504A

(2) Mini-refrigerators

S504BC

(4) power strips, one placed on each 6' table to charge devices.

\*Remain as set on a 24-hour basis through Wednesday, October

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Friday, October 18, 2019 @ 12:00 PM**

Note  
S504BC  
(1) Flip chart with paper and marking pens  
(1) TV/DVD Player

\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 6:00 p.m.

---

### Telecom - McCormick Place

**Ready By:**  
**Friday, October 18, 2019 @ 10:00 AM**

Note  
S504BC  
(1) In-house telephone with extensions posted in both rooms.  
S504BC = (312) 791-6809

\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 6:00 p.m.

---

### Food And Beverage - Savor

**Ready By:**  
**Friday, October 18, 2019 @ 10:00 AM**

Note  
S504A  
(1) Water station (ice, water, napkins, and paper cups)  
(2) Hot Water Airpots replenished every 2-3 hours for warming up bottles  
(4) Bowls for warming up bottles

S504BC  
(3) Tablecloths (5' round)

(1) Water station (ice, water, napkins, and paper cups)

\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 6:00 p.m.

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**8:00 AM - 5:00 PM**

**Freight/Shipping**

**McCormick Place: S400b**

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**Function Type:** Office

**Billing Group:** SfN Master

**Meeting Planner:** Christine Corkran

**Post:** No

**Cost Center:** A-MO200-A201

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### **Contacts**

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**Contact:** Paul Troxell

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### **Logistics**

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#### **Setup - McCormick Place**

**Ready By:**

**Friday, October 18, 2019 @ 6:00 AM**

Note

- (1) 6' tables w/ skirts
- (1) 6' tables No skirts
- (4) chairs
- (3) Keys

\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 8:00pm\*\*

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**8:00 AM - 5:00 PM**

**Infant Care Room**

**McCormick Place: S504d**

**Function Type:** Other  
**Room Set:** See Diagram

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

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## Logistics

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### Setup - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 2:00 PM**

Note  
(3) Large Trash Cans with Liners.  
(1) Water Cooler with Cups. Do not plug in - water cannot be cold. Refill as needed.  
(1) Skirted 6'x30" table inside the entrance.  
Empty diaper pail every 2-3 hours.  
Tape or cover electrical outlets.  
Check trash twice a day. Vacuum each evening.

**\*\*See Diagram\*\***

---

### General Contractor - The Expo Group (TEG)

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
(5) 10'x10' Hard-walled cubicles  
(5) Trash Cans (1) in each cubicle  
(7) Arm Chairs – 5 placed inside cubicles, and 2 in the common area  
(7) Vibe cubes – 5 placed inside cubicles, and 2 in the common area  
(1) Arm Sofa  
(2) Coffee/Regis Bench Tables – as set per diagram  
(6) Changing tables w/pads– 5 placed inside cubicles and 1 in the common area  
(1) Large diaper pail – placed next to changing table in common area  
Keyed lockers - placed along wall in common area

TEG to Purchase and Assemble the Following:  
(6) Delta Children Eclipse Changing Tables with Pads, Espresso Cherry by Delta Children- available at Walmart Item #550187513 @ \$107.99 each.

**\*\*See Diagram\*\***

**\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 5 p.m.**

---

### Electrical - The Expo Group (TEG)

**Ready By:**  
**Thursday, October 17, 2019 @ 7:00 AM**

Note  
(5) Electrical outlets - one (1) in each cubicle

**Friday, October 18, 2019**

**8:00 AM - 5:00 PM**

**Neuroscience of Movement Disorders**

**McCormick Place: N227A, N227B**

---

**Function Type:** Satellite

**Estimated Attendance:** 60

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### Contacts

**Contact:** Sharon Bowles

**Alt Contact:** Yeimidy Lagunas

**Organizer Email:** ylagunas@movementdisorders.org

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Friday, October 18, 2019 @ 8:00 AM**

**Note**

As set on Saturday, October 19 at 9 am.

**Add:**

(2) Skirted 6' registration tables outside of the room with (4) chairs.

(1) Easel

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

**Note**

Organizer will use the preset items:

(1) Screen

(1) Data projector w/cart

(1) Speaker timer

(1) Laser pointer

(1) Switcher

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

**Note**

Organizer will use the preset items:

(1) Lectern microphone

(1) Table microphone

(2) Floor microphones

Computer audio required

**Add:**

(1) Lavalier microphone

---

#### Food And Beverage - Savor

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

**Note**

Please contact satellite organizer directly for food and beverage requirements.

Organizer to pay Savor directly for all f&b charges.



**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**8:00 AM - 5:00 PM**

**Prayer Room**

**McCormick Place: N132**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MO200-A201

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## **Logistics**

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### **General Notes - SfN**

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

Note

Hours -

Friday, Oct 18 - Tuesday, Oct 22, 8:00am - 6:00pm

Wed, Oct 23, 8:00am - 5:00pm

---

### **Setup - McCormick Place**

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

Note

(4) 6' skirted tables

(10) chairs



**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**8:00 AM - 5:00 PM**

**President's Room**

**McCormick Place: N126**

---

**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

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## Logistics

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### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 8:00 AM**

Note

(2) Keys

**\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm\*\***

---

### General Contractor - The Expo Group (TEG)

**Ready By:**

**Thursday, October 17, 2019 @ 2:00 PM**

Note

(1) Comfy couch

(1) Comfy chair

(1) Coffee table

**\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm\*\***

**Friday, October 18, 2019**

**8:00 AM - 5:00 PM**

**Press Conference Room Set Up**

**McCormick Place: S501d**

---

**Function Type:** Other

**Estimated Attendance:** 52

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MC200-P150

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### Contacts

**Contact:** Matt Windsor

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### Logistics

#### General Notes - SfN

**Ready By:**

**Friday, October 18, 2019 @ 9:00 AM**

Note

Hours: Sat, Oct 19 - Tue, Oct 22, 8:00am - 3:00pm

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#### Setup - McCormick Place

**Ready By:**

**Wednesday, October 16, 2019 @ 5:00 PM**

Note

Set room theater style with center aisle for (52)

Stage per diagram

Head table for (6) - (2) 8' Tables with 3 chairs each

(1) Standing Lectern

(1) 8' skirted table and (3) chairs for materials and staff

(1) 8' skirted table with (1) chair for audio tech

(1) 6' skirted table and (2) chairs for Multiview (web casting vendor)

(1) Easel

(1) Wastebasket

Water service at the head table for each press conference. A schedule will be provided closer to the meeting.

(1) Water Cooler with cups in rear of room. Refill as needed.

Preset room lights out over screen

8' x 6' x 24" riser in the back of the room so cameraman is level with the speakers in front.

**\*\*Remain as set on an 24-hour basis through Tuesday, October 22 at 3:00pm\*\***

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Thursday, October 17, 2019 @ 2:00 PM**

Note

- (1) Screen
- (1) Data Video Projector
- (1) Laser pointer
- (1) Remote to advance slides
- (1) Speaker Timer

(2) Light trees (additional room lighting for filming).  
Preset Room Lights out over Screen

NOTE: PLEASE HAVE A TECH NEAR BY IN CASE ONE IS NEEDED DURING THE RECORDING TIMES.

NOTE: Video recording will be done by MultiView.

\*\*Remain as set on an 24-hour basis through Tuesday, October 22 at 3:30pm\*\*

---

### Audio/Visual - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 2:00 PM**

Note

- (1) Lectern Microphone
- (1) Lavalier Microphone (front, stage left)
- (6) Table Microphones, push to talk
- (2) Floor Microphones in center aisle

(1) Mult box (6 channel)

Audio DI for computer playback at lectern.

Sound operator will be required, times TBD.

\*\*Remain as set on a 24-hour basis through Tuesday, October 22 at 3:30pm.\*\*

---

### Electrical - The Expo Group (TEG)

**Ready By:**  
**Wednesday, October 16, 2019 @ 5:00 PM**

Note

- (1) 110v, 20amp drop at camera platform,
- (1) 110v, 20amp drop at Lt trees
- (1) 110V, 20amp drop at audio table
- (1) 110V, 20amp drop at Stage
- (1) 110V, 20amp drop at projector

(1) Power strip - leave at SfN table

\*\*Remain as set on an 24-hour basis through Tuesday, October 22 at 8:00pm\*\*

---

### Telecom - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 8:00 AM**

Note

(5) additional IP addresses

(1) Wired connection at webcasting table.  
g NetDedicated (Dedicated 5 Mbps w/5 IP addresses) - for web casting.

**\*\*Remain as set on a 24-hour basis through Tuesday, October 22 at 8:00pm.\*\***

---

## **Computer - Atlantic Images & Sound - Computers**

***Ready By:***

**Friday, October 18, 2019 @ 5:00 PM**

Note

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

**Friday, October 18, 2019**

**8:00 AM - 5:00 PM**

**Production Transportation Staff Training Meeting**

**McCormick Place: S503b**

---

**Function Type:** Meeting

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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## **Logistics**

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### **General Notes - SfN**

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

Note

As Set on Thursday, October 17.

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### **Audio/Visual - McCormick Place**

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

Note

Will not use microphones as set.

**Friday, October 18, 2019 - Thursday, October 24, 2019**

**8:00 AM - 11:59 AM**

**Security Office**

**McCormick Place: S400c**

---

**Function Type:** Office

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** No

**Cost Center:** A-MO200-A705

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### Contacts

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**Contact:** Allison Burns

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Monday, October 14, 2019 @ 6:00 AM**

Note

In front section of room:

(2) Banquet Rounds

(16) Chairs

(4) Keys

In back section of room

(4) 6'x30" Tables

(8) Chairs

**\*\*Remain as set on an 24-hour basis through Friday, October 25 at 5:00pm\*\***

---

#### Telecom - McCormick Place

**Ready By:**

**Monday, October 14, 2019 @ 7:00 AM**

Note

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

**\*\*Remain as set on an 24-hour basis through Thursday, October 25 at 5:00pm\*\***

**Friday, October 18, 2019**

**8:00 AM - 6:00 PM**

**Short Course 2: Quantifying Behavior as a Lens Into the Brain**

**McCormick Place: S100BC**

---

**Function Type:** Workshop

**Estimated Attendance:** 225

**Set For:** 225

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A173-UR

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## Contacts

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**Contact:** Maya Sapiurka

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## Logistics

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### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

Set classroom style for (200) with (2) chairs at each table. If tables are not in good condition, please drape.

Skirted head table with (2) chairs on riser

(1) Standing lectern with light stage right

(2) Easel

(1) 6' x 30" skirted registration tables with (2) chairs outside room

(2) Wastebaskets. 1- outside room by registration tables and 1- in back of room.

(1) Water cooler in back of meeting room with disposable cups

Water service for lectern

Lights: preset room lights out over screen

---

### General Contractor - The Expo Group (TEG)

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

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

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

Note

(2) Large Screens

(2) Data Projectors

---

### Audio/Visual - McCormick Place

**Ready By:**  
**Friday, October 18, 2019 @ 7:00 AM**

Note  
(1) Lectern microphone  
(2) floor microphones  
(1) Audio DI for Computer Playback under 6' table for computer audio required

---

### **Electrical - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
(1) 110V, 20amp drop at head table (stage)  
(2) 110V, 20amp drops, 1 at each projector

---

### **Computer - Atlantic Images & Sound - Computers**

**Ready By:**  
**Friday, October 18, 2019 @ 7:00 AM**

Note  
(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.  
  
Laptop should have wireless card.



**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**8:00 AM - 5:00 PM**

**Society Conference Room**

**McCormick Place: N127**

---

**Function Type:** Office

**Set For:** 16

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Christine Corkran

**Post:** Yes

**Cost Center:** A-OV200-A140

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### **Contacts**

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**Contact:** Stephanie Schlueter

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### **Logistics**

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#### **Setup - McCormick Place**

**Ready By:**

**Friday, October 18, 2019 @ 7:00 AM**

Note

Set conference style for (10)

Please use table cloths to cover table

(4) Chairs set to the side

(1) Wastebasket

(3) Keys

**\*\*Remain as set on an 24-hour basis through Wednesday, Oct 23 at 5:00pm\*\***

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#### **General Contractor - The Expo Group (TEG)**

**Ready By:**

**Saturday, October 19, 2019 @ 11:00 AM**

Note

Provide nice greenery for room once room is set

**Friday, October 18, 2019**

**8:00 AM - 5:00 PM**

**Volunteer Lounge Set-Up**

**McCormick Place: Level 2.5 Lounge**

---

**Function Type:** Office

**Estimated Attendance:** 20

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-DV200-A150

---

### Contacts

**Contact:** Regan Lear

---

### Logistics

#### Setup - McCormick Place

**Ready By:**

**Wednesday, October 16, 2019 @ 8:00 AM**

Note

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

\*\*Remain as set on an 24-hour basis through Wednesday, Oct. 23 at 5:00pm\*\*

---

#### General Contractor - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 16, 2019 @ 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

- (1) Conference style table for 10 with chairs
- (2) Task Chairs for the Entrance area
- (1) Wastebasket
- (1) Recycling bin
- (2) Easels

\*\*Remain as set on an 24-hour basis through Wednesday, Oct. 23 at 5:00pm\*\*

---

#### Food And Beverage - Savor

**Ready By:**

**Friday, October 18, 2019 @ 8:00 AM**

Note

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$54.50 per gallon - - PLEASE SERVE IN SMALL URN OR CARAFE FOR SMALL GROUP

Bottled Water @ \$3.25++ each, charged on consumption  
Assorted Sodas @ \$3.25++ each, charged on consumption

Please provide cups and ice

Plus 21.5% service charge and 13% sales taxes.

**Friday, October 18, 2019**

**8:30 AM - 6:00 PM**

**Short Course 1: Neural Prosthetics and Brain Machine Interfaces**

**McCormick Place: S100A**

---

**Function Type:** Workshop  
**Estimated Attendance:** 225  
**Set For:** 225  
**Room Set:** School Room

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** Yes  
**Cost Center:** A-AT200-A173-UR

---

**Contacts**

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**Contact:** Pauline Charbogne

---

**Logistics**

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**Setup - McCormick Place**

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
Set classroom style for (240) with (2) chairs at each table. If tables are not in good condition, please drape.

Set stage per diagram  
Skirted head table with (6) chairs on riser

(1) Standing lectern with light stage left  
(2) Easels  
(1) 6'x30" skirted registration tables with (2) chairs outside room

(2) Wastebaskets. Place one outside room by registration tables and one in back of room.

(1) Water cooler in rear of meeting room with disposable cups.  
Water service for lectern/head table

Lights: preset room lights out over screen

---

**General Contractor - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

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

---

**Audio/Visual - Atlantic Images & Sound - AV**

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
(2) Large Screens  
(2) Data Projector

---

**Audio/Visual - McCormick Place**

**Ready By:**  
**Friday, October 18, 2019 @ 7:00 AM**

Note  
(1) Lectern microphone  
(2) floor microphones  
(1) Audio DI for Computer Playback under 6' table for computer  
Computer audio required

---

### **Electrical - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
(1) 110V, 20amp drop at head table (stage)  
(2) 110V, 20amp drops, 1 at each projector

---

### **Computer - Atlantic Images & Sound - Computers**

**Ready By:**  
**Friday, October 18, 2019 @ 7:00 AM**

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

**Friday, October 18, 2019**

**9:00 AM - 5:00 PM**

**Shuttle Drop Off Area**

**McCormick Place**

---

**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-MO200-A201

---

## Contacts

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**Contact:** Jennifer Gross

---

## Logistics

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### General Contractor - The Expo Group (TEG)

**Ready By:**

**Friday, October 18, 2019 @ 10:00 AM**

**Note**

Outside Gate 2 on Side Walk  
(5) 8'x24" tables  
(10) chairs

Gate 26 & 27

(1) 8'x24" table at each gate  
(2) Chairs at each gate

**\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 6:00pm\*\***

**Friday, October 18, 2019**

**9:00 AM - 1:00 PM**

**Temporary Personnel Training**

**McCormick Place: N230B**

---

**Function Type:** Meeting

**Estimated Attendance:** 100

**Room Set:** Theater

**Billing Group:** SfN Master

**Meeting Planner:** Stephanie Embrey

**Post:** No

**Cost Center:** A-MO200-A708

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### **Contacts**

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**Contact:** Stephanie Embrey

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### **Logistics**

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#### **General Contractor - SfN**

**Ready By:**

**Friday, October 18, 2019 @ 8:00 AM**

Note

As set Sunday, October 13 at 1:00 pm.

---

#### **Audio/Visual - McCormick Place**

**Ready By:**

**Friday, October 18, 2019 @ 8:00 AM**

Note

(1) Lectern microphone

**Friday, October 18, 2019**

**11:30 AM - 2:30 PM**

**Staff Meal Room -Friday**

**McCormick Place: Staff Meal Room - Hall A**

---

**Function Type:** Other

**Estimated Attendance:** 70

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

---

## Contacts

**Contact:** Christine Corkran

---

## Logistics

### Food And Beverage - Savor

**Ready By:**

**Friday, October 18, 2019 @ 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 @ \$54.50++ per gallon

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

The Deli Buffet at \$37.00 per person

Creamy Broccoli and Cheddar Soup

SALAD BAR: Mixed Greens, Grape Tomatoes, Shredded Carrots, Broccoli Florets, Green Peas, Shredded Cheddar, Crumbled Bleu Cheese, Chopped Applewood Bacon and House Made Croutons, Oil & Vinegar, Ranch Dressing, Bleu Cheese Dressing and Balsamic Vinaigrette

Assorted bags of Potato Chips

Red Skin Potato Salad with Scallion, Celery Hearty & Pickle Relish

Gourmet Deli Meats and Cheeses

Smoked Turkey Breast, Ham, Roast Beef and Genoa Salami

Wisconsin Cheddar, Swiss and Muenster Cheese

Balsamic Grilled Portobello Mushrooms, Zucchini & Red Pepper

Green leaf Lettuce and Tomato Slices

Selection of Gourmet Breads, Rolls and Butter

Mayonnaise, Mustard, Pepper Rings and Spicy Pickle Chips

Chocolate Chip, Oatmeal Raisin and Peanut Butter Cookies

Assorted Canned Soda (70% diet) @ \$3.25++ each, charged on consumption

Please have Coke products available

Plus 21.50% service charge and 13% sales taxes.



**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**12:00 PM - 5:00 PM**

**Art of Neuroscience**

**McCormick Place: Art of NS - Hall A**

---

**Function Type:** Exhibits

**Estimated Attendance:** 11

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-MO200-A201

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## Contacts

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**Contact:** Jennifer Gross

---

## Logistics

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### General Notes - SfN

**Ready By:**

**Thursday, October 17, 2019 @ 2:00 PM**

**Note**

Exhibit Dates and Hours

Saturday, October 19 – Wednesday, October 23, 10:00am – 4:00 pm

---

### Setup - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 16, 2019 @ 2:00 PM**

**Note**

(11) 10' x 10' draped booths (White back and side rail)

Please provide the following at each booth:

(1) 42" - 6' draped table

(2) Stools

(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, October 23 at 5:00pm\*\*

---

### Electrical - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 16, 2019 @ 3:00 PM**

**Note**

(1) 500 watt electrical drop at each booth

\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm\*\*

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**12:00 PM - 5:00 PM**

**Restaurant Reservations & Metra Desk**

**McCormick Place: Metra & Restaurant Desks - Level 2.5 S**

---

**Function Type:** Other  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes  
**Cost Center:** A-MS100

---

## Logistics

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### General Contractor - The Expo Group (TEG)

**Ready By:**  
**Thursday, October 17, 2019 @ 1:00 PM**

Note  
Metra Help Desk  
(1) 6' Counter per diagram with header to read: Metra  
(2) Stools  
(1) Wastebasket  
  
Restaurant Reservations  
(1) 6' Counter per diagram with headers to read: Restaurant Reservations  
(2) Stools  
(1) Wastebasket  
  
FRIDAY ONLY - Housing and membership will use Metra Help Desk.  
(2) easels for the signs indicating Housing and Membership

---

### Electrical - The Expo Group (TEG)

**Ready By:**  
**Thursday, October 17, 2019 @ 10:00 AM**

Note  
(2) 120v/20 amp circuits with power strips - one under each table/counter.  
  
\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 pm\*\*

---

### Telecom - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 5:00 PM**

Note  
Metra Help Desk  
(1) single line with instrument, restricted, number per roster.  
  
Restaurant Reservations  
(1) single line with instrument, unrestricted, number per roster.  
  
\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 pm\*\*

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**12:00 PM - 5:00 PM**

**Safe Room**

**McCormick Place: N134**

---

**Function Type:** Other

**Estimated Attendance:** 10

**Room Set:** Banquet

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** Yes

**Cost Center:** A-OV200-A140

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### Contacts

**Contact:** Jenna Gaffney

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Thursday, October 17, 2019 @ 5:00 PM**

Note

Hours: Saturday, October 19 - Wednesday, October 23, 8:00a - 5:00 pm daily.

---

#### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 5:00 PM**

Note

(3) banquet rounds with chairs  
(1) 6' skirted table with 2 chairs near the door  
(2) 6' skirted tables for materials along side wall

**\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00pm\*\***

---

#### Telecom - McCormick Place

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

(1) Single line with instrument, local only - no long distance.  
Install at 6' table near the door.  
See telephone roster for number.

**\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00pm\*\***

**Friday, October 18, 2019**

**12:00 PM - 1:00 PM**

**Short Course 2 Lunch**

**McCormick Place: S103a, S103bc, S103d**

---

**Function Type:** Workshop

**Estimated Attendance:** 225

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A173-UR

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## Contacts

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**Contact:** Maya Sapiurka

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## Logistics

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### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 11:45 AM**

Note

Banquet rounds of 10 for 220

(1) Easel

(4) Wastebaskets

---

### Food And Beverage - Savor

**Ready By:**

**Friday, October 18, 2019 @ 11:45 AM**

Note

BOX SANDWICHES • \$28.00

Served with Bag of Gourmet Potato Chips

Farfalle Pasta Salad

Chocolate Chip Cookie

Water and Assorted Canned Soda (70% diet) @ \$3.25++ each, charged on consumption.

NOTE: Provide 20% vegetarian, a few gluten free options and breakdown the rest based on catering department experience with groups of this size.

All prices are subject to 21.5% service charge and 13% sales taxes.

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**12:00 PM - 5:00 PM**

**Shuttle Information**

**McCormick Place: Shuttle Info - West Transportation Lobby**

---

**Function Type:** Other  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** Yes  
**Cost Center:** A-MO200-A201

---

**Contacts**

---

**Contact:** Jennifer Gross

---

**Logistics**

---

**Setup - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 10:00 AM**

Note  
(1) Custom Counter - see structural renderings  
(2) 6'x30" skirted tables  
(3) chairs  
(2) wastebaskets

Header to read: SfN Hotel Shuttle Information

\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 6:00pm\*\*

---

**Electrical - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 1:00 PM**

Note  
(2) 120v/20 amp circuits with power strips - one on each side

\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm\*\*

---

**Telecom - McCormick Place**

**Ready By:**  
**Friday, October 18, 2019 @ 12:00 PM**

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

\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm\*\*

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**12:00 PM - 5:00 PM**

**Shuttle Office**

**McCormick Place: Shuttle Office - West Transportation Lobby**

---

**Function Type:** Other

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-MO200

---

### **Contacts**

---

**Contact:** Jennifer Gross

---

### **Logistics**

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#### **General Contractor - The Expo Group (TEG)**

**Ready By:**

**Wednesday, October 16, 2019 @ 8:00 AM**

Note

Build Shuttle Office per diagram

(4) Keys for door

(Contact: Karin Keidser, Production Transport)

(4) 6'x30" Tables

(6) Chairs

(2) Wastebaskets

\*\*Remain as set on a 24-hour basis through Wednesday,  
October 23 at 7:00pm\*\*

---

#### **Electrical - The Expo Group (TEG)**

**Ready By:**

**Wednesday, October 16, 2019 @ 10:00 AM**

Note

(1) 120v/15 amp drop

\*\*Remain as set on a 24-hour basis through Wednesday,  
October 23 at 5:00 pm\*\*

**Friday, October 18, 2019**

**12:20 PM - 1:20 PM**

**Short Course 1 Lunch**

**McCormick Place: S102a, S102bc, S102d**

---

**Function Type:** Workshop

**Estimated Attendance:** 225

**Room Set:** Banquet

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A173-UR

---

## Contacts

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**Contact:** Pauline Charbogne

---

## Logistics

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### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 3:45 PM**

Note

Banquet rounds of 10 for 220

(1) Easel

(4) Wastebaskets

---

### Food And Beverage - Savor

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

BOX SANDWICHES • \$28.00

Served with Bag of Gourmet Potato Chips

Farfalle Pasta Salad

Chocolate Chip Cookie

Water and Assorted Canned Soda (70% diet) @ \$3.25++ each, charged on consumption.

NOTE: Provide 20% vegetarian, a few gluten free options and breakdown the rest based on catering department experience with groups of this size.

All prices are subject to 21.5% service charge and 13% sales taxes.

**Friday, October 18, 2019**

**12:30 PM - 7:00 PM**

**Advances in Motor Learning and Motor Control**

**McCormick Place: S104a, S104b**

---

**Function Type:** Satellite  
**Estimated Attendance:** 300  
**Room Set:** As Set

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

---

### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Alaa Ahmed  
**Organizer Email:** alaa@colorado.edu

---

### Logistics

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#### Setup - McCormick Place

**Ready By:**  
**Friday, October 18, 2019 @ 11:30 AM**

**Note**  
As set on Saturday, October 19 at 1:00 p.m.

**Add:**  
(1) 6' Skirted registration table w/(2) chairs outside of the room

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Friday, October 18, 2019 @ 11:30 AM**

**Note**  
Organizer will use the preset items:  
(1) Screen  
(1) Data Projector w/cart

---

#### Audio/Visual - McCormick Place

**Ready By:**  
**Friday, October 18, 2019 @ 11:30 AM**

**Note**  
Organizer will use the preset items:  
(1) Lectern microphone  
(1) Table microphone  
(2) Floor microphones

---

#### Food And Beverage - Savor

**Ready By:**  
**Friday, October 18, 2019 @ 11:30 AM**

**Note**  
Please contact satellite organizer directly for food and beverage requirements.  
Organizer to pay Savor directly for all f&b charges.

---



**Friday, October 18, 2019**

**1:00 PM - 6:00 PM**

**Short Course 3: Cultivating Professionalism and Excellence in the Research Landscape**

**McCormick Place: S106a, S106b**

---

**Function Type:** Workshop  
**Estimated Attendance:** 100  
**Set For:** 100  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** Yes  
**Cost Center:** A-AT200-A174-UR

---

**Contacts**

---

**Contact:** Maya Sapiurka

---

**Logistics**

---

**Setup - McCormick Place**

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
Set stage per diagram  
  
Head Table for (4), no more than 3 per 8' table  
Crescent Round Style for (100)  
  
(1) Standing Lectern  
(2) Easels  
(1) 6'x30" skirted registration tables with (2) chairs outside room  
(2) Wastebaskets. Place outside room by registration tables  
  
Riser in the back of room so cameraman is level with the speakers in front, set per diagram  
  
(1) Water cooler in rear of meeting room with disposable cups  
  
Ice water and glasses at standing lectern and head table  
  
Lights: preset room lights out over screen

---

**General Contractor - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
(1) 6' x 24"x 42' table, white top/black skirt set perpendicular between head table and standing lectern.  
  
NOTE: Place navy drape on stage for video recording

---

**Audio/Visual - Atlantic Images & Sound - AV**

**Ready By:**  
**Friday, October 18, 2019 @ 12:00 PM**

Note  
(1) Screen  
(1) Data Projector  
100' vga  
  
(1) Flipchart w/markers  
  
(1) Projectionist @12:30 pm - 6:00 pm  
  
NOTE: Stage lighting and up-lighting on a dimmer

---

### Audio/Visual - McCormick Place

**Ready By:**  
**Friday, October 18, 2019 @ 12:00 PM**

Note  
(1) Lectern microphone  
(2) Table microphones at head table  
(2) Floor microphones  
(2) Handheld wireless microphones  
(1) Audio DI for Computer Playback under 6' table for computer  
Computer audio required  
  
(1) Sound operator @ 12:30 pm - 6:00 pm  
  
Audio to the camera riser. Audio connection should not be run  
next other cables.

---

### Audio/Visual - Vendor - Other

**Ready By:**  
**Friday, October 18, 2019 @ 12:00 PM**

Note  
\*\*Session will be video recorded\*\*  
  
SEE RECORDING SPREADSHEET FOR DETAILS To be  
recorded by M2.

---

### Electrical - The Expo Group (TEG)

**Ready By:**  
**Friday, October 18, 2019 @ 2:00 PM**

Note  
(1) 110V, 20amp drop at camera riser  
(1) 110V, 20amp drop at headtable  
(1) 110V, 20amp drop at projector

---

### Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Friday, October 18, 2019 @ 12:00 PM**

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

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**2:00 PM - 5:00 PM**

**Attendee Seating Areas & Public Spaces**

**McCormick Place**

---

**Function Type:** Other  
**Room Set:** See Diagram

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

---

## Logistics

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### Setup - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 10:00 AM**

**Note**

Please place as many tables and chairs as possible in public areas as seating areas for attendees. Seating should be placed in areas not already utilized and so that they don't interfere with traffic flow.

Place additional tables at entrance of Hall B, Registration Area-Hall A, and back of Hall A per diagram.

**\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm\*\***

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**2:00 PM - 5:00 PM**

**Certificate of Attendance**

**McCormick Place: Certificate of Attendance - West Transportation Lobby**

---

**Function Type:** Registration

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Morrow

**Post:** Yes

**Cost Center:** A-MA200-A202

---

**Logistics**

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**General Notes - SfN**

**Ready By:**

**Friday, October 18, 2019 @ 1:00 PM**

Note

Fri, Oct. 18, 2:00pm - 6:00pm, Sat, Oct. 19 - Tues, Oct. 22,  
7:30am - 6:00pm, Wed, Oct. 23, 8:00am - 5:00pm

---

**Setup - Convention Data Services (CDS)**

**Ready By:**

**Friday, October 18, 2019 @ 10:00 AM**

Note

(3) CDS Terminals  
(1) CDS Printer

---

**General Contractor - The Expo Group (TEG)**

**Ready By:**

**Thursday, October 17, 2019 @ 5:00 PM**

Note

(1) Custom counter - see structural renderings  
(3) bar stools  
6' table behind counter  
Header: Certificate of Attendance

---

**Electrical - The Expo Group (TEG)**

**Ready By:**

**Thursday, October 17, 2019 @ 5:00 PM**

Note

Total AMPS 10  
One Quad box

---

**Telecom - McCormick Place**

**Ready By:**

**Thursday, October 17, 2019 @ 5:00 PM**

Note

(1) CDS VLAN drop.

---

**Computer - Atlantic Images & Sound - Computers**

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

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

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**2:00 PM - 5:00 PM**

**Express Badge PickUp**

**McCormick Place: Express Badge Pick-up #1 - Hall A , Express Badge Pick-up #2 - Level 2.5 S , Express Badge Pick-up #3 - West Trans. Lobby**

**Function Type:** Registration

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Stephanie Embrey

**Post:** Yes

**Cost Center:** A-MO200-A708

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## Contacts

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**Contact:** Stephanie Embrey

---

## Logistics

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### General Notes - SfN

**Ready By:**

**Thursday, October 17, 2019 @ 3:00 PM**

Note

Hours for Express Badge Pick-up in  
West Transportation Lobby  
Fri., Oct. 18, 2:00pm - 5:00pm

Sat., Oct. 19 and Sun., Oct. 20, 7:30am - 5:00pm

Hours for Express Badge Pick-up in  
Level 2.5S, Fri., Oct.18, 2:00pm - 5:00pm

Sat., Oct. 19 - Mon., Oct. 21, 7:30am - 5:00pm

Hours for Express Badge Pick-up in Hall A  
Sat., Oct. 19 - Wed., Oct. 23, 7:30am - 5:00pm

---

### General Contractor - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 16, 2019 @ 3:00 PM**

Note

At EACH Express Badge Pick-up Location:  
METER BOARD SIGN: stop sign I AM REGISTERED,  
PICK-UP BADGE HERE

Hanging signs above counters to read:

SCAN REGISTRATION CONFIRMATION

W/ARROW DOWN HEADER - Express Badge Pick-up

(2) 6'x30" skirted tables - white tops/black skirt behind  
registration counters

(4) Task chairs - two behind each counter

(2) waste baskets

(2) high stools for line monitors

(2) Attractive large square bins for lanyards

Each computer requires an area 24" wide and 22" deep.

West Transportation Lobby

(6) Kiosks to accommodate one computer facing outward

(2) Registration counters for printers use  
3' high rope and stanchion to create lines  
on each side of counters.  
3' high white pipe/drape between kiosks  
and print stations to the left & right  
20' x 10'- 8' high white draped storage area  
for programs/exhibit guides  
(4) 6' skirted table for programs inside storage  
area, set per diagram

Level 2.5S

(6) Kiosks to accommodate one computer  
facing outward  
(2) Registration counters for printers use  
3" high white pipe and drape or rope to create  
lines on each side of counters.  
3" high white pipe/drape between kiosks and  
print stations to the left and right.

Hall A

(6) Kiosks to accommodate one computer  
facing outward  
(2) Registration counters for printer use  
3' high white pipe and drape or rope to create  
lines on each side of counters.  
3' high pipe and drape between kiosks and  
print stations to the left and right.

(4) Signs - change out as follows:  
West Trans Lobby 5 by 8:00am, Monday, 10/21  
Level 2.5S by 8:00am, Tuesday, 10/22  
Signs to read: COMPUTERS MAY BE USED FOR  
INTERNET ACCESS. PLEASE LIMIT USE TO 10  
MINUTES.

\*\*Remain as set on an 24-hour basis through Wednesday,  
October 23 at 5:00pm\*\*

---

**Electrical - The Expo Group (TEG)**

**Ready By:**  
**Wednesday, October 16, 2019 @ 4:00 PM**

Note

West Trans. Lobby- total AMPS 26  
(4) Quad boxes - one under each counter and under each table.

Level 2.5S - total AMPS 26

(4) Quad boxes - one under each counter and under each table.

Hall A - total AMPS 32

(4) Quad boxes - one under each counter and under each table

\*\*Remain as set on an 24-hour basis through Wednesday,  
October 23 at 5:00pm\*\*

---

**Telecom - McCormick Place**

**Ready By:**  
**Wednesday, October 16, 2019 @ 5:00 PM**

**Note**

(3) CDS VLAN drops - 1 at each location below:  
West Trans. Lobby, Level 2.5S and Hall A.

We will convert these areas into Internet Cafes  
as listed below and use the wireless for this  
purpose:

West Trans Lobby by 8:00am, Monday, 10/21  
Level 2.5S by 8:00am, Tuesday, 10/22

**\*\*Remain as set on an 24-hour basis through Wednesday,  
October 23 at 5:00pm\*\***

---

**Other - Convention Data Services (CDS)**

**Ready By:**  
**Thursday, October 17, 2019 @ 4:00 PM**

**Note**

West Transportation Lobby  
(6) CDS self-registration terminals  
(1) CDS admin. terminals  
(2) CDS printers for badges

Level 2.5S  
(8) CDS self-registration terminals  
(1) CDS admin. terminals  
(4) CDS printers for badges

Hall A  
(6) CDS self-registration terminals  
(1) CDS admin. terminals  
(2) CDS printers for badges

NOTE: Please convert the Express Badge area in  
West Transportation Lobby to an Internet Café by  
8:00am, Monday 10/21

Please convert the Express Badge area in  
Level 2.5S to an Internet Café by 8:00am,  
Tuesday 10/22.

**\*\*Remain as set on an 24-hour basis through Wednesday,  
October 23 at 5:00pm\*\***

**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**2:00 PM - 5:00 PM**

**Recycle Center**

**McCormick Place: Recycle Center - Hall A , Recycle Center - Hall B1**

---

**Function Type:** Other

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

---

## **Logistics**

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### **General Contractor - The Expo Group (TEG)**

***Ready By:***

**Friday, October 18, 2019 @ 10:00 AM**

**Note**

Recycle Bins with 3 large slots for:

Plastics, Aluminum, Glass

Paper

Trash

Place (1) Recycle Bins at each location

Check bins regularly each day to ensure bins to not get too full

***Ready By:***

**Friday, October 18, 2019 @ 10:00 AM**

**Note**

Place Badge Recycling Bins near exits to the building. Make sure the bins have a slot that will fit a badge and that the tops cannot easily be removed.



**Friday, October 18, 2019 - Wednesday, October 23, 2019**

**2:00 PM - 5:00 PM**

**SfN Information Booths**

**McCormick Place: SfN Info Booths - Gate 3 Lobby, Hall A Lobby, Guest Svc Desk**

**Function Type:** Other  
**Room Set:** See Diagram

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

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**Contacts**

**Contact:** Liz Rumsey

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**Logistics**

**General Notes - SfN**

**Ready By:**  
**Thursday, October 17, 2019 @ 8:00 AM**

Note  
Fri, Oct 18, 2:00pm - 6:00pm  
Sat, Oct 19 - Tues, Oct 22, 7:30am - 6:00pm  
Wed, Oct 23, 8:00am - 5:00pm

NOTE: There will (3) locations, the 3rd location will be at the Guest Services Desk at the Gate 4 entrance.

---

**General Contractor - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 12:00 PM**

Note  
(2) Information Booths per diagram. Please provide cabinet space for staff personal items. Both booths have display cabinets. Access display cabinet from the inside, not the top.

Header copy: Annual Meeting Information

(3) Stools at each booth  
(2) Wastebaskets at each booth

FLORAL  
Put one small vase with a few flowers

\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm\*\*

---

**Electrical - The Expo Group (TEG)**

**Ready By:**  
**Thursday, October 17, 2019 @ 2:00 PM**

Note  
Electrical for computer and monitor at each of the two locations.

(1) Power strip at each location

\*\*Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm\*\*

---

## Telecom - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 4:00 PM**

Note  
(2) Single lines with instrument, (1) at each location with Local calls only, numbers per phone roster

SfN staff may use the phone at the Guest Services Desk.

\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00pm\*\*

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Friday, October 18, 2019 @ 8:00 AM**

Note  
(2) Computers with wireless cards and monitors set on the counters, one at each location.

Please provide (2) iPads, (1) at each station. Secure iPads on top of the counter so that attendee and staff can view. Please ensure case is correct size of iPad provided.

(1) Laptop for the Guest Services Area

\*\*Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00pm\*\*

**Friday, October 18, 2019**

**3:30 PM - 6:00 PM**

**Short Course 2 - Breakout Session 2: Emerging Questions in Studying Brain and Behavior II**

**McCormick Place: S404d**

---

**Function Type:** Workshop

**Estimated Attendance:** 50

**Set For:** 50

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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### Contacts

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**Contact:** Maya Sapiurka

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

(5) Semi-circle rows of chairs (50), see diagram

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 3:00 PM**

Note

(1) Screen (5 x 8' 9")

(1) Data Projector

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

(1) Lectern microphone

---

#### Electrical - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

(1) 110V, 20 amp drop at projector

**Friday, October 18, 2019**

**3:30 PM - 6:00 PM**

**Short Course 2 - Breakout Session 1: Emerging Questions in Studying Brain and Behavior I**

**McCormick Place: S402b**

---

**Function Type:** Workshop

**Estimated Attendance:** 50

**Set For:** 50

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

---

### Contacts

---

**Contact:** Maya Sapiurka

---

### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

(5) Semi-circle rows of chairs (50), see diagram

(1) Standing Lectern

(1) Easels

(1) Wastebasket in back of room

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 3:00 PM**

Note

(1) Screen

(1) Data Projector

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

(1) Lectern microphone

---

#### Electrical - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

(1) Power strip at lectern

(1) 110V, 20 amp drop at projector

**Friday, October 18, 2019**

**3:30 PM - 6:00 PM**

**Short Course 2 - Breakout Session 3: Methods in Behavioral Analysis I**

**McCormick Place: S404bc**

---

**Function Type:** Workshop

**Estimated Attendance:** 50

**Set For:** 50

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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## Contacts

---

**Contact:** Maya Sapiurka

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## Logistics

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### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

Theater Seating, see diagram

(1) Easel

(1) Wastebasket in back of room

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 3:00 PM**

Note

(5) 55" LCD screens with 16:9 aspect ratio, see diagram for exact location

(5) VGA cables to connect screens to laptops

(5) Stands for screen and laptop

---

### Electrical - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

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

**Friday, October 18, 2019**

**3:30 PM - 6:00 PM**

**Short Course 2 - Breakout Session 4: Methods in Behavioral Analysis II**

**McCormick Place: S404a**

---

**Function Type:** Workshop

**Estimated Attendance:** 50

**Set For:** 50

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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## Contacts

---

**Contact:** Maya Sapiurka

---

## Logistics

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### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

Theater seating for (50), see diagram

(1) Easels

(1) Wastebasket in back of room

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 3:00 PM**

Note

(5) 55" LCD screens with 16:9 aspect ratio, see diagram for exact location

(5) VGA cables to connect screens to laptops

(5) Stands for screen and laptop

---

### Electrical - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

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

**Friday, October 18, 2019**

**4:15 PM - 6:00 PM**

**Short Course 1 Breakout Session 1: Translation to Commercial Devices**

**McCormick Place: S401a**

---

**Function Type:** Workshop

**Estimated Attendance:** 75

**Set For:** 75

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A173-UR

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## Contacts

**Contact:** Pauline Charbogne

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## Logistics

### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

(5) Semi-circle rows of chairs (75), see diagram

(1) Standing Lectern

(1) Easel

(1) Wastebasket in back of room

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 3:00 PM**

Note

(1) Screen

(1) Data Projector

---

### Audio/Visual - McCormick Place

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

(1) Lectern microphone

---

### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, October 17, 2019 @ 1:00 PM**

Note

(1) Power strip at lectern

(1) 110V, 20amp at projector

**Friday, October 18, 2019**

**4:15 PM - 6:00 PM**

**Short Course 1 Breakout Session 2: Neuroethics**

**McCormick Place: S401bc**

---

**Function Type:** Workshop

**Estimated Attendance:** 75

**Set For:** 75

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A173-UR

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## Contacts

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**Contact:** Pauline Charbogne

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## Logistics

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### Setup - McCormick Place

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

- (5) Semi-circle rows of chairs (75), see diagram
  - (1) Standing Lectern
  - (1) Easel
  - (1) Wastebasket in back of room
- 

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 3:00 PM**

Note

- (1) Screen
  - (1) Data Projector
- 

### Audio/Visual - McCormick Place

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

- (1) Lectern microphone
- 

### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, October 17, 2019 @ 1:00 PM**

Note

- (1) Power strip at lectern
- (1) 110V, 20amp at projector



**Friday, October 18, 2019**

**4:15 PM - 6:00 PM**

**Short Course 1 Breakout Session 3: Necessary Precision of Encoding/Decoding Models**

**McCormick Place: S402a**

---

**Function Type:** Workshop

**Estimated Attendance:** 75

**Set For:** 75

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A173-UR

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**Contacts**

---

**Contact:** Pauline Charbogne

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**Logistics**

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**Setup - McCormick Place**

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

(5) Semi-circle rows of chairs (75), see diagram

(1) Standing Lectern

(1) Easel

(1) Wastebasket in back of room

---

**Audio/Visual - Atlantic Images & Sound - AV**

**Ready By:**

**Friday, October 18, 2019 @ 3:00 PM**

Note

(1) Screen

(1) Data Projector

---

**Audio/Visual - McCormick Place**

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

(1) Lectern microphone

---

**Electrical - McCormick Place**

**Ready By:**

**Thursday, October 17, 2019 @ 12:00 PM**

Note

(1) Power strip at lectern

(1) 110V, 20amp at projector

**Friday, October 18, 2019**

**7:00 PM - 9:00 PM**

**Informal Council Gathering**

**McCormick Place: Artechouse Exhibit - B1 Foyer**

---

**Function Type:** Reception

**Estimated Attendance:** 50

**Set For:** 50

**Room Set:** Reception

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** Yes

**Cost Center:** A-MO200-A702-UR

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## Contacts

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**Contact:** Julia Pergande

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## Logistics

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### Setup - McCormick Place

**Ready By:**

**Friday, October 18, 2019 @ 12:00 PM**

Note

VIP Event

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

Please use black linens and votives, if possible.

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Friday, October 18, 2019 @ 5:00 PM**

Note

(1) Audio system with a handheld microphone.

---

### Food And Beverage - Savor

**Ready By:**

**Friday, October 18, 2019 @ 7:00 PM**

Note

Working with Savor on a custom menu.

Hosted bar - beer/wine only.

Glassware service @ \$3.00/person

(1) Bartender @ \$275

Charge on consumption:

Tier 3 Wines @ \$11/glass

Domestic Beer @ \$6.50 each

Import Beer @ \$7.00 each

Bottled Water @ \$3.25 each

Soft Drinks @ \$3.00 each