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**Thursday, October 17, 2019 - Wednesday, October 23, 2019**

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

**Sky Bridge Hours**

**McCormick Place**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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## **Logistics**

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### **General Notes - McCormick Place**

***Ready By:***

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

Note

Please have the sky bridges and connectors open during the following hours:

Monday, October 14 - 7 am to 6 pm

Tuesday, October 15 - 7 am to 6 pm

Wednesday, October 16 - 7 am to 6 pm

Thursday, October 17 - 7 am to 7 pm

Friday, October 18 - 7 am to 9:30 pm

Saturday, October 19 - 7 am to 10 pm

Sunday, October 20 - 7 am to 9:30 pm

Monday, October 21 - 7 am to 9:30 pm

Tuesday, October 22 - 7 am to 9:30 pm

Wednesday, October 23 - 7 am to 7 pm

Thursday, October 24 - 7 am to 6 pm

**Thursday, October 17, 2019 - Wednesday, October 23, 2019**

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

**Digital Learning & Multimedia Storage/Green Room**

**McCormick Place: N130**

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**Function Type:** Other  
**Estimated Attendance:** 8

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** No  
**Cost Center:** A-DL200-P205

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### **Contacts**

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**Contact:** Taylor Johnson

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### **Logistics**

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

**Ready By:**  
**Wednesday, October 16, 2019 @ 12:00 PM**

Note  
(4) 6' draped tables  
(11) chairs  
  
Need 6 keys

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

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

Note  
(3) Power Strips

**Thursday, October 17, 2019**  
**10:30 AM - 5:00 PM**  
**Committee Room 1 Standard Set Up**  
**McCormick Place: S503a**

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**Function Type:** Meeting  
**Set For:** 42  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** No  
**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 - McCormick Place**

**Ready By:**  
**Thursday, October 17, 2019 @ 9:00 AM**

Note  
U-Shape set for 42, 3 per 6'

(1) Easel  
(1) Wastebasket

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

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

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

Note  
(1) Screen

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

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**Audio/Visual - McCormick Place**

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

Note  
(21) push to talk microphones

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

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**Electrical - McCormick Place**

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

Note  
(14) Power strips around the u-shape for attendees to use for laptops.  
(2) 110V 20amp drops per floor plan

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

**Thursday, October 17, 2019**

**10:30 AM - 5:00 PM**

**Committee Room 2 Standard Set Up**

**McCormick Place: S503b**

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**Function Type:** Other  
**Set For:** 30  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** No  
**Cost Center:** A-MS100

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### Contacts

**Contact:** Dawn Keane

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### Logistics

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#### General Notes - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 9:30 AM**

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

(1) Easel  
(1) Wastebasket

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

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

**Ready By:**  
**Thursday, October 17, 2019 @ 9:30 AM**

Note  
(1) Screen

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

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#### Audio/Visual - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 9:30 AM**

Note  
(15) push to talk microphones

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

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

**Ready By:**  
**Thursday, October 17, 2019 @ 9:30 AM**

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

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

**Thursday, October 17, 2019**  
**10:30 AM - 5:00 PM**  
**Committee Room 3 Standard Set Up**  
**McCormick Place: N128**

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**Function Type:** Other  
**Estimated Attendance:** 30  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** No  
**Cost Center:** A-MS100

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**Contacts**

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**Contact:** Dawn Keane

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**Logistics**

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**General Notes - McCormick Place**

**Ready By:**  
**Thursday, October 17, 2019 @ 9:30 AM**

Note  
U-Shape set for 16 ppl, no more than 2 ppl per 6' table or 3 per 8' table.  
(1) Easel  
(1) Wastebasket

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

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

**Ready By:**  
**Thursday, October 17, 2019 @ 9:30 AM**

Note  
(1) Screen

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

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

**Ready By:**  
**Thursday, October 17, 2019 @ 9:30 AM**

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

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

**Thursday, October 17, 2019 - Wednesday, October 23, 2019**

**10:30 AM - 5:00 PM**

**Lead Retrieval Machine Rentals**

**McCormick Place**

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**Function Type:** Registration

**Room Set:** See Diagram

**Billing Group:** Sfn Master

**Meeting Planner:** Stephanie Embrey

**Post:** No

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### Contacts

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**Contact:** Stephanie Embrey

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### Logistics

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#### General Notes - Convention Data Services (CDS)

**Ready By:**

**Thursday, October 17, 2019 @ 3:30 PM**

**Note**

Please provide a short training on how to use the scanners with the staff picking them up.

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

**Ready By:**

**Thursday, October 17, 2019 @ 3:30 PM**

**Note**

(8) Scanners for the events below from 10/18 to 10/23 at 5pm.

Please contact Adam Katz at [akatz@sfn.org](mailto:akatz@sfn.org) or Maya Sapiurka [msapiurka@sfn.org](mailto:msapiurka@sfn.org). Please program all devices for all events below.

Cost center for 8 scanners: A-AT200

Advocacy Wheel  
Advocacy Email List  
Advocacy 50 for 50  
NDP Workshop  
Advocacy Reception  
Animals in Research Panel  
Public Advocacy Forum  
Graduate School Fair  
Advocacy Booth  
Training Booth  
FRN Email List  
MTE-Merit Cudkowicz  
MTE-Gaia Tavosanis  
MTE – Gregory Quirk  
MTE – Jerry Silver  
MTE – Kafui Dzirasa  
MTE – Kamran Khodakhah  
MTE – Paola Arlotta  
MTE – Nico Dosenbach  
MTE – Michelle Monje-Deisseroth  
MTE – Nicole Rust  
MTE – Viviana Gradinaru

MTE – Yishi Jin  
MTE – Yoko Yazaki-Sugiyama

**Ready By:**  
**Thursday, October 17, 2019 @ 3:30 PM**

Note  
PROFESSIONAL DEVELOPMENT DEPARTMENT  
(16) Scanners from 10/17-10/22 at 2 pm. Please deliver scanners by Thursday in the afternoon. Please contact Kelsey King at [kking@sfn.org](mailto:kking@sfn.org) for details. Please program all devices for all events below.  
Cost Center: MP200-A168

NSP Dinner  
International Orientation  
Saturday Poster Session  
Mentoring Breakfast  
Diversity Reception  
Chapters Workshop  
Career Development Topics  
CWIN Luncheon  
Career Away From the Bench  
Reproducibility for Everyone  
Imposter Syndrome  
Integrating Research and Teaching at a PUI  
Course-Based Research Experiences  
How to Thrive as a Woman in Neuroscience  
Bringing Genetic Diversity to Research  
Navigating Team Science  
Becoming a Resilient Scientist  
Science Management  
Building a Career at a Teaching Focused Institution  
Effective Science Writing  
The Art of Building a Career  
Optimize Your Grant Application  
Teaching Computation

**Ready By:**  
**Thursday, October 17, 2019 @ 3:30 PM**

Note  
(5) Scanners for the events below from 10/17 to 10/23 at 5pm. Please contact Lynnne Fein-Schaffer at [lfein-schaffer@sfn.org](mailto:lfein-schaffer@sfn.org). Please program all devices for all events below.

Cost center for 5 scanners: A-NL200-A105 and A-NL200-A106

Brain Awareness Campaign Event  
Social Issues Roundtable  
Brain Facts Booth

**Ready By:**  
**Thursday, October 17, 2019 @ 3:30 PM**

Note  
(5) Scanners for the SfN Booth below from 11/2 to 11/7 at 5pm. Please contact Petra Charters at [pcharters@sfn.org](mailto:pcharters@sfn.org). Please program all devices for the SfN Booth.  
Cost center for 7 scanners: A-MK200-A108

SfN Booth

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Other



**Ready By:**  
**Tuesday, October 22, 2019 @ 4:00 PM**

Note

**PRESIDENTIAL RECEPTION**

The (15) scanners that Professional Development will be returning at 2 pm will be reused for the Presidential Reception on Tuesday, October 22.

We will use the access control option to record who attends. Please deliver scanners to the Headquarters office @ 4:45 pm on Tues. At this time, we would also like for CDS to hold a short training on how to use the scanners with the staff working the reception.

For questions, contact Paula.

**Thursday, October 17, 2019**

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

**Staff Meal Room -Thursday**

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

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**Function Type:** Other

**Estimated Attendance:** 50

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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

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## Contacts

**Contact:** Christine Corkran

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## Logistics

### Food And Beverage - Savor

**Ready By:**

**Thursday, October 17, 2019 @ 11:15 AM**

**Note**

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

Lunch Service from 11:30am – 2:00 pm:

Loaded Baked Potato Bar at \$37.00 per person

Traditional Chili with Chopped Chives and Shredded Cheddar Cheese

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

LOADED BAKED POTATO BAR

Toppings to include Cilantro-Lime Chicken Breast, BBQ Pulled Pork and Applewood Bacon

Portobello Mushrooms, Steamed Broccoli, Crispy Shredded Onions

Warm Cheddar Cheese Sauce, Crumbled Bleu Cheese, Picante Sauce, Pico de Gallo, Sour Cream and Whipped Butter

Carrot Cake Cupcakes with Cream Cheese Frosting

Chocolate Brownies

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.

**Thursday, October 17, 2019**

**2:00 PM - 3:00 PM**

**Hotel City Wide Pre-Con**

**McCormick Place**

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**Function Type:** Meeting

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

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## **Logistics**

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### **General Notes - SfN**

***Ready By:***

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

Note

Information for this event will be provided on the first update.

**Thursday, October 17, 2019**

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

**Staff Tours**

**McCormick Place: Headquarters Office - Tour**

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**Function Type:** Other

**Estimated Attendance:** 50

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** Yes

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## **Logistics**

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### **General Notes - McCormick Place**

**Ready By:**

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

Note

Staff tours will be conducted at the following times:

Thursday 10/17, 4pm

Friday, 10/18, 10:30am

Please ensure all escalators are turned on.

Staff will meet in the SfN Headquarters Office in Hall A.