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**Wednesday, October 16, 2019 - Wednesday, October 23, 2019**

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

**AIS Storage Room #3**

**McCormick Place: S1037**

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**Function Type:** Office

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

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## Logistics

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### Setup - McCormick Place

***Ready By:***

**Wednesday, October 16, 2019 @ 6:00 AM**

Note

3 - 6' tables skirted

6 - 6' tables - not skirted

5 - chairs

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

**Wednesday, October 16, 2019 - Wednesday, October 23, 2019**

**8:00 AM - 7:00 PM**

**CDS Office**

**McCormick Place: CDS Office - Hall A**

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**Function Type:** Office

**Set For:** 5

**Room Set:** See Diagram

**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 - The Expo Group (TEG)

**Ready By:**

**Tuesday, October 15, 2019 @ 5:00 PM**

**Note**

Build office as diagrammed.  
Door needs to lock-(3) keys.

(6) 6x30 Skirted tables

(6) Chairs

(3) Wastebaskets

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

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### Electrical - The Expo Group (TEG)

**Ready By:**

**Tuesday, October 15, 2019 @ 5:00 PM**

**Note**

(2) 20 amp circuits with power strips.

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

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### Telecom - McCormick Place

**Ready By:**

**Tuesday, October 15, 2019 @ 5:00 PM**

**Note**

(1) Internet drop on the CDS VLAN  
(10) IP addresses  
(10) IP addresses to run Exhibitor Registration,  
Express Badge pick-up and Press Registration.  
CDS will create local network for registration and  
connect to areas throughout the building.

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

**Wednesday, October 16, 2019 - Wednesday, October 23, 2019**

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

**Headquarters - Logistics & Program Office**

**McCormick Place: Headquarters Office - Hall A**

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**Function Type:** Office

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

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### **Contacts**

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**Contact:** Dawn Keane

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### **Logistics**

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#### **General Notes - SfN**

***Ready By:***

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

**Note**

As set on Tuesday, October 15th.

***Ready By:***

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

**Note**

Hours: Fri, Oct. 18, 8:00am - 5:00pm

Sat, Oct. 19 - Wed, Oct. 23, 7:00am - 6:00pm

**Wednesday, October 16, 2019 - Friday, October 18, 2019**

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

**Press Room Set Up**

**McCormick Place: S501a, S501bc**

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

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

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### Contacts

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**Contact:** Matt Windsor

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### Logistics

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#### Setup - McCormick Place

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

**Note**  
(18) 6'x30" tables as diagrammed  
(20) Chairs as diagrammed.  
(7) Banquet Rounds, with (8) chairs at each, spread evenly throughout the room.  
(2) Easels  
(8) Wastebaskets  
(5) Keys  
(1) Water cooler w/disposable cups. Refresh throughout the week.

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

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

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

**Note**  
(1) Poster Board with push pins  
(1) Executive Desk  
(5) Junior Executive Swivel Chair  
(2) Coat Rack  
(1) Book Case w/ 3 shelves

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

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

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

**Note**  
(1) 110 V AC drop under each table with computers and at the desk.  
(1) 120V outlet for copier/printer/scanner - one small office machine.  
Power at each of the round tables with a power strip.  
(2) Extra power strips to staff - please give to staff.

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

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## Telecom - McCormick Place

**Ready By:**  
**Thursday, October 17, 2019 @ 10:30 AM**

Note

(1) VLAN with (2) drops. See diagram for locations. On the SfN Staff VLAN

SfN staff to provide secured wireless network.

AIS staff to network computers and printers.

(1) CDS VLAN drop

(2) Multi lines with instruments, unrestricted, at desk.

(1) Single line, no instrument, unrestricted at scanner machine.

Phone numbers per Telephone Roster, see diagram for placement.

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

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## Computer - Atlantic Images & Sound - Computers

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

Note

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

(1) Black & White Printer

(1) Color Printer in staff area

Please network as requested by Press Room staff on Friday, October 18.

(1) Multifunctional printer/scanner/fax

AIS staff to network computers and printers.

SfN staff to provide secured wireless network.

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

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## Other - Convention Data Services (CDS)

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

Note

(1) CDS terminal

(1) CDS printer

**Wednesday, October 16, 2019 - Wednesday, October 23, 2019**

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

**Registration Temporary Staff Lounge**

**McCormick Place: Reg Temp Lounge - Hall A**

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**Function Type:** Registration

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Stephanie Embrey

**Post:** Yes

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### Contacts

**Contact:** Stephanie Embrey

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### Logistics

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#### General Notes - SfN

**Ready By:**

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

**Note**

Hours: Fri., Oct. 18, 8:00 am - 5:00 pm

Sat., Oct. 19 - Wed., Oct. 23, 7:30am - 5:00 pm

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#### Setup - McCormick Place

**Ready By:**

**Wednesday, October 16, 2019 @ 1:00 PM**

**Note**

(2) Banquet rounds with table cloths and chairs

(2) 6' tables one for beverage service and one for phone/work area

(1) Large trashcan

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

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

**Ready By:**

**Tuesday, October 15, 2019 @ 5:00 PM**

**Note**

Build room as diagrammed

(1) Coat rack with hangers

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

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

**Ready By:**

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

**Note**

Please place one electrical drop at 6' table with telephone per diagram.

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

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#### Telecom - McCormick Place

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

Note  
(1) Single line with instrument, restricted  
and 800 calls only, numbers per Telephone  
Roster

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

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### **Food And Beverage - Savor**

**Ready By:**  
**Saturday, October 19, 2019 @ 7:00 AM**

Note  
Saturday through Wednesday: Serve coffee from  
7:00am-8:00am.

\$54.50 per gallon  
Freshly Brewed Coffee, Decaffeinated Coffee and  
Selection of Hot Teas

Refresh as needed until end time

Plus 21.50% service charge and 13% sales taxes.



**Wednesday, October 16, 2019 - Saturday, October 19, 2019**

**9:00 AM - 6:00 PM**

**Exhibitor Move In**

**McCormick Place: Hall A**

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**Function Type:** Exhibits

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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### **Contacts**

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**Contact:** Allison Burns

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**

**Tuesday, October 15, 2019 @ 12:00 PM**

Note

Move-In Hours

Wed. Oct. 16 - Sat. Oct. 19 8:00 am - 6:00 pm

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

**Ready By:**

**Saturday, October 19, 2019 @ 9:00 PM**

Note

Vacuum all exhibit booths on Saturday evening, please do not start until after 9:00 pm, you can start in the back of the hall and move forward, after the attendees have moved to the front of Hall A.

Note: Poster Session in back of hall 6:30 pm - 8:30 pm

**Wednesday, October 16, 2019 - Wednesday, October 23, 2019**

**10:30 AM - 7:00 PM**

**Business Office**

**McCormick Place: Business Office - Hall A**

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**Function Type:** Office  
**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:** Cori Spencer

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### Logistics

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#### General Notes - SfN

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

Note  
Hours: Sat, Oct. 19 - Wed, Oct. 23, 7:30am - 6:00pm

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

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

Note  
Install walls with locking door per diagram.  
(2) Keys required.  
(4) 8'x30" skirted tables.  
(9) Chairs  
(1) Coat tree.  
(2) Wastebaskets  
(1) Large Safe - hard to move, NOTE- with access by pin (in good working order). Give pin to Cori Spencer only.

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

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

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

Note  
Electrical at the 8' tables for use of laptops and printer

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

**Wednesday, October 16, 2019 - Friday, October 18, 2019**

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

**Press Interview Room Set Up**

**McCormick Place: S502a**

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**Function Type:** Other

**Estimated Attendance:** 10

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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

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### Contacts

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**Contact:** Matt Windsor

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### Logistics

#### Setup - McCormick Place

**Ready By:**

**Wednesday, October 16, 2019 @ 9:00 AM**

Note

(3) 6'x30" Skirted Tables  
(14) Chairs, set per diagram  
(1) Wastebasket

(1) Water station with cups, near entrance. Refill as necessary.

Please refresh the room throughout the day.

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

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

**Ready By:**

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

Note

(1) Power Strip