



Security Information

SOCIETY FOR NEUROSCIENCE
49th Annual Meeting
Security Introduction

Maintaining a safe environment for our exhibitors and attendees is a top priority for SfN and McCormick Place. Now more than ever before, we must be focused and involved in safety management.

SfN has contracted Summit Services as its official security provider. Summit Services will secure entrances to the exhibits, poster sessions and events as indicated in this document. Summit Security personnel will serve as an adjunct to the building security by watching for potential demonstrations by activists and all suspicious activities that would interfere with or interrupt the SfN Annual Meeting.

SUMMIT SERVICES – SECURITY PERSONNEL

Security requirements, posts and functions for society sponsored registration, scientific sessions, exhibits, poster sessions, and special events are indicated on the spreadsheets included online. Badge flyer is included.

Note: Wednesday, October 23 (between 5:00 pm – 6:00 pm) please have a Summit Supervisor available to escort SfN Business Office Staff to and from the bank, please contact Cori Spencer in the Business office.

SfN STAFF

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

DAILY RECAP – SFN, SUMMIT SECURITY, MCCORMICK PLACE

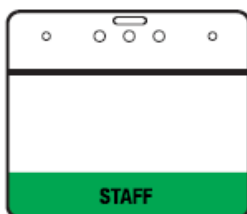
SfN will hold a daily recap meeting beginning Thursday, October 17 - Tuesday, October 22 at 7:30 am, with a final onsite recap on Wednesday, October 23 at 6 pm in the Exhibit Management office located in Hall A. We have created an email address alias (SfnSecurity@sfn.org) for all security/first aid issues that may arise. Please use this email for security/first aid issues as soon as individuals are aware of a situation.

BUILDING ACCESS

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

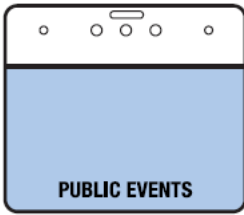
Monday, October 14 – Thursday, October 17	8:00 a.m. – Staff Only
Friday, October 18 – Wednesday, October 23	6:00 a.m. – Staff Only
Friday, October 18	6:30 a.m. – All Entrances Open
Saturday, October 19 - Wednesday, October 23	7:00 a.m. – All Entrances Open

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



Open access.

SfN Staff will also have a Staff Ribbon



**Access only for sessions on Saturday,
October 19, 11:00 a.m. - 1:00 p.m.
in Hall B and Tuesday, October 22
2:00 p.m. - 3:30 p.m. in N230B.**

There are 2 sessions where the public may attend our meeting, these individuals will have clear badge holder with blue badge stock.

Dialogues Lecture

Location: McCormick Place – Ballroom B

Date/Time: Saturday, October 19, 11:00 a.m. – 1:00 p.m.

Public Advocacy Forum

Location: McCormick Place – Room N230B

Date/Time: Tuesday, October 22, 2:00 p.m. – 3:30 p.m.

PROTESTS

There is the potential for demonstrations by animal rights activists during the Public Advocacy Forum on Tuesday, October 22, 2:00 p.m. – 3:30 p.m., N230B), and during the nanosymposia and poster sessions Saturday October 19 – Wednesday, October 23.

CONTACTS

Summit Services

Onsite: Room S400C, 312-791-6829

Bob Harper, President, 713-857-8744 (C)

Dorothy Moore, Vice President, 800-394-7775 (C)

summitsvs@aol.com

McCormick Place

Marisol Aquino, Senior Event Manager, Event Management Services

312-791-6067, maquino@mccormickplace.com

SOCIETY FOR NEUROSCIENCE LOGISTICS GROUP

Onsite: Headquarters Office, Logistics, Hall A, 312-791-6800

Paula Kara, CMP, Senior Director, Meeting Services

Dawn Keane, CMP, Director, Meeting Operations

Sharon Kerley Bowles, CEM, Senior Meeting Planner

Allison Burns, CEM, Senior Meetings Operations Manager

Stephanie Embrey, CEM, Registration Manager

Jennifer Gross, Meeting Operations Specialist

Christine Corkran, Meetings Assistant

Alisa Johnson, Logistics Consultant

Exhibit Management Staff

Onsite: Exhibits Office, Hall A, 312-791-- 6825

Allison Burns, CEM, Senior Meetings Operations Manager

Jennifer Gross, Meeting Operations Specialist

SfN Security Contacts

Paula Kara

Allison Burns

Designated Media Spokespersons

Frances Jensen

Robert Greene

GENERAL EVENT INFORMATION

ANTICIPATED ATTENDANCE:

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

PURPOSE:

The Society for Neuroscience is the world's largest organization of scientists and physicians devoted to understanding the brain, spinal cord and peripheral nervous system. Founded in 1969, the Society has grown from 500 charter members to nearly 36,000 members. The purposes of the Society are to (a) advance the understanding of the nervous system by bringing together scientists from various backgrounds and by encouraging research in all aspects of neuroscience; (b) promote education in the neurosciences; and (c) inform the general public about results and implications of new research. The exchange of scientific information occurs at the Annual Meeting that includes nearly 14,000 reports of new scientific findings and estimated 30,000 – 32,000 participants. The Society's Annual Meeting is the largest of its kind in the world, and is considered the arena for the presentation of new results in neuroscience.

MEETING LOCATION

Headquarters offices, scientific sessions, symposia, nanosymposia, mini-symposia, exhibits, and registration will be located at McCormick Place. Daytime special and presidential special lectures will be held in Hall B. SfN-Sponsored Socials will be held at McCormick Place.

GENERAL SCHEDULE OF MEETING

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

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

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

EXPOSITION

Exhibits are in Halls A at McCormick Place. Exhibit Management Office located in Lobby A.

Exhibit Management Contacts: Allison Burns, CEM, Senior Meetings Operations Manager
Jennifer Gross, Meetings Operations Specialist

Official Service Contractor: The Expo Group – Chris Balak, National Accounts Director

Move-in (Hall A)

Decorator:

Monday	October 14	6:00 a.m. – 7:00 p.m.
Tuesday	October 15	6:00 a.m. - 7:00 p.m.
Wednesday	October 16	6:00 a.m. - 7:00 p.m.
Thursday	October 17	6:00 a.m. - 7:00 p.m.

Exhibitors:

Wednesday	October 16	8:00 a.m. - 6:00 p.m.
Thursday	October 17	8:00 a.m. - 6:00 p.m.
Friday	October 18	8:00 a.m. - 6:00 p.m.
Saturday	October 19	8:00 a.m. - 6:00 p.m.

Exhibit Hours:

Sunday	October 20	9:30 a.m. - 5:00 p.m.
Monday	October 21	9:30 a.m. - 5:00 p.m.
Tuesday	October 22	9:30 a.m. - 5:00 p.m.
Wednesday	October 23	9:30 a.m. - 5:00 p.m.

Move-out

Exhibitors:	October 23	5:00 p.m. – 11:00 p.m.
	October 24	8:00 a.m. – 2:00 p.m.

Decorator:	October 23	5:00 p.m. – Midnight
	October 24	8:00 a.m. – Midnight

EXHIBITOR REGISTRATION

Exhibitor registration located in Hall A of McCormick Place.

Hours are:

Wednesday,	October 16	8:00 a.m. - 6:00 p.m.
Thursday,	October 17	8:00 a.m. - 6:00 p.m.
Friday,	October 18	8:00 a.m. - 6:00 p.m.
Saturday,	October 19	8:00 a.m. - 6:00 p.m.
Sunday,	October 20	7:00 a.m. - 5:00 p.m.
Monday,	October 21	7:00 a.m. - 5:00 p.m.
Tuesday,	October 22	7:00 a.m. - 5:00 p.m.
Wednesday,	October 23	7:00 a.m. - 5:00 p.m.

SESSIONS

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

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

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

POSTER SESSIONS

Poster sessions are located throughout Hall A of McCormick Place.

Saturday, October 19	1:00 p.m. – 5:00 p.m.
Sunday, October 20 – Wednesday, October 23	8:00 a.m. – Noon & 1:00 p.m. – 5:00 p.m.

SATELLITE/ANCILLARY EVENTS

Satellite Symposia and Ancillary Events are non-SfN sponsored events, meetings, socials, etc., and SfN Annual Meeting attendees may attend these events. Satellite events are approved and scheduled through SfN so not to conflict with SfN scientific sessions. Satellite events are held Tuesday, October 15 – Wednesday, October 23.

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

ATTENDEE REGISTRATION

Registration is located in Hall A at McCormick Place and is open during the following hours:

Saturday, October 19	7:30 a.m. - 5:00 p.m.
Sunday, October 20	7:30 a.m. - 5:00 p.m.
Monday, October 21	7:30 a.m. - 5:00 p.m.
Tuesday, October 22	7:30 a.m. - 5:00 p.m.
Wednesday, October 23	7:30 a.m. - 5:00 p.m.

Express badge pick-up areas are located in West Transportation Lobby and Level 2.5 at McCormick Place.

Express Badge Pick-up is open on the following dates and hours.

Friday, October 18	2:00 p.m. - 5:00 p.m.
Saturday, October 19	7:30 a.m. - 5:00 p.m.
Sunday, October 20	7:30 a.m. - 5:00 p.m.
Monday, October 21	7:30 a.m. - 5:00 p.m.

Note: Above are published hours. The registration area will close at the published hours. Attendees remaining in line at closing will be processed.

PRESS REGISTRATION

Press registration is located in Room S501ABC at McCormick Place Center on Saturday, October 19 - Wednesday, October 23 from 8:00 a.m. - 5:00 p.m.

SHUTTLE SERVICE

Shuttle service has been arranged through Production Transport. Our contact is Karin Keidser, Director, Western Region. Production Transport will also operate a service desk for attendees located outside of the West Transportation Lobby. Telephone: 312-791-6824.

Shuttle Bus service will be available from the official convention hotels to McCormick Place except for the hotels

which are within walking distance.

See [shuttle schedule](#) for current transportation information.

EQUIPMENT DELIVERY

The Expo Group and Society for Neuroscience materials (boxes and trunks) will arrive at McCormick Place loading docks on Monday, October 14 at 6:00 a.m. Boxes and trunks will be marked for placement within McCormick Place

Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Tuesday, October 15. Eric Berry is in charge of distribution. AIS will be using docks in South and North Buildings.

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

FIRST AID

Day	Date	Activity	# Staff	Staff Type	2019 Service Hours	2019 EMT Hours	First Aid Location
Mon.	10/14/2019	Set-Up	1	EMT	6:00 AM - 6:00 PM	12	McCormick Place - Level 2.5 South Bldg.
Tues.	10/15/2019	Set-Up	1	EMT	7:00 AM - 6:00 PM	11	McCormick Place - Level 2.5 South Bldg.
Wed.	10/16/2019	Set-Up/Exhibitor Move-In	1	EMT	7:00 AM - 6:00 PM	11	McCormick Place - Level 2.5 South Bldg.
Thurs.	10/17/2019	Set-Up/Exhibitor Move-In	1	EMT	7:00 AM - 8:00 PM	13	McCormick Place - Level 2.5 South Bldg.
Fri.	10/18/2019	Set-Up/Exhibitor Move-In	1	EMT	7:00 AM - 8:00 PM	13	McCormick Place - Level 2.5 South Bldg.
		Set-Up/Exhibitor Move-In	1	EMT	7:00 AM - 8:00 PM	13	McCormick Place - Level 2.5 South Bldg.
Sat.	10/19/2019	Show Day	1	EMT	7:00 AM - 10:00 PM	15	McCormick Place - Level 2.5 South Bldg.
		Show Day	1	EMT	7:00 AM - 7:00 PM	12	McCormick Place - Level 2.5 South Bldg.
Sun.	10/20/2019	Show Day	1	EMT	7:00 AM - 10:00 PM	15	McCormick Place - Level 2.5 South Bldg.
		Show Day	1	EMT	7:00 AM - 7:00 PM	12	McCormick Place - Level 2.5 South Bldg.
Mon.	10/21/2019	Show Day	1	EMT	7:00 AM - 10:00 PM	15	McCormick Place - Level 2.5 South Bldg.
		Show Day	1	EMT	7:00 AM - 7:00 PM	12	McCormick Place - Level 2.5 South Bldg.
Tues.	10/22/2019	Show Day	1	EMT	7:00 AM - 8:00 PM	13	McCormick Place - Level 2.5 South Bldg.
		Show Day	1	EMT	7:00 AM - 7:00 PM	12	McCormick Place - Level 2.5 South Bldg.
Wed.	10/23/2019	Show Day	1	EMT	7:00 AM - 12:00 AM	17	McCormick Place - Level 2.5 South Bldg.
		Exhibitor Move-Out	1	EMT	7:00 AM - 12:00 AM	17	McCormick Place - Level 2.5 South Bldg.
Thurs.	10/24/2019	Tear-Down	1	EMT	12:00 AM - 2:00 AM	2	McCormick Place - Level 2.5 South Bldg.
		Tear-Down	1	EMT	7:00 AM - 6:00 PM	11	McCormick Place - Level 2.5 South Bldg.
Fri.	10/25/2019	Tear-Down	1	EMT	7:00 AM - 6:00 PM	11	McCormick Place - Level 2.5 South Bldg.

SECURITY FUNCTIONS, SCHEDULE & POSTS

Please see attached spreadsheets and floorplans for specific personnel requirements and posts.

EXHIBITS – HALL A

Only badged exhibitors and exhibitor members are permitted in the exhibit hall during move-in and move-out hours. Children are never allowed in the exhibit hall during this time. Only small exhibits (i.e. pop-ups and vinyl case booths) that do not require a forklift can set up on Saturday, October 19, from 8:00 a.m. – 10:00 a.m. Freight doors will close at 10:00 a.m. Exhibitors wishing to remain in the exhibit hall for light set-up (unpacking literature/books, calibrating instruments, etc,) may do so, as long as, the noise level does not have an adverse effect on the poster sessions.

The Expo Group will install drape/caution tape around the perimeter of the exhibits until the exhibit hall opens on Sunday, October 19. Caution tape will be installed around the exhibit perimeter each evening at the close of the poster sessions and exhibits, Sunday – Tuesday and will be removed between 9:20 a.m. – 9:30 a.m. each morning, Monday – Wednesday.

All badged registrants (Guests – only on the one day indicated on their badge), are permitted to enter the exhibits when they are open. Children, including children in strollers, may have access to the exhibit hall when the exhibits are open, if they are accompanied and supervised by an adult. Children age 17 and under will not be wearing badges.

POSTER SESSIONS – HALL A

Only individuals with badges are permitted in the poster session area. Please see Badges and Entrance Authorizations for admittance requirements.

Poster presenters and up to 2 badged co-authors may gain early access to poster area one hour before Poster Sessions begin. Poster presenters will be easily identified as they will be carrying a large tube containing scientific information.

Reminder: Children age 17 and under may enter the poster session during Poster session hours, provided they are supervised and accompanied by a badged registrant, at all times. Children age 17 and under will not be wearing badges. Strollers are permitted. Under no circumstances are children allowed in the hall during exhibitor setup.

SFN BOOTH

Booth #1005 - SfN will have a 50' x 50' booth in Hall A.

REGISTRATION – HALL A

Security personnel assigned to Hall A must not allow attendees to enter the registration area in the morning each day until registration is officially open, regardless of published hours. Stephanie Embry will advise when to permit attendees into these areas of registration on a daily basis, Saturday, October 19 – Wednesday, October 23.

These same individuals should monitor the registration area after registration opens each day. Badges are not required for admittance to the registration area. Security personnel are also required during closed hours to watch equipment in this area.

SECURITY FUNCTIONS, SCHEDULE & POSTS

Please see attached spreadsheets and floorplans for specific personnel requirements and posts.

MINI SYMPOSIA, SYMPOSIA & NANOSYMPOSIA – MCCORMICK PLACE

Only individuals with badges are permitted to attend Nanosymposia and symposia sessions. Guests are only admitted on the one day printed on their badge. Exhibitors may attend sessions. Please see *Badges and Entrance Authorizations* for admittance requirements. Please inform badge checkers that Session Chairs were instructed to look for badge checkers if a protest disruption occurs during a session. Badge checkers should notify their supervisor immediately and immediately assess the situation in the room. The supervisor should immediately notify SfN staff and building security.

FEATURED LECTURES – MCCORMICK PLACE

Badges are required for all lectures. Please see **Badges and Entrance Authorizations** for admittance requirements. If the lecturer arrives in the Hall and does not have his or her name badge, please escort the speaker to the projection platform or to the stage in the Hall to see the SfN staff person or SfN audiovisual manager in the room.

MISCELLANEOUS FUNCTIONS, SCHEDULE & POSTS

Please see attached spreadsheets and floorplans for specific personnel requirements and posts.

SPECIAL SESSIONS/COURSES/WORKSHOPS

Only individuals with course badges are permitted to attend. Please see *Badges and Entrance Authorizations* for admittance requirements. The Business/Members meeting is open to badged Member and Student Member registrants only – not Nonmembers or Student Nonmembers.