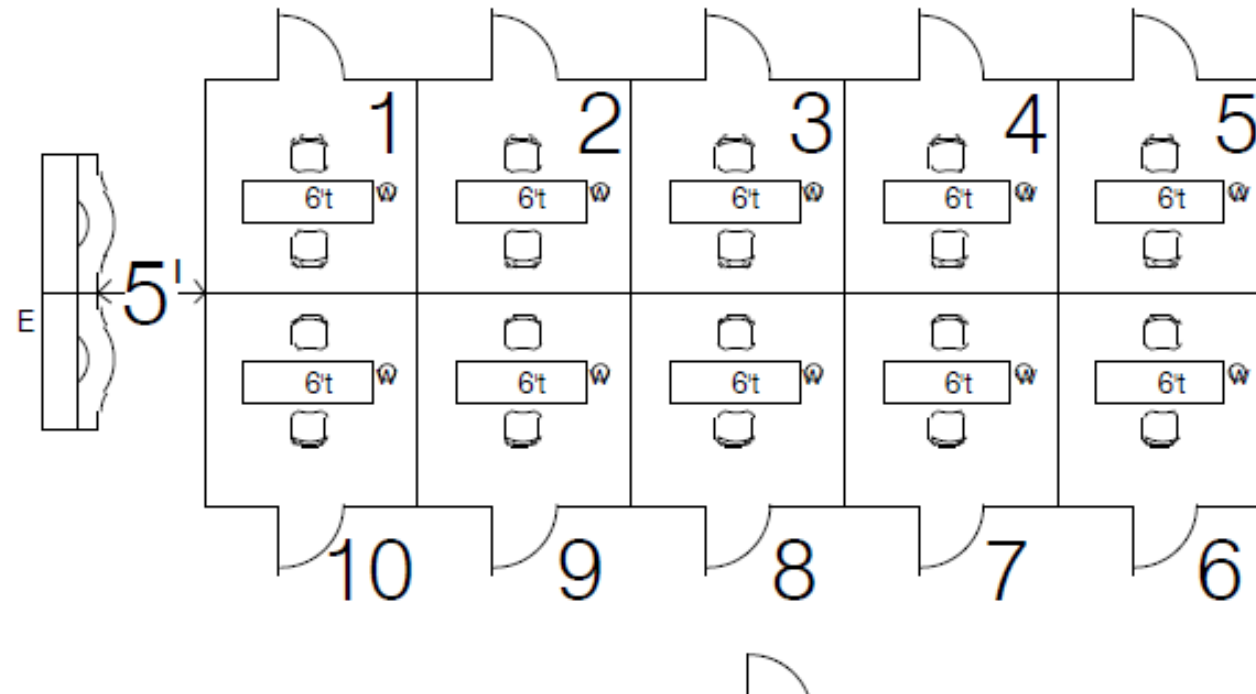
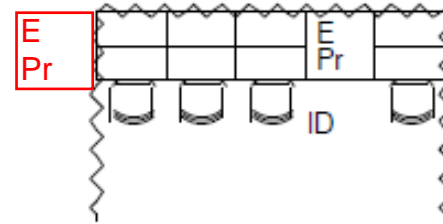
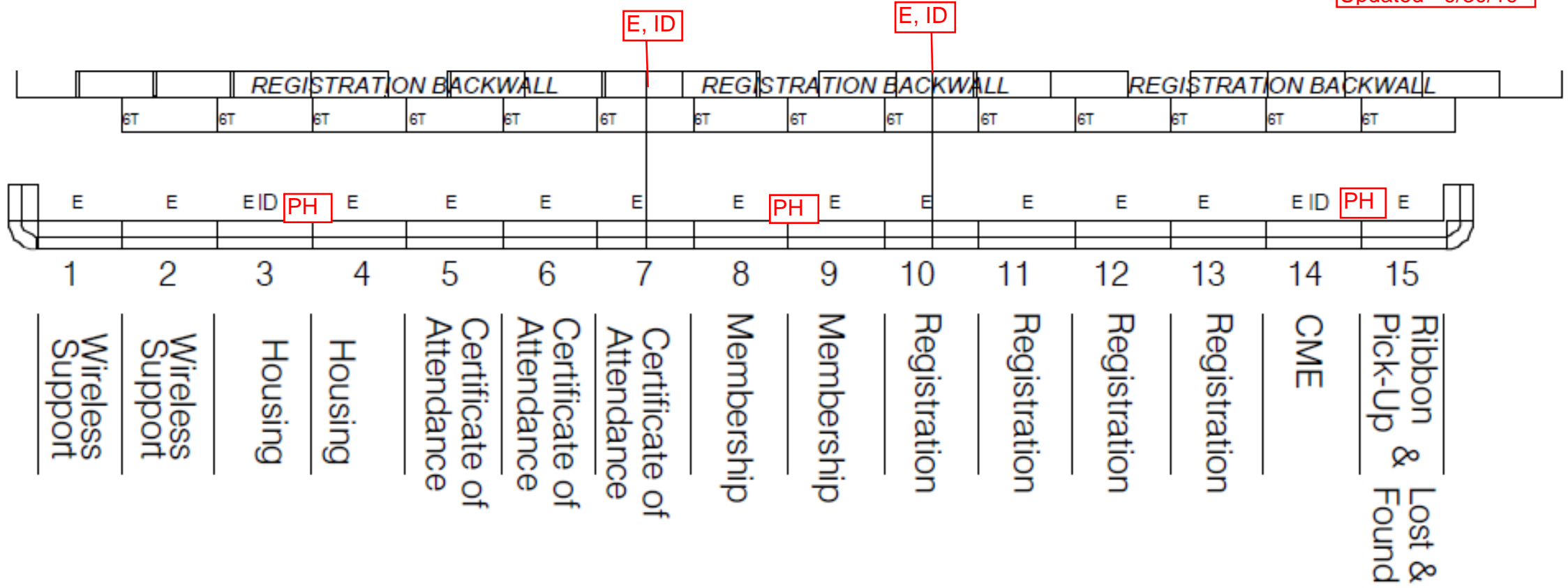


# Neurojobs Career Resources



- LEGEND
- C Computer
  - E Electrical
  - Ph Phone
  - ID Internet
  - Pr Printer

Updated - 9/30/19



# Attendee Services

**Monday, October 14, 2019 - Thursday, October 24, 2019**

**9:00 AM - 4:00 PM**

**Exhibit Management Office**

**McCormick Place: Exhibit Management Office - Hall A**

---

**Function Type:** Exhibits

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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

---

## Contacts

---

**Contact:** Allison Burns

---

## Logistics

---

### General Notes - SfN

**Ready By:**

**Monday, October 14, 2019 @ 8:00 AM**

**Note**

Exhibit Management Office Hours:

Mon., Oct. 14 - Sat., Oct. 19, 8:00 am - 6:00 pm

Sun., Oct. 20 - Tues., Oct. 22, 7:00 am - 6:00 pm

Wed., Oct. 23, 7:00 am - 10:00 pm

---

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

**Ready By:**

**Monday, October 14, 2019 @ 3:00 PM**

**Note**

Install walls per diagram. Walls are to be white.

Please put low drape around the exterior of the office, so attendees cannot sit and lean on walls.

(4) Keys - Need to ensure lock and keys work properly

Set per diagram

(3) Executive Desks

(1) Merlin Table (46") draped in the front and sides for Receptionist

(5) Executive Chairs (note: 2 chairs go to Floor Managers desk)

(5) Wastebaskets

(15) Armchairs

(1) 6'x30" skirted table

(1) small draped table to put laptop computer on behind the receptionist's desk

2020 floor plan with board to be attached to the wall opposite the Floor Manager's Desk

\*Remain as set on a 24-hour basis through Thursday, October 24 at 10:00 am\*\*

---

### Audio/Visual - McCormick Place

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

Note  
(1) Standing Microphone to make daily announcements in exhibit hall.

\*\*Remain as set on a 24-hour basis through Thursday, October 24 at 10:00 am\*\*

---

### Electrical - The Expo Group (TEG)

**Ready By:**  
**Monday, October 14, 2019 @ 5:00 PM**

Note  
(5) 1000 Watt Outlet with 25 ft. Multi Strip/each - (1) at Receptionist desk/70" HD Monitor and laptop, (1) at Floor Manager Desk, (1) at Jennifer's desk, (1) at Allison's desk and (1) at printer/laptop at table

Note: Will be plugging in 1 small heater at Allison's Desk (back right), will need enough power for that as well.

\*\*Remain as set on a 24-hour basis through Thursday, October 24 at 10:00 am\*

---

### Telecom - McCormick Place

**Ready By:**  
**Monday, October 14, 2019 @ 5:00 PM**

Note  
(4) Multi Lines, unrestricted, with instrument rollover feature. Extensions per Telephone Roster for Receptionist, Jennifer, Allison, Jim/Laura (floor manager)

(1) Internet drop on SfN Staff VLAN  
Place internet drop at 6' table with printer.

AIS staff to network laptop computers and printer, including SfN laptops.

\*\*Remain as set on a 24-hour basis through Thursday, October 24 at 10:00 am\*\*

---

### Computer - Atlantic Images & Sound - AV

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

Note  
(3) Laptop computers with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.  
1 - exhibit space assignments at floor managers desk, will need to be networked to printer (will need setup Sunday afternoon no later than 12:00 pm)  
1 - application submissions near printer  
1 - reception desk will need to connect to 70" monitor via HDMI (or other compatible cable). Will need a long enough cable (25'-50') to wrap around the walls (see floor plan) so there is not a cable in the middle of the carpet.

NOTE: Allison and Jen will bring own laptops – will need to be networked to printer.

(1) 70" HD Monitor w/dual post floor stand. Will need to connect to laptop computer at receptionist desk.  
(2) iPads for receptionist and Laura  
(3) 22" Monitors to connect to laptops (Allison, Jen, Floor

Managers)

(4) Keyboards and mice

(1) Printer - network laptops to this printer.

AIS staff to network laptop computers and printer, must be hardwired.

**SEPTEMBER 30 UPDATE**

**SfN WILL NETWORK**

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

**Monday, October 14, 2019 - Tuesday, October 15, 2019**

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

**Headquarters - Logistics & Program Office Set-up**

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

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

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

---

## Contacts

---

**Contact:** Dawn Keane

---

---

## Logistics

---

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

**Ready By:**

**Monday, October 14, 2019 @ 5:00 PM**

**Note**

**HEADQUARTERS:**

Install walls per attached diagram. The walls on both sides of the center two offices AND the back of offices facing Reception Area are to be smoke plexi on the top half.

Please put low drape around the exterior of the build-outs.

NOTE - Need to lock doors between offices and staff meal room.

(11) Keys - NOTE: Need to ensure lock and keys work properly

**Logistics Office:**

- (16) Executive desks with drawers that lock.
- (16) Executive swivel chairs
- (22) Chairs (2) in front of desks as drawn on diagram
- (1) Conference table with (6) chairs
- (17) 6'x30" skirted tables
- (3) Chairs - along wall for waiting area
- (17) Wastebaskets

NOTE: (65) Clear literature pockets mounted on the wall facing registration.

**SIGN ROOM**

Build room w/door per diagram.

- (3) 6'x30" Skirted Tables
- (1) Wastebasket
- (20) Two-way radios on repeater

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

**SEPTEMBER 10 CHANGE:  
CANCEL (20) TWO WAY RADIOS**

---

## Electrical - The Expo Group (TEG)

**Ready By:**  
**Tuesday, October 15, 2019 @ 10:00 AM**

Note  
(15) 120v/15 amp drops, see diagram for placement.

Note: If possible, please don't install breaker boxes in offices.

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

---

## Telecom - McCormick Place

**Ready By:**  
**Tuesday, October 15, 2019 @ 3:00 PM**

Note  
(1) VLAN with (2) drop locations per diagram in Paula's area and Program Staff area on the SfN Staff VLAN  
(14) additional IP addresses

(1) CDS VLAN drop at Stephanie's area

NOTE: SfN staff will create secured wireless network and network all computers and printers

(7) Multi-lines, unrestricted, with instruments and rollover, numbers per attached Telephone Roster. See diagram for placements

SEPTEMBER 30 UPDATE  
CHANGE TO 2 STATIC IPS AND 12 DCHP IPS

**OCTOBER 3**  
**ADD PHONE LINE TO CENTRAL STAFFING DESK**  
**312-971-6807**

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

---

## Computer - Atlantic Images & Sound - Computers

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

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

NOTE: Laptops for: Sharon and Alisa

Please provide a mouse for each laptop.

(2) Printers - Black & White near Allison M's desk,  
Color near Paula's desk

SfN staff to network all computers to printers.

(6) iPads for advance of meeting and onsite.  
Note: iPads with Data Plan for: Dawn, Allison B, Allison M, Alisa, Jennifer G, & TS

NOTE: BY Sept 24th - send iPads to the SfN office

**Tuesday, October 15, 2019 - Wednesday, October 23, 2019**

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

**Staff Work/Storage Room**

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

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

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

---

### Contacts

---

**Contact:** Dawn Keane

---

### Logistics

---

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

**Ready By:**  
**Tuesday, October 15, 2019 @ 11:00 AM**

Note  
Build wall with interior door per diagram.  
(8) 6'x30" Skirted Tables  
(10) Chairs  
(1) Storage Cabinet with lock for supplies in Work area.  
(3) Storage Cabinets with locks in Storage area.  
(4) Wastebaskets  
(2) Coat Racks  
(20) Two-way radios on repeater

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

---

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

**Ready By:**  
**Tuesday, October 15, 2019 @ 2:00 PM**

Note  
(6) Quad Boxes, see floor plan for placement.  
Note: One is for copier, need to ensure we have enough power.

Please provide five power strips for charging devices.

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

---

#### Telecom - McCormick Place

**Ready By:**  
**Tuesday, October 15, 2019 @ 2:00 PM**

Note  
Staff Work Room  
(2) SfN Staff VLAN drops - one for computers and one at copier location (with SMTP capability)  
(9) additional IP addresses

**SEPTEMBER 30 UPDATE**  
**CHANGE TO 3 STATIC IPS AND 10 DCHP IPS**



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

---

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

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

Note

Staff Work Room

NOTE: Please be sure to add Dreamweaver software to order for all computers in this room.

(4) Computers and monitors with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Pro, Quicktime and Flash Software, Dreamweaver.

The USB ports must be located in the front of the CPU.

(2) iMAC computer w/Adobe Creative Cloud for Teams

NOTE;: Please ensure software is loaded in advance of delivery (trial license is okay)

(1) Printer - network all computers in the workroom to this printer. AIS to network all computers to printer.

**SEPTEMBER 30 UPDATE  
SfN WILL NETWORK**

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

**Tuesday, October 15, 2019 - Wednesday, October 23, 2019**

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

**Neurojobs**

**McCormick Place: Neurojobs - Hall A**

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

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** Yes  
**Cost Center:** G-MP200-P162

---

### Contacts

---

**Contact:** Kelsey King

---

### Logistics

---

#### General Notes - McCormick Place

**Ready By:**

**Saturday, October 19, 2019 @ 8:00 AM**

Note

Hours: Sat, Oct. 19 – Tues, Oct. 22, 8:00 am -5:00 pm, Wed, Oct. 23, 8:00 am – 3:00 pm

---

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

**Ready By:**

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

Note

HANGING SIGN: NEUROJOBS (use logo)  
(On Paula's Banner order)

(4) Computer kiosks. Build (1) kiosk that is wheelchair accessible.

(2) Printer Stations

INTERVIEW ROOMS – See diagram

(10) 10 x 10 Hard wall

(10) 6' x 30" skirted tables – set (1) per interview room

(30) Chairs – (3) per interview room

(2) 6' Registration Counters. Header Copy: NeuroJobs (logo)

(2) Task chairs at counters

(2) Wastebaskets

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

---

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

**Ready By:**

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

Note

(4) 20 amp quad boxes – (2) placed at kiosks, and (2) at registration counters

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

---

## Telecom - McCormick Place

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

Note

(1) Internet drops on the SfN Staff VLAN  
AIS to provide secured wired network and network computers and printers.

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

---

## Computer - Atlantic Images & Sound - Computers

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

Note

(4) Computers and monitors with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Microsoft Internet Explorer – set one at each kiosk  
(2) Printers

AIS to provide secured wired network and network computers and printers.

NOTE: Computers must have a flash drive port in the front as attendees and employers bring their resumes and job listings on a flash drive to upload.

NOTE: Be sure to place CPU on the counter of the kiosks and then the monitors goes on top of the CPU.

**SEPTEMBER 30 UPDATE**  
**SfN WILL NETWORK**

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

**Saturday, October 19, 2019 - Wednesday, October 23, 2019**

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

**Attendee Services**

**McCormick Place: Attendee Services - Hall A**

---

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

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

---

## Logistics

---

### General Notes - SfN

**Ready By:**  
**Saturday, October 19, 2019 @ 7:30 AM**

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

---

### Setup - Convention Data Services (CDS)

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

**Note**

Located at the CERTIFICATE OF ATTENDANCE counter  
(3) CDS terminals  
(1) CDS printer for Certificate of Attendance  
(1) Administrative terminal  
(2) Scanners

Located at the CME Counter  
(1) CDS terminal  
(1) CDS printer for CME

Located at the LOST & FOUND Counter  
(1) CDS terminal

Located at REGISTRATION ASSISTANCE  
NOTE: COMPUTERS USED BY SfN STAFF SHOULD BE SETUP TO ALLOW VPN CONNECTION TO OUR OFFICE.  
(8) CDS terminals  
(1) CDS Administrative terminal  
(4) CDS printer for badges  
(1) CDS printer for receipts

NOTE: Public registration will only be processed at Registration Assistance counters.

---

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

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

**Note**

Attendee Services:

Signage on Structural Rendering  
(15) 6' registration counters with headers  
(14) 6'x30" skirted tables- white tops/grayskirt  
3' high gray pipe and drape on sides  
(14) wastebaskets  
(25) task chairs

- HEADERS:
- 1- WIRELESS SUPPORT
  - 2 -WIRELESS SUPPORT
  - 3- HOUSING
  - 4- HOUSING
  - 5 – CERTIFICATE OF ATTENDANCE
  - 6- CERTIFICATE OF ATTENDANCE
  - 7- CERTIFICATE OF ATTENDANCE
  - 8- CME
  - 9 - MEMBERSHIP
  - 10- MEMBERSHIP
  - 11 - REGISTRATION ASSISTANCE
  - 12- REGISTRATION ASSISTANCE
  - 13- REGISTRATION ASSISTANCE
  - 14- REGISTRATION ASSISTANCE
  - 15 – RIBBON PICK-UP & LOST AND FOUND

Large storage area behind counters for storage.

SEPTEMBER 30 UPDATE:  
 CME MOVES TO COUNTER (#14)  
 MEMBERSHIP & REGISTRATION ASSISTANCE COUNTERS  
 ALL SHIFT DOWN (1)

## Electrical - The Expo Group (TEG)

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

Note  
 Attendee Services:  
 (15) 20 amp circuits with power strips- one under each counter/kiosks.

## Telecom - McCormick Place

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

Note  
 INTERNET:  
 CDS VLAN with drops to be located as listed below.

- (1) Attendee Services (Registration Assistance counter)
- (1) CDS VLAN drop for Certificate of Attendance

SfN Staff VLAN with drops to be located as below:

- (1) drop with (4) additional IP addresses at the Housing Counters (3-4)
- (1) drop at the Membership Counters (9-10)

PHONES:

- Housing Counters (3-4)
- (2) multi-lines with telephone and rollover, unrestricted, number per Telephone Roster.

Membership Counters/Kiosk (9-10)

- (1) single line with telephone, local calls only, number per Telephone Roster

Lost & Found Counter (15)

- (1) single line with telephone, unrestricted call, number per Telephone Roster

**SEPTEMBER 30 UPDATE**  
**CHANGE TO 3 STATIC IPS AND 2 DHCP IPS**

---

**Computer - Atlantic Images & Sound - AV**

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

Note  
Attendee Services -

Located at the Membership Counter  
(2) Computers and monitors with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

(1) Printer

Located at the Housing Counter (3 & 4)  
(1) Monitor and connection cables

Located at the Certificate of Attendance Counter (6)  
(1) Computer and monitor with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

AIS to network computers and printer

**SEPTEMBER 30 UPDATE**  
**SfN WILL NETWORK**

**Saturday, October 19, 2019**

**11:00 AM - 2:00 PM**

**Brain Bee Coordinators Meeting**

**McCormick Place: S503a**

---

**Function Type:** Satellite  
**Estimated Attendance:** 30

**Billing Group:** SfN Master  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

---

### Contacts

**Contact:** Sharon Bowles

**Alt Contact:** Norbert Myslinski  
**Organizer Email:** NMyslinski@umaryland.edu

---

### Logistics

#### Setup - McCormick Place

**Ready By:**  
**Saturday, October 19, 2019 @ 10:00 AM**

Note  
As set on Thursday, October 17 at 10:30 a.m

**OCT 2 ADDITION**  
**NEW SATELLITE EVENT ASSIGNMENT**

---

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

**Ready By:**  
**Saturday, October 19, 2019 @ 10:00 AM**

Note  
NO AV REQUESTED FOR THIS EVENT.

---

#### Audio/Visual - McCormick Place

**Ready By:**  
**Saturday, October 19, 2019 @ 10:00 AM**

Note  
NO AV REQUESTED FOR THIS EVENT.

---

#### Food And Beverage - Savor

**Ready By:**  
**Saturday, October 19, 2019 @ 10:00 AM**

Note  
NO FOOD & BEVERAGE REQUESTED FOR THIS EVENT.

**Sunday, October 20, 2019**

**9:15 AM - 9:45 AM**

**SfN/IBRO Meeting**

**McCormick Place: S503b**

---

**Function Type:** Meeting

**Estimated Attendance:** 22

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MP200-P210

---

## Contacts

**Contact:** Tania Ballantine

---

## Logistics

### General Notes - SfN

**Ready By:**

**Sunday, October 20, 2019 @ 8:15 AM**

Note

**OCTOBER 7 ADDITION  
THIS IS A NEW EVENT**

**Ready By:**

**Sunday, October 20, 2019 @ 8:15 AM**

Note

As Set on Thursday, October 17

---

### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 20, 2019 @ 8:15 AM**

Note

This event will not use the microphones

---

### Food And Beverage - Savor

**Ready By:**

**Sunday, October 20, 2019 @ 8:45 AM**

Note

1 gallon coffee @ \$54.50 per gallon

1 gallon decaf @ \$54.50 per gallon

Chilled Bottled Water @\$3.75++ each, charged on consumption

(1) Dozen Breakfast Breads @\$41.50++ per dozen

All prices are subject to 21.50% service charge and 13% taxes



**Sunday, October 20, 2019**

**12:00 PM - 2:00 PM**

**PDW: Becoming a Resilient Scientist**

**McCormick Place: N227A, N227B**

---

**Function Type:** Workshop

**Estimated Attendance:** 250

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Christine Corkran

**Post:** Yes

**Cost Center:** A-MP200-A168

---

## Contacts

---

**Contact:** Vlera Kojcini

---

## Logistics

---

### General Notes - SfN

**Ready By:**

**Sunday, October 20, 2019 @ 8:00 AM**

Note

As set on Saturday, October 19 at 9 am.

---

### Other - Summit Services

**Ready By:**

**Sunday, October 20, 2019 @ 11:00 AM**

Note

Security from 11:30 pm – 2:00 pm

NOTE: posted on security schedule

**OCTOBER 18 UPDATE**

**CANCEL SUMMIT SECURITY GUARD, WE WILL USE**

**MCCORMICK PLACE POLICE OFFICER**

**Wednesday, October 23, 2019**

**10:00 AM - 11:00 AM**

**NMSTG Meeting**

**McCormick Place: S503a**

---

**Function Type:** Meeting

**Estimated Attendance:** 15

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-M751

---

## Logistics

---

### Setup - McCormick Place

**Ready By:**

**Wednesday, October 23, 2019 @ 9:00 AM**

Note

As set on Thursday, October 17

---

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

**Ready By:**

**Wednesday, October 23, 2019 @ 9:00 AM**

Note

As set:

(1) Screen

(1) Data Projector w/cart

---

### Audio/Visual - McCormick Place

**Ready By:**

**Wednesday, October 23, 2019 @ 9:00 AM**

Note

This meeting will not use the microphones.

---

### Telecom - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 23, 2019 @ 9:00 AM**

Note

As set.

---

### Food And Beverage - Savor

**Ready By:**

**Wednesday, October 23, 2019 @ 9:00 AM**

Note

1 Gallon Regular Coffee @ \$52.50++ per gallon

1 Gallon Regular Decaf Coffee @ \$52.50++ per gallon

1 Gallon Hot Water & Assorted Teas @ \$44.00++ per gallon

Dasani Bottled Water @ \$3.25++ per bottle charged on consumption

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

**Wednesday, October 23, 2019**  
**10:00 AM - 11:30 AM**  
**Professional Development Cluster**  
**McCormick Place: S503b**

---

**Function Type:** Meeting  
**Estimated Attendance:** 10  
**Room Set:** As Set

**Billing Group:** SfN Master  
**Meeting Planner:** Christine Corkran  
**Post:** Yes  
**Cost Center:** G-MP200-M457

---

---

### Contacts

---

**Contact:** Kelsey King

---

---

### Logistics

---

#### General Notes - SfN

**Ready By:**  
**Wednesday, October 23, 2019 @ 9:30 AM**

Note  
As set Thursday, October 17

---

#### Audio/Visual - McCormick Place

**Ready By:**  
**Wednesday, October 23, 2019 @ 9:00 AM**

Note  
Will not use microphones as set.

---

#### Telecom - McCormick Place

**Ready By:**  
**Wednesday, October 23, 2019 @ 9:00 AM**

Note  
**OCTOBER 3 ADDITION:  
POLYCOM & PHONE LINE**