

**NEUROSCIENCE 2022**  
**MANCHESTER GRAND HYATT SAN DIEGO**

**TO:** Noreen Ursini, Manchester Grand Hyatt San Diego  
Eric Berry, President, Atlantic Images & Sound  
Chris Balak, Vice President, National Accounts, The Expo Group

**FROM:** Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Operations Manager  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, Meeting Operations Specialist  
Alisa Johnson, Logistics Consultant

**SUBJECT:** Neuroscience 2022  
November 12-16, 2022

**ANTICIPATED ATTENDANCE**

The SfN annual meeting has typically drawn 28,000- 30,000 attendees each year. Attendees from North America have comprised 65% and international attendees from approximately 80 countries have represented 35% of the total attendance. Exhibit personnel has included 3,300 – 3,500 people.

**PURPOSE**

The Society for Neuroscience is the world's largest organization of scientists and physicians dedicated 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 28,000 – 30,000 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 the San Diego Convention Center. Daytime special and presidential special lectures will be held in Ballroom 20. SfN-Sponsored Socials will be held at the Marriott Marquis San Diego Marina.

**GENERAL SCHEDULE OF MEETING**

A number of satellite events are scheduled on Wednesday, November 9 through Wednesday, November 16 at the San Diego Convention Center, the Marriott Marquis San Diego Marina, the Manchester Grand Hyatt, the Hilton San Diego Bayfront Hotels and other San Diego area facilities. The Society sponsors a Short Course at the San Diego Convention Center on Friday, November 11. Express Badge Pickup opens in Lobby D at the San Diego Convention Center at 2 p.m. on Friday, November 11 and closes at 5:00 p.m. on Wednesday, November 16. See registration schedule for dates and hours. The official meeting opens at 1:00 p.m. on Saturday, November 12 and closes at 5:00 p.m. on Wednesday, November 16. Exhibits will open at the San Diego Convention Center at 9:30 a.m. on Sunday, November 13 and close at 5:00 p.m. on Wednesday, November 16. Daily exhibit hours are 9:30 a.m.-5:00 p.m.

**CITY WIDE ROOM BLOCK: 6,300**

**MANCHESTER GRAND HYATT SAN DIEGO: 1000**

<b>Day/Date</b>	<b>% of Peak Night</b>	<b>Room Units</b>	<b>Suite Units</b>	<b>Total Units</b>
Monday, 11/07/2022	1%			<b>10</b>
Tuesday, 11/08/2022	1%			<b>10</b>
Wednesday, 11/09/2022	3%			<b>30</b>
Thursday, 11/10/2022	20%			<b>200</b>
Friday, 11/11/2022	60%			<b>600</b>
Saturday, 11/12/2022	100%			<b>1,000</b>
Sunday, 11/13/2022	100%			<b>1,000</b>
Monday, 11/14/2022	100%			<b>1,000</b>
Tuesday, 11/15/2022	85%			<b>850</b>
Wednesday, 11/16/2022	30%			<b>300</b>
Thursday, 11/17/2022	3%			<b>30</b>
Friday, 11/18/2022	1%			<b>10</b>
<b>Total:</b>				<b>5,040</b>

Single	<b>\$299</b>
Double	<b>\$324</b>
Triple	<b>\$349</b>
Quad	<b>\$374</b>
Regular Suites	<b>\$399</b>
Government	<b>Prevailing Rate</b>
Extra Person	<b>\$25</b>

Rates listed above are 5% commissionable to Convention Management Resources (CMR). Rates above also include a \$18 per night, per room shuttle rebate payable to the Society for Neuroscience.

#### **COMPLIMENTARY/SPECIAL CONSIDERATIONS**

The Hotel shall provide the following complimentary accommodations to SfN:

4.1 One (1) complimentary guest room night for every fifty (50) guest room nights occupied on a cumulative basis. Earned complimentary room nights must be utilized during the inclusive dates listed in Article 1.2 and do not have a monetary value.

4.2 The following complimentary accommodations shall be provided to the SfN over and above the one per fifty (50) noted in Article 4.1. Complimentary accommodations must be utilized during the inclusive dates listed in Article 1.2 and do not have a monetary value.

1. One (1) Presidential Suite and two (2) Executive Suites will be provided. They will be allocated by SfN and will be provided for eight (8) nights beginning Thursday, November 11, 2022. These rooms will also have complimentary internet and concierge access. Based on 75% pickup at cutoff.
2. Two (2) Standard complimentary single rooms for SfN designation throughout the inclusive dates listed in Article 1.2 with the following concessions, based on 75% pickup at cutoff:
  - a. No charge for internet access.
  - b. Complimentary concierge level access throughout the inclusive dates listed in Article 1.2.

3. A single or double rate of 50% off the lowest single or double confirmed SfN group rate will apply for up to fifteen (15) staff rooms.
4. All SfN staff will receive complimentary access to the Hotel Health Club.
5. The Hotel will upgrade twenty (20) rooms, to the Concierge level of the hotel for SfN Staff and VIPs with a predetermined amenity of the Hotel's choice. They will be allocated by SfN and will be provided for eight (8) nights during the inclusive dates listed in Article 1.2.
6. Three (3) complimentary self-parking spaces will be extended to SfN during the inclusive dates listed in Article 1.2.
7. Up to ten (10) amenities selected by SfN shall be provided by the Hotel at a 30% discount from regular pricing.
8. The Hotel agrees to provide, at no charge to SfN, three (3) roundtrip airport transfers for SfN VIPs as designated by SfN.

**VIP AND MASTER ACCOUNT RESERVATIONS** – Will provide under separate cover.

**AMENITY PACKAGES**– Will provide under separate cover.

#### **MASTER ACCOUNT**

Please establish a Master Account in the name of the Society for Neuroscience. At the conclusion of the meeting, forward the Master Account along with backup for all charges to:

Society for Neuroscience  
Attention: Dawn Keane, CMP,  
Director, Meeting Operations  
1121 14<sup>th</sup> Street, NW, Suite 1010  
Washington, DC 20005  
dkeane@sfn.org

#### **AUTHORIZED SIGNATURES**

Individuals listed in the resume may sign for charges incurred for their events. Individuals below are additional authorized signatures to the Society for Neuroscience Master Account.

Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Operations Manager  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, Meeting Operations Specialist  
Alisa Johnson, Logistics Consultant  
Marty Saggese, Executive Director  
Gina Turrigiano, PhD, SfN President

#### **SIGNS/LITERATURE**

Lobby and directional signs will be delivered by The Expo Group and placed beginning on Tuesday, November 8 – Friday, November 11. Only official Society signs may be placed at the Manchester Grand Hyatt. Organizers of ancillary events may only place a sign outside the entrance to their function room on the day of their function only. Exhibitors may only distribute literature from their booths at the San Diego Convention Center. Under no circumstances may any other individuals place signs of any nature or distribute literature of any kind at the Manchester Grand Hyatt without prior written approval from the Society for Neuroscience. Sleeping room deliveries are not permitted. (1) easel is required outside the entrance to each Society event 45 minutes prior to the start of the event.

## **HOTEL READER BOARDS**

List only those events sponsored by the Society under the Society for Neuroscience. All other events may be listed under the heading “Events Sponsored by Other Organizations during the Society for Neuroscience Annual Meeting”.

## **ROOM SERVICE/RESTAURANTS/FOOD AND BEVERAGE OUTLETS**

Sessions are 8:00 a.m. - 5:00 p.m. daily at the San Diego Convention Center beginning Saturday, November 12 at 10:00 a.m. through 5:00 p.m. on Wednesday, November 16. Exhibits are open 9:30 a.m.-5:00 p.m. daily from Sunday, November 13 - Wednesday, November 16. Room service and restaurant traffic could be heavy early in the morning. The daily lunch break is between 11:30 a.m.-1:00 p.m. Sessions and exhibits end between 5:00 – 6:15 p.m. Saturday - Wednesday. Traffic will be heavy in lounges from 5:30 p.m. into the evening. Keep bars and lounges stocked for heavy beer and wine consumption.

## **FRONT DESK**

Please have the Front Desk staffed to maximum capacity for heavy arrivals on Friday-Sunday, November 11-13. Anticipate average arrival on Thursday, November 10 (note VIPs begin arriving on Thursday, please have Front Desk heavily staffed so they do not have to wait in lines). Heavy checkout is anticipated Tuesday afternoon and Wednesday morning, November 15-16. **Note: Please be sure to instruct personnel to only charge VIPs as outlined in the reservations provided by CMR.**

## **BELL STAND**

Please have bell stand staffed to maximum capacity for arrivals on Friday-Sunday, November 11-13. Likewise for heavy checkout on Tuesday afternoon and Wednesday morning, November 15-16. Since the San Diego Convention Center no longer offers coat and luggage check services, the majority of guests will check out early and leave their luggage with the bell stand.

## **AUDIO VISUAL and COMPUTER RENTAL**

The Society for Neuroscience official audio visual and computer company is Atlantic Images and Sound, Inc. (AIS). The contact is Eric Berry, President. The AIS office will be located in Room 8 at the San Diego Convention Center and staffed Saturday, November 12 - Wednesday, November 16, 7:00 a.m.-5:00 p.m.

## **MEETING ROOM TEMPERATURE**

Preset all session rooms for 71 F. Temperature should not go above 75 F. Note: Please do not set computers for air conditioning to be turned off precisely at ending time of each event as many run overtime. In addition, please be sure to have air conditioning on in the meeting rooms in enough time to sufficiently cool the rooms prior to the meeting start times.

## **WALK POLICY**

Should the Hotel find itself in a “walk situation,” it must first notify SfN and SfN’s designated housing bureau agent so that measures may be taken to protect SfN VIPs and Meeting attendees. “Walking” terms shall apply to relocation of guests who were previously guaranteed a room, whether in a pre-walk situation prior to the actual Meeting or in a walk situation occurring over the Meeting dates. Hotel guests who are not part of the SfN official room block will be the first to be relocated prior to the relocation of any SfN guests. If relocation of SfN Meeting attendees is inevitable, the Hotel will provide the following arrangements:

1. Alternate accommodations at a comparable property approved by SfN, using hotels that are part of the SfN official block as first walk choice, however should SfN Hotels not be available, an alternative comparable location will be used with the approval of SfN.
2. Pay the first night’s room and tax at the comparable property and a three-minute long distance telephone call.
3. Pay the transportation costs to and from the comparable property for all Meeting events scheduled on the day and evening following relocation (if hotel is not an official SfN hotel on the SfN shuttle route), as well as the return to the Hotel the following day. The Hotel will accommodate the guest for the remainder of the Meeting at the negotiated the SfN

#### Meeting Rate.

4. If the Hotel is unable to accommodate the guest for the remainder of the Meeting, the Hotel will provide the following arrangements. If, however, the relocated guest chooses to remain at the alternate hotel, then the following concession will be null and void.
  - a. Hotel agrees to pay the alternate hotel directly for the difference in room rate and tax between the Hotel's confirmed SfN rate and tax and the room rate and tax charged by the alternate hotel. Hotel will work directly with the alternate hotel to set up a separate folio to which the rate differential will be charged.
  - b. Pay all fees the guest incurs for transportation for all Meeting events during the hours that the SfN shuttle operates, if the reassigned hotel is not an official SfN hotel on the shuttle route.
5. Any rooms walked will be included in the count for complimentary room credits. The Hotel agrees to pay to SfN's designated housing bureau agent one night's housing service fee and shuttle rebate to SfN for each guest relocation whereby the Hotel pays room and tax for alternate hotel accommodations unless the hotel that the guest was relocated to is part of the contracted SfN room block and the relocated guest is included in final housing data by the hotel.

B. Under no circumstances will the Hotel relocate SfN Meeting attendees without first consulting with SfN and SfN's designated housing bureau agent.

### **IMPORTANT SOCIETY FOR NEUROSCIENCE POLICIES**

#### **Audio/Video Reproductions**

The Society for Neuroscience reserves the rights to audio and video reproduction of all presentations at Neuroscience 2022. Individuals may not patch into house sound systems.

### **OFFICES**

#### **Annual Meeting Headquarters Office--Logistics**

The Annual Meeting Logistics Headquarters Office is located in the Sails Pavilion of the San Diego Convention Center. On-site telephone number is 619/525-5700. This office handles all logistics and advance registration related questions. Annual Meeting Logistics staff are:

Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Operations Manager – Exhibit Mgmt. Office, Lobby D  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, Meeting Operations Specialist  
Alisa Johnson, Logistics Consultant

The Annual Meeting Headquarters Office is open during the following hours:

Friday, November 11	8:00 a.m. - 5:00 p.m.
Saturday, November 12	7:00 a.m. - 6:00 p.m.
Sunday, November 13	7:00 a.m. - 6:00 p.m.
Monday, November 14	7:00 a.m. - 6:00 p.m.
Tuesday, November 15	7:00 a.m. - 6:00 p.m.
Wednesday, November 16	7:00 a.m. - 6:00 p.m.

### **EXPOSITION**

Exhibits are located in Halls B-H at the San Diego Convention Center. Exhibit Management Office is located in Lobby D.

Exhibit Management Contacts: Allison Burns, CEM, Senior Operations Manager  
Jennifer Gross, Meetings Operations Specialist  
Official Service Contractor: The Expo Group, Chris Balak, Vice President, National Accounts

<b>Move In for Exhibitors:</b>	Wednesday, November 9	6:00 a.m. - 7:00 p.m.
	Thursday, November 10	6:00 a.m. - 7:00 p.m.
	Friday, November 11	6:00 a.m. - 7:00 p.m.
	Saturday, November 12	6:00 a.m. - 7:00 p.m.

<b>Exhibit Hours:</b>	Sunday, November 13	9:30 a.m. - 5:00 p.m.
	Monday, November 14	9:30 a.m. - 5:00 p.m.
	Tuesday, November 15	9:30 a.m. - 5:00 p.m.
	Wednesday, November 16	9:30 a.m. - 5:00 p.m.

<b>Move Out for Exhibitors:</b>	Wednesday, November 16	5:00 p.m. - Midnight
	Thursday, November 17	8:00 a.m. - Midnight
	Friday, November 18	6:00 a.m. - Midnight

### **ADDITIONAL TELEPHONE NUMBERS**

Please refer to the telephone list on the Neuroscience 2022 resume website for additional telephone numbers.

### **SESSIONS**

All SfN sessions (with exception of a few workshops) are located at the San Diego Convention Center and held Saturday, November 12 – Wednesday, November 16. A detailed schedule is included in the resume and at <http://www.sfn.org/am2022>.

### **POSTER SESSIONS**

Poster sessions are located throughout Halls B-H at the San Diego Convention Center.

Saturday, November 12	1:00 p.m. - 5:00 p.m.
Sunday, November 13 – Wednesday, November 16	8:00 a.m. - 12:00 p.m. & 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 Wednesday, November 9 – Wednesday, November 16.

Satellite/Ancillary Event contact information, logistics, and billing information are detailed in the resume. The hotel is to obtain specific catering requirements for satellite/ancillary events directly from the organizers listed on each logistics sheet. Please note 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.

### **BADGE PICK-UP**

Express badge pick-up is located in Lobby D at the San Diego Convention Center. Express Badge Pick-up is open on the following dates and hours.

Friday, November 11	2:00 p.m. - 5:00 p.m.
Saturday, November 12	7:30 a.m. - 5:00 p.m.
Sunday, November 13	7:30 a.m. - 5:00 p.m.
Monday, November 14	7:30 a.m. - 5:00 p.m.
Tuesday, November 15	7:30 a.m. - 5:00 p.m.
Wednesday, November 16	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.

## SHUTTLE SERVICE

Shuttle service has been arranged through Production Transport. Production Transport will also operate a service desk for attendees located outside of Box Office E. Telephone: 619/525-5715. Shuttle Bus service will be available from the official convention hotels to the San Diego Convention Center except for the hotels which are within walking distance.

Please provide an internal phone list of key staff with their titles and extension numbers and direct dial lines at the pre-con meeting.

Note: The Society for Neuroscience must review event orders prior to them being distributed to hotel personnel.

## MANCHESTER GRAND HYATT HOTEL SCHEDULE OF EVENTS/SETUP RESUME

The Society events, as well as special group meetings (satellite/ancillary events) scheduled at the Manchester Grand Hyatt Hotel may be viewed and downloaded from our website at <https://www.sfn.org/meetings/neuroscience-2022/at-the-meeting/neuroscience-2022-resumes>. Please note that events listed have been scheduled to begin and end according to the scheduled times listed; however, some of the sessions and lectures may end prior to, or run about 15-30 minutes longer than the listed time. If a session is continuing past the listed time, do not interrupt to begin room clean-up.

### Shuttle Schedule

Date	Times	Service
<b>Saturday, November 12</b>	7:00 AM – 4:00 PM 4:00 PM - 10:00 PM	20 minute service 10 minute service
<b>Sunday, November 13</b>	6:30 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Monday, November 14</b>	7:00 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Tuesday, November 15</b>	7:00 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Wednesday, November 16</b>	7:00 AM - 10:30 AM 10:30 AM - 3:30 PM 3:30 PM - 6:00 PM	10 minute service 20 minute service 10 minute service

### Hotel Boarding Locations

Hotel	Route	Pick-Up Point
<b>Hilton San Diego Bayfront</b>	Walk	Walk to San Diego Convention Center
<b>Manchester Grand Hyatt San Diego</b>	Walk	Walk to San Diego Convention Center

<b>Marriott Marquis San Diego Marina</b>	Walk	Walk to San Diego Convention Center
<b>Andaz San Diego</b>	3-Green	Across Street on 6 <sup>th</sup> Ave. at F Street
<b>Best Western Plus Bayside Inn</b>	2-Blue	On India Street at Ash Street
<b>Carte Hotel San Diego Downtown</b>	2-Blue	Walk to Best Western on India Street at Ash Street
<b>Courtyard Gaslamp/Convention Center</b>	3-Green	Walk to Hotel Z on 6th Street at Island Avenue
<b>DoubleTree Hotel San Diego Downtown</b>	4-Orange	Curbside at Union Street Entrance
<b>Embassy Suites San Diego Bay Downtown</b>	1-Red	Curbside on Pacific Hwy.
<b>Four Points by Sheraton Downtown</b>	4-Orange	Walk to DoubleTree - Curbside at Union Street Entrance
<b>Hampton Inn San Diego Downtown</b>	1-Red	Curbside on Pacific Highway
<b>Hard Rock Hotel San Diego</b>	Walk	Walk to San Diego Convention Center
<b>Hilton San Diego Gaslamp Quarter</b>	Walk	Walk to San Diego Convention Center
<b>Holiday Inn Express Downtown</b>	4-Orange	Curbside on Ash Street
<b>Horton Grand Hotel</b>	Walk	Walk to San Diego Convention Center
<b>Hotel Indigo San Diego Gaslamp Quarter</b>	3-Green	Curbside on 9 <sup>th</sup> Ave.
<b>Hotel Republic San Diego</b>	2-Blue	Walk to the Westin Bayview - Curbside on Broadway
<b>Hotel Z Gaslamp Quarter</b>	3-Green	On 6th Street at Island Avenue
<b>Intercontinental San Diego</b>	1-Red	Curbside on Pacific Highway
<b>Moxy San Diego Gaslamp Quarter</b>	3-Green	Across Street on 6th Avenue at F Street
<b>Omni San Diego Hotel</b>	Walk	Walk to San Diego Convention Center
<b>Pendry Hotel</b>	Walk	Walk to San Diego Convention Center
<b>Porto Vista Hotel</b>	4-Orange	Across the street on Columbia
<b>San Diego Marriott Gaslamp Quarter</b>	Walk	Walk to San Diego Convention Center
<b>SpringHill Suites Downtown/Bayfront</b>	1-Red	Walk to the Intercontinental – Curbside on Pacific Highway
<b>US Grant Hotel</b>	2-Blue	Walk to the Westin Gaslamp – Curbside on 1 <sup>st</sup> Avenue
<b>Westin San Diego Bayfront</b>	2-Blue	Walk to Hotel Republic – Curbside on B Street
<b>Westin San Diego Gaslamp Quarter</b>	2-Blue	Curbside on 1 <sup>st</sup> Avenue
<b>Wyndham San Diego Bayside</b>	1-Red	Curbside in Front