

**NEUROSCIENCE RESUME
SAN DIEGO CONVENTION CENTER**

TO: Tim Pontrelli, Senior Event Manager, Event Management Services, SDCC
Dorianne Mormann, CMP General Manager, Centerplate, SDCC
Eric Berry, President, Atlantic Images & Sound, AV Concepts
Rich Macklin, Sales Manager, ONAV, SDCC
Chris Balak, National Accounts Director, The Expo Group
Julie Nelson, Account Executive, Convention Data Services

FROM: **Meeting Logistics Group**
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
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.

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.

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

Exhibit Management Contacts: Allison Burns, CEM, SfN Senior Operations Manager
Official Service Contractor: The Expo Group – Chris Balak, National Accounts Director

Move-in (Halls B-H)
Decorator: Monday, November 7 – Thursday, November 10 - 6:00 a.m. – 7:00 p.m.

Move-out
Decorator: Wednesday, November 16 5:00 p.m. - Midnight
Thursday, November 17 8:00 a.m. – Midnight
Friday, November 18 6:00 a.m. – Midnight

TELEPHONE NUMBERS

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

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 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.

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.

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: Paula Kara, CMP, Senior Director, Meeting Services
1121 14th Street, NW, Suite 1010
Washington, DC 20005
paula@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
Kyle Hayden, CMP, Director, Meeting Programs & Attendee Services
Sharon Kerley Bowles, Senior Meeting Planner
Allison Burns, CEM, Senior Meetings 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

ACCOUNTING—San Diego Convention Center and Centerplate Food Services

Identify each charge. Enclose all banquet checks, accounting of cash bar receipts, and backup for all charges. In the individual resume sheets, you will notice we have included cost center information. If it is possible to include this information on your final bill, it will speed the coding and processing of the bill.

EQUIPMENT DELIVERY

The Expo Group and Society for Neuroscience materials (boxes and trunks) will arrive at the San Diego Convention Center loading docks on Monday, November 7 at 6:00 a.m. Boxes and trunks will be marked for placement within the San Diego Convention Center.

Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Tuesday, November 8. Eric Berry is in charge of distribution.

Office machines, copy machines, etc. for offices will be delivered on Wednesday, November 9. Convention Data Services equipment will arrive on Tuesday, November 8.

SECURITY

The Society's Security Provider is Lincoln Security. The Society for Neuroscience security contacts are Paula Kara and Allison Burns. There is the potential for demonstrations by animal rights activists during the Animals in Research Workshop on Monday, November 14 (1:30 pm in Room 11) and during the nanosymposia and poster sessions Saturday, November 12 – Wednesday, November 16. A separate security order is available at our website.

BUILDING ACCESS

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

Monday, November 7 – Thursday, November 10
Friday, November 11 – Wednesday, November 16
Friday, November 11
Saturday, November 12 - Wednesday, November 16

8:00 a.m. - Staff Only
6:00 a.m. - Staff Only
6:30 a.m. - All Entrances Open
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.

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 in the San Diego Convention Center. 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. Under no circumstances may any other individuals place signs of any nature or distribute literature of any kind in the San Diego Convention Center without prior written approval from the Society for Neuroscience. (1) easel is required outside the entrance to each Society event 45 minutes prior to the start of the event.

COMMUNICATIONS/TELEPHONE/INTERNET CONNECTIONS

See telephone & internet orders included in this resume.

WATER IN SESSION ROOMS/COMMITTEE MEETINGS

Water service will be required for sessions and committee meetings as outlined in the resume. Please have water delivered promptly (no later than 20 minutes prior to the start of each session listed in resume).

AUDIO VISUAL & COMPUTER RENTAL

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

REMOTE DIMMER SWITCHES

Provide in each meeting room used for scientific sessions if available.

MEETING ROOM TEMPERATURE

Preset all session rooms for 69-71 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.

FOOD SERVICE – Centerplate

Please open concessions and restaurants beginning Thursday, November 10 (minimal service for exhibitor move-in), Friday, November 11 at 7:00 a.m. thru Wednesday, November 16 at 5:00 p.m. Please have healthy food available, as well as the favorite non-healthy foods. Have outlets open during registration hours with maximum staffing. Please keep exhibit hall concessions staffed to capacity during the breakfast and lunch hours. Place as many portable concessions as is possible in lobbies and hallways. Please provide final concession schedule by October 14, 2022.

SERVICE DESK

The Expo Group, Inc will operate a service desk located in Hall B.

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.

SCHEDULE OF PRE-CONVENTION MEETINGS

San Diego Convention Center
City-Wide Hotel Pre-Con Meeting

Wednesday, November 9
Thursday, November 10

3:00 p.m.
2:00 p.m.

SAN DIEGO CONVENTION CENTER - SCHEDULE OF EVENTS/SETUP RESUME

The Society events, as well as special group meetings (satellite/ancillary events) scheduled at the San Diego Convention Center 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 sessions and lectures 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
Saturday, November 12	7:00 AM – 4:00 PM 4:00 PM - 10:00 PM	20 minute service 10 minute service
Sunday, November 13	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
Monday, November 14	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
Tuesday, November 15	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
Wednesday, November 16	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
Hilton San Diego Bayfront	Walk	Walk to San Diego Convention Center
Manchester Grand Hyatt San Diego	Walk	Walk to San Diego Convention Center
Marriott Marquis San Diego Marina	Walk	Walk to San Diego Convention Center
Andaz San Diego	3-Green	Across Street on 6 th Ave. at F Street
Best Western Plus Bayside Inn	2-Blue	On India Street at Ash Street
Carte Hotel San Diego Downtown	2-Blue	Walk to Best Western on India Street at Ash Street

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