

**Monday, November 14, 2022**

**6:45 PM - 8:45 PM**

**The Blue Spot Special: A Locus Coeruleus Social**

**Marriott Marquis: Marriott Grand Blrm #10, Marriott Grand Blrm #11**

---

**Function Type:** Social

**Estimated Attendance:** 100

**Room Set:** Reception

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - Marriott Marquis San Diego

**Ready By:**

**Monday, November 14, 2022 @ 5:45 PM**

Note

Reception style for (100) with scattered cocktail rounds with seating.

(1) Lectern

(1) Easel

---

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

**Ready By:**

**Monday, November 14, 2022 @ 5:45 PM**

Note

(1) Lectern microphone

**NOVEMBER 2 ADDITION**

**ADD THE FOLLOWING ITEMS:**

**(1) DATA/VIDEO PROJECTOR AND CART**

**(1) SCREEN**

---

#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Monday, November 14, 2022 @ 6:15 PM**

Note

Bags of assorted chips, popcorn & pretzels @ \$7.00++ per bag.

Budget is \$7,000 all-inclusive for snacks to be divided among the (7) Socials on Monday.

Snacks are not to be replenished.

**Tuesday, November 15, 2022**

**9:00 AM - 12:00 PM**

**Nikon Staff Meeting #1**

**Marriott Marquis: Torrey Pines 1, Torrey Pines 2**

---

**Function Type:** Satellite

**Estimated Attendance:** 10

**Room Set:** Conference

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### Contacts

---

**Contact:** Sharon Bowles

**Alt Contact:** Kelley Bevis

**Organizer Email:** Kelley.Bevis@nikon.com

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Tuesday, November 15, 2022 @ 8:00 AM**

Note

**OCTOBER 25 ADDITION  
NEW EVENT ASSIGNMENT**

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Tuesday, November 15, 2022**

**11:00 AM - 1:00 PM**

**Nikon Staff Meeting #2**

**Marriott Marquis: Presidio 1, Presidio 2**

---

**Function Type:** Satellite

**Estimated Attendance:** 15

**Room Set:** Conference

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

---

**Contact:** Sharon Bowles

**Alt Contact:** Kelley Bevis

**Organizer Email:** Kelley.Bevis@nikon.com

---

### **Logistics**

---

#### **Setup - SfN**

**Ready By:**

**Tuesday, November 15, 2022 @ 10:00 AM**

Note

**OCTOBER 25 ADDITION  
NEW EVENT ASSIGNMENT**

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

**Wednesday, November 16, 2022**

**11:00 AM - 5:30 PM**

**Council Meeting**

**Marriott Marquis: Marina Ballroom D**

---

**Function Type:** Meeting

**Estimated Attendance:** 37

**Set For:** 44

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-OV200-M851

---

### Contacts

---

**Contact:** Julia Pergande

---

### Logistics

---

#### Setup - Marriott Marquis San Diego

**Ready By:**

**Wednesday, November 16, 2022 @ 7:00 AM**

Note

VIP Event

Staff to set-up between 7am-10am

Note: Please use VIP chairs provided by The Expo Group

Set Hollow Square for (44) - no more than 2 per 6' table

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance

(3) Wastebaskets

Notepads & pens

Ice water and glasses

SEE FLOOR PLAN

---

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

**Ready By:**

**Wednesday, November 16, 2022 @ 7:00 AM**

Note

(37) VIP Chairs for the U-Shape

---

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

**Ready By:**

**Wednesday, November 16, 2022 @ 7:00 AM**

Note

(1) Screen

(1) Data/Video Projector

(21) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.

(1) 6x1 Switcher

(1) XLR Cable for Stenographer

(1) Audio DI for computer playback

(1) Laser pointer

The ability to run the audio line from the microphones to Zoom and back

A sound operator is required from 11:00am - 5:30pm.

---

## Electrical - Marriott Marquis San Diego

**Ready By:**

**Wednesday, November 16, 2022 @ 7:00 AM**

**Note**

(4) 110v, 20amp drops - one at the stenographer table, one at each projector and one at the audio tech table  
(20) Power strips around the U-Shape for laptops, allowing at least two plugs per person

---

## Telecom - Marriott Marquis San Diego

**Ready By:**

**Wednesday, November 16, 2022 @ 7:00 AM**

**Note**

(1) Wired internet connections at stenographer table  
(1) Wired internet connection for ZOOM call

---

## Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Wednesday, November 16, 2022 @ 10:00 AM**

**Note**

Beverage Service - ready at 10:30 am  
To remain set for the entire meeting and refreshed as necessary  
Assorted Soft Drinks @ \$9.00++ each, charged on consumption.  
Chilled Bottled Water @ \$7.50++ each, charged on consumption.  
Flavored Sparkling Waters @ \$9.25++ each, charged on consumption.  
Coffee, Decaf, and Tea Service @ \$169.00++ per gallon

Lunch to be ready by 11:45 am

San Diego Downtown Buffet @ \$82.00++ per person  
Cornbread with Jalapeño Honey Butter (V, GF)  
Citrus Coleslaw (VG, GF)  
Smoked Potato Salad (V, GF)  
Mesquite Smoked Brisket (GF)  
Tangy Herb Marinated Smoked Free Range Chicken Breast  
Maple Glazed Smoked Swordfish (GF, DF)  
Soyrizo, Poblano Queso Fundido Mac (VG)  
Shaved Brussels Sprouts Confetti (GF, DF)  
Cheesecake Bites (V)  
Seasonal Mini Pies (V)  
Iced Tea  
Starbucks® Coffee and Tea Service

NOTE: Please provide Gluten-Free dessert option with lunch

Break - Ready at 2:15 pm

From The Market (20) @ \$27.00++ per person  
Organic Berries and Seasonal Whole Fruit (VG, GF)  
Seasonal Vegetables (VG, GF)  
California Goat Cheese (V) with Tomato Jam Spread (V, GF, DF)  
Citrus Marinated Olives (VG, GF)  
Avocado and Jalapeño Cilantro Hummus  
Assorted Pepsi Soft Drinks  
Bottled Water  
Starbucks® Coffee and Tea Service

Note: All sauces, dressings, and mayo on the side

NOTE: PLEASE LABEL ALL FOOD FOR ALLERGIES

NOTE: Any group minimum charges for SfN are waived under the contract.

All prices are subject to 25% service charge and 8% taxes.

OCTOBER 28 UPDATE

LUNCH READY AT 12:00 PM

BREAK READY AT 2 PM

**Thursday, November 17, 2022**

**8:30 AM - 12:00 PM**

**Council Meeting**

**Marriott Marquis: Marina Ballroom D**

---

**Function Type:** Meeting

**Estimated Attendance:** 37

**Set For:** 44

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-OV200-M851

---

### Contacts

---

**Contact:** Julia Pergande

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Thursday, November 17, 2022 @ 6:00 AM**

Note

As set from Wednesday November 16

---

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

**Ready By:**

**Thursday, November 17, 2022 @ 6:00 AM**

Note

As set from Wednesday November 16

A sound operator is required from 7:45am - 12:00 pm.

---

#### Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Thursday, November 17, 2022 @ 7:00 AM**

Note

Beverage Service - ready at 7:00 am

To remain set for the entire meeting

Assorted Soft Drinks @ \$9.00++ each, charged on consumption.

Chilled Bottled Water @ \$7.50++ each, charged on consumption.

Flavored Sparkling Waters @ \$9.25++ each, charged on consumption.

Coffee, Decaf, and Tea Service @ \$169.00++ per gallon

Breakfast - ready at 8:00 am

The Classic Marina Buffet @\$64.00++ per person

Fresh Orange Juice

Grapefruit, Apple and Cranberry Juice

Seasonal Fruit and Berries (VG, GF)

Seasonal Breakfast Breads (V)

Assorted Local Bagels with Toaster Station (V)

Selection of Kellogg's and Kashi Breakfast Cereals (V)

Individual Dannon® Low Fat Fruit Yogurt and Non-Fat Plain Yogurt (V)

Steel Cut Oatmeal (VG)

Cage Free Scrambled Eggs (V, GF)

Apple Wood Smoked Bacon (GF, DF)

Turkey Maple Sausage Links (GF, DF)

Roasted Garlic Potatoes

Starbucks® Coffee and Tea Service

Lunch- ready at 12:00 pm  
The Deli Buffet @ \$78.00++ per person  
Chicken, Quinoa, Barley and Kale Soup  
Local Field Greens (V)  
Roasted Beet Salad (V, GF)  
Local Ahi Tuna (GF)  
Slow Roasted Turkey Breast, Black Forest Ham, Genoa Salami, Mesquite  
Smoked Slowed Roasted New York Steak (GF, DF)  
Assorted Cheeses (V):  
Artisan Bread Display (V, DF)  
Arugula, Baby Spinach, Tomatoes, Red Onion, Avocado Mayo, Dijon  
Mustard, Roasted Garlic Aioli and Light Mayo (V, DF)  
Dill Pickle Chips  
House Made BBQ Potato Chips (GF, VG)  
Strawberry Shortcake  
Mini Apple Pie  
Chocolate Oatmeal Moon Pie

NOTE: Please also supply gluten-free bread and/or gluten-free wraps with the Deli Buffet and a Gluten-Free dessert option with lunch

NOTE: All sauces, dressings and mayo on the side.

NOTE: PLEASE LABEL ALL FOOD FOR ALLERGIES

NOTE: Please have "to-go" boxes ready for those with early flights.

NOTE: Any group minimum charges for SfN are waived under the contract.

All prices are subject to 25% service charge and 8% taxes.

**OCTOBER 26 UPDATE**

**PLEASE HAVE LUNCH READY AT 11:30**