

**Friday, November 11, 2022**

**11:30 AM - 6:00 PM**

**Council Meeting**

**Marriott Marquis: Marina Ballroom D**

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**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

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### Contacts

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**Contact:** Julia Pergande

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### Logistics

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#### Setup - Marriott Marquis San Diego

**Ready By:**  
**Friday, November 11, 2022 @ 6:00 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

**OCTOBER 19 UPDATE**  
**CHANGE MEETING START TIME TO 11:30**

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

**Ready By:**  
**Friday, November 11, 2022 @ 8:00 AM**

Note  
(37) VIP Chairs for the Hollow Square

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

**Ready By:**  
**Friday, November 11, 2022 @ 8:00 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

The ability to run the audio line from the microphones to Zoom and back  
(1) Laser pointer

A sound operator is required from 11:00am - 6:00pm.

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## Electrical - Marriott Marquis San Diego

**Ready By:**

**Friday, November 11, 2022 @ 6:00 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

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## Telecom - Marriott Marquis San Diego

**Ready By:**

**Friday, November 11, 2022 @ 6:00 AM**

Note

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

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## Food And Beverage - Marriott Marquis San Diego

**Ready By:**

**Friday, November 11, 2022 @ 10:30 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 12:00 pm  
MEDITERRANEAN LUNCH BUFFET @ \$82++ per Person  
Meze of Assorted Dips & Spreads (GF)  
Little Gem Lettuce  
Charred Broccoli Slaw (GF)  
Grilled Baby Lamb Chops  
Chicken Souvlaki (GF)  
Shrimp and Tomato Orzo Pilaf  
Braised Swiss Chard  
Smashed Fingerling Potatoes (GF)  
Pistachio Baklava & Cardamom Scented Rice Pudding (GF)  
Iced Tea  
Starbucks® Coffee and Tea Service

NOTE: Please include a gluten-free chip option for the Meze of Assorted Dips & Spreads

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

Break - Ready at 3:40 pm  
HAPPY AVOCADOS BREAK (20) @ \$26++ per person  
Warm Local Tortilla Chips (VG) - Please substitute with GF tortilla chips  
Fresh Guacamole with California Avocados (VG, GF)  
Assorted Salsas  
Fresh Cut Jicama, Carrots, Radishes, Cucumber  
Assorted Pepsi Soft Drinks  
Bottled Water

NOTE: Please substitute the Warm Local Tortilla Chips with regular gluten-free tortilla chips

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 19 UPDATE

CHANGE LUNCH READY BY TIME TO 12:15

**Sunday, November 13, 2022**

**6:30 PM - 11:00 PM**

**Setup for U.S. - Japan BRCP Networking Session**

**Marriott Marquis: San Diego Ballroom A**

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**Function Type:** Satellite  
**Estimated Attendance:** 10

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** No

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Stacey Chambers  
**Organizer Email:** chambers@ninds.nih.gov

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### **Logistics**

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#### **Setup - SfN**

**Ready By:**  
**Sunday, November 13, 2022 @ 6:30 PM**

Note

**OCT 13 ADDITION**

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.

**Sunday, November 13, 2022**

**6:30 PM - 11:30 PM**

**Setup for U.S.-Japan BRCP Committee Meeting**

**Marriott Marquis: Catalina**

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**Function Type:** Satellite  
**Estimated Attendance:** 10

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** No

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Stacey Chambers  
**Organizer Email:** chambers@ninds.nih.gov

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### **Logistics**

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#### **Setup - SfN**

**Ready By:**  
**Sunday, November 13, 2022 @ 6:30 PM**

Note

**OCT 13 ADDITION**

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.

**Monday, November 14, 2022**

**7:00 AM - 6:00 PM**

**Satellite Event Setup for U.S.-Japan BRCP Networking Session**

**Marriott Marquis: San Diego Ballroom A**

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**Function Type:** Satellite  
**Estimated Attendance:** 10

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** No

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Stacey Chambers  
**Organizer Email:** chambers@ninds.nih.gov

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### Logistics

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#### Setup - SfN

**Ready By:**  
**Monday, November 14, 2022 @ 7:00 AM**

Note

**OCTOBER 20 ADDITION**

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.

**Monday, November 14, 2022**

**7:00 AM - 11:30 AM**

**Satellite Setup for U.S.- Japan BRCP Committee Meeting**

**Marriott Marquis: Catalina**

---

**Function Type:** Satellite  
**Estimated Attendance:** 10

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Stacey Chambers

**Organizer Email:** chambers@ninds.nih.gov

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### Logistics

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#### Setup - SfN

**Ready By:**  
**Monday, November 14, 2022 @ 7:00 AM**

Note

**OCTOBER 20 ADDITION**

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.

**Monday, November 14, 2022**

**6:30 PM - 8:30 PM**

**U.S.-Japan BRCP Networking Session**

**Marriott Marquis: San Diego Ballroom A**

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**Function Type:** Satellite  
**Estimated Attendance:** 40

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Stacey Chambers  
**Organizer Email:** chambers@ninds.nih.gov

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### Logistics

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#### Setup - SfN

**Ready By:**  
**Monday, November 14, 2022 @ 6:30 PM**

Note

**OCTOBER 20 ADDITION**

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**

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

**Sex Differences and Hormones on the Brain Social**

**Marriott Marquis**

**Function Type:** Social

**Estimated Attendance:** 150

**Room Set:** Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Tuesday, November 15, 2022 @ 5:30 PM**

Note

**OCT 6 EVENT CANCELLED**

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#### Setup - Marriott Marquis San Diego

**Ready By:**

**Tuesday, November 15, 2022 @ 5:45 PM**

Note

**OCT 6 EVENT CANCELLED**

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

(1) Skirted Head table with (2) chairs.

(1) Podium

(1) Easel

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

**Ready By:**

**Tuesday, November 15, 2022 @ 5:45 PM**

Note

**OCT 6 EVENT CANCELLED**

(1) Screen

(1) Data Projector w/cart

(1) Podium Microphone

(1) Audio for Computer

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

**Ready By:**

**Tuesday, November 15, 2022 @ 6:15 PM**

Note

**OCT 6 EVENT CANCELLED**

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

Budget is \$7,000 all-inclusive for snacks to be divided among

the (6) Socials on Tuesday.

Snacks are not to be replenished.