



**Neuroscience  
2022**

# **Security Information**

**SOCIETY FOR NEUROSCIENCE**  
**51st Annual Meeting**  
**Security Introduction**

Maintaining a safe environment for our exhibitors and attendees is a top priority for SfN and San Diego Convention Center. Now more than ever before, we must be focused and involved in safety management.

SfN has contracted Lincoln Security Services LLC as its official security provider. Lincoln Security Services LLC will secure entrances to the exhibits, poster sessions and events as indicated in this document. Lincoln Security Services personnel will serve as an adjunct to the building security by watching for potential demonstrations by activists and all suspicious activities that would interfere with or interrupt the SfN Annual Meeting.

**LINCOLN SECURITY SERVICES LLC – SECURITY PERSONNEL**

Security requirements, posts and functions for society sponsored registration, scientific sessions, exhibits, poster sessions, and special events are indicated on the spreadsheets included online. Badge flyer is included.

**SfN STAFF**

Please instruct all security that Society for Neuroscience staff with badges and blue 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. Staff will pick up badges in Lobby D. See badge sample below.

**DAILY RECAP – SFN, LINCOLN SECURITY SERVICES LLC, SAN DIEGO CONVENTION CENTER**

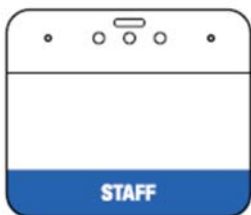
SfN will hold a daily recap meeting beginning Thursday, November 10 - Tuesday, November 15 at 7:30 am, with a final onsite recap on Wednesday, November 16 at 5 pm in the Exhibit Management office located in Lobby D. We have created an email address alias ([SfNSecurity@sfn.org](mailto:SfNSecurity@sfn.org)) for all security/first aid issues that may arise. Please use this email for security/first aid issues as soon as individuals are aware of a situation.

**BUILDING ACCESS**

Please arrange to have a door open at Lobby D 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 17	7:00 a.m. – Staff Only
Friday, November 11 – Wednesday, November 16	6:00 a.m. – Staff Only
Friday, November 11	6:30 a.m. – All Entrances Open
Saturday, November 12 - Wednesday, November 16	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.



**Open access.**

SfN Staff will also have a Staff Ribbon

**PROTESTS**

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 11AB) and during the nanosymposia and poster sessions Saturday, November 12 – Wednesday, November 16.

## CONTACTS

### **Lincoln Security Services**

Show Office B, (619) 525-5707

John Krivulka, (407) 496-2663

### **San Diego Convention Center**

Tim Pontrelli, Senior Event Manager, Event Management Services, SDCC

### **SOCIETY FOR NEUROSCIENCE LOGISTICS GROUP**

**Onsite:** Headquarters Office, Logistics, Sails Pavilion, (619)-525-5700

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

### **Exhibit Management Staff**

**Onsite:** Exhibits Office, Lobby D, (619) 525-5710

Allison Burns, CEM, Senior Meetings Operations Manager

Jennifer Gross, Meeting Operations Specialist

### **SfN Security Contacts**

Paula Kara

Allison Burns

### **Designated Media Spokespersons**

Melissa Thompson Ayoub

## GENERAL EVENT INFORMATION

### 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. Badge Pick Up 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 10:00 a.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.

## EXPOSITION

Exhibits are in Halls B2 - G at San Diego Convention Center

Exhibit Management Office located in Lobby D.

Exhibit Management Contacts: Allison Burns, CEM, Senior Meetings Operations Manager  
Jennifer Gross, CEM, Meetings Operations Specialist

Official Service Contractor: The Expo Group – Chris Balak, Vice President, National Accounts

### Move-in (Hall A - G)

Decorator:

Monday	November 7	6:00 a.m. – 7:00 p.m.
Tuesday	November 8	6:00 a.m. - 7:00 p.m.
Wednesday	November 9	6:00 a.m. - 7:00 p.m.
Thursday	November 10	6:00 a.m. - 7:00 p.m.

### Exhibitors:

Wednesday	November 9	8:00 a.m. - 6:00 p.m. (Booths 400 sq. ft and above)
Thursday	November 10	8:00 a.m. - 6:00 p.m.
Friday	November 11	8:00 a.m. - 6:00 p.m.
Saturday	November 12	8:00 a.m. - 6:00 p.m.

### Exhibit Hours:

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.

### Move-out

Exhibitors:	November 16	5:00 p.m. – 11:00 p.m.
	November 17	8:00 a.m. – 2:00 p.m.

Decorator:	November 17	5:00 p.m. – Midnight
	November 18	8:00 a.m. – Midnight

## EXHIBITOR REGISTRATION

Exhibitor registration located in Hall D of San Diego Convention Center. Please see Registration for hours.

## 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 of 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. – Noon & 1:00 p.m. – 5:00 p.m.

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.

### **REGISTRATION (Badge Pick Up)**

Badge Pick Up is in Lobbies A, D, and F at the San Diego Convention Center and is open during the following hours:

Wednesday, November 9	8:00 a.m. – 6:00 p.m. Lobby D (Exhibitors Only)
Thursday, November 10	8:00 a.m. – 6:00 p.m. Lobby D (Exhibitors Only)
Friday, November 11	8:00 a.m. – 2:00 p.m. Lobby D (Exhibitors Only) 2:00 p.m. – 5:00 p.m. Lobby A, D, F
Saturday, November 7	7:30 a.m. – 5:00 p.m. Lobby A, D, F
Sunday, November 7	7:30 a.m. – 5:00 p.m. Lobby A, D, F
Monday, November 7	7:30 a.m. – 5:00 p.m. Lobby A, D
Tuesday, November 7	7:30 a.m. – 5:00 p.m. Lobby D
Wednesday, November 7	7:30 a.m. – 5:00 p.m. Lobby D

Note: Above are published hours. The registration area will close at the published hours. Attendees remaining in line at closing will be processed.

### **PRESS REGISTRATION**

Press will pick up badges in Lobby D during open badge pick up hours.

### **SHUTTLE SERVICE**

Shuttle service has been arranged through Production Transport. Our contact is Jenni Sanders.  
(619) 525-5715

Shuttle Bus service will be available from the official convention hotels to San Diego Convention Center except for the hotels which are within walking distance.

See [shuttle schedule](#) for current transportation information.

### **EQUIPMENT DELIVERY**

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

Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Monday, November 7 and Tuesday, November 8, using docks #29 and #37. Eric Berry oversees distribution.

Office machines, copy machines, etc. for offices will be delivered on Wednesday, November 9. Convention Data Services equipment will arrive on Tuesday, November 14.

**FIRST AID**

LOBBY G – (619) 525-5714

**Society for Neuroscience 2022****First Aid Schedule****November 7-18, 2022****San Diego Convention Center**

Day	Date	Activity	# Staff	Staff Type	2022 Service Hours	First Aid Location
Mon.	11/7/2022	Set-Up	1	EMT	6:00 AM - 6:00 PM	SDCC - Box Office G
Tues.	11/8/2022	Set-Up	1	EMT	7:00 AM - 6:00 PM	SDCC - Box Office G
Wed.	11/9/2022	Set-Up/Exhibitor Move-In	1	EMT	7:00 AM - 6:00 PM	SDCC - Box Office G
Thurs.	11/10/2022	Set-Up/Exhibitor Move-In	1	EMT	7:00 AM - 8:00 PM	SDCC - Box Office G
Fri.	11/11/2022	Set-Up/Exhibitor Move-In	1	EMT	7:00 AM - 8:00 PM	SDCC - Box Office G
Sat.	11/12/2022	Show Day	1	EMT	7:00 AM - 10:00 PM	SDCC - Box Office G
			1	EMT	7:00 AM - 7:00 PM	SDCC - Box Office G
Sun.	11/13/2022	Show Day	1	EMT	7:00 AM - 10:00 PM	SDCC - Box Office G
			1	EMT	7:00 AM - 7:00 PM	SDCC - Box Office G
Mon.	11/14/2022	Show Day	1	EMT	7:00 AM - 10:00 PM	SDCC - Box Office G
			1	EMT	7:00 AM - 7:00 PM	SDCC - Box Office G
Tues.	11/15/2022	Show Day	1	EMT	7:00 AM - 8:00 PM	SDCC - Box Office G
			1	EMT	7:00 AM - 7:00 PM	SDCC - Box Office G
Wed.	11/16/2022	Show Day	1	EMT	7:00 AM - 12:00 AM	SDCC - Box Office G
		Exhibitor Move-Out	1	EMT	7:00 AM - 2:00 AM	SDCC - Box Office G
Thurs.	11/17/2022	Tear-Down	1	EMT	7:00 AM - 6:00 PM	SDCC - Box Office G
Friday	11/18/2022	Tear-Down	1	EMT	7:00 AM - 6:00 PM	SDCC - Box Office G

\*\*Starting at 12:00 a.m. on Thursday, November 17, First Aid Services will be roaming/floating within the convention center until Friday, November 18 at 6:00 p.m. \*\*



## SECURITY FUNCTIONS, SCHEDULE & POSTS

*Please see attached spreadsheets and floorplans for specific personnel requirements and posts.*

### **EXHIBITS – HALLS B - H**

Only badged exhibitors and exhibitor members are permitted in the exhibit hall during move-in and move-out hours. Children are never allowed in the exhibit hall during this time. Only small exhibits (i.e. pop-ups and vinyl case booths) that do not require a forklift can set up on Saturday, November 12, from 8:00 a.m. – 10:00 a.m. Freight doors will close at 10:00 a.m. Exhibitors wishing to remain in the exhibit hall for light set-up (unpacking literature/books, calibrating instruments, etc,) may do so, as long as, the noise level does not have an adverse effect on the poster sessions.

The Expo Group will install drape/caution tape around the perimeter of the exhibits until the exhibit hall opens on Sunday, November 13. Caution tape will be installed around the exhibit perimeter each evening at the close of the poster sessions and exhibits, Sunday – Tuesday and will be removed between 9:20 a.m. – 9:30 a.m. each morning, Monday – Wednesday.

All badged registrants (Guests – only on the one day indicated on their badge), are permitted to enter the exhibits when they are open. Children, including children in strollers, may have access to the exhibit hall when the exhibits are open, if they are accompanied and supervised by an adult. Children age 17 and under will not be wearing badges.

### **POSTER SESSIONS – HALLS B - G**

Only individuals with badges are permitted in the poster session area. Please see Badges and Entrance Authorizations for admittance requirements.

Poster presenters and up to 2 badged co-authors may gain early access to poster area one hour before Poster Sessions begin. Poster presenters will be easily identified as they will be carrying a large tube containing scientific information.

**Note:** Children age 17 and under may enter the poster session during Poster session hours, provided they are supervised and accompanied by a badged registrant, at all times. Children aged 17 and under will not be wearing badges. Strollers are permitted. Under no circumstances are children allowed in the hall during exhibitor setup.

### **SFN BOOTH**

Booth #1513 - SfN will have a 50' x 50' booth in Hall D.

## SECURITY FUNCTIONS, SCHEDULE & POSTS

*Please see attached spreadsheets and floorplans for specific personnel requirements and posts.*

### **MINI SYMPOSIA, SYMPOSIA & NANOSYMPOSIA – SAN DIEGO CONVENTION CENTER**

Only individuals with badges are permitted to attend Nanosymposia and symposia sessions. Guests are only admitted on the one day printed on their badge. Exhibitors may attend sessions. Please see *Badges and Entrance Authorizations* for admittance requirements. Please inform badge checkers that Session Chairs were instructed to look for badge checkers if a protest disruption occurs during a session. Badge checkers should notify their supervisor immediately and immediately assess the situation in the room. The supervisor should immediately notify SfN staff and building security.

### **FEATURED LECTURES – SAN DIEGO CONVENTION CENTER**

Badges are required for all lectures. Please see **Badges and Entrance Authorizations** for admittance requirements. If the lecturer arrives in the Hall and does not have his or her name badge, please escort the speaker to the projection platform or to the stage in the Hall to see the SfN staff person or SfN audiovisual manager in the room.

### **MISCELLANEOUS FUNCTIONS, SCHEDULE & POSTS**

Please see attached spreadsheets and floorplans for specific personnel requirements and posts.

### **SPECIAL SESSIONS/COURSES/WORKSHOPS**

Only individuals with course badges are permitted to attend. Please see *Badges and Entrance Authorizations* for admittance requirements. The Business Members meeting is open to badged Member and Student Member registrants only – not Nonmembers or Student Nonmembers.