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Friday, November 11, 2022 - Wednesday, November 16, 2022

7:00 AM - 5:00 PM

Scooter Storage

SDCC: Box Office A

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 11, 2022 @ 12:00 PM

Note

There is no room setup.

Scooters and wheelchairs will be stored in this room from

Friday, November 11 through Wednesday, November 16 at 6 p.m.

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 10, 2022 @ 5:00 PM

Note

(4) Power cords to charge electric scooters

Friday, November 11, 2022 - Wednesday, November 16, 2022

8:00 AM - 6:00 PM

Registration Temporary Staff Lounge

SDCC: Temp Lounge, Sails Pavilion

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Thursday, November 10, 2022 @ 8:00 AM

Note

Hours: Friday, November 12, 8:00 am – 5:00 pm
Saturday, November 13 – Wednesday, November 16,
7:30 am – 5:00 pm

Setup - San Diego Convention Center

Ready By:

Thursday, November 10, 2022 @ 1:00 PM

Note

(2) Banquet rounds with tablecloths and chairs
(2) 6' tables; one for beverages and one for phone/work area
(1) Large trashcan

** Remain as set on a 24-hour basis through Wednesday, November 16
at 5 pm.**

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 8, 2022 @ 5:00 PM

Note

Build room as diagrammed
(1) Coat rack with hangers

**Remain as set on a 24-hour basis through Wednesday, November 16 at
5:00 pm.**

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 10, 2022 @ 5:00 PM

Note

Place one electrical drop at 6" table with telephone per diagram.

**Remain as set on a 24-hour basis through Wednesday, November 16 at
5:00 pm.**

Telecom - Smart City - SDCC

Ready By:
Thursday, November 10, 2022 @ 2:00 PM

Note

(1) Single line with instrument, restricted and 800 calls only, number per Telephone roster.

Remain as set on a 24-hour basis through Wednesday, November 16 at 5:00 pm.

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 7:00 AM

Note

Saturday through Wednesday: Coffee from 7:00 am – 8:00 am.

\$75.00 per gallon

Coffee, Decaffeinated Coffee & Selection of Hot Teas

Refresh as needed until end time.

Plus 22% service charge and 7.7% sales taxes.

Remain as set on a 24-hour basis through Wednesday, November 16 at 5:00 pm.

Friday, November 11, 2022

9:00 AM - 4:00 PM

Data Analysis Applications for Neuroscientists

SDCC: 23A, 23B, 23C

Function Type: Satellite

Estimated Attendance: 300

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A MS200-M701

Contacts

Contact: Sharon Bowles

Alt Contact: Michael Malek-Ahmadi

Organizer Email: Michael.MalekAhmadi@bannerhealth.com

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

As set for Saturday, November 12 at 1 pm

Satellite organizer also requests the following items:

(1) Skirted registration table with (2) chairs at the entrance to the room.

(1) Easel

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

As set on Saturday, November 12 at 1 pm

Satellite organizer will use the following existing items:

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

Audio/Visual - OnSite AV

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

As set Saturday, Nov. 12

Satellite organizer will use the following items:

(1) Lectern microphone

(1) Head table microphone

(1) DI under 6' table for computer

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

Please contact the organizer directly for food and beverage requirements. Organizer will pay Centerplate directly for all f/b costs.

Friday, November 11, 2022

9:00 AM - 5:00 PM

Molecular and Cellular Cognition Symposium

SDCC: 24A, 24B, 24C

Function Type: Satellite

Estimated Attendance: 400

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A MS200-M701

Contacts

Contact: Sharon Bowles

Alt Contact: Jennifer Raymond

Organizer Email: jennifer.l.raymond@gmail.com

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

As set Saturday, Nov. 12 at 1 pm

Satellite organizer also requests the following items:

- (1) Skirted registration table with (2) chairs at the entrance to the room.
- (1) Easel

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

As set Saturday, Nov. 12

Satellite organizer will use the following existing items:

- (1) Screen, set per diagram
- (1) Data/video projector w/cart
- (1) 4x1 Switcher

Audio/Visual - OnSite AV

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

As set Saturday, Nov. 12

Satellite organizer will use the following items:

- (1) Lectern microphone
- (1) Head table microphone
- (1) DI under 6' table for computer

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

Please contact the organizer directly for food and beverage requirements. Organizer will pay Centerplate directly for all f/b costs.

Friday, November 11, 2022

9:00 AM - 1:00 PM

Temporary Personnel Training

SDCC: 2

Function Type: Meeting

Estimated Attendance: 70

Set For: 250

Room Set: Banquet

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

As set Saturday, November 12 at 2:00 pm.

Audio/Visual - OnSite AV

Ready By:

Friday, November 11, 2022 @ 8:00 AM

Note

(1) Lectern microphone

Friday, November 11, 2022 - Wednesday, November 16, 2022

10:00 AM - 4:00 PM

Featured & Special Lecture Overflow Room

SDCC: Overflow, Hall A

Function Type: Lecture

Estimated Attendance: 720

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Paula Kara

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 10, 2022 @ 4:00 PM

Note

Set room theater style for 720

Set banquet rounds per floor plan

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, November 9, 2022 @ 2:00 PM

Note

Carpet entire seating area, please use Pepper carpet.

High pipe and drape behind screens.

****Remain as set on an 24-hour basis through Wednesday, November 16 at 5:00pm****

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Saturday, November 12, 2022 @ 10:00 AM

Note

Hall A Video Projection Equipment

2 11'x20' screens (program screens)

1 11'x20' stumpfl screens (imag screen)

3 Panasonic PT-RZ12KU HD Projector

3 48" video carts

3 Aja FIDO -T/R Hd-SDI STFiber

4 Aja HD 10AMA Dual Rate HD/SD 4ch Analog

Audio Embedder/Disembedder

Hall A Audio Equipment

1 Shure SCM-268 Audio Mixer

1 FOH Rack

6 JBL VRX932 Powered Speakers

1 vog switch mic

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, November 9, 2022 @ 2:00 PM

Note

(1) 20amp drop under each screen

Telecom - Smart City - SDCC

Ready By:

Wednesday, November 9, 2022 @ 3:00 PM

Note

Custom Runs - ST Fiber Runs - (2) CX

Friday, November 11, 2022

11:00 AM - 3:00 PM

Production Transport Staff Training Meeting

SDCC: 26A

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Logistics

Setup - San Diego Convention Center

Ready By:

Friday, November 11, 2022 @ 10:00 AM

Note

As set on Thursday, November 10

Friday, November 11, 2022

11:30 AM - 2:30 PM

Staff Meal Room

SDCC: Staff Meal Room, Sails

Function Type: Other
Estimated Attendance: 50
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:

Friday, November 11, 2022 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @
\$75.00++ per gallon
Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

SCL3 @ \$34.00++ per person
Tossed Garden Salad with Fresh Vegetables and Seasoned
Croutons Chef's Selection of Creamy and Vinaigrette Dressings
Freshly Brewed Coffee, Decaffeinated Coffee, Hot and Iced Tea

Chef's Specialty Soup – Vegetarian @ \$5.00++ per person

Machaca Beef Burrito and Cheese Enchilada

Spanish Rice, Frijoles de la Olla and Mexican Corn
Served with Tortilla Chips, Sour Cream, Salsa, Guacamole,
Shredded Cheddar Cheese and Ranchero Cheese
Caramel Flan and Churros

Assorted Canned Soda (70% diet) @ \$4.50++ each, charged on
consumption

Please have Coke products available

Friday, November 11, 2022 - Wednesday, November 16, 2022

12:00 PM - 5:00 PM

Badge Pick Up

SDCC: Badge Pick-Up, Lobby A, Lobby D, & Lobby F

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Logistics

General Notes - SfN

Ready By:

Thursday, November 10, 2022 @ 12:00 AM

Note

Hours for Badge Pick-up in Lobby A
Sat, Nov 12 - Mon, Nov 15 - 7:30am - 5:00pm

Hours for Badge Pick-up in Lobby F
Sat, Nov 12 & Sun, Nov 13 - 7:30am - 5:00pm

****Note:** Lobby F will be used for the poster session on Saturday, Nov. 12. CDS will need to disconnect their equipment at 4:00 pm to allow CDS and TEG to transition the area for Poster Session Check In. Please move the counters out to make room for an attendant to stand behind the counter. Counters and Equipment will then need to be moved back into the original position early Sunday, 11/13 morning.**

****Note:** At 5 pm on Saturday, Nov 12, please remove all equipment in both areas. Place a pocket sign at each area directing attendees to Lobby D Badge Pick Up early Monday, 11/14 morning.**

Hours for Badge Pick-up in Lobby D
Fri, Nov 11 - 12:00pm - 5:00pm
Sat, Nov 12- Wed, Nov. 16 - 7:30am - 5:00pm

**** Note:** Please have two counters and one kiosk open for Exhibitor Badge Pick-Up on 11/9 & 11/10**

****Note:** CDS to provide 25 pre-printed "EXHIBITOR SETUP ONLY" badges on 11/9 prior to 8am (Exhibit Management, Lobby D)

****Note:** Please have four counters and two customer Service kiosks open for Short Course participants and exhibitors on the morning of 11/11.**

****Note:** Please keep two counters open for the Saturday, 11/12 poster session.**

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 8, 2022 @ 12:00 PM

Note

At EACH Badge Pick-up Location (on Paula's sign order):
METER BOARD SIGN: BADGE PICK-UP

Lobby D

Counters 1-5

Signage on Structural Rendering: BADGE PICK UP

(5) Kiosks to accommodate five printers facing outward

3' high black pipe and drape or rope to create five lines in front of counters

Rope and stanchion to create serpentine line

(1) High stool for line monitor

Counters 6-15

Signage on Structural Rendering: BADGE PICK-UP

(10) Kiosks to accommodate two laptops, one printer and one orbital scanner facing outward

3' high black pipe and drape or rope to create 10 lines in front of counters

Rope and stanchion to create serpentine waiting line

(1) High stool for each line monitor

Counters 16-18

Signage on Structural Rendering: CUSTOMER SERVICE

(3) Kiosks to accommodate two computers & one printer facing inward on each counter

(2) Task chair behind each counter

(3) Tables behind the kiosks for admin laptops and printers

3' high black pipe and drape or rope to create four lines in front of counters

Rope and stanchion to create serpentine waiting line.

(1) High stool for line monitor

****Please place several trash cans/recycle bins in this area.****

****Remain as set through Wednesday, November 16 at 5:00 pm****

Ready By:
Wednesday, November 9, 2022 @ 12:00 PM

Note

SET PER DIAGRAM

Pronoun Sticker Counter with 1 ADA side.

Exhibit Management Receptionist will monitor and replace empty rolls of stickers as needed.

****Remain as set through Wednesday, November 16 at 5:00 pm****

Ready By:
Wednesday, November 9, 2022 @ 5:00 PM

Note

LOBBY F

(4) Kiosks to accommodate two computers, one printer and two orbital scanners facing outward on each kiosk

3' high black pipe and drape or rope to create four lines in front of counters

Rope and stanchion to create serpentine waiting line.

(1) High stool for line monitor

(2) Large trash or recycling bins

Saturday, November 12 (4:00pm)

(2) 6' tables for CDS Equipment

Please move the counters away from the wall to allow 4 SfN Staff to stand behind the counters for Saturday Night Poster Session Check-In.

Sunday, November 13 (6:00am)

Please move the counters to the original location. CDS will move equipment to counters.

Please remove the (2) tables once CDS has finished moving equipment to counters.

****Remain as set through Wednesday, November 16 at 5:00 pm****

Ready By:

Wednesday, November 9, 2022 @ 5:00 PM

Note

Lobby A

Signage on Structural Rendering: BADGE PICK-UP

(3) Kiosks to accommodate two computers, one printer and two orbital scanners facing outward and each counter

3' high black pipe and drape or rope to create three lines in front of counters

(1) High stool for line monitor

(2) Large trash or recycling bins

****Remain as set through Wednesday, November 16 at 5:00 pm****

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, November 8, 2022 @ 12:00 PM

Note

Lobby A - total AMPS 26

(3) Quad boxes - one under each counter

Lobby D - total AMPS 26

(15) Quad boxes - one per two counters

Customer Service - total

AMPS 26 (5) Quad boxes - one under each counter

Lobby F - total AMPS 26

(4) Quad boxes - one under each counter

****Remain as set through Wednesday, November 16 at 5:00pm****

Telecom - Smart City - SDCC

Ready By:

Tuesday, November 8, 2022 @ 5:00 PM

Note

(1) CDS VLAN drop – Lobby A

(1) CDS VLAN drop – Lobby F

(2) CDS VLAN drops – Lobby D

(1) CDS VLAN drop – Lobby D (Customer Service)

****Remain as set through Wednesday, November 16 at 5:00pm****

Computer - Convention Data Services (CDS)

Ready By:

Thursday, November 10, 2022 @ 4:00 PM

Note

Lobby A

(6) CDS self-registration terminals

(6) Orbital scanners

(1) CDS admin. terminal

(3) CDS printers for badges

(3) Scan and Go handheld scanners

Lobby D

- (20) CDS self-registration terminals
- (20) Orbital scanners
- (2) CDS admin. terminals
- (15) CDS printers for badges
- (5) Scan and Go handheld scanners

Customer Service

- (6) CDS manned terminals
- (6) Chip readers
- (2) CDS admin. terminals
- (3) CDS printers for badges
- (1) Receipt printer

Lobby F

- (8) CDS self-registration terminals
- (8) Orbital scanners
- (1) CDS admin. terminals
- (4) CDS printers for badges
- (4) Scan and Go handheld scanners

****Remain as set through Wednesday, November 16 at 5:00pm****

Friday, November 11, 2022

1:00 PM - 5:30 PM

Responsible Conduct of Research Short Course: Tackling Challenges in Data Management, Collection, and Analysis

SDCC: 30A, 30B, 30C

Function Type: Workshop
Estimated Attendance: 250
Set For: 250
Room Set: Banquet

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-AT200-A174

Contacts

Contact: Cashen Almstead

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 10, 2022 @ 10:00 AM

Note
Set stage per diagram

Head Table for (4), no more than 3 per 8' table
Rounds for (250)

- (1) Standing Lectern
- (2) Easels
- (1) 6'x30" skirted AV Tech table with (1) chair, set per diagram
- (1) 6'x30" skirted registration tables with (2) chairs outside room
- (2) Wastebaskets, place outside room by registration tables

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 12:00 PM

Note
(1) 6' x 18" x 42' table, white top/black skirt set perpendicular between head table and standing lectern

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Thursday, November 10, 2022 @ 2:00 PM

Note
(2) Screen (9' x 16')
(2) Data Projectors
(1) 4x1 switcher
(1) Laser Pointer
(3) Flipcharts w/markers

Audio/Visual - OnSite AV

Ready By:
Friday, November 11, 2022 @ 12:00 PM

- Note
- (1) Lectern microphone
 - (2) Table microphones at head table
 - (2) Floor microphones
 - (2) Handheld wireless microphones

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 10:00 AM

Note
Electrical - wall outlets

Friday, November 11, 2022 - Wednesday, November 16, 2022

2:00 PM - 5:00 PM

Attendee Seating Areas & Public Spaces

SDCC

Function Type: Other

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 10, 2022 @ 12:00 PM

Note

Note

Please place as many tables and chairs as possible in public areas as seating areas for attendees. Seating should be placed in areas not already utilized and so that they don't interfere with traffic flow.

Specific areas include: rooms 23-27 corridor, Hall H lobby.

****Remain as set on an 24-hour basis through Wednesday, November 16 at 5:00pm****

Friday, November 11, 2022 - Wednesday, November 16, 2022

2:00 PM - 5:00 PM

Exhibitor Directory, Lanyard & Mask Pickup Locations

SDCC

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes

Contacts

Contact: Allison Burns

Logistics

Setup - San Diego Convention Center

Ready By:
Friday, November 11, 2022 @ 10:00 AM

Note
Please provide a large trash can in the below areas next to the Lanyard and Mask Bins.

SEE DIAGRAM FOR EXACT LOCATIONS

Lobby A, D, F
Ballroom 20 Area
Meeting Room 6 Area

Please monitor and empty on a regular basis.

General Contractor - The Expo Group (TEG)

Ready By:
Friday, November 11, 2022 @ 12:00 PM

Note
LANYARD BIN and MASK BIN
Lobby A
(1) Lanyard Bin
(1) Mask Bin
Lobby D
(1) Lanyard Bin
(1) Mask Bin
Lobby F
(1) Lanyard Bin
(1) Mask Bin

Ballroom 20 Area
(1) Mask Bin

Meeting Room 6 Area
(1) Mask Bin

EXHIBIT HALL DIRECTORY and PROGRAM and EXHIBIT GUIDE
PICK-UP
(8' H x 10' W with Exhibit Guide bins)

(1) Lobby D (Friday, 12:00pm)

- (1) Lobby F (Friday, 12:00pm)
- (1) Front wall across from 800 (Friday, 5:00pm)
- (1) Front wall across from the wall in front of Booth 2313 (Friday, 5:00pm)

BADGE RECYCLE BIN (locked)

Monday (7:30 am)

- (1) Lobby A
- (1) Lobby D
- (1) Lobby F

SEE DIAGRAM FOR EXACT LOCATIONS

Friday, November 11, 2022

4:00 PM - 5:00 PM

Staff Tours

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

General Notes - San Diego Convention Center

Ready By:

Friday, November 11, 2022 @ 4:00 PM

Note

Staff tours will be conducted at the following times:

Friday, 4:00 pm

Saturday, 8:00 am

Please ensure all escalators are turned on.