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Monday, November 7, 2022 - Thursday, November 17, 2022
7:00 AM - 3:00 PM
AIS Storage Room 1
SDCC: 8

Function Type: Office	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: No
	Cost Center: A-MO200-A201

Contacts

Alt Contact: Eric Berry

Logistics

Setup - San Diego Convention Center

Ready By:
Monday, November 7, 2022 @ 8:00 AM

Note

8 - 6' tables w/ skirts
15 - 6' tables No skirts
18 - Chairs
(5) Keys

Remain as set on an 24-hour basis through Thursday, November 17 at 12:00pm

Electrical - The Expo Group (TEG)

Ready By:
Monday, November 7, 2022 @ 9:00 AM

Note

Electric 1-110V 20amp Drop on East Wall
Electric 1-110V 20amp Drop on West Wall
Electric 1-110V 20amp Drop on South Wall

Remain as set on an 24-hour basis through Thursday, November 17 at 12:00pm

Monday, November 7, 2022 - Thursday, November 17, 2022
7:00 AM - 3:00 PM
AIS Storage Room 2
SDCC: 21

Function Type: Office	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: No
	Cost Center: A-MO200-A201

Contacts

Alt Contact: Eric Berry

Logistics

Setup - San Diego Convention Center

Ready By:
Monday, November 7, 2022 @ 9:00 AM

Note

(2) 6' tables w/ skirts
(8) 8' tables No skirts
(10) chairs
(5) Keys

Remain as set on an 24-hour basis through Thursday, November 17 at 12:00pm

Monday, November 7, 2022 - Wednesday, November 16, 2022
7:00 AM - 11:00 PM
First Aid Services
SDCC: Box Office G

Function Type: Office	**Billing Group:** SfN Master
	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:
Monday, November 7, 2022 @ 3:00 PM

Note

Please give access to the First Aid Services of San Diego at 6 a.m.

(4) Keys for door. EMT's will obtain keys from the Security Office

Remain as set through Wednesday, November 16 at 11:59 p.m.

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.

General Contractor - The Expo Group (TEG)

Ready By:
Monday, November 7, 2022 @ 3:00 PM

Note

Pipe and Drape a 10 x 10 area, closed on three sides in front of Box Office G with direct access to the Box Office.

Inside the Pipe and Drape:
(2) 6'x30" Tables
(10) Chairs

Remain as set through Wednesday, November 16 at 11:59 p.m.

Electrical - The Expo Group (TEG)

Ready By:
Monday, November 7, 2022 @ 3:00 PM

Note

(2) Power Strips

Telecom - Smart City - SDCC

Ready By:
Monday, November 7, 2022 @ 3:00 PM

Note

(1) Single phone line and hand set, number per Telephone Roster. Calls for local calls only.
Phone Number: (619) 525-5714.

Remain as set through Wednesday, November 16 at 11:59 p.m.

Food And Beverage - Center Plate - SDCC

Ready By:
Monday, November 7, 2022 @ 3:00 PM

Note

(1) Water cooler with cups. Refill as needed.

Remain as set through Wednesday, November 16 at 11:59 p.m.

Monday, November 7, 2022 - Friday, November 18, 2022
7:00 AM - 6:00 PM
Security Office
SDCC: Show Office B

Function Type: Office	**Billing Group:** SfN Master
	Meeting Planner: Allison Burns
	Post: No
	Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns	**Alt Contact:** John Krivda (Lincoln Security)

Logistics

Setup - San Diego Convention Center

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

Note

Tables and chairs around the perimeter of the room with rounds and chairs in the center

**Remain as set through Friday, November 18 at 6:00 pm **

Telecom - Smart City - SDCC

Ready By:
Monday, November 7, 2022 @ 10:00 AM

Note

(1) Single phone line and hand set, number per Telephone Roster at table in front of room. Calls for local and 800 calls only.

**Remain as set through Friday, November 18 at 6:00 pm **

Monday, November 7, 2022 - Friday, November 18, 2022
7:00 AM - 5:00 PM
Wireless Internet Buyout
SDCC

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Dawn Keane
	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

Telecom - Smart City - SDCC

Ready By:
Monday, November 7, 2022 @ 8:00 AM

Note

Wireless Internet Buyout in all Meeting Rooms and Public Areas and in Exhibit Halls A- H (entire building)

SSID: Neuroscience
Additional requirements: Local landing (redirect) page

4 Separate VLANs:
Wireless Buyout – Exhibit Floor and all SDCC
Convention Data Services (CDS) for registration
SfN Staff – Headquarters/Neurojobs/SfN Booth/Staff Work Room
Membership - Sales

Daily Reports for each VLAN detailing hourly concurrent users, unique devices and bandwidth consumption. LAN Statistics (bandwidth consumption) for NMP area of Sales Pavilion. Access to monitoring system to view real-time statistics throughout the day.

Frequencies for Public Space/Meeting Rooms – 2.4/5.0 GHz 802.11 g/n/ac

Exhibit Halls – 5.0 GHz only
Speed - 1.5Mbps up/down (throughout the entire convention center)
Access Points Connections - 200 Concurrent Connections per Access Point at 1.5Mbps per connection/device.

DHCP lease will be set 12 hours and will be adjusted according to load on system.

Wireless buyout to include Exhibit Halls A-H, all Meeting Rooms and Public Space, per discussions with SmartCity.

NOTE: Scott Moore and Harjit Jathoul have the authority to request restarts of the VLAN in the event we need to do so. No changes to the wireless buyout that have a financial consequence may be made without approval of Paula Kara.

Monday, November 7, 2022 - Saturday, November 12, 2022
8:00 AM - 6:00 PM
Exhibit Hall Move In
SDCC: Halls B-H

Function Type: Exhibits	**Billing Group:** SfN Master
Room Set: As Set	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:	Note
Wednesday, November 9, 2022 @ 8:00 AM	DECORATOR MOVE-IN Mon, Nov. 7 - Sat., Nov. 8 EXHIBITOR MOVE-IN Wed, Nov. 9 - Sat, Nov. 12, 8:00am - 6:00pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Monday, November 7, 2022 @ 12:00 PM	(5) Electric Carts (4) 8" x 5" signs with show logo for electric carts (signs are not on Paula's order) – Signs to read: SfN #1 SfN #2 SfN #3 SfN #4 SfN Floor Manager
Ready By: **Tuesday, November 8, 2022 @ 5:00 PM**	Note NOTE: Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths. CARPET: Blue carpet in exhibit aisles Blue Jay carpet in poster areas Set 10 X 10 booths as follows: White Back drape Gold Side rail SIGNS: Hang double-sided aisle sign per drawing (on Paula's Banner order). (1) Double-sided sign to read: INSTITUTES/NONPROFITS CAUTION TAPE:

Please cordon off the aisles into three sections (see diagram).
Aisles 100 - 800, Aisles 900-2300, and Aisles 2400 - 3400 (Note: may need to do a few more sections with the way the floor is angled)

Saturday at 11:00 a.m., put caution tape around exhibit areas and then remove the caution tape beginning at 9:20am Sunday morning. Sunday, Monday and Tuesday after exhibit closing put caution tape around exhibit areas at 5:00pm. and remove beginning at 9:20am. Monday, Tuesday and Wednesday morning.

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

Other - San Diego Convention Center

Ready By:
Saturday, November 12, 2022 @ 9:30 PM

Note

Vacuum all booths
NOTE: Please do not vacuum until after 9:30pm Saturday evening poster session (ends at 9:30pm).

Monday, November 7, 2022 - Wednesday, November 16, 2022
8:00 AM - 8:00 PM
Freight/Shipping
SDCC: Show Office C

7 - 1

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

Contacts

Contact: Paul Troxell

Logistics

Setup - San Diego Convention Center

Ready By:
Monday, November 7, 2022 @ 8:00 AM

Note
(2) 6' tables w/ skirts
(2) 6' tables No skirts
(5) chairs
(3) Keys

Remain as set on a 24-hour basis through Wednesday, November 16 at 8:00pm

Monday, November 7, 2022 - Thursday, November 17, 2022
9:00 AM - 12:00 PM
Exhibit Management Office
SDCC: Exhibit Management Office, Lobby D

Function Type: Office	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By: **Tuesday, November 8, 2022 @ 12:00 PM**	Note Exhibit Management Office Hours: Mon., Nov. 7 - Sat., Nov. 12, 8:00 am - 6:00 pm Sun., Nov. 13 - Tue., Nov. 15, 7:00 am - 6:00 pm Wed., Nov. 16, 7:00 am - 10:00 pm

General Contractor - The Expo Group (TEG)

Ready By: **Tuesday, November 8, 2022 @ 5:00 PM**	Note Install walls per diagram. The walls are to be white. Please ensure the lock works properly. Set per diagram (4) 6' x 30" skirted tables with white drape (3 desks, 1 printer) (1) 4' x 30" skirted table with white drape (4) Executive Swivel Chairs (5) Wastebaskets (9) Armchairs *Remain as set through Thursday, November 17 at 6:00 am**

Audio/Visual - OnSite AV

Ready By: **Tuesday, November 8, 2022 @ 2:00 PM**	Note (1) Standing Microphone to make daily announcements in the exhibit hall. **Remain as set through Thursday, November 17 at 6:00 am**

Electrical - The Expo Group (TEG)

Ready By:	Note
Tuesday, November 8, 2022 @ 12:00 PM	(4) 1000 Watt Outlet with 25 ft. Multi Strip/each - (1) at Allison's Desk, (1) at Jen's desk, (1) at Vicki's desk and (1) at printer table
	Note: Will plug in (1) small heater at Allison's Desk, will need enough power for that as well.
	Remain as set through Thursday, November 17 at 6:00 am

Telecom - Smart City - SDCC

Ready By:	Note
Tuesday, November 8, 2022 @ 12:00 PM	(1) Internet drop on SfN Staff VLAN with 2 dhcp addresses. Place internet drop at 6' table with printer.
	SfN staff to network laptop computers and printer, including SfN (Allison and Jen) laptops.
	(3) Multi Lines, unrestricted, with instrument rollover feature. Extensions per Telephone Roster for Receptionist, Jennifer and Allison.
	Remain as set through Thursday, November 17 at 6:00 am

Computer - Atlantic Images & Sound - Computers

Ready By:	Note
Tuesday, November 8, 2022 @ 2:00 PM	(2) 22" Monitors to connect to Jen and Allison's laptop (1) Printer (b/w) - network laptops to this printer. (1) iPad for Receptionist (please deliver to Exhibit Management, when the printer is delivered).
	SfN staff to network laptop computers and printer.
	Remain as set through Wednesday, November 16 at 5:00 pm

Monday, November 7, 2022 - Tuesday, November 8, 2022

9:00 AM - 6:00 PM

Headquarters Office Set Up

SDCC: Headquarters Office, Sails Pavilion

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

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

Note

HEADQUARTERS:
Install walls per attached diagram. The walls on both sides of the center two offices AND the back of offices facing Reception Area are to be smoke plexi on the top half.

Please put low drape around the exterior of the build-outs.
(11) Keys
NOTE: Door needs to be large enough for a scooter to fit through the door opening
NOTE: Need to lock doors between offices and staff meal room.
NOTE: Please ensure lock and keys work properly.

LOGISTICS OFFICE:
(31) 6' skirted tables with white drape, (15) to be used as desks with (17) behind the desks, as drawn on diagram
(15) Executive swivel chairs
(20) Chairs (2) in front of desks, as drawn on diagram
(3) Chairs - along wall for waiting area
(15) Wastebaskets
(65) Clear literature pockets mounted on the wall facing Attendee Services

CONFERENCE ROOM
(4) 6' draped tables to make Conference Table, per diagram
(6) chairs
(1) Wastebasket

TRUNK / SIGN ROOM
Build room w/door per diagram.
(2) 6'x30" Skirted tables with white drape
(1) Wastebasket
(2) Coat Racks with hangers
NOTE: door needs to be large enough for trunks to fit through the door opening.

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, November 8, 2022 @ 5:00 PM

Note

(15) 120v/15 amp drops, see diagram for placement
(2) Power Strips per Diagram.

Note: If possible, please don't install breaker boxes in offices.

Remain as set through Wednesday, November 16 at 7:00 pm

Telecom - Smart City - SDCC

Ready By:
Tuesday, November 8, 2022 @ 5:00 PM

Note

(1) VLAN with (2) static drop locations per diagram in Paula's area and Program Staff area on the SfN Staff VLAN (14) additional dhcp IP addresses

(1) CDS VLAN drop at Stephanie's area

NOTE: SfN staff will create a secured wireless network and network all computers and printers

(5) Multi-lines, unrestricted, with instruments and rollover, numbers per attached Telephone Roster. See diagram for placements

Remain as set through Wednesday, November 16 at 7:00 pm

Computer - Atlantic Images & Sound - Computers

Ready By:
Tuesday, November 8, 2022 @ 5:00 PM

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) iPad (please deliver to Headquarters, when computers are delivered).
(1) Mouse for Laptop
(1) Black & White Printer behind Steph C's desk
(1) Color Printer on the corner of Paula's desk

SfN staff to network all computers to printers.

NOTE: Laptop and iPad for Alisa

Remain as set through Wednesday, November 16 at 7:00 pm

Monday, November 7, 2022 - Wednesday, November 16, 2022
9:00 AM - 6:00 PM
Senior Staff Office
SDCC: Show Office D

Function Type: Office	**Billing Group:** SfN Master
Estimated Attendance: 6	**Meeting Planner:** Paula Kara
Room Set: Banquet	**Post:** No

Contacts

Contact: Paula Kara

Logistics

Setup - San Diego Convention Center

Ready By:
Monday, November 7, 2022 @ 9:00 AM

Note

This will be staff temporary working space until Exhibit Management and the HQ office are ready. After that, it will be a senior staff office.

(1) draped banquet round with chairs in the middle.
(6) 6' draped tables with one chair at each around the perimeter.

Note: will need keycard access.

Monday, November 7, 2022 - Wednesday, November 16, 2022
9:00 AM - 5:00 PM
SfN Booth
SDCC

Function Type: Exhibits	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Paula Kara
	Post: Yes

Contacts

Contact: Petra Charters

Logistics

General Contractor - The Expo Group (TEG)

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

Note

SfN Store
Store counter and cabinet next to store should have
lockable glassed-in shelves with display lighting. Please make the top of
the counter wood instead of glass.
(2) High stools
(2) Wastebaskets
(2) Bag holder stands
(2) Mannequins – headless torsos
(4) Shelves installed on back and side wall of booth, behind store counter
(2 rows per wall)
Rope and stanchion - place in the draped storage area so that it can be
accessed and set up easily when we see how traffic flows and lines form.

Advocacy & Training
* LEFT SIDE (as you face the Brainfacts.org/Training & Advocacy
counter)
(2) High stools
(1) Wastebasket

BrainFacts.org
* RIGHT SIDE (as you face the Brainfacts.org/Training & Advocacy
counter)
(2) High stools

Friends of SfN Fund
* RIGHT SIDE (as you face the Neuronline/Friends of SfN Fund counter)
(1) High stool
(1) Wastebasket

Neuronline
* LEFT SIDE (as you face the Neuronline/Friends of SfN Fund counter)
Note: Small counter closest to membership section should be glassed-in
shelves with display lighting.
(2) High stools

Center of Tower

(3) Tall bookcases/shelving units (for store inventory) (3) 6' tables (for computers)
(3) Chairs

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

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

Note

• Please ensure that all counters/cabinets include shelving underneath for storage.
• Please ensure all cabinets can be locked.
• Please note which cabinets are glass (with display lighting), as diagrammed on rendering.
• Install carpet and extra padding per diagram ONLY AFTER internet and video cables are in place. (SfN staff to arrive by Monday, November 7 at 9:00 AM for internet cable placement.)

Hanging Signs
Note: slash indicates separation of text (more than just a space) as in past years, do not print the slash
Membership - facing front of hall
Neuronline/Friends of SfN Fund - facing 1700 aisle
Advocacy & Training/BrainFacts.org - facing back posters
Scientific Publications - facing 1500 aisle

Membership
(2) High stools
(1) Wastebasket

Meet-the-Editors
Note: There are no mounted screens on the archs this year, please ensure the graphics cover the entire structure.
(2) Journal distribution bins
(3) High cocktail rounds
(6) High stools – 2 at each table
(1) Bench
(1) Wastebasket

Scientific Publications
Note: Small counter closest to membership section should be glassed-in shelves with display lighting.
(3) High stools
(1) Round ottoman – near bookcase
(1) Square ottoman – near bookcase
(1) Accordion literature stand
(1) Wastebasket

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

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, November 9, 2022 @ 2:00 PM

Note

Note
NOTE: SfN will provide its own power strips.

Membership
(1) 120v 20 amp drops, as diagrammed

Scientific Publications
(1) 120v 20 amp drops, as diagrammed

SfN Store
(2) 120v 20 amp drops, as diagrammed

Advocacy & Training and BrainFacts.org
(1) 120v 20 amp drop, as diagrammed

Neuronline and Friends of SfN Fund
(1) 120v 20 amp drop, as diagrammed
Power for 1 laptop

Center of Tower
(1) Quad box in the large center tower

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

Telecom - Smart City - SDCC

Ready By:
Monday, November 7, 2022 @ 9:00 AM

Note

22-24 IP addresses required, please advise how many are provided per VLAN.
(1) drop on the SfN Staff VLAN labelled SfN Booth (in center tower)
(1) drop on the Membership Sales VLAN labelled Membership & Store (in center tower)

• Must be in place by 9:00 AM Monday, November 7, in order to run cables before the carpet is laid.

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

Computer - Atlantic Images & Sound - Computers

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

Note

NOTE:
• Please send network cable in advance to SfN's office, by 10/24/2022.
Order for cables:
(2) 25' cables
(2) 50' cables
8 or 12 port switch (unmanaged)

• All computers require: Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports

Membership
(1) laptop w/ mouse, 2 USB ports
(1) Lay flat monitor – 19" flat panel monitor w/privacy screen -- to be laid flat on the counter
Laptop needs Protech UX, Adobe Acrobat

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

Other - Convention Data Services (CDS)

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

Note

Lead Retrieval for the SfN booth is included in the order from Stephanie Embrey.

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

Monday, November 7, 2022 - Wednesday, November 9, 2022
9:00 AM - 8:00 PM
Staff Meal Room Set Up
SDCC: Staff Meal Room, Sails

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: No
	Cost Center: A-MO200-A201

Logistics

Setup - San Diego Convention Center

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

Note

Banquet rounds and chairs per diagram, leaving room for buffets.

Please include some additional tables on the adjacent terrace for staff to use.

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

General Contractor - The Expo Group (TEG)

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

Note

Build staff meal room per diagram.

Pipe and drape around the staff meal tables on the terrace to prevent attendees from cutting through