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Saturday, November 12, 2022 - Wednesday, November 16, 2022

6:00 AM - 7:00 PM

Shuttle Drop Off Area

SDCC

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

Contacts

Contact: Jenni Sanders

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Saturday, November 12, 2022 @ 6:00 AM

Note

(6) 6' Tables with (2) chairs each in the driveway area for the shuttle staff to use as desks.

Saturday, November 12, 2022 - Wednesday, November 16, 2022
7:00 AM - 5:00 PM
Infant Care Room
SDCC: 17A

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 10	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(3) Large Trash Cans with Liners.
(1) Water Cooler with Cups. Do not plug in - water cannot be cold. Refill as needed.
Tape or cover electrical outlets
Empty diaper pails every 2-3 hours.

Check trash twice a day. Vacuum each evening.

See Diagram

**Remain as set on a 24-hour basis through Wednesday, November 16 at 6 p.m.

General Contractor - The Expo Group (TEG)

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

Note

(3) 10'x10' Hard-walled cubicles
(1) Trash Can in common area
(7) Arm Chairs – 1 placed inside each cubicle, and 4 in the common area
(7) Vibe cubes – 1 placed inside each cubicle, and 4 in the common area
(4) Large diaper pails– (1) placed next to changing table in common area, (1) in each cubicle
(3) 6'x36" skirted tables in common area, see diagram for placement.
(4) 6'x36" skirted tables. Install padding (extra padding) under white plastic tops before topping. Please be sure there are no staples, etc. anywhere near the top or sides of the tables. Place one (1) padded table in each cubicle, and one (1) padded table in the common area next to the diaper pail.
(4) Changing pads - place one (1) pad on top of table in each cubicle, and one (1) pad on top of the table in the common area next to the diaper pail.
Keyed lockers - placed along wall in common area

See Diagram

**Remain as set on a 24-hour basis through Wednesday, November 16 at 6 p.m.

Electrical - The Expo Group (TEG)

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

Note

(3) Electrical outlets - place one (1) in each cubicle
(3) Power cords - place one (1) in each cubicle

**Remain as set on a 24-hour basis through Wednesday, November 16 at 6 p.m.

Saturday, November 12, 2022 - Wednesday, November 16, 2022
7:00 AM - 5:00 PM
KiddieCorp Child Care
SDCC: 17B

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 40	**Meeting Planner:** Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Alt Contact: Janelle Mendoza
Organizer Email: jannelle@kiddiecorp.com

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

Registration area - right outside the entrance of 17B:
(1) 6'x30" skirted table (no pins) with (2) chairs
(1) Small trash can next to table

*Provided by KiddieCorp
Rear of Room: (ages 6 months-2 years old)
(1) Covered diaper pail or lined trash can with cover, with extra trash bags
(1) Large trash can
(2) Cribs with bedding*
(2) High chairs*
(4) 6'x30" skirted tables (no pins) placed against the wall
(5) Large sheets*
(5) Chairs
Empty diaper pail every 2-3 hours.
Tape or cover electrical outlets.

Outside Patio:
(2) 5' Round tables
(8) Chairs (4 chairs at each table)

Front of Room: (ages 3-12 years old)
(3) 5' round tables (covered with taped down plastic)
(8) Chairs around each table
(4) 6'x30" skirted tables (no pins) placed against the wall
(2) Large trash cans

Check trash twice a day. Vacuum each evening.

*Remain as set on a 24-hour basis through Wednesday, November 16 at 6:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

Rear of Room
(2) Mini-refrigerators

*Remain as set on a 24-hour basis through Wednesday, November 16 at 6:00 p.m.

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

(1) Flip chart with paper and marking pens
(1) TV/DVD Player

**Remain as set on a 24-hour basis through Wednesday, November 16 at 6:00 p.m.

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

Front of Room
(4) power strips, one placed on each 6' table against the wall to charge devices.

*Remain as set on a 24-hour basis through Wednesday, November 16 at 6:00 p.m.

Telecom - Smart City - SDCC

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

(1) In-house telephone with extensions.
17B = (619) 525--5717

**Remain as set on a 24-hour basis through Wednesday, November 16 at 6:00 p.m.

Food And Beverage - Center Plate - SDCC

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

Rear of Room
(1) Water station (ice, water, napkins, and paper cups)
(2) Hot Water Airpots replenished every 2-3 hours for warming up bottles
(4) Bowls for warming up bottles

(3) Tablecloths (5' round)

Saturday, November 12, 2022 - Wednesday, November 16, 2022
7:00 AM - 6:00 PM
Shuttle Information
SDCC: Shuttle Info, Lobby E

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

Contacts

Contact: Jennifer Gross

Logistics

General Contractor - The Expo Group (TEG)

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

Note

(1) Custom Counter - see structural renderings
(2) 6'x30" skirted tables
(3) chairs
(2) wastebaskets

Header to read: Shuttle Information

Remain as set through Wednesday, November 16 at 6:00pm

Electrical - The Expo Group (TEG)

Ready By:
Friday, November 11, 2022 @ 1:00 PM

Note

(2) 120v/20 amp circuits with power strips - one on each side

Remain as set through Wednesday, November 16 at 6:00pm

Telecom - Smart City - SDCC

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) mutli-line phone with instrument, restricted and 800 calls only, number per Telephone Roster.

Remain as set through Wednesday, November 16 at 6:00pm

Saturday, November 12, 2022 - Wednesday, November 16, 2022
7:00 AM - 5:00 PM
Speaker Ready Room
SDCC: 9

Function Type: Office	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

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

Note

Hours: Sat, Nov 12 - Wed, Nov 16, 7:00am - 5:00pm

Setup - San Diego Convention Center

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

Note

(10) 6'x30" skirted tables
(20) Chairs
(1) Water cooler with cups. Refill as needed.
(4) Keys

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

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 4:00 PM

Note

(10) 3 outlet drops per diagram

Computer - Atlantic Images & Sound - Computers

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

Note

(8) PC laptops - must be the same as in the session rooms
(1) Mac PC & Monitor - NOTE: Must be full size Macs

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

Saturday, November 12, 2022 - Wednesday, November 16, 2022
7:30 AM - 5:00 PM
Attendee Services
SDCC: Attendee Services, Sails

Function Type: Registration

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MA200-A202

Contacts

Contact: Allison Morrow

Logistics

General Notes - SfN

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

Hours: Sat, Nov. 12, - Wed., Nov. 16, 7:30 am - 5:00 pm

General Contractor - The Expo Group (TEG)

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

Note

Attendee Services:

Signage on Structural Rendering
(10) 6' registration counters with headers
(10) 6'x30" skirted tables with white skirt
(10) wastebaskets
(16) task chairs
3' high white pipe and drape on sides

HEADERS:
1. WiFi, Mobile App & Virtual Component Support
2. Housing
3. Certificate of Attendance
4. Certificate of Attendance
5. Certificate of Attendance
6. Certificate of Attendance
7. Membership
8. Membership
9. Award/Travel Fund Check-in
10. Ribbon Pick-Up & Lost & Found

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

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, November 10, 2022 @ 5:00 PM	(10) 20 amp circuits with power strips- one under each counter/kiosks.
	Remain as set on a 24-hour basis through Wednesday, Nov. 16 at 5:00 pm

Telecom - Smart City - SDCC

Ready By:	Note
Thursday, November 10, 2022 @ 5:00 PM	INTERNET:
	CDS VLAN with drops to be located as listed below.
	(1) CDS VLAN drop for Certificate of Attendance
	SfN Staff VLAN with drops to be located as below:
	(1) Award/Travel Fund Check-in (Counter 9)
	(1) drop with (5) additional dhcp IP addresses at the Housing Counter (Counter 2)
	Membership Sales VLAN
	(1) drop at the Membership Counter 7
	PHONES:
	Housing Counter (Counter 2)
	(1) single-line with telephone, unrestricted, number per Telephone Roster.
	Lost & Found Counter (Counter 10)
	(1) single-line with telephone, unrestricted, number per Telephone Roster
	Remain as set on a 24-hour basis through Wednesday, Nov. 16 at 5:00 pm

Computer - Atlantic Images & Sound - Computers

Ready By:	Note
Thursday, November 10, 2022 @ 5:00 PM	Attendee Services -
	Located at the Housing Counter (2)
	(1) Monitor and connection cables
	Certificate of Attendance Counters (3, 4, 5, 6)
	(1) Laptop computer and Monitor with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
	Membership Counters (7,8)
	(2) laptops w/ mouse - Laptop computer and Monitor with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software, Protech UX. Must be equipped with USB ports.
	(2) Lay Flat Monitors (flat on the counter) – 19" w/ privacy screen
	Connect each laptop to the monitors for the counter
	SfN Staff to network computers and printer
	Remain as set on a 24-hour basis through Wednesday, Nov. 16 at 5:00 pm

Computer - Convention Data Services (CDS)

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

Located at the CERTIFICATE OF ATTENDANCE counter
(4) CDS terminals
(2) CDS printer for Certificate of Attendance
(1) Administrative terminal
(2) Scanners

Located at the RIBBON PICK-UP / LOST & FOUND Counter
(1) CDS terminal

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

Saturday, November 12, 2022 - Wednesday, November 16, 2022
7:30 AM - 5:00 PM
SafeExpo COVID Testing
SDCC: 3

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 20	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles	**Alt Contact:** Matt Laws
	Organizer Email: Matt@safeexpo.org

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 10, 2022 @ 7:30 AM

Note

(14) 6'x30" skirted tables
(16) side chairs
(4) 40 gallon trashcans
(5) Wastebaskets
(1) Easel

(3) Keys - 24HR LOCKABLE / NO ACCESS for anyone without a key.
Testing supplies and equipment stored overnight.

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

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

8' High Pipe and Drape per diagram to create:
(3) Testing bays
(1) Lab area
(1) Staff area

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

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

(4) 10amp outlets

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

Telecom - Smart City - SDCC

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

(1) Single phone line and hand set, number per Telephone Roster. Calls for local calls only.
Phone Number: (619) 525-.5719.

Remain as set on an 24-hour basis through Wednesday, November 16 at 11:59 p.m.

Saturday, November 12, 2022 - Wednesday, November 16, 2022
7:30 AM - 5:00 PM
SfN Information Booths
SDCC: Info Booth, Lobby D & Sails

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: Yes

Contacts

Contact: Liz Rumsey

Logistics

General Notes - SfN

Ready By: **Thursday, November 10, 2022 @ 3:00 PM**	Note
	Sat, Nov. 12 - Tues, Nov 15, 7:30am - 6:00pm
	Wed, Nov. 16, 8:00am - 5:00pm

General Contractor - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 10:00 AM**	Note
	(2) Information Booths per diagram. Please provide cabinet space for staff personal items. Info booth in Sails has display cabinets. Access display cabinet from the inside, not the top.
	Header copy: Annual Meeting Information
	(3) Stools at each booth
	(2) Wastebaskets at each booth
	Remain as set on an 24-hour basis through Wednesday, November 16 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 12:00 PM**	Note
	Electrical for computer and monitor at each location.
	(1) Power strip at each location
	Remain as set on an 24-hour basis through Wednesday, November 16 at 5:00pm

Telecom - Smart City - SDCC

Ready By: **Friday, November 11, 2022 @ 9:00 AM**	Note
	(2) Single lines with instrument, with Local calls only, numbers per phone roster. One at each location.
	Remain as set on an 24-hour basis through Wednesday, November 16 at 5:00pm

Computer - Atlantic Images & Sound - Computers

Ready By:
Saturday, November 12, 2022 @ 6:30 AM

Note

(2) Computers with wireless card and monitors set on the counter, one at each location.

(2) iPads. Secure IPads on top of the counter so that attendee and staff can view. Please ensure case matches the size of iPad. One at each location.

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

Saturday, November 12, 2022
8:00 AM - 10:00 AM
CAR Meeting
SDCC: 26B

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 30	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: A-AT200-M604

Contacts

Contact: Ava Onalaja

Logistics

General Notes - SfN

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

Note

As set Thursday, November 10

Audio/Visual - Atlantic Images & Sound - AV

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

Note

(1) Screen
(1) Data Projector with Cart
(15) Push to talk table microphones

Computer - Atlantic Images & Sound - Computers

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

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

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 7:45 AM

Note

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ $75.00++ per gallon
(1) Breakfast Breads @ $51.00++
(1) Dozen Danish @ $57.00++ per dozen
(1) Dozen Muffins @ $53.50++ per dozen

All prices are subject to 22% service charge and 8% sales taxes.

Saturday, November 12, 2022 - Wednesday, November 16, 2022
8:00 AM - 5:00 PM
Charging Stations
SDCC

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Allison Burns
	Post: No

Contacts

Contact: Allison Burns

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 1:00 PM

Note

SEE DIAGRAM FOR LOCATION
(1) Charging Station (tower) located outside of Ballroom 20.

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 3:00 PM

Note

(1) 110V 20 amp drops at the charging station.

Saturday, November 12, 2022 - Wednesday, November 16, 2022
8:00 AM - 3:00 PM
NeuroJobs Career Center
SDCC: NeuroJobs, Sails Pavilion

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-AT200-P162

Contacts

Contact: Vlera Kojcini

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 8:00 AM

Note

Hours: Sat. Nov. 12 – Tue. Nov. 15, 8:00 am - 5:00 pm
Wed. Nov. 16, 8:00 am - 3:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

HANGING SIGN: NEUROJOBS (use logo) (On Paula's Banner order)

(4) Computer kiosks. Build (1) kiosk that is wheelchair accessible. (2) 6" x 48" white tops/gray skirt on both ends of kiosk for printers

INTERVIEW ROOMS – See diagram
(5) 10 x 10 Hard wall
(5) 6' x 30" skirted tables – set (1) per interview room
(15) Chairs – (3) per interview room

(1) 6' Registration Counters.
Header Copy: NeuroJobs (logo)
(2) Task chairs at counter
(2) Wastebaskets

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

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

(3) 20 amp quad boxes – (2) at counters for printers and computers , (1) at the registration counter

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

Telecom - Smart City - SDCC

Ready By: **Thursday, November 10, 2022 @ 5:00 PM**	Note (1) Internet drop on the SfN Staff VLAN SfN staff to network computers and printers. **Remain as set through Wednesday, Nov. 16 at 5:00 pm**

Computer - Atlantic Images & Sound - Computers

Ready By: **Thursday, November 10, 2022 @ 5:00 PM**	Note (4) Computers and monitors with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Microsoft Internet Explorer – set one at each kiosk (2) Printers NOTE: Computers must have a flash drive port in the front as attendees and employers bring their resumes and job listings on a flash drive to upload. NOTE: Be sure to place CPU on the counter of the kiosks and the monitor goes on top of the CPU. SfN staff to network computers and printers. **Remain as set through Wednesday, Nov. 16, at 5pm**

Saturday, November 12, 2022 - Wednesday, November 16, 2022
8:00 AM - 5:00 PM
Prayer Room
SDCC: 18

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

Logistics

General Notes - SfN

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

Note

Hours -
Saturday, Nov 12 - Tuesday, Nov 16, 8:00am - 6:00pm
Wednesday, Nov 17, 8:00am - 5:00pm

Setup - San Diego Convention Center

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

Note

(4) 6' skirted tables
(10) chairs

Saturday, November 12, 2022 - Tuesday, November 15, 2022

8:00 AM - 5:00 PM

Press Conference Room

SDCC: 15A

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 52	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-NL200-P150

Contacts

Contact: Matt Windsor

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 8:00 AM

Note

As set on Thursday, November 10

Saturday, November 12, 2022 - Wednesday, November 16, 2022
8:00 AM - 5:00 PM
Press Interview Room
SDCC: 14B

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 10	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-NL200-P150

Contacts

Contact: Matt Windsor

Logistics

General Notes - SfN

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

Note

Hours: Saturday, Nov. 13 - Wednesday, Nov. 16, 8:00am - 5:00pm

Setup - San Diego Convention Center

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

(3) 6'x30" Skirted Tables
(14) Chairs, set per diagram
(1) Wastebasket

(1) Water station with cups, near entrance. Refill as necessary.
Please refresh the room throughout the day.

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

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 5:00 PM

Note

(1) Power Strip

Saturday, November 12, 2022
8:00 AM - 5:00 PM
Press Room
SDCC: 15B

Function Type: Office	**Billing Group:** SfN Master
Estimated Attendance: 80	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: A-NL200-P150

Contacts

Contact: Matt Windsor

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 7:45 AM

Note

(100) Assorted Canned Sodas @ $4.50 each charged on consumption.

(10) gallons @ $75.00 per gallon Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

Do NOT refresh once this is depleted

Plus 22% service charge and 8% sales taxes.

Saturday, November 12, 2022
9:00 AM - 5:00 PM
Donor & Volunteer Lounge
SDCC: 14A

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 25	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: A-DV200-A150

Contacts

Contact: Katie Collins

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 8:45 AM

Note

NOTE: VIP ROOM - please check room frequently throughout the day to ensure beverages do not run out

$75 per gallon - Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas
BOTTLED WATER $4.50 each, charged on consumption

Plus 22% service charge and 8% sales taxes.

Saturday, November 12, 2022
9:00 AM - 9:45 AM
International Fellows Orientation
SDCC: 10

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 30	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: A-OV200-P210

Contacts

Contact: Julia Pergande

Logistics

Setup - San Diego Convention Center

Ready By:	Note
Wednesday, November 9, 2022 @ 12:00 PM	Head Table for 2, no more than 2 per 6' table Rounds for (140) (1) Standing Lectern (2) Easels (1) 6'x30" skirted AV Tech table with (1) chair, set per diagram

General Contractor - The Expo Group (TEG)

Ready By:	Note
Wednesday, November 9, 2022 @ 12:00 PM	(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:	Note
Saturday, November 12, 2022 @ 8:00 AM	(1) Screen (7' x 12') (1) Data Projector

Audio/Visual - OnSite AV

Ready By:	Note
Saturday, November 12, 2022 @ 8:00 AM	(1) Lectern Microphone

Electrical - The Expo Group (TEG)

Ready By:	Note
Wednesday, November 9, 2022 @ 12:00 PM	(1) 110V, 20 amp drops at projector (1) 110V, 20 amp drops at upstage right

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 8:45 AM

Note

Assorted Soft Drinks (70% diet) @ $4.50++ each, charged on consumption.
Chilled Bottled Water @ $4.50++ each, charged on consumption.

All prices are subject to 22% service charge and 8% taxes.

Saturday, November 12, 2022 - Wednesday, November 16, 2022
10:00 AM - 5:00 PM
Art of Neuroscience
SDCC: Art of NS, Sails

Function Type: Exhibits

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-MO200-A201

Contacts

Contact: Jennifer Gross

Logistics

General Notes - SfN

Ready By:	Note
Friday, November 11, 2022 @ 2:00 PM	Exhibit Dates and Hours Saturday, November 12 – Wednesday, November 16, 10:00am – 4:00 pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Thursday, November 10, 2022 @ 2:00 PM	(9) 10' x 10' draped booths (White back and side rail) Please provide the following at each booth: (1) 42" - 6' draped table (2) Stools (1) Wastebasket ID signs per list provided in advance NOTE: Please check with exhibitors that furniture above is needed **Remain as set on an 24-hour basis through Wednesday, November 16 at 5:00pm**

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, November 10, 2022 @ 3:00 PM	(1) 500 watt electrical drop at each booth **Remain as set on an 24-hour basis through Wednesday, November 16 at 5:00pm**

Saturday, November 12, 2022 - Wednesday, November 16, 2022
11:00 AM - 1:30 PM
Water for Session Rooms
SDCC

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Dawn Keane
	Post: No
	Cost Center: A-MA200-A135

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:
Saturday, November 12, 2022 @ 11:30 AM

Note

Please place 4 water bottles in each lectern in all rooms at 7:30 am and 12:30 pm.

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 11:00 AM

Note

(1) case of water for each session room; please place under the head table.

Saturday, November 12, 2022
11:30 AM - 2:30 PM
Staff Meal Room
SDCC: Staff Meal Room, Sails

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 80	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 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:
Broccoli Cheese Soup @ $5.00++ per person
Garden Green Salad @ $5.50++ per person
Barbeque Chicken Breasts and Pulled Pork served with Spicy
Barbeque Sauce, Fresh Baked Rolls @ $13.00++ per person
Creamy Cole Slaw @ $4.75++ per person
Mashed Red Skin Potatoes @ $4.00++ per person
Fresh Baked Gourmet Cookies @ $34.00++ per dozen
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas
@ $75.00++ per gallon
Freshly Brewed Iced Tea @ $55.00++ per gallon

Assorted Canned Soda (70% diet) @ $4.50++ each, charged on
consumption
Please have Coke products available

Saturday, November 12, 2022 - Tuesday, November 15, 2022
12:00 PM - 2:00 PM
Graduate School Fair
SDCC: Grad Fair, Sails Pavilion

Function Type: Exhibits	**Billing Group:** SfN Master
Estimated Attendance: 392	**Meeting Planner:** Jennifer Gross
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-AT200-A172

Contacts

Contact: Hannah Zikria-Hagemeier

Logistics

General Notes - SfN

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

Note

Hours:
Saturday, Nov. 12 from 12 – 2 pm PST
Sunday, Nov. 13 from 12 – 2 pm PST
Monday, Nov. 14 from 12 – 2 pm PST
Tuesday, Nov. 15 from 12 – 2 pm PST

General Contractor - The Expo Group (TEG)

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

Note

Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths per diagram

(1) Registration Information Counter
(2) Task chairs at counters
Extra "S" hooks

Set (90) 8 X 10 booths as follows:

Carpet the entire area with blue jay carpet
White Back drape
Gold Side rail
(1) 7' x 44" sign
(1) 6' table
(2) Chairs
(1) Waste Basket

Electrical - The Expo Group (TEG)

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

Note

Registration Counter
(1) 50' extension cord

Saturday, November 12, 2022

12:00 PM - 2:00 PM

PDW: "Can you write me a strong letter of recommendation?" Soliciting, Writing and Evaluating Recommendations

SDCC: 31A, 31B, 31C

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 500	**Meeting Planner:** Jennifer Gross
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-AT200-A168-UR

Contacts

Contact: Vlera Kojcini

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 10, 2022 @ 1:00 PM

Note

Set room per diagram
Theater style for (252)
Rounds for (100)

Set stage per diagram
Head table with (6) chairs on stage
(1) Standing lectern with light
(1) Easel outside of room
(1) Wastebasket
(1) Skirted 6' table and (2) chairs outside of room

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 4:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 3:00 PM

Note

(1) 6'x18" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, November 16 at 4:00 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 9:00 AM

Note

(1) Screen
(1) Data Projector
(1) 4x1 switcher
(1) Digital Timer

Remain as set through Wednesday, November 16 at 4:00 pm

Audio/Visual - OnSite AV

Ready By:
Saturday, November 12, 2022 @ 9:00 AM

Note

(1) Lectern microphone
(3) Table microphones at head table
(2) Floor Mics
(1) DI at lectern (mic level) for computer playback

NOTE: Audio tech required

Remain as set Wednesday, November 16 at 4:00 pm

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 8:00 AM

Note

(1) 110v/20amp drop @ projector
(1) 110v/20amp drop @ lectern

Remain as set Wednesday, November 16 at 4:00 pm

Computer - Atlantic Images & Sound - Computers

Ready By:
Saturday, November 12, 2022 @ 9:00 AM

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

Remain as set through Wednesday, November 16 at 4:00 pm

Saturday, November 12, 2022 - Wednesday, November 16, 2022
12:00 PM - 5:00 PM
Society Executive Conference Room
SDCC: 13

Function Type: Office	**Billing Group:** SfN Master
Room Set: Conference	**Meeting Planner:** Dawn Keane
	Post: No
	Cost Center: A-OV200-A140

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - San Diego Convention Center

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

Note

Set conference style for (10)
Please use table cloths to cover table
(6) Chairs set to the side

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

General Contractor - The Expo Group (TEG)

Ready By:
Saturday, November 12, 2022 @ 11:00 AM

Note

Provide nice greenery for room once room is set

Saturday, November 12, 2022

1:00 PM - 4:30 PM

ALS, CMT and Degenerative Diseases #015

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 459	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram
Skirted Head table with (3) chairs

Set room theater style for (455)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note (1) Lectern microphone (1) Table microphone handheld wireless in stand at head table (1) DI under 6' table for computer **Remain as set through Wednesday, November 16 at 5 pm**

Electrical - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 10:00 AM**	Note Electrical - wall outlets

Computer - Atlantic Images & Sound - Computers

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports. (1) Laptop placed at Podium. (1) Laptop placed at Head Table. **Remain as set through Wednesday, November 16 at 5 pm**

Saturday, November 12, 2022

1:00 PM - 2:30 PM

Fear and Aversive Learning and Memory: Mechanisms #017

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 350	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram.
Skirted Head table with (3) chairs

Set room theater style for (350)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

| *Ready By:*
Saturday, November 12, 2022 @ 12:00 PM | Note
(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(1) DI under 6' table for computer

Remain as set through Wednesday, November 16 at 5 pm |

Electrical - The Expo Group (TEG)

| *Ready By:*
Thursday, November 10, 2022 @ 10:00 AM | Note
Electrical - wall outlets |

Computer - Atlantic Images & Sound - Computers

| *Ready By:*
Saturday, November 12, 2022 @ 12:00 PM | Note
(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) Laptop placed at Podium.
(1) Laptop placed at Head Table.

Remain as set through Wednesday, November 16 at 5 pm |

Saturday, November 12, 2022

1:00 PM - 4:30 PM

Functional Mapping and Properties of the Visual Cortex #016

SDCC: 7A, 7B

Function Type: Nanosymposium

Estimated Attendance: 391

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram
Skirted Head table with (3) chairs

Set room theater style for (391)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note
	(1) Lectern microphone
	(1) Table microphone handheld wireless in stand at head table
	(1) DI under 6' table for computer
	Remain as set through Wednesday, November 16 at 5 pm

Electrical - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 10:00 AM**	Note
	Electrical - wall outlets

Computer - Atlantic Images & Sound - Computers

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note
	(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
	(1) Laptop placed at Podium.
	(1) Laptop placed at Head Table.
	Remain as set through Wednesday, November 16 at 5 pm

Saturday, November 12, 2022

1:00 PM - 3:15 PM

Hippocampal Circuitry and Navigation #019

SDCC: 5A, 5B

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 434	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram
Skirted Head table with (3) chairs

Set room theater style for (434)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

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

General Contractor - The Expo Group (TEG)

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

Note

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

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

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

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

Audio/Visual - OnSite AV

| *Ready By:*
Saturday, November 12, 2022 @ 12:00 PM | Note
(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(1) DI under 6' table for computer

Remain as set through Wednesday, November 16 at 5 pm |

Electrical - The Expo Group (TEG)

| *Ready By:*
Thursday, November 10, 2022 @ 10:00 AM | Note
Electrical - Wall outlets |

Computer - Atlantic Images & Sound - Computers

| *Ready By:*
Saturday, November 12, 2022 @ 12:00 PM | Note
(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) Laptop placed at Podium.
(1) Laptop placed at Head Table.

Remain as set through Wednesday, November 16 at 5 pm |

Saturday, November 12, 2022
1:00 PM - 2:45 PM
Neural Correlates of Decision Making in Mammalian Cortex #018
SDCC: 1A, 1B

Function Type: Nanosymposium

Estimated Attendance: 425

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram.
Skirted Head table with (3) chairs

Set room theater style for (425)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note (1) Lectern microphone (1) Table microphone handheld wireless in stand at head table (1) DI under 6' table for computer **Remain as set through Wednesday, November 16 at 5 pm**

Electrical - The Expo Group (TEG)

Ready By: **Saturday, November 12, 2022 @ 10:00 AM**	Note 1-20 amp drop at projector 1-20 amp drop at stage left **Remain as set through Wednesday, November 16 at 5 pm**

Computer - Atlantic Images & Sound - Computers

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports. (1) Laptop placed at Podium. (1) Laptop placed at Head Table. **Remain as set through Wednesday, November 16 at 5 pm**

Saturday, November 12, 2022
1:00 PM - 3:00 PM
Neuron Signaling, Neuroendocrine and Physiology #013
SDCC: 24A, 24B, 24C

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 371	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram.
Skirted Head table with (3) chairs

Set room theater style for (371)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(1) DI under 6' table for computer

Remain as set through Wednesday, November 16 at 5 pm

Electrical - The Expo Group (TEG)

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

Note

Electrical - Wall Outlets

Computer - Atlantic Images & Sound - Computers

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) Laptop placed at Podium.
(1) Laptop placed at Head Table.

Remain as set through Wednesday, November 16 at 5 pm

Saturday, November 12, 2022

1:00 PM - 4:15 PM

Optical Approaches for Large-Scale Cell-Resolved Imaging Across Species #020

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 440	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram.
Skirted Head table with (3) chairs

Set room theater style for (437)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note (1) Lectern microphone (1) Table microphone handheld wireless in stand at head table (1) DI under 6' table for computer **Remain as set through Wednesday, November 16 at 5 pm**

Electrical - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 10:00 AM**	Note Electrical - Wall Outlets

Computer - Atlantic Images & Sound - Computers

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports. (1) Laptop placed at Podium. (1) Laptop placed at Head Table. **Remain as set through Wednesday, November 16 at 5 pm**

Saturday, November 12, 2022

1:00 PM - 3:30 PM

Other Dementias, Proteinopathies, and Pathologies #014

SDCC: 11A, 11B

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 316	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram.
Skirted Head table with (5) chairs

Set room theater style for (318)
(1) Standing lectern with light stage left

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note (1) Lectern microphone (1) Table microphone handheld wireless in stand at head table (1) DI under 6' table for computer **Remain as set through Wednesday, November 16 at 5 pm**

Electrical - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 10:00 AM**	Note Electrical - wall outlets

Computer - Atlantic Images & Sound - Computers

Ready By: **Saturday, November 12, 2022 @ 12:00 PM**	Note (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports. (1) Laptop placed at Podium. (1) Laptop placed at Head Table. **Remain as set through Wednesday, November 16 at 5 pm**

Saturday, November 12, 2022 - Wednesday, November 16, 2022
1:00 PM - 5:00 PM
Poster Sessions
SDCC: Poster Session, Halls B-H

Function Type: Posters	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

Hours:
Sat, Nov. 12, 1:00 pm – 5:00 pm
Sun, Nov. 12 – Wed, Nov. 16, 8:00 am–12:00 pm & 1:00 pm–5:00 pm

Setup - San Diego Convention Center

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

Note

Set and place 1,000 chairs in groups of four throughout the poster floor. Ensure that there are chairs in every poster aisle, with multiple sets in the longer aisles.

The Expo Group will provide zip ties to SDCC for the set up of the chair groupings.

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 3:00 PM

Note

Install Pepper carpet in entire poster session area.

Install poster boards as diagrammed on floor plan, with 25" aisles.
Large trash cans placed evenly in the aisles
(1,305) Posterboard faces

Poster signs on each board
(60,000) Push pins
(1,500) Small Dixie Cups

(5) Registration counters for poster attendants per diagram
(1) at each station
Header to read: ABSTRACT LOCATOR

(1) Chair at each station
(1) Wastebasket at each station

Locations: SET PER DIAGRAM
Front Hall H
Back Hall G
Back Hall D
Front Hall B2
Back Hall B2

Install crowd control tape at cross aisles leading from exhibits to poster sessions after setup is complete for Saturday 1:00 pm poster session.
Leave double-wide aisles open
See the attachments tab for additional requirements.

Provide zip ties to SDCC to zip tie chairs in groups.
200 COMP'D CHAIRS IN THIS AREA

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

Ready By:
Wednesday, November 16, 2022 @ 5:00 PM

Note

Cut the zip ties from the chair groupings so chairs can be removed by SDCC.

Saturday, November 12, 2022

1:00 PM - 2:00 PM

Special Lecture – Sleep for Cognition, Memory, and Mental Health in Females and Males Across the Lifespan #002

SDCC: Ballroom 20ABCD

Function Type: Lecture	**Billing Group:** SfN Master
Estimated Attendance: 4200	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

Setup - San Diego Convention Center

Ready By:
Wednesday, November 9, 2022 @ 10:30 AM

Note

(1) 32' x 16' x 4' stage
(1) 6' x 8' x 24" Camera Riser
(1) 6' x 8' x 12" Audio Riser
(1) Standing Lectern with light center of the stage - NOT PRESIDENTIAL PODIUM

Set Room theater style for 4297 as diagrammed.

(2) 6' tables to the right of the stage with (3) chairs, per diagram for the Q&A moderators
(1) 6' table with (2) chairs on the right hand side of the room, near the stage for the live streaming staff

Remain as set on an 24-hour basis through Wednesday, November 16 at 2:30pm

General Contractor - The Expo Group (TEG)

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

Note

8'x8 pipe and drape AV Booth per John Berry, please use black drape.
(1) 6'x 24"x 42" table, white top/black skirt set perpendicular to podium.
High Black Drape behind the stage.
AV CONTROL ROOM - area behind stage, see diagram for exact location 14' x 10' black drape around the area.
FLORAL
Ferns/Flowers on Stage - please make pretty.
(8) 4-5' tall Areca Palms (also called Cat Palms).

Remain as set on an 24-hour basis through Wednesday, November 16 at 2:30pm

Audio/Visual - Atlantic Images & Sound - AV

Note

Hall D Video Projection
(2) 13'x24' screens (floor program screens)
(4) 9'x16' stumpfl screens (flown delay screens)
(1) 9'x16' stumpfl screens (imag flown screen)
(30) 10'(12"x12")Box Truss (delay screens + imag)
(12) 5'(12"x12") Box Truss (delay screens + imag)
(6) (12"x12") Corner Blocks (delay screens + imag)
(2) 10'(12"x12")Box Truss (Used for Neuro color logo)
(2) (12"x12") Corner Blocks (used for Neuro color logo)
(1) Panasonic HD DLP Proj.
Projector Flyware
(2) 55" Samsung MD55C LED Monitor
(1) Jelco EZ Tilt Monitor Stand
(3) Panasonic PT-RZ12KU HD Projector
(2) 48" video carts
(5) Panasonic PT-RZ12KU HD Projector
Projector Flyware N/C N/C N/C
(1) Sony HSC-300RF HD Camera
(1) Sachtler V-18 Tripod Package
(1) Canon HJ40x10 IRSD HD Zoom Lens
(1) Sony HSC-300RF HD Camera
(1) Sachtler V-18 Tripod Package
(1) Canon HJ40x10 IRSD HD Zoom Lens
(1) Indu 200 Amp Powr Distro Pkg
(included Indu Spider Box to Edison 3x Breakered
Nema 5-20 Duplex,all L21-30,ac ext cables, etc.)
(6) AJA KiPro Media Recorder
(8) AJA KiPro 1TB HDD Storage Drive
(1) Tektronix WFM-1760 Waveform Vectorscope
(1) Barco E2 Gen 1
(1) Barco E2 Gen 1- Spare
(1) Barco EC-50 Contoller
(2) Alienware M15 with VMIX & Accessories
(20) Decimator MD-HX HDMI/SDI Cross Conv-Scaling
(7) Aja FIDO -T/R HD-SDI ST Fiber 85
(1) Kramer VM-4HDCP XL 1x4 DVI DA
(1) Extron HDMI DA
(3) Samsung ME32C LED Monitor
(4) 100m DVI (m-m) Fibrer Optic Cable
(20) BNC Barrel (f-f)
(15) 200 SDI Cable
(3) Yellobrik T/R Ethernet - LC Fiber
(2) 300 Meter TAC12 Reel Singlemode ST
(3) 200 Meter Tac4 Reel Singlemode ST
(1) Mackie 1604 16 Channel Mixer
(1) 16 Space Engineering Rack
(1) Sony MDR-7506 Stereo Headphones
(4) Marshall V-R841DP-AFHD 8.4" HD LCD Monitor
(2) 2TB Hard Drive - PK
(25) Thumb Drives for recordings
(2) Retina MB Pro Core I7
(3) Lenovo ThinkPad P51 I7

Ready By: **Thursday, November 10, 2022 @ 12:00 PM**	Note
	Hall D Lighting (1) High End Road Hog 4 Console (20) ETC S4 Par, 750w - Black Barndoors: (4) Source 4 19 degree 750w Leko (12) 10' (12"x12") Box Truss Lighting plus cable run off (1) (12"x12") Corner Blocks (used for Neuro color logo) (400) Lighting Cable Package - 400' DMX - per foot (1) Edison Power Cabling Package (5) Black Encore: 15'w x 30'h drape (10) Chauvet LED Par38 w/floor stands
Ready By: **Thursday, November 10, 2022 @ 12:00 PM**	Note
	Closed Captioning: (2) monitors to view the speaker (2) monitors to view the speaker's power point presentation (1) XLR feed (2) Connections to an encoder via HDMI (4) 6' tables to accommodate the (4) monitors and (2) laptops
Ready By: **Thursday, November 10, 2022 @ 12:00 PM**	Note
	Hall D Audio (1) Yamaha CL5 Digital Console (1) Yamaha Rio 3224 (16) JBL VRX932 Line Array Speakers (16) JBL VerTec 4886 Line Array Speaker (8) JBL AC26 Front Fill Speakers (1) Assisted listening system (tx + 4 belt packs) (2) Earthworks fm500 low profile podium mic (1) Shure sm58s vog mic (2) Axient Digital G57 Combo x2 (1) Axient Digital X55 Combo x4 (3) DI's for PC (1) Telex btr800 system (1) Production intercom ms200/msm2 (6) Production intercom bp-1/smh710 (1) battery stock (1) professional power distro system
Ready By: **Thursday, November 10, 2022 @ 12:15 PM**	Note
	Ballroom 20 / Hall A Rigging (32) Motors, Hang Point Charge, Steel, Burlap, Motor Control Distro (2) B20 Scissor Lift **Remain as set through Wednesday, November 16 at 2:30pm**

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 8:00 AM**	Note
	OnSite AV: (1) Handheld mic outside of Ballroom 20 to make announcements in order to direct attendees Hall A once the ballroom is full. We will need this Saturday by 8am – Tuesday evening.

Electrical - The Expo Group (TEG)

Ready By: **Wednesday, November 9, 2022 @ 12:00 PM**	Note 100amp 3 phase for video 100amp 3 phase for audio 100amp service for lighting Drop electrical behind the stage. NO DROPS NEEDED under screens (1) 20 amp drop at the Audio Riser (1) 20 amp drop at the Camera Riser (1) 20 amp drop at the LiveStream Table (1) 20 amp drop at the Moderator Table **Remain as set on an 24-hour basis through Wednesday, November 16 at 2:30pm**

Telecom - Smart City - SDCC

Ready By: **Wednesday, November 9, 2022 @ 4:00 PM**	Note 10Mbps Dedicated Drop w/5 Static IP Addresses, behind the stage in the Video area This room will be live streamed through out the meeting.

Food And Beverage - Center Plate - SDCC

Ready By: **Saturday, November 12, 2022 @ 9:00 AM**	Note (3) Cases of bottled water at podium for the week

Saturday, November 12, 2022

1:30 PM - 3:00 PM

Journal of Neuroscience Senior & Reviewing Editors

SDCC: 10

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 35	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: J-SP401-J804

Contacts

Contact: Kelly Newton

Logistics

General Notes - SfN

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

Note

As set Saturday, November 12

Audio/Visual - Atlantic Images & Sound - AV

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

Note

(1) Screen
(1) Data Projector with Cart

Audio/Visual - OnSite AV

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

Note

(1) Lectern Microphone
(2) Handheld Microphones

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 1:15 PM

Note

Assorted Soft Drinks (70% diet) @ $4.50++ each, charged on consumption.
Chilled Bottled Water @ $4.50++ each, charged on consumption.

All prices are subject to 22% service charge and 8% taxes.

Saturday, November 12, 2022
2:00 PM - 4:30 PM
Diverse Functional Aspects of Astrocyte-Neuron Interactions in Health and Disease #005
SDCC: 6C, 6F

Function Type: Minisymposium

Estimated Attendance: 954

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram
Skirted Head table with (7) chairs
(1) Chair on side of head table

Set room theater style for (954)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Electrical - The Expo Group (TEG)

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

Note

1-20 amp drop under screen
1-20 amp drop stage left

Remain as set through Wednesday, November 16 at 5 pm

Computer - Atlantic Images & Sound - Computers

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) Laptop placed at Podium.
(1) Laptop placed at Head Table.

Remain as set through Wednesday, November 16 at 5 pm

Saturday, November 12, 2022

2:00 PM - 4:30 PM

Measuring Complex Human Behaviors via the Interactions Between Virtual Reality and Human Physiological Networks: Evidence From Health and Disease #008

SDCC: 6D, 6E

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 753	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram
Skirted Head table with (7) chairs
(1) Chair on side of head table

Set room theater style for (753)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Electrical - The Expo Group (TEG)

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

Note

1-20 amp drop under screen
1-20 amp drop stage left

Remain as set through Wednesday, November 16 at 5 pm

Computer - Atlantic Images & Sound - Computers

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) Laptop placed at Podium.
(1) Laptop placed at Head Table.

Remain as set through Wednesday, November 16 at 5 pm

Saturday, November 12, 2022

2:00 PM - 3:00 PM

Meet-the-Expert: Cisek – Making Decisions in a World Full of Action #003

SDCC: 2

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 70	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram.
Skirted Head table with (3) chairs

Set room in banquet rounds for (70)
(1) Standing lectern with light stage left

(1) Skirted 6'x36" table and (1) chair for AV tech table per diagram

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 1:00 PM**	Note
	(1) Lectern microphone (1) Table microphone handheld wireless in stand at head table (1) Floor microphone (1) DI under 6' table for computer
	Remain as set through Wednesday, November 16 at 5 pm

Electrical - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 12:00 PM**	Note
	1 - 20 amp drop at projector 1 - 20 amp drop at stage left

Computer - Atlantic Images & Sound - Computers

Ready By: **Saturday, November 12, 2022 @ 1:00 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.
	Remain as set through Wednesday, November 16 at 5 pm

Saturday, November 12, 2022

2:00 PM - 4:30 PM

Representation of Episodic Memory in Single Neurons of the Human Brain #009

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 720	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram.
Skirted Head table with (7) chairs
(1) Chair on side of head table

Set room theater style for (720)
(1) Standing lectern with light stage left

(1) Skirted 6'x36" table and (1) chair for AV tech table per diagram

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(3) Screens, set per diagram
(3) Data/video projectors w/cart
(3) 4x1 Switchers
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Electrical - The Expo Group (TEG)

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

Note

Electrical - Wall Outlets

Computer - Atlantic Images & Sound - Computers

Ready By:
Saturday, November 12, 2022 @ 12:00 PM

Note

(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) Laptop placed at Podium.
(1) Laptop placed at Head Table.

Remain as set through Wednesday, November 16 at 5 pm

Saturday, November 12, 2022

2:00 PM - 4:30 PM

Super-Resolution Imaging *In Vivo* Opens New Doors to the Nanoworld #004

SDCC: 6B

Function Type: Symposium	**Billing Group:** SfN Master
Estimated Attendance: 954	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram
Skirted Head table with (7) chairs
(1) Chair on side of head table

Set room theater style for (954)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 1:00 PM**	Note (1) Lectern microphone (3) Head table microphones (1) DI under 6' table for computer **Remain as set through Wednesday, November 16 at 5 pm**

Electrical - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 10:00 AM**	Note 1-20 amp drop under screen 1-20 amp drop stage left **Remain as set through Wednesday, November 16 at 5 pm**

Computer - Atlantic Images & Sound - Computers

Ready By: **Saturday, November 12, 2022 @ 1:00 PM**	Note (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports. (1) Laptop placed at Podium. (1) Laptop placed at Head Table. **Remain as set through Wednesday, November 16 at 5 pm**

Saturday, November 12, 2022

2:00 PM - 4:30 PM

Synapse and Circuit Function in the Retina #007

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 650	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set stage per diagram.
Skirted Head table with (7) chairs
(1) Chair on side of head table

Set room theater style for (650)
(1) Standing lectern with light stage left

(1) 6' x 36" table with (1) chair for AV tech

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(2) Screens, set per diagram
(2) Data/video projector w/cart
(2) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - OnSite AV

Ready By:	Note
Saturday, November 12, 2022 @ 1:00 PM	(1) Lectern microphone
	(3) Head table microphones
	(1) DI under 6' table for computer
	Remain as set through Wednesday, November 16 at 5 pm

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, November 10, 2022 @ 10:00 AM	Electrical - Wall Outlets

Computer - Atlantic Images & Sound - Computers

Ready By:	Note
Saturday, November 12, 2022 @ 1:00 PM	(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software.
	Must be equipped with USB ports.
	One Laptop placed at Podium.
	One Laptop placed at Head Table.
	Remain as set through Wednesday, November 16 at 5 pm

Saturday, November 12, 2022

2:00 PM - 4:30 PM

The Neurological Consequences of COVID-19 #006

SDCC: 6A

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 918	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

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

Note

(1) Set front stage per diagram
Skirted Head table with (7) chairs
(1) Chair on side of head table

(1) Skirted 6'x36" table and (1) chair for AV tech table per diagram

(1) Set camera platform in rear of room per diagram
(1) Skirted 6'x36" table and (2) chairs placed next to camera platform in rear

Set room theater style for (918)
(1) Standing lectern with light stage left

Lights: preset room lights out over screen

Remain as set through Wednesday, November 16 at 5 pm

General Contractor - The Expo Group (TEG)

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

Note

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

NOTE: Place navy drape on stage for live streaming

Remain as set through Wednesday, November 16 at 5 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By: **Saturday, November 12, 2022 @ 1:00 PM**	Note (1) Screen, set per diagram (1) Data/video projector w/cart (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer (1) Alienware M15 with VMIX & Accessories (1) Panasonic Camera w/ 40x Lens not standard (1) AJA Ki Pro Go (1) Roland V60 Switcher (1) Mixer 1402 This room will be live streamed through out the meeting. **Remain as set through Wednesday, November 16 at 5 pm**

Audio/Visual - OnSite AV

Ready By: **Saturday, November 12, 2022 @ 1:00 PM**	Note (1) Lectern microphone (3) Head Table Microphones (1) Table microphone at moderator table in front of room (1) DI under 6' table for computer (1)-Standard Lighting Tree (4)-Chauvet Ovation E-260WW LED Lekos (6)-Chauvet Freedom Par Tri-6 LED (1)-Lighting Console DMX (1)-Lighting Cable Package This room will be live streamed through out the meeting. **Remain as set through Wednesday, November 16 at 5 pm**

Electrical - The Expo Group (TEG)

Ready By: **Thursday, November 10, 2022 @ 10:00 AM**	Note 1-20 amp drop under screen 1-20 amp drop stage left 1-20 amp drop at camera platform in rear of room (1) Power cord at table next to camera platform for (2) laptops **Remain as set through Wednesday, November 16 at 5 pm**

Telecom - Smart City - SDCC

Ready By: **Wednesday, November 9, 2022 @ 12:00 PM**	Note 10Mbps Dedicated Drop w/5 Static IP Addresses, behind the stage in the Video area This room will be live streamed through out the meeting.

Computer - Atlantic Images & Sound - Computers

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) Laptop placed at Podium.
(1) Laptop placed at Head Table.

Remain as set through Wednesday, November 16 at 5 pm

41 - 3

Saturday, November 12, 2022
2:30 PM - 4:00 PM
Brain Awareness Campaign Event
SDCC: 16A, 16B

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 150	**Meeting Planner:** Allison Burns
Room Set: See Diagram	**Post:** Yes
	Cost Center: A106-NL200-A106

Contacts

Contact: Lisa Chiu

Logistics

Setup - San Diego Convention Center

Ready By:
Thursday, November 10, 2022 @ 3:00 PM

Note

Set stage and room per diagram
(1) Standing Lectern on stage
Set front or room theater style for 36 - space the rows of chairs with extra room between, to allow for people to walk through the rows while others are sitting.

Open Airwall to Bayside Lobby

Place items below outside of Rm. 16
(1) Skirted 6' tables with (1) chair outside room on left
(1) Easels
(2) Wastebasket at registration tables

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 10, 2022 @ 3:00 PM

Note

This event will use 42 poster faces in back of room per diagram.
(1) Skirted 6' table & (1) Chair next to poster #42.
Please provide push pins and dixie cups for the posters
Rope & Stanchion to block access to posters.

*** Navy drape on stage for Video Recording***

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 1:00 PM

Note

(1) Data Video Projector
(1) Screen
(1) Switcher
(1) Spreaker Timer

Audio/Visual - OnSite AV

Ready By:	Note
Saturday, November 12, 2022 @ 1:30 PM	(1) Wireless hand held Microphone at lectern (2) Lavalier mics Computer audio required. Sound Operator 1:30p.m. - 3:30p.m.

Computer - Atlantic Images & Sound - Computers

Ready By:	Note
Saturday, November 12, 2022 @ 1:30 PM	(1) Laptop computer with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

Saturday, November 12, 2022

3:00 PM - 5:00 PM

PDW: Beyond the Rainbow: Empowering LGBTQ+ Trainees and Colleagues Toward Successful and Authentic Careers

SDCC: 31A, 31B, 31C

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 500	**Meeting Planner:** Jennifer Gross
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-AT200-A168-UR

Contacts

Contact: Vlera Kojcini

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 2:00 PM

Note

As set on Saturday, November 12 at noon

Saturday, November 12, 2022

3:00 PM - 4:00 PM

Special Lecture – Adult Neurogenesis, Circuit Remodeling, and Hippocampal Function #010

SDCC: Ballroom 20ABCD

Function Type: Lecture	**Billing Group:** SfN Master
Estimated Attendance: 4300	**Meeting Planner:** Sharon Bowles
Room Set: As Set	**Post:** Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 8:00 AM

Note

As set Saturday, Nov. 12 at 1 p.m.

Saturday, November 12, 2022

3:30 PM - 5:00 PM

Journal of Neuroscience Senior Editors Meeting

SDCC: 12

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 13	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: J-SP401-J804

Contacts

Contact: Kelly Newton

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 2:30 PM

Note

As set Thursday, November 10

Saturday, November 12, 2022

4:00 PM - 5:00 PM

Meet-the-Clinician-Expert: Luby – Balancing Brain and Behavior in Investigations of Early Childhood Psychopathology #011

SDCC: 2

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 70	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 8:00 AM

Note

As set Saturday, Nov. 12 at 2 p.m.

Saturday, November 12, 2022

5:15 PM - 6:30 PM

Presidential Special Lecture – How Do You Feel? The Molecules That Sense Touch #012

SDCC: Ballroom 20ABCD

Function Type: Lecture	**Billing Group:** SfN Master
Estimated Attendance: 4300	**Meeting Planner:** Sharon Bowles
Room Set: As Set	**Post:** Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 8:00 AM

Note

As set Saturday, Nov. 12 at 1 p.m.

Saturday, November 12, 2022

6:30 PM - 9:30 PM

Diversity, Int'l Fellows, TPDA, Early Career Policy Ambassador & FUN Poster Sessions & Career Development: A Networking Event

SDCC: Halls B-H

Function Type: Posters	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-AT200-A166-UR (See Notes)

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:
Saturday, November 12, 2022 @ 6:00 PM

Note

Diversity Fellows, International Fellows, Early Career Policy Ambassador, Trainee Professional Development, FUN Poster Sessions Sat, Nov 12, 6:30pm - 8:30pm
Career Development: A Networking Event, Sat, Nov 12, 7:30pm - 9:30pm

Setup - San Diego Convention Center

Ready By:
Saturday, November 12, 2022 @ 6:00 PM

Note

NETWORKING AREA
Set area per diagram
(30) Banquet rounds for 10 with table card holders
Please clean this area and replace table linens if needed by 6:00pm

General Contractor - The Expo Group (TEG)

Ready By:
Saturday, November 12, 2022 @ 6:00 PM

Note

NOTE: Poster sessions will use existing poster board numbers

(85) Poster Board Faces - International Poster Session, using existing poster rows XXX - XXX
(250) Poster Board Faces - Diversity Poster Session, using existing poster rows XXX - XXX
(10) Poster Board Faces - Early Career Policy Ambassador Poster Session, using existing poster rows XXX - XXX
XXXXX(352) Poster Board Faces - Trainee Prof. Dev. Awards Poster Session, using existing poster rows XXX - XXX
XXXXX(80) Poster Board Faces - FUN Session, using existing poster rows XXX - XXX

Please also provide (3500 pins and 900 cups), this will be for all five poster areas. Please place at the check-in counters in Lobby F.

(10) IM Boards (on Paula's sign order) to be placed around the Poster Area, locations TBD

Note: Lobby F will be used for the poster session check-in 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.

(2) 6" skirted tables for CDS to place their equipment on during poster session.

(4) Posts for check-in signage (Sign Copy Below). Attach each sign to a post so presenters know which line to get into.
- Diversity Fellows
- International Fellows & Early Career Policy Ambassadors
- Trainee Professional Development Awardees
- FUN Poster Session

TBD - At 5 pm, place 3' drape from:
Booth xxxx to Row xxxxx
Booth xxxxx to the beginning of row xxxxxx
3' drape around the 30 rounds with (2) openings per diagram
(1) chair at each opening of the 3' drape

Remove pipe and drape & rope and stanchion after these sessions end.

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Saturday, November 12, 2022 @ 5:00 PM

Note

(1) Handheld Wireless Microphone for the Networking Area - at 30 banquet rounds.

Other - Lincoln Security

Ready By:
Saturday, November 12, 2022 @ 6:00 PM

Note

Security around the exhibit hall in the XXXXXX
Note: Caution tape will be around the perimeter of the hall.
Attendees are not permitted in the exhibit area.

Security request is posted on the security schedule

Security from 6:00 pm - 10:00 pm

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 6:15 PM

Note

Concession Areas E and G Open from 6 pm to 9 pm

Attendees will be on own for purchase. Offerings include pizza, chicken fingers, hamburgers, nachos, hot dogs, and fries. They also have premade cold sandwiches and salads, plus drinks.

Saturday, November 12, 2022
6:30 PM - 9:00 PM
g.tec's Brain-Computer Interface (BCI) Workshop
SDCC: 23A, 23B, 23C

Function Type: Satellite	**Billing Group:** SfN Master
Estimated Attendance: 100	**Meeting Planner:** Sharon Bowles
Room Set: As Set	**Post:** Yes
	Cost Center: A MS200-M701

Contacts

Contact: Sharon Bowles	**Alt Contact:** Micah Ching
	Organizer Email: ching@gtec.at

Logistics

Setup - San Diego Convention Center

Ready By:
Saturday, November 12, 2022 @ 5:30 PM

Note

As set 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:
Saturday, November 12, 2022 @ 5:30 PM

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:
Saturday, November 12, 2022 @ 5:30 PM

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:
Saturday, November 12, 2022 @ 5:30 PM

Note

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

Saturday, November 12, 2022
6:30 PM - 7:30 PM
Journals Social Hour
SDCC: 22

Function Type: Reception	**Billing Group:** SfN Master
Estimated Attendance: 100	**Meeting Planner:** Jennifer Gross
Room Set: Reception	**Post:** Yes
	Cost Center: split 70/30: J-SP 401J401/J-SP

Contacts

Contact: Blythe Alexander

Logistics

Setup - San Diego Convention Center

Ready By:
Saturday, November 12, 2022 @ 5:30 PM

Note

Set reception style with a combination of high and low cocktail rounds with chairs and seating for 50.
(1) Easel- outside the room

Food And Beverage - Center Plate - SDCC

Ready By:
Saturday, November 12, 2022 @ 6:00 PM

Note

Imported and Domestic Cheese Display for (50) @ $10.00++ per person
Garnished with Seasonal Fruit, Sliced Baguettes and Assorted Crackers

Grilled Marinated Vegetable and Charcuterie Board for (50) @ $16.00++ per person
A selection of Roasted Zucchini, Squash, Eggplant, Peppers, Salami, Prosciutto and Sopprasetta drizzled with Extra Virgin Olive Oil Served with Toasted Flat Breads and Gourmet Crackers

Pasta Station for (75) @ $17.25++ per person
Tri-Colored Cheese Tortellini and Penne Rigate
2 Sauces: Pesto Sauce and Bolognese Sauce
Served with Soft Bread Sticks, Crushed Red Pepper, and Parmesan Cheese

Bruschetta and Flat Bread Station for (75) @ $14.50++ per person
Served with Extra Virgin Olive Oil and a Variety of Toasted Flat Breads
Toppings to include: Cauliflower, Artichoke and Kale Tapenade, Kalamata Olive Tapenade, Pesto Hummus, Fresh Tomato, Basil and Garlic

Flautas Station for (75) @ $18.50++ per person
Chicken Adobada
Southwest Black Bean with Mexican Cheeses and Roasted Chiles
Served with Guacamole & House Made Salsas Roja & Verde

Hosted Bar Charged on Consumption
Deluxe Wine @ $8.25++ per serving
Domestic Beer @ $6.50++ per serving

Imported Beer @ $8.25++ per serving
Soft Drinks and Bottled Water @ $4.50++ per serving
Sparkling Water @ $5.00++ per serving

All prices are subject to 22% service charge and 8% taxes