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Tuesday, November 8, 2022 - Saturday, November 12, 2022

9:00 AM - 7:00 PM

Exhibitor Lounge Set Up

SDCC: Exhibitor Lounge, Lobby D

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 10, 2022 @ 12:00 PM

Note

Provide rounds and chairs per diagram.

(2) 6ft. draped tables for Food & Beverage Station

****Remain as set through Wednesday, November 16 at 6:00 p.m.****

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, November 9, 2022 @ 5:00 PM

Note

Build wall per diagram - color white

****Remain as set through Wednesday, November 16, at 6:00 p.m.**

Other - San Diego Convention Center

Ready By:

Thursday, November 10, 2022 @ 5:00 PM

Note

Please monitor room on a regular basis to empty trash cans.

Vacuum room every day between 5:00 p.m. - 5:30 p.m. beginning Thursday, November 11 - Wednesday, November 16, room is locked at 6:00 p.m.

****Remain as set through Wednesday, November 16 at 8:00pm****

Food And Beverage - Center Plate - SDCC

Ready By:

Thursday, November 10, 2022 @ 8:00 AM

Note

(1) Water cooler with disposable cups. Replenish as needed throughout the week.

****Remain as set through Wednesday, November 16 at 6:00 p.m.****

Tuesday, November 8, 2022 - Friday, November 11, 2022

9:00 AM - 5:00 PM

Press Room Set Up

SDCC: 15B

Function Type: Office

Estimated Attendance: 80

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-NL200-P150

Contacts

Contact: Matt Windsor

Logistics

Setup - San Diego Convention Center

Ready By:

Tuesday, November 8, 2022 @ 4:00 PM

Note

(17) 6'x30" tables as diagrammed

(22) Chairs as diagrammed.

(7) Banquet Rounds, with (8) chairs at each, spread evenly throughout the room.

(2) Easel

(8) Wastebaskets

(5) Keys

(1) Water cooler w/disposable cups. Refresh throughout the week.

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

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, November 9, 2022 @ 5:00 PM

Note

(1) Poster Board with push pins

(3) Task Chairs

(1) Coat Rack

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 @ 10:00 AM

Note

(1) 110 V AC drop under each table with computers and at the U shaped staff area.

Power at each of the round tables with a power strip.

(2) Extra power strips to staff - please give to staff.

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

Telecom - Smart City - SDCC

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

Note

(1) VLAN with (2) drops. See diagram for locations. On the SfN Staff VLAN. SfN staff to provide secured wireless network and to network computers and printers.

(1) Single line with instrument, unrestricted, at staff area.
Phone numbers per Telephone Roster, see diagram for placement.

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

Computer - Atlantic Images & Sound - Computers

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

Note

(4) Computers and monitors Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

(1) Black & White Printer
(1) Color Printer in staff area

SfN staff to provide secured wireless network and network computers and printers.

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

Tuesday, November 8, 2022 - Wednesday, November 16, 2022

9:00 AM - 6:00 PM

Staff Work

SDCC: Staff Work Room, Sails

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 @ 5:00 PM

Note

Build wall with interior door per diagram.

(8) 6'x30" Skirted Tables

(10) Chairs

(4) Wastebaskets

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

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, November 8, 2022 @ 5:00 PM

Note

(5) Quad Boxes, see floor plan for placement.

Note: One is for copier, need to ensure we have enough power. Please provide five power strips for charging devices.

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

Telecom - Smart City - SDCC

Ready By:

Tuesday, November 8, 2022 @ 5:00 PM

Note

(2) SfN Staff VLAN drops - one for computers and one at copier location (with SMTP capability allowing port 25 and 587 for copier drop)

(10) additional DHCP IP addresses

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

Computer - Atlantic Images & Sound - Computers

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

Note
STAFF WORK ROOM

(2) Computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Pro, Quicktime and Flash Software, Dreamweaver. The USB ports must be located in the front of the CPU.

(2) Monitors

(1) iMAC computer w/Adobe Creative Cloud for Teams

(1) Printer

NOTE: Please be sure to add Dreamweaver software to order for all computers in this room.

NOTE: Please ensure software is loaded in advance of delivery (trial license is okay)

DLM

(2) Monitors (side by side)

(1) Keyboard

(1) Wireless mouse.

NOTE: Amanda will provide a sign indicating when the space is reserved for DLM staff to monitor the virtual component.

NOTE: SfN staff to network all computers to this printer.

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