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**Thursday, November 10, 2022 - Wednesday, November 16, 2022**

**7:00 AM - 7:00 PM**

**DLM Office/Storage**

**SDCC: 19**

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**Function Type:** Office  
**Estimated Attendance:** 8

**Billing Group:** SfN Master  
**Meeting Planner:** Jennifer Gross  
**Post:** No  
**Cost Center:** A-DL200-P205

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### Contacts

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**Contact:** Taylor Johnson

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### Logistics

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#### Setup - San Diego Convention Center

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

Note  
(4) 6' tables  
(11) chairs  
(2) low cocktail rounds  
(6) Easels  
(1) Wastebasket

Need 6 keys

**\*\*Remain as set on a 24-hour basis through Wednesday, November 16 at 7:00 pm\*\***

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#### Electrical - The Expo Group (TEG)

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

Note  
(3) Power Strips

**\*\*Remain as set on a 24-hour basis through Wednesday, November 16 at 7:00 pm\*\***

**Thursday, November 10, 2022 - Wednesday, November 16, 2022**

**8:00 AM - 7:00 PM**

**Business Office**

**SDCC: Business Office, Sails**

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**Function Type:** Office

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Stephanie Embrey

**Post:** Yes

**Cost Center:** A-MO200-A708

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### Contacts

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**Contact:** Cori Spencer

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Thursday, November 10, 2022 @ 8:00 AM**

Note

Hours: Sat., November 12 - Wed., November 16, 7:30 am - 6:00 pm

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

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#### General Contractor - The Expo Group (TEG)

**Ready By:**

**Thursday, November 10, 2022 @ 8:00 AM**

Note

(2) Keys required  
(4) 6"x30" skirted tables  
(6) Chairs  
(2) Wastebaskets

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

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#### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, November 10, 2022 @ 8:00 AM**

Note

Electrical at the 6' tables for staff laptops

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

**Thursday, November 10, 2022**

**8:00 AM - 12:00 PM**

**Committee Room 1 Standard Set Up**

**SDCC: 26A**

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**Function Type:** Meeting

**Estimated Attendance:** 26

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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## Logistics

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### Setup - San Diego Convention Center

**Ready By:**

**Thursday, November 10, 2022 @ 2:00 PM**

Note

U-Shape set for 26 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel

(1) Wastebasket

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

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### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, November 10, 2022 @ 2:00 PM**

Note

(8) Power strips around the u-shape set-up for attendees to use for laptops.

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

**Thursday, November 10, 2022**

**8:00 AM - 12:00 PM**

**Committee Room 2 Standard Set Up**

**SDCC: 26B**

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**Function Type:** Meeting

**Set For:** 30

**Room Set:** U - Shape

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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## Logistics

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### Setup - San Diego Convention Center

**Ready By:**

**Thursday, November 10, 2022 @ 1:00 PM**

Note

U-Shape set for 30 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel

(1) Wastebasket

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

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### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, November 10, 2022 @ 1:00 PM**

Note

(10) Power strips around the u-shape set-up for attendees to use for laptops.

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

**Thursday, November 10, 2022**

**8:00 AM - 12:00 PM**

**Committee Room 3 Standard Set Up**

**SDCC: 27A**

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**Function Type:** Meeting

**Estimated Attendance:** 24

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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## Logistics

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### Setup - San Diego Convention Center

**Ready By:**

**Thursday, November 10, 2022 @ 2:00 PM**

Note

U-Shape set for 24 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel

(1) Wastebasket

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

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### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, November 10, 2022 @ 2:00 PM**

Note

(8) Power strips around the u-shape set-up for attendees to use for laptops.

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

**Thursday, November 10, 2022**

**8:00 AM - 12:00 PM**

**Committee Room 4 Standard Set Up**

**SDCC: 27B**

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**Function Type:** Meeting

**Estimated Attendance:** 22

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

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## Logistics

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### Setup - San Diego Convention Center

**Ready By:**

**Thursday, November 10, 2022 @ 2:00 PM**

Note

U-Shape set for 22 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel

(1) Wastebasket

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

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### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, November 10, 2022 @ 2:00 PM**

Note

(8) Power strips around the u-shape set-up for attendees to use for laptops.

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

**Thursday, November 10, 2022**

**8:00 AM - 12:00 PM**

**Committee Room 5 Standard Set Up**

**SDCC: 12**

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**Function Type:** Meeting

**Estimated Attendance:** 20

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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## Logistics

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### Setup - San Diego Convention Center

**Ready By:**

**Thursday, November 10, 2022 @ 2:00 PM**

Note

Hollow Square set for 20 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel

(1) Wastebasket

**\*\*Remain as set through Wednesday, November 7 at 5:00pm\*\***

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### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, November 10, 2022 @ 2:00 PM**

Note

(6) Power strips around the u-shape set-up for attendees to use for laptops.

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

**Thursday, November 10, 2022**

**8:00 AM - 12:00 PM**

**Committee Room 6 Standard Set Up**

**SDCC: 30D, 30E**

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**Function Type:** Meeting

**Estimated Attendance:** 32

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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## Logistics

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### Setup - San Diego Convention Center

***Ready By:***

**Thursday, November 10, 2022 @ 2:00 PM**

Note

U-Shape set for 32 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel

(1) Wastebasket

Registration Table in front of entrance to the room

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

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### Electrical - The Expo Group (TEG)

***Ready By:***

**Thursday, November 10, 2022 @ 2:00 PM**

Note

(11) Power strips around the u-shape set-up for attendees to use for laptops.

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

**Thursday, November 10, 2022**

**8:00 AM - 6:00 PM**

**SDCC Meeting**

**SDCC: 10**

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**Function Type:** Meeting

**Room Set:** As Set

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Dawn Keane

**Post:** Yes

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## Logistics

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### General Notes - SfN

*Ready By:*

**Thursday, November 10, 2022 @ 8:00 AM**

Note

Release to SDCC for meeting.

Use as set for Saturday, November 12

**Thursday, November 10, 2022 - Wednesday, November 16, 2022**

**8:00 AM - 7:00 PM**

**Shuttle Office**

**SDCC: Box Office E**

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**Function Type:** Office

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Jennifer Gross

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### Logistics

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#### Setup - San Diego Convention Center

**Ready By:**

**Wednesday, November 9, 2022 @ 12:00 PM**

Note

(4) Keys for Door

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

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#### General Contractor - The Expo Group (TEG)

**Ready By:**

**Thursday, November 10, 2022 @ 7:00 AM**

Note

Inside Box Office:

(2) 6'x30" Tables

(6) Chairs

(3) Counter-height chairs.

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

**Thursday, November 10, 2022**

**11:30 AM - 2:30 PM**

**Staff Meal Room**

**SDCC: Staff Meal Room, Sails**

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**Function Type:** Other

**Estimated Attendance:** 26

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Dawn Keane

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### Logistics

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#### Food And Beverage - Center Plate - SDCC

**Ready By:**

**Thursday, November 10, 2022 @ 11:15 AM**

Note

Replenish as needed throughout the day:

(1) Water cooler with disposable cups

SCL4 @ \$34.00++ per person

Tossed Garden Salad with Fresh Vegetables and Seasoned Croutons

Chef's Selection of Creamy and Vinaigrette Dressings

Freshly Brewed Coffee, Decaffeinated Coffee, Hot and Iced Tea

Sliced Meats and Cheeses to include: Smoked Turkey Breast, Roast Beef and Cured Ham, Swiss, Jack and Cheddar Cheeses, Lettuce, Tomato, Onion and Pickles

Chicken Salad, Tuna Salad, Penne Pasta Salad

Hearth Baked Rolls and Breads

Individual Bags of Chips

Carrot Cake and Chocolate Bundt Cake with Whipped Cream and Berries

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

Please have Coke products available

**Thursday, November 10, 2022 - Wednesday, November 16, 2022**

**12:00 PM - 1:00 PM**

**Lead Retrieval Rentals**

**SDCC**

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**Function Type:** Registration

**Room Set:** See Diagram

**Billing Group:** Sfn Master

**Meeting Planner:** Stephanie Embrey

**Post:** No

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### Contacts

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**Contact:** Stephanie Embrey

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### Logistics

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#### General Notes - Convention Data Services (CDS)

**Ready By:**

**Friday, November 11, 2022 @ 11:00 AM**

Note

Please provide a short training on how to use the scanners with the staff picking them up.

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#### Other - Convention Data Services (CDS)

**Ready By:**

**Friday, November 11, 2022 @ 11:00 AM**

Note

PROFESSIONAL DEVELOPMENT DEPARTMENT

(8) Scanners from 11/11 -11/15. Please deliver scanners by Friday morning at 11 am. For use at PD events. Please contact Vlera Kojcini at [vkojcini@sfn.org](mailto:vkojcini@sfn.org) for details.

Cost center: AT200-A168 (2 Scanners for the following events:)

Responsible Conduct of Research (RCR) Short Course:

Tackling Challenges in Data Management, Collection, and Analysis

PDW: Can You Write Me a Strong Letter of Recommendation?:

Soliciting, Writing, and Evaluating Recommendations

PDW: Beyond the Rainbow: Empowering LGBTQ+ Trainees and

Colleagues Toward Successful and Authentic Careers

PDW: Why and How to Account for Sex and Gender in

Brain and Behavioral Research

PDW: Integrating Life and Work in Neuroscience: Strategies  
for Success

PDW: Culturally Validated Pedagogy and Inclusion in Neuroscience

PDW: Brain Data Science: A World of New Neuroscience Career  
Opportunities

PDW: Neuroscience Departments and Programs Workshop: From  
Design to Analysis: Improving Research Skills for an Evolving Field  
CWIN

Cost center: AT300-G309 (6 Scanners for the following events:)

Diversity Poster Session (TPDA, International and FUN)

NSP Mentoring Event

Diversity Reception

***Ready By:***

**Friday, November 11, 2022 @ 3:30 PM**

Note

(4) Scanners for the events below from 11/12 to 11/15 at 5 pm.

Please contact Hannah Zikria-Hagemeier at hzikria-hagemeier@sfn.org.  
Please program all devices for all events below.

Cost center for 4 scanners: A-AT200

Advocacy/Training

Booth

Graduate School Fair Training Booth

***Ready By:***

**Friday, November 11, 2022 @ 3:30 PM**

Note

(3) Scanners for the events below from 11/12 to 11/16 at 5 pm.

Please contact Bria Ward at bward@sfn.org. Please program all devices for the SfN Booth.

Cost center for 3 scanners: A-MK200-A108

SfN Booth

***Ready By:***

**Tuesday, November 15, 2022 @ 4:00 PM**

Note

**PRESIDENTIAL RECEPTION**

(8) scanners for the Presidential Reception on Tuesday, Nov. 15

We will use the access control option to record who attends. Please deliver scanners to the Headquarters office @4:45 pm on Tuesday. At this time, we would also like for CDS to hold a short training on how to use the scanners with the staff working the reception.

For questions, contact Paula.

**Thursday, November 10, 2022**

**2:00 PM - 3:00 PM**

**Hotel City Wide Precon**

**SDCC: 2**

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**Function Type:** Meeting  
**Estimated Attendance:** 50  
**Room Set:** As Set

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

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### Contacts

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**Contact:** Dawn Keane

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### Logistics

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#### General Notes - SfN

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

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

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#### Audio/Visual - OnSite AV

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

Note  
(1) Lectern microphone

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#### Food And Beverage - Center Plate - SDCC

**Ready By:**  
**Thursday, November 10, 2022 @ 1:45 PM**

Note  
Assorted Soft Drinks @ \$4.50++ each, charged on consumption.  
Bottled Water @ \$4.50++ each, charged on consumption.  
  
All prices are subject to 22% service charge and 8% taxes.

**Thursday, November 10, 2022**

**2:00 PM - 5:00 PM**

**Testing Virtual**

**SDCC: 6A, Ballroom 20ABCD**

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**Function Type:** Other  
**Estimated Attendance:** 15  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Sharon Bowles  
**Post:** No  
**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### General Notes - SfN

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

Note  
Please have room fully set as listed on Saturday, November 12 at 2 pm

This will be a full rehearsal of the pass through for the live streaming with our virtual partner, CTI.

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#### Audio/Visual - Atlantic Images & Sound - AV

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

Note  
Please have all equipment and techs available to test a full pass through to the streaming platform.

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#### Audio/Visual - OnSite AV

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

Note  
Please have all equipment and techs available to test a full pass through to the streaming platform.

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#### Telecom - Smart City - SDCC

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

Note  
Please have all equipment and techs available to test a full pass through to the streaming platform.

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#### Computer - Atlantic Images & Sound - Computers

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

Note  
Please have all equipment and techs available to test a full pass through to the streaming platform.

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