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Wednesday, November 9, 2022 - Thursday, November 10, 2022
7:30 AM - 5:00 PM
Donor & Volunteer Lounge Set Up
SDCC: 14A

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 25	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** No
	Cost Center: A-DV200-A150

Contacts

Contact: Katie Collins

Logistics

Setup - San Diego Convention Center

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

Note

(1) 6'x30" skirted table inside the doors for a reception
(4) Banquet Rounds with (6) seats each
(8) Highboy Tables
(1) 6'x30" skirted table for coffee/food & beverage
(2) Wastebaskets
(2) Easels
(3) Keys

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

(2) Task Chairs at the Reception Table

Electrical - The Expo Group (TEG)

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

Note

(2) Power Strips at the 6' table

Wednesday, November 9, 2022 - Wednesday, November 16, 2022
8:00 AM - 7:00 PM
CDS Office
SDCC: CDS Office, Lobby D

Function Type: Office	**Billing Group:** SfN Master
Estimated Attendance: 5	**Meeting Planner:** Stephanie Embrey
Room Set: See Diagram	**Post:** No
	Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Contractor - The Expo Group (TEG)

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

Note

Build office as diagrammed
Door needs to lock - (3) keys
(6) 6x30 skirted tables
(6) Chairs
(3) Wastebaskets

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

Electrical - The Expo Group (TEG)

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

Note

(2) 20-amp circuits with power strips

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

Telecom - Smart City - SDCC

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

Note

(1) Internet drop on the CDS VLAN
(10) IP addresses to run Registration Area
CDS will create local network for registration

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

Wednesday, November 9, 2022 - Wednesday, November 16, 2022
8:00 AM - 7:00 PM
Exhibitor Lead Retrieval Desk
SDCC: Lead Retrieval Desk, Hall B

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

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, November 8, 2022 @ 5:00 PM	Hours: Wed, Nov. 9 - Sat, Nov. 12, 8:00 am - 6:00 pm
	Sun, Nov. 13, -Tues, Nov. 15, 8:30 am - 5:00 pm
	Wed, Nov. 17, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Tuesday, November 15, 2022 @ 5:00 PM	Set-up per diagram.
	(3) Counters
	Headers to read: LEAD RETRIEVAL
	(3) 6' x 30" draped tables
	(6) Chairs - 2 at each counter
	Storage area per diagram
	(2) 6' x 30" draped tables
	(8) 6' x 30" tables - no drape
	(2) Chairs
	Remain as set through Wednesday, November 16 at 9:00 pm

Electrical - The Expo Group (TEG)

Ready By:	Note
Tuesday, November 8, 2022 @ 5:00 PM	(4) 20 amp drops - (1) inside Storage Room, (1) under each counter
	All circuits should be 24-hour dedicated.
	Remain as set through Wednesday, November 16 at 9:00 pm

Telecom - Smart City - SDCC

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

Note

(1) Single line with instrument. Restricted and 800 calls only, number per Telephone Roster.
(1) DHCP drop

Remain as set through Wednesday, November 16 at 9:00 pm

Wednesday, November 9, 2022 - Friday, November 11, 2022
8:00 AM - 5:00 PM
Press Conference Room Set Up
SDCC: 15A

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 52	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** No
	Cost Center: A-NL200-P150

Contacts

Contact: Matt Windsor

Logistics

Setup - San Diego Convention Center

Ready By:
Wednesday, November 9, 2022 @ 10:00 AM

Note

Set room theater style with center aisle for (52)
24' x 8' x 24" Stage - set per diagram
Head table for (6) - (2) 8' Tables with 3 chairs each

(1) Standing Lectern
(1) 6' skirted table and (2) chairs for materials and staff
(1) 6' skirted table and (2) chairs for Multiview (web casting vendor)
(1) 6' skirted table with (1) chair for audio tech
(2) Easels
(1) Wastebasket
(5) Keys

Water service at the head table for each press conference. A schedule will be provided closer to the meeting.

(1) Water Cooler with cups in rear of room. Refill as needed.

Preset room lights out over screen

8' x 6' x 24" riser in the back of the room so cameraman is level with the speakers in front.

Remain as set on an 24-hour basis through Tuesday, November 15 at 8:00pm

Audio/Visual - Atlantic Images & Sound - AV

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

Note

(1) Screen
(1) Data Video Projector
(1) Laser Pointer
(1) Remote to advance slides

(2) Light trees (additional room lighting for filming).

NOTE: PLEASE HAVE A TECH NEARBY IN CASE ONE IS
NEEDED DURING THE RECORDING TIMES

Preset Room Lights out over Screen

NOTE: Video recording will be done by MultiView.

**Remain as set on a 24-hour basis through Tuesday, November 15 at
8:00 pm**

Audio/Visual - OnSite AV

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

Note

(1) Lectern Microphone
(1) Lavalier Microphone (front, stage left)
(6) Table Microphones, push to talk
(2) Floor Microphones in center aisle

(1) Mult box (6 channel)

Audio DI for computer playback at lectern.

Sound operator will be required, times TBD.

**Remain as set on a 24-hour basis through Tuesday, November 15 at
8:00pm.**

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, November 9, 2022 @ 3:00 PM

Note

(1) 20amp drop at camera platform,
(1) 20amp drop at Lt trees
(1) 20amp drop at audio table
(1) 20amp drop upstage right
(1) Power strip - leave at SfN table

**Remain as set on an 24-hour basis through Tuesday, November 15 at
8:00pm**

Telecom - Smart City - SDCC

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

Note

(5) additional IP addresses

(1) Wired connection at webcasting table.
g NetDedicated (Dedicated 6 Mbps w/5 IP addresses) - for web casting.

**Remain as set on a 24-hour basis through Tuesday, November 15 at
8:00pm.**

Computer - Atlantic Images & Sound - Computers

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

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro,
Adobe Acrobat Reader, Quicktime and Flash Software. Must be
equipped with USB ports.

Wednesday, November 9, 2022 - Wednesday, November 16, 2022

9:00 AM - 6:00 PM

Headquarters Office

SDCC: Headquarters Office, Sails Pavilion

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

Logistics

General Notes - SfN

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

Note

Hours: Friday Nov. 11, noon - 5:00 pm
Sat Nov. 12 - Wed Nov. 16 7:00 am - 6:00 pm