

Monday, November 7, 2022 - Friday, November 18, 2022

7:00 AM - 5:00 PM

Wireless Internet Buyout

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

Telecom - Smart City - SDCC

Ready By:

Monday, November 7, 2022 @ 8:00 AM

Note

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

SSID: Neuroscience

Additional requirements: Local landing (redirect) page

4 Separate VLANs:

Wireless Buyout – Exhibit Floor and all SDCC

Convention Data Services (CDS) for registration

SfN Staff – Headquarters/Neurojobs/SfN Booth/Staff Work Room

Membership - Sales

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

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

Exhibit Halls – 5.0 GHz only

Speed - 1.5Mbps up/down (throughout the entire convention center)

Access Points Connections - 200 Concurrent Connections per Access Point at 1.5Mbps per connection/device.

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

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

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

OCTOBER 14 UPDATE:

WIRELESS BUYOUT IS FOR 10,000 CONSECUTIVE USERS

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, November 9, 2022 @ 5:00 PM

Note

(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****

OCTOBER 18 UPDATE

CHANGE TO (5) TASK CHAIRS

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 through Wednesday, November 16 at 5:00pm****

OCTOBER 17 UPDATE
CHANGE TO LAPTOP COMPUTERS

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

9:00 AM - 6:00 PM

Staff Work Room

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 through Wednesday, November 16 at 6:00pm

OCTOBER 14 - ADDITION

(10) TWO-WAY RADIOS ON REPEATER

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 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 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 through Wednesday, November 16 at 6:00pm****

OCTOBER 17 UPDATE

CHANGE TO LAPTOP COMPUTERS

Wednesday, November 9, 2022 - Friday, November 11, 2022

8:00 AM - 5:00 PM

Press Conference Room Set Up

SDCC: 15A

Function Type: Other

Estimated Attendance: 52

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:

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.

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.

OCTOBER 20 UPDATE
PLEASE ENSURE THAT THE LAPTOP HAS ZOOM ON IT

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.

OCTOBER 20 UPDATE

(1) TABLE AND (2) CHAIRS FOR ROUTES 3 & 4

(1) TABLE AND (2) CHAIRS FOR ROUTES 1 & 2

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

7:00 AM - 5:00 PM

Infant Care Room

SDCC: 17A

Function Type: Other
Estimated Attendance: 10
Room Set: See Diagram

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

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:
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.**

Food And Beverage - Center Plate - SDCC

Ready By:

Thursday, November 10, 2022 @ 2:00 PM

Note

OCTOBER 13 UPDATE

**(1) WATER COOLER W/ DISPOSABLE CUPS. REFRESH
THROUGHOUT THE WEEK.**

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

8:00 AM - 2:30 PM

Press Conference Room

SDCC: 15A

Function Type: Other

Estimated Attendance: 52

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

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

OCTOBER 6 UPDATE:

CHANGED END TIME TO 2:30

RESET FOR THE MEMBERS BUSINESS MEETING CAN START AT 2:45

Food And Beverage - Center Plate - SDCC

Ready By:

Saturday, November 12, 2022 @ 10:00 AM

Note

OCTOBER 13 UPDATE

(1) WATER COOLER W/ DISPOSABLE CUPS. REFRESH THROUGHOUT THE WEEK.

Saturday, November 12, 2022

8:00 AM - 5:00 PM

Press Room

SDCC: 15B

Function Type: Office

Estimated Attendance: 80

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

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.

OCTOBER 13 UPDATE

**(1) WATER COOLER W/ DISPOSABLE CUPS. REFRESH
THROUGHOUT THE WEEK.**

Saturday, November 12, 2022
10:00 AM - 11:00 AM
International Fellows Orientation
SDCC: 10

Function Type: Meeting
Estimated Attendance: 30
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes
Cost Center: A-OV200-P210

Contacts

Contact: Julia Pergande

Logistics

Setup - San Diego Convention Center

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

Note
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

OCTOBER 6 UPDATE
EVENT TIME CHANGED TO 10-11 AM

General Contractor - The Expo Group (TEG)

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

Note
(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:
Saturday, November 12, 2022 @ 9:00 AM

Note
(1) Screen (7' x 12')
(1) Data Projector

OCTOBER 6 UPDATE
EVENT TIME CHANGED TO 10-11 AM

Audio/Visual - OnSite AV

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

Note
(1) Lectern Microphone

OCTOBER 6 UPDATE
EVENT TIME CHANGED TO 10-11 AM

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, November 9, 2022 @ 12:00 PM

Note

(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 @ 9:45 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.

OCTOBER 6 UPDATE

EVENT TIME CHANGED TO 10-11 AM

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

Estimated Attendance: 4200

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

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).

OCTOBER 7 ADDITION

CARPET STAGE

(1) LOW COCKTAIL ROUND FOR AWARDS

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Thursday, November 10, 2022 @ 10:00 AM

Note

**OCTOBER 7 ADDITION
TELEPROMPTER INSTALLED AT LECTERN**

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 @ 12:00 PM

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 @ 12:15 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
2:30 PM - 4:00 PM
Brain Awareness Campaign Event
SDCC: 16A, 16B

Function Type: Workshop
Estimated Attendance: 150
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
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***

OCTOBER 13 ADDITION

(1) SKIRTED 6' TABLE & (1) CHAIR NEXT TO POSTER #7.

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) Speaker Timer

Audio/Visual - OnSite AV

Ready By:

Saturday, November 12, 2022 @ 1:30 PM

Note

- (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:

Saturday, November 12, 2022 @ 1:30 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.

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

Room Set: See Diagram

Billing Group: SfN Master

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

At 5 pm, place 8' drape from:

Booth 2035 and between DD and EE Rows all the way to the wall

3' drape from

A1 to the Abstract Locator Counter and Poster A31 to the wall

3' drape around the 30 rounds with (3) openings per diagram

(1) chair at each opening of the 3' drape

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

OCTOBER 14 UPDATE

UPDATED BOOTH AND ROW NUMBERS FOR DRAPE

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

Note

NOTE: Poster sessions will use existing poster board numbers

(44) Poster Board Faces - International Poster Session, using existing poster rows A1 - B16

(247) Poster Board Faces - Diversity Poster Session, using existing poster rows B17 - F31

(7) Poster Board Faces - Early Career Policy Ambassador Poster Session, using existing poster rows F32 - V18

(272) Poster Board Faces - Trainee Prof. Dev. Awards Poster Session, using existing poster rows F39 - V11

(115) Poster Board Faces - FUN Session, using existing poster rows V12 - DD15

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

OCTOBER 14 UPDATE

UPDATED ALL POSTER BOARD NUMBERS and ROWS

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

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 @ 5:45 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.

Sunday, November 13, 2022

1:30 PM - 2:30 PM

SfNova Lecture – Michael D. Burton, PhD, Akiko Hayashi-Takagi, MD, PhD #167

SDCC: Ballroom 20ABCD

Function Type: Lecture

Estimated Attendance: 4300

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

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.

Setup - San Diego Convention Center

Ready By:

Sunday, November 13, 2022 @ 1:30 PM

Note

OCTOBER 18 ADDITION

ADD (1) 6' SKIRTED HEAD TABLE NEXT TO PODIUM WITH (2) CHAIRS

Audio/Visual - OnSite AV

Ready By:

Sunday, November 13, 2022 @ 1:30 PM

Note

OCTOBER 18 ADDITION

ADD (2) LAVALIER MICROPHONES FOR TWO SPEAKERS

Sunday, November 13, 2022

3:00 PM - 4:30 PM

PETER AND PATRICIA GRUBER LECTURE: Expanding Horizons in Theoretical and Computational Neuroscience - Larry Abbott, Emery N. Brown, Terrence Sejnowski, Haim Sompolinsky #174

SDCC: Ballroom 20ABCD

Function Type: Lecture

Estimated Attendance: 4300

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

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.

Setup - San Diego Convention Center

Ready By:

Sunday, November 13, 2022 @ 3:00 PM

Note

OCTOBER 18 ADDITION

ADD (1) 6' SKIRTED HEAD TABLE AND (2) CHAIRS NEXT TO THE CURRENT HEAD TABLE

ADD (1) 6' SKIRTED MODERATOR TABLE AND (2) CHAIRS NEXT TO THE CURRENT MODERATOR TABLE

Audio/Visual - OnSite AV

Ready By:

Sunday, November 13, 2022 @ 3:00 PM

Note

OCTOBER 18 ADDITION

ADD (2) LAVALIER MICROPHONES FOR TWO ADDITIONAL SPEAKERS

Monday, November 14, 2022

11:15 AM - 12:45 PM

Past Presidents' Luncheon

SDCC: 30D, 30E

Function Type: Meeting

Estimated Attendance: 30

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-OV200-A140

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By:

Monday, November 14, 2022 @ 10:15 AM

Note

As set Thursday, November 10

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, November 14, 2022 @ 10:00 AM

Note

(16) Push to talk table microphones

Food And Beverage - Center Plate - SDCC

Ready By:

Monday, November 14, 2022 @ 11:00 AM

Note

VIP Event - China Service

Please use linens to drape the tops of tables for this event

Plated Lunch @ \$47.75++ per person

SPRING MIX SALAD with Pear Tomatoes, Sweet Peppers, Radishes,
Shredded Carrots and Croutons

Balsamic Vinaigrette

HERB CRUSTED CHICKEN with Roasted Brussel Sprouts, Roasted
Corn Parmesan Polenta, and Tomato Ragu

NEW YORK CHEESECAKE

Canyon Road, Pinot Grigio @ \$35.50++ per bottle

Fetzer Pinot Noir @ \$36.00++ per bottle

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% sales taxes.

OCTOBER 12 UPDATE:

CHANGE WINES TO:

CAVIT PINOT GRIGIO AT \$40 PER BOTTLE

CONO SUR BICICLETA PINOT NOIR @ \$40 PER BOTTLE

Monday, November 14, 2022

1:30 PM - 3:30 PM

Animals in Research

SDCC: 11A, 11B

Function Type: Workshop

Estimated Attendance: 150

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A176

Contacts

Contact: Katherine Bloom

Logistics

General Notes - SfN

Ready By:

Monday, November 14, 2022 @ 12:00 PM

Note

As set on September 12, 1:00pm

(1) Easel outside of room

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, November 14, 2022 @ 12:30 PM

Note

OCTOBER 19 ADDITION

(1) SLIDE ADVANCER

Audio/Visual - OnSite AV

Ready By:

Monday, November 14, 2022 @ 12:30 PM

Note

(1) Lectern mic

(3) Push to talk table mics

(2) Floor mics

(1) Mixer

(1) Audio D1 for computer playback

(1) Audio Recording (provided on USB)

Other - Lincoln Security

Ready By:

Monday, November 14, 2022 @ 12:00 PM

Note

(2) Security Guards 12:00 pm – 4:00 pm

NOTE: posted on security schedule

Tuesday, November 15, 2022

8:00 AM - 9:00 AM

SfN/FENS Meeting

SDCC

Function Type: Meeting

Estimated Attendance: 15

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-P210

Contacts

Contact: Julia Pergande

Logistics

General Notes - SfN

Ready By:

Tuesday, November 15, 2022 @ 7:00 AM

Note

As set Thursday, November 10

OCTOBER 6

EVENT IS NOW CANCELLED

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Tuesday, November 15, 2022 @ 7:00 AM

Note

No microphones are needed for this meeting

OCTOBER 6

EVENT IS NOW CANCELLED

Food And Beverage - Center Plate - SDCC

Ready By:

Tuesday, November 15, 2022 @ 7:45 AM

Note

CONTINENTAL BREAKFAST @ \$23++ per person

Freshly Baked Breakfast Pastries and Muffins

Assorted Bottled Fruit Juices

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Please use linens to drape the tops of tables for this event

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

OCTOBER 6

EVENT IS NOW CANCELLED

Tuesday, November 15, 2022
11:00 AM - 2:00 PM
Program Committee Meeting
SDCC: 30A, 30B, 30C

Function Type: Meeting
Estimated Attendance: 84
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Sharon Bowles
Post: Yes
Cost Center: A MA200-M751-UR

Contacts

Contact: Sharon Bowles

Logistics

Setup - San Diego Convention Center

Ready By:
Tuesday, November 15, 2022 @ 6:00 AM

Note

- Chevron set for (70) 2 per 6' tables
- (1) Skirted Head table for (6) 2 per 6' tables on riser
- (2) Skirted Registration/Materials tables near the entrance
- (3) Staff tables set to the side with (2) chairs each on a riser
- (1) Audio tech table with (1) chair
- (2) Easels

** See Diagram**

OCTOBER 18 UPDATE

PLEASE HAVE ROOM SET BY 10 AM ON MONDAY, NOV 14

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Tuesday, November 15, 2022 @ 9:00 AM

Note

- (2) Screens
- (2) Data/Video Projectors projecting different images
- (1) Laser pointer
- (1) Switcher
- (1) Hand-held microphone to the head table
- (42) Push-to-talk table microphones
- (1) Audio Recording (provided on CD or USB)
- (1) Sound Operator 10:30 a.m. - 2:30 p.m.
- Computer Audio Required
- Confidence Monitor placed in front of Head Table
- Need capability of each screen to show different data
- Please place screens so that everyone has a clear line of sight, including staff table.

OCTOBER 18 UPDATE

PLEASE HAVE ROOM SET BY 3 PM ON MONDAY, NOV 14

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, November 15, 2022 @ 7:00 AM

Note

(44) Power strips to be placed at each table allowing for at least two plugs per person.

OCTOBER 18 UPDATE

PLEASE HAVE ELECTRICAL SET BY NOON ON MONDAY, NOV 14

Telecom - Smart City - SDCC

Ready By:
Tuesday, November 15, 2022 @ 10:00 AM

Note

(1) Wired internet at the staff table on the SfN Staff VLAN

OCTOBER 18 UPDATE

PLEASE HAVE ROOM SET BY 2 PM ON MONDAY, NOV 14

Computer - Atlantic Images & Sound - Computers

Ready By:
Tuesday, November 15, 2022 @ 9:00 AM

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. Place at staff table.

Food And Beverage - Center Plate - SDCC

Ready By:
Tuesday, November 15, 2022 @ 10:30 AM

Note

VIP Event - China Service
Please add linens to the tops of all tables

Beverage Service on consumption from 10:30 a.m. - 2 p.m.
Assorted Soft Drinks @ \$4.50++ each, charged on consumption.
Chilled Bottled Water @ \$4.50++ each, charged on consumption.
All Beverage service inside the room and refresh as necessary.

Lunch Service Starts between 10:30-10:45 a.m.
Coronado Lunch Buffet (70) @ \$49.25++ per person
California Garden Salad
Shredded Carrots, Shredded Red Cabbage, Grape Tomatoes and Cucumbers
Lemon Basil Vinaigrette and Herb Buttermilk Dressing
Roasted Farro and Cauliflower Salad
Roasted Tomato, Lemon Pesto, and Red Grapes
Honey Thyme Brined Chicken
Artichokes with Tarragon White Wine Reduction
Baked Cod Buerre Blanc
Citrus Fennel Salsa with Red Onions and Sweet Peppers
Kaffir Lime Scented Rice
Green Beans with Beurre Noisette
White Chocolate Raspberry Cheesecake
Carrot Cake
Hearth Baked Rolls and Butter, Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea

Please keep lunch set for as long as possible

Please add food labels to identify ingredients to inform attendees with allergies

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

Request quiet service and that several tray jacks be placed around the room.

Tuesday, November 15, 2022

2:00 PM - 3:30 PM

The Advocacy Forum: the Role of Scientific Data in Navigating Difficult Advocacy Discussions

SDCC: 11A, 11B

Function Type: Workshop

Estimated Attendance: 150

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A176

Contacts

Contact: Katherine Bloom

Logistics

General Notes - SfN

Ready By:

Tuesday, November 15, 2022 @ 1:00 PM

Note

As set on September 12, 1:00pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Tuesday, November 15, 2022 @ 12:00 PM

Note

(1) Data/Video Projector with cart

(1) Screen

OCTOBER 19 ADDITION

(1) SLIDE ADVANCER

Audio/Visual - OnSite AV

Ready By:

Tuesday, November 15, 2022 @ 12:00 PM

Note

(1) Lectern Microphone at Standing Lectern

(3) Push To Talk Table Microphones

(2) Floor mics

Computer Audio