

**NEUROSCIENCE 2025**  
**NOVEMBER 15-19**  
**RESUME OVERVIEW**

The Society for Neuroscience is the world's largest organization of scientists and physicians dedicated to understanding the brain, spinal cord, and peripheral nervous system. Founded in 1969, the Society has grown from 500 charter members to nearly 35,000 members. The purposes of the Society are to (a) advance the understanding of the nervous system by bringing together scientists from various backgrounds and by encouraging research in all aspects of neuroscience; (b) promote education in the neurosciences; and (c) inform the general public about results and implications of new research. The exchange of scientific information occurs at the Annual Meeting that includes nearly 12,000 reports of new scientific findings and estimated 20,000 – 25,000 participants. Attendees from North America comprised 70% and international attendees from approximately 80 countries represented 30% of the total attendance. Exhibit personnel included 3,300 – 3,500 people.

The Society's Annual Meeting is the largest of its kind in the world and is considered the arena for the presentation of new results in neuroscience.

**MEETING LOCATION**

Headquarters offices, scientific sessions, symposia, nanosymposia, mini-symposia, exhibits, and registration will be located at the San Diego Convention Center. Daytime special and presidential special lectures will be held in the San Diego Convention Center, Ballroom 20.

**GENERAL SCHEDULE OF MEETING**

Friday, November 14	Pre-Conference Short Course
	Attendee Badge Pickup Opens at noon.
Saturday, November 15	Official meeting opens at 10 a.m.
	Sessions and Posters begin at 1 p.m.
Sunday, November 16	Sessions, Posters, and Exhibits, Exhibits open at 9:30 a.m.
Monday, November 17	Sessions, Posters, and Exhibits
Tuesday, November 18	Sessions, Posters, and Exhibits
Wednesday, November 19	Sessions, Posters, and Exhibits, Meeting Closes at 5 p.m.

**Badge Pick-Up**

Badge pick-up is in Lobby D of the San Diego Convention Center. Badge Pick-up is open on the following dates and hours.

Friday, November 14	Noon - 5:00 p.m.
Saturday, November 15	7:30 a.m. - 5:00 p.m.
Sunday, November 16	7:30 a.m. - 5:00 p.m.
Monday, November 17	7:30 a.m. - 5:00 p.m.
Tuesday, November 18	7:30 a.m. - 5:00 p.m.
Wednesday, November 19	7:30 a.m. - 5:00 p.m.

**Exposition**

Exhibits are in Halls B-H of the San Diego Convention Center. The Exhibit Management Office is located in Lobby D.

Exhibit Management Contacts:

Allison Burns, CEM, Senior Operations Manager  
Jennifer Gross, CEM, Meetings Operations Specialist

Official Service Contractor:

The Expo Group

Move In for Exhibitors:	Wednesday, November 12	8:00 a.m. - 6:00 p.m.
	Thursday, November 13	8:00 a.m. - 6:00 p.m.
	Friday, November 14	8:00 a.m. - 6:00 p.m.
	Saturday, November 15	6:00 a.m. - 7:00 p.m.
Exhibit Hours:	Sunday, November 16	9:30 a.m. - 5:00 p.m.

	Monday, November 17	9:30 a.m. - 5:00 p.m.
	Tuesday, November 18	9:30 a.m. - 5:00 p.m.
	Wednesday, November 19	9:30 a.m. - 5:00 p.m.
Move Out for Exhibitors:	Wednesday, November 19	5:00 p.m. - Midnight
	Thursday, November 20	8:00 a.m. - Midnight

### Poster Sessions

Poster sessions are located throughout Halls B-H of the San Diego Convention Center.

Saturday, November 15	1:00 p.m. - 5:00 p.m.
Sunday, November 16 – Wednesday, November 19	8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 5:00 p.m.

### Sessions

All SfN sessions are located at the San Diego Convention Center and held Saturday, November 15 – Wednesday, November 19. A detailed schedule is included in the resume and at <http://www.sfn.org/am2025>.

### Satellite/Ancillary Events

- Satellite Symposia and Ancillary Events are non-SfN sponsored events, meetings, socials, etc., and SfN Annual Meeting attendees may attend these events.
- Satellite events are approved and scheduled through SfN so not to conflict with SfN scientific sessions.
- Satellite events are held Tuesday, November 11 – Wednesday, November 19.
- Satellite/Ancillary Event contact information, logistics, and billing information are detailed in the resume.
- The facility is to obtain specific catering requirements for satellite/ancillary events directly from the organizers listed on each logistics sheet.
- Please note the special billing instructions contained in this resume. Organizers have been advised they must set up individual accounts for their events.
- Requests for poster boards should be directed to The Expo Group.

### OFFICES

#### Annual Meeting Headquarters Office

The Annual Meeting Logistics Headquarters Office is in the Sails Pavilion of the San Diego Convention Center. The onsite telephone number is (619) 525-5700. This office manages all logistics and programming related questions. Annual Meeting Logistics staff are:

Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Operations Manager  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, CEM, Meeting Operations Specialist  
Katelyn Crume, Meeting Services Associate  
Tim Pontrelli, Logistics Consultant

The Annual Meeting Headquarters Office is open during the following hours:

Friday, November 14	8:00 a.m. - 5:00 p.m.
Saturday, November 15	7:30 a.m. - 6:00 p.m.
Sunday, November 16	7:30 a.m. - 6:00 p.m.
Monday, November 17	7:30 a.m. - 6:00 p.m.
Tuesday, November 18	7:30 a.m. - 6:00 p.m.
Wednesday, November 19	7:30 a.m. - 6:00 p.m.

### Audio Visual & Computer Rental

- The Society for Neuroscience's official audio visual and computer rental company is Atlantic Images and Sound (AIS). The contact is Eric Berry, President.
- Visual support will be provided by Atlantic Images and Sound.

- Audio support will be provided by OnSite AV of the San Diego Convention Center.
- The AIS office will be in Room 8 of the San Diego Convention Center and staffed Saturday, November 15 - Wednesday, November 19, 7:00 a.m.-5:00 p.m.

### **Security**

- The Society's Security Provider is Lincoln Security.
- The Society for Neuroscience security contacts are Paula Kara and Allison Burns.
- There is the potential for demonstrations by animal rights activists during the Animals in Research Workshop on Monday, November 17 (10:00 am in Rooms 16AB) and during the nanosymposia and poster sessions Saturday, November 15 – Wednesday, November 19.

### **Service Desk**

The Expo Group, Inc will operate a service desk located in Hall B.

### **Shuttle Service**

- Shuttle service has been arranged through Production Transport.
- Production Transport will operate a service desk for attendees located in Lobby E. Telephone: (310) 900-9525.
- Shuttle Bus service will be available from the official convention hotels to the San Diego Convention Center except for the hotels which are within walking distance.
- For more information about hours and routes, please visit [www.sfn.org/shuttle](http://www.sfn.org/shuttle)

## **IMPORTANT SOCIETY FOR NEUROSCIENCE POLICIES**

### **Audio/Video Reproductions**

The Society for Neuroscience reserves the rights to audio and video reproduction of all presentations at Neuroscience 2025. Individuals may not patch into house sound systems.

### **Accounting**

- Identify each charge.
- Enclose all banquet checks, accounting of cash bar receipts, and backup for all charges. In the individual resume sheets, you will notice we have included cost center information. If it is possible to include this information on your final bill, it will speed the coding and processing of the bill.

### **Authorized Signatures**

Individuals listed in the resume may sign for charges incurred for their events. Individuals below are additional authorized signatures to the Society for Neuroscience Master Account.

Paula Kara, CMP, Senior Director, Meeting Services  
 Dawn Keane, CMP, Director, Meeting Operations  
 Kyle Hayden, CMP, Director, Meeting Programs & Attendee Services  
 Sharon Kerley Bowles, CEM, Senior Meeting Planner  
 Allison Burns, CEM, Senior Meetings Operations Manager  
 Stephanie Embrey, CEM, Registration Manager  
 Jennifer Gross, CEM, Meeting Operations Specialist  
 Katelyn Crume, Meeting Services Associate  
 Tim Pontrelli, Logistics Consultant  
 Marty Saggese, Executive Director  
 John Morrison, PhD, SfN President

### **Keys**

- A key order will provided for each facility with the resume.
- All locks requiring high security should be reset and only Society staff will be issued keys.
- Please key rooms with more than one door the same. If doors cannot be keyed the same, provide the number of keys listed for each door. If the doors can be keyed the same, then just provide the number of keys

requested (not for each door).

### **Master Account**

Please establish a Master Account in the name of the Society for Neuroscience. At the conclusion of the meeting, forward the Master Account along with backup for all charges to:

Society for Neuroscience  
Attention: Dawn Keane, CMP Director, Meeting Operations  
1121 14<sup>th</sup> Street, NW, Suite 1010  
Washington, DC 20005  
dkeane@sfn.org

### **Meeting Room Temperature**

- Preset all session rooms for 71 F.
- The temperature should not go above 75 F.
- Please do not set computers for air conditioning to be turned off precisely at the end time of each event as many run overtime.
- Please be sure to have air conditioning on in the meeting rooms in enough time to sufficiently cool the rooms prior to the meeting start times.

### **Signs/Literature**

- Lobby and directional signs will be delivered by The Expo Group and placed beginning on Tuesday, November 11 – Friday, November 14.
- Only official Society signs may be placed in the Neuroscience 2025 facilities.
- Organizers of ancillary events may only place a sign outside the entrance to their function room on the day of their function only.
- Exhibitors may only distribute literature from their booths.
- Under no circumstances may any other individuals place signs of any nature or distribute literature of any kind without prior written approval from the Society for Neuroscience.
- (1) easel is required outside the entrance to each Society event 45 minutes prior to the start of the event.

### **Telephone Numbers**

Please refer to the telephone list on the Neuroscience 2025 resume website for telephone numbers.

### **SCHEDULE OF PRE-CONVENTION MEETINGS**

San Diego Marriott Marquis	Wednesday, November 12	10:00 a.m.
SDCC	Wednesday, November 12	3:00 p.m.
City-Wide Hotel Pre-Con Meeting	Thursday, November 13	2:00 p.m.

## **Additional Information for San Diego Convention Center**

### **Building Access**

Please arrange to have doors open at Gates A and H for SfN staff to gain early access to the building. Please be sure doors are open each morning at the following times:

Monday, November 10 – Thursday, November 13	8:00 a.m. - Staff Only
Friday, November 14 – Wednesday, November 19	6:00 a.m. - Staff Only
Friday, November 14	7:00 a.m. - All Entrances Open
Saturday, November 15 - Wednesday, November 19	7:00 a.m. - All Entrances Open

Please instruct building security that Society for Neuroscience staff with badges and staff ribbons only may enter through these entrances on a 24-hour basis. Please advise us of procedures that SfN staff must use to gain access to the building during closed hours.

### **Equipment Delivery**

- The Expo Group and Society for Neuroscience materials (boxes and trunks) will arrive at the San Diego Convention Center loading docks on Monday, November 10 at 6:00 a.m. Boxes and trunks will be marked for placement within the San Diego Convention Center.
- Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Monday, November 10. Eric Berry is in charge of distribution.
- The Maritz equipment will arrive on Tuesday, November 11. Office machines, copy machines, etc. for offices will be delivered on Wednesday, November 12. Food Service
- Please open concessions and restaurants beginning Thursday, November 13 (minimal service for exhibitor move-in), Friday, November 14 at 7:00 a.m. through Wednesday, November 19 at 5:00 p.m.
- Please have healthy food available, as well as the favorite non-healthy foods.
- Have outlets open during registration hours with maximum staffing.
- Please keep exhibit hall concessions staffed to capacity during the breakfast and lunch hours.
- Place as many portable concessions as is possible in lobbies and hallways.
- Please provide the final concession schedule by October 15, 2025.

### **Remote Dimmer Switches**

Provide in each meeting room used for scientific sessions if available.

## Additional Information for the Headquarter Hotels

The Society events, as well as special group meetings (satellite/ancillary events) may be viewed and downloaded from our website at <https://www.sfn.org/meetings/neuroscience-2025/sessions-and-events>. Please note that events listed have been scheduled to begin and end according to the scheduled times listed; however, some of the sessions and lectures may end prior to, or run about 15-30 minutes longer than the listed time. If a session is continuing past the listed time, do not interrupt to begin room clean-up.

**Amenity Packages** – Will provide under separate cover.

### Bell Stand

Please have the bell stand staffed to maximum capacity for arrivals on Friday-Sunday, November 14-16. Likewise for heavy checkout on Tuesday afternoon and Wednesday morning, November 18-19. Many of the guests will check out early and leave luggage at the bell stand.

### Front Desk

- Please have the Front Desk staffed to maximum capacity for heavy arrivals on Friday-Sunday, November 14-16.
- Anticipate average arrival on Thursday, November 13 (VIPs begin arriving on Thursday, please have Front Desk staffed so they do not have to wait in lines).
- Heavy checkout is anticipated Tuesday afternoon and Wednesday morning, November 18-19.
- **Note: Please be sure to instruct personnel to only charge VIPs as outlined in the reservations provided by CMR.**

**Master Account & VIP Reservations**– Will provide under separate cover from CMR, the housing company for Neuroscience 2025.

### Room Service/Restaurants/F&B Outlets

- Sessions will take place daily from 8:00 a.m. to 5:00 p.m. at the San Diego Convention Center, beginning at 10:00 a.m. on Saturday, November 15, and continuing through 5:00 p.m. on Wednesday, November 19.
- Exhibits are open 9:30 a.m.-5:00 p.m. daily from Sunday, November 16 - Wednesday, November 19.
- Room service and restaurant traffic could be heavy early in the morning.
- The daily lunch break is between 11:30 a.m.-1:00 p.m.
- Sessions and exhibits end between 5:00 – 6:30 p.m. Saturday - Wednesday.
- Traffic will be heavy in lounges from 5:30 p.m. into the evening.
- Keep bars and lounges stocked for heavy beer and wine consumption.

### Special Attention/VIP Status

The following individuals are to be given VIP status:

John Morrison, PhD	President
Nick Spitzer, PhD	President-Elect
Patricia Janak, PhD	Incoming President-Elect
Marina Picciotto, PhD	Past President
Cheryl Sisk, PhD	Treasurer
Katalin Toth, PhD	Treasurer-Elect
William Martin, PhD	Incoming Treasurer-Elect
Quentin Pittman, PhD	Past Treasurer
Katherine Roche, PhD	Secretary
Pat Levitt, PhD	Secretary-Elect
Marty Saggese	Executive Director

### Special Note:

**PLEASE red flag** the Presidential Suite occupied by Dr. Morrison for **SPEEDY SERVICE**. Please schedule cleaning of the suite and nightly turn-down service as follows: **Please clean suite each morning at 9:30 a.m. Please schedule nightly turn-down at 6:00 p.m.**