

Monday, November 10, 2025- Thursday, November 20, 2025

8:00 AM- 5:00 PM

Security Office #2

SDCC: 7A

Function Type: Office

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

Setup - SDCC

Ready By:

Monday, November 10, 2025 @ 8:00 AM

Note

OCT 31 NEW

ADD

(3) 6' SKIRTED TABLES

(6) CHAIRS

Remain as set through Thursday, November. 20 at 5:00 pm

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 8:00 AM

Note

OCT 31 NEW

ADD

(2) POWER STRIPS

Remain as set through Thursday, November. 20 at 5:00 pm

Tuesday, November 11, 2025- Thursday, November 20, 2025

9:00 AM- 12:00 PM

Exhibit Management Office

SDCC: Exhibit Management Office, Lobby D

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:
Monday, November 10, 2025 @ 12:00 PM

Note
Exhibit Management Office Hours:
Wed., Nov. 12 - Sat., Nov. 15, 8:00 a.m. - 6:00 p.m.
Sun., Nov. 16 - Tue., Nov. 18, 7:00 am - 6:00 p.m.
Wed., Nov. 19, 7:00 am - 8:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 11, 2025 @ 12:00 PM

Note
SET PER DIAGRAM
(5) 6’ x 30” skirted tables with white drape
(1) 4’ x 30” skirted table with white drape for Reception
(4) Executive Swivel Chairs
(5) Wastebaskets
(12) Armchairs

*Remain as set through Thursday, November 20 at 6:00 am**

Audio/Visual - ON AV

Ready By:
Tuesday, November 11, 2025 @ 12:00 PM

Note
SEE DIAGRAM FOR LOCATION
(1) Standing Microphone to make daily announcements in the exhibit halls
A - H.

*Remain as set through Thursday, November 20 at 6:00 am**

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, November 11, 2025 @ 12:00 PM

Note
(5) 1000 Watt Outlet with 25 ft. Multi Strip/each
(1) Allison’s Desk, (1) Jen’s desk, (1) Trevor's desk (1) Katelyn's Desk and
(1) printer table

NOTE: Will plug in (1) small heater at Allison’s Desk, will need enough

power for that as well.

*Remain as set through Thursday, November 20 at 6:00 am**

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 4:00 PM

Note

- (1) Internet drop on SfN Staff VLAN with 2 dhcp addresses. Place internet drop at 6' table with printer.
- (2) Multi Lines, unrestricted, with instrument rollover feature. Extensions per Telephone Roster for Katelyn and Jennifer.

SfN staff to network laptop computers and printer, including SfN (Allison Jen and Katelyn) laptops.

*Remain as set through Thursday, November 20 at 6:00 am**

Computer - Atlantic Images & Sound

Ready By:

Monday, November 10, 2025 @ 2:00 PM

Note

- (2) 22" Monitors to connect to Jen and Allison's laptop
- (1) Printer (b/w) - network laptops to this printer.

SfN staff to network laptop computers (Allison, Jen and Katelyn) and printer.

OCT 23 CHANGE

CHANGE DELIVERY DATE TO NOVEMBER 12

REMAIN AS SET THROUGH NOVEMBER 19 AT 5:00 PM

*Remain as set through Thursday, November 20 at 6:00 am**

Friday, November 14, 2025

9:00 AM- 6:30 PM

Molecular and Cellular Cognition Society (MCCS) Symposium

SDCC: 2

Function Type: Satellite

Estimated Attendance: 200

Room Set: As Set

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Tomas Ryan

Organizer Email: tomas.ryan@tcd.ie

Logistics

Setup - SDCC

Ready By:

Friday, November 14, 2025 @ 8:00 AM

Note

As set Saturday, November 15 at 12 p.m.

Satellite organizer also requests the following items:

(2) 6' Skirted registration tables with (4) chairs at the entrance to the room.

(1) Easel

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 14, 2025 @ 8:00 AM

Note

NOV 5 UPDATE

ADD (1) SPEAKER TIMER

ADD (1) LASER POINTER

ADD (1) A/V TECH (8 A.M. - 6:30 P.M.)

As set Saturday, November 15 at 12 p.m.

Satellite organizer will use the following existing items:

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

Audio/Visual - ON AV

Ready By:

Friday, November 14, 2025 @ 8:00 AM

Note

NOV 5 UPDATE

CANCEL (1) HEAD TABLE MICROPHONE

ADD (2) FLOOR MICROPHONES

ADD (1) LAPEL MICROPHONE

As set Saturday, November 15 at 12 p.m.

Satellite organizer will use the following existing items:

- (1) Lectern microphone
- (3) Head table microphones
- (1) DI under 6' table for computer

Computer - Atlantic Images & Sound

Ready By:

Friday, November 14, 2025 @ 8:00 AM

Note

NOV 5 UPDATE

ADD (1) LAPTOP COMPUTER with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - SDCC Catering

Ready By:

Friday, November 14, 2025 @ 8:00 AM

Note

Please contact the organizer directly for food and beverage requirements. Organizer will pay SDCC Catering directly for all f/b costs.

Sunday, November 16, 2025- Wednesday, November 19, 2025

9:30 AM- 5:00 PM

SfN Booth

SDCC

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Cost Center: A-MK200-A108

Contacts

Contact: Cynthia Fischer

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, November 12, 2025 @ 2:00 PM

- Note
- New Halo Sign Above Booth
- Carpet color: Silver Cloud. Double padding. Install carpet and padding per diagram only AFTER internet and video cables are in place. SfN staff to arrive Monday November 10, at 11:00 AM for internet cable placement.
- SfN Store Checkout Area (Facing entrance side of hall):
- (2) Wastebaskets
 - (1) Tall Counter 9 ft. wide (6 +3)
 - (1) Half height wall behind counter and stools
 - (2) High Stools with backs
 - Rope and Stanchion – discuss specific placement with Bria Ward or Aubrey Smith onsite - (on Friday Nov 14)
- Sci Pubs (on side of central structure, facing 2000 aisle):
- (1) Wastebasket
 - (1) Counter
 - (2) Task Chairs
 - (3) Accordion Literature Stand
- Meet-the-Editor (at corner of 2000 Aisle and back of hall):
- (2) Journal Distribution Bins- all white
 - (1) Wastebasket
 - (2) Coffee Tables
 - (6) Chairs
 - Rope and Stanchion – discuss specific placement with Bria Ward or Aubrey Smith onsite (on Friday Nov 14)

NOV 6 UPDATE
REDUCE JOURNAL DISTRIBUTION BINS TO (1)

Ready By:
Wednesday, November 12, 2025 @ 2:00 PM

Note

Membership (at corner of 2000 Aisle and Hall Entrance):

- (2) Enclosed Counters (to accommodate 4 people)
- (4) Task Chairs
- (2) Wastebaskets

3 Independent Areas (see plan for exact location; each with a freestanding digital sign):

- (3) High Cocktail Rounds (1 for each location)
- (3) High Stools (1 for each location)

Brainfacts Area (facing back of hall, on back wall of store structure):

- (1) Wastebasket
- (1) Counter
- (2) Task Chairs

Center of Store Structure:

- (2) 6 ft. undraped tables
- (4) chairs – padded not high
- (3) tall bookcases (for store inventory)

- Please ensure that all counters/cabinets include storage underneath.
- Please ensure all cabinets can be locked.

Ready By:
Thursday, November 13, 2025 @ 5:00 PM

Note

OCT 7 UPDATE

- (1) MANNEQUIN TO DISPLAY JOGGER PANTS
- (3) 5' HIGH TROPICAL PLANTS

Audio/Visual - Atlantic Images & Sound

Ready By:
Friday, November 14, 2025 @ 12:00 PM

Note

- Please send network cable in advance to SfN's office by 10/15/25.
- Please send to Harjit Jathoul.

Order for Cables:

- (2) 25' Cables
- (6) 50' Cables
- (2) 8 or 12 port switch (unmanaged)

Membership:

- (4) Laptops with mice, USB ports, Microsoft Windows 11, Office365, and Adobe Acrobat Reader. All OS and software should be fully patched along with Windows Defender definitions up to date.
- (4) Lay Flat Monitors – 19" flat panel monitor with privacy screen – to be laid flat on the counter
- (1) Keyboard with number keypad

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, November 12, 2025 @ 2:00 PM

Note

Note: SfN will provide its own power strips

- Membership: (2) 120 v 20 amp drops, as diagrammed
- SfN Store Checkout Area: (2) 120 v 20 amp drops, as diagrammed
- Sci Pubs: (1) 120 v 20 amp drops, as diagrammed
- 3 Independent Areas (each w/digital sign): (3) 120 v 20 amp drops, as diagrammed (1 each)
- Brainfacts Area: (1) 120 v 20 amp drops, as diagrammed

- Center of Store Structure: 2 Quad Boxes in the large center area

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 9:00 AM

Note

- 22-24 IP Addresses required, please advise how many are provided per VLAN
- (1) Drop on the SfN Staff VLAN labelled SfN Booth (in center structure)
- (1) Drop on the Membership Counter area VLAN labelled Sales/Membership
- (1) Drop on the Sales/Membership VLAN labelled Membership and Store (in center tower)
- Must be in place by 9:00 AM Monday, November 10, 2025, in order to run cables before carpet is laid.

Other - Maritz

Ready By:

Friday, November 14, 2025 @ 12:00 PM

Note

- Lead retrieval for the SfN Booth is included in the order from Stephanie Embrey.

Food And Beverage - SDCC Catering

Ready By:

Friday, November 14, 2025 @ 12:00 PM

Note

- Water cooler with disposable cups and replenish as needed. Place in center structure.

Friday, November 21, 2025

12:00 AM- 6:00 PM

First Aid Services

SDCC: Box Office E

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:

Thursday, November 20, 2025 @ 11:00 PM

Note

OCT 9 UPDATE

FIRST AID SERVICES MOVED TO BOX OFFICE E

PLEASE GIVE ACCESS TO THE FIRST AID SERVICES COASTAL MEDIX AT 12:00 A.M.

(4) KEYS FOR DOOR. EMT'S WILL OBTAIN KEYS FROM THE SECURITY OFFICE.

STARTING AT 12:00 A.M. ON FRIDAY, NOVEMBER 21, FIRST AID SERVICES COASTAL MEDIX WILL RELOCATE TO BOX OFFICE E UNTIL 6:00 P.M.

OCTOBER 27 UPDATE

ORDERS CANCELED - EMTS WILL NOW ROAM

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 20, 2025 @ 11:00 PM

Note

OCT 9 UPDATE

(2) POWER STRIPS

OCTOBER 27 UPDATE

CANCEL OCT 9 ORDER

Food And Beverage - SDCC Catering

Ready By:

Thursday, November 20, 2025 @ 11:00 PM

Note

OCT 9 UPDATE

(1) WATER COOLER WITH CUPS

OCTOBER 27 UPDATE

CANCEL OCT 9 ORDER