

Table of Contents

Lincoln Security Cameras	1
Wireless Internet Buyout	2
First Aid Services	3
AIS Storage Room 2	4
Early Staff Office	5
Exhibit Hall Move In	6
Freight/Shipping	7
Security Office	8
AIS Storage Room 1	9
Push to Talk Microphones	10
Maritz Office	11
Exhibit Management Office	12
Scooter Storage	13
Exhibitor Lead Retrieval	14
Headquarters Office	15
Staff Work Room	16
Press Room Set Up	17
Committee Room 1 Standard Set Up	18
Committee Room 2 Standard Set Up	19
Committee Room 3 Standard Set Up	20
Charging Stations	21
Committee Conference Room Set Up	22
Press Conference Room Set Up	23
Shuttle Office	24
Staff Meal Room	25
Booth Storage Room	26
DLM Office/Storage	27
Lighted Sponsor Tower	28
Lead Retrieval Rentals	29
Staff Tours	30
KiddieCorp Child Care	31
Temporary Staff Lounge	32
Molecular and Cellular Cognition Society (MCCS) Symposium	33
Production Transport Staff Training Meeting	34
Temporary Personnel Training	35
Infant Care Room	36
Staff Tour	37
Staff Meal Room	38
Badge Pick Up	39

SfN Information Booth	40
RCR Short Course	41
Attendee Seating Areas & Public Spaces	42
Exhibitor Directory, Lanyard Pickup and Badge Recycle Locations	43
Attendee Services	44
Shuttle Drop Off Area	45
Shuttle Information	46
Speaker Ready Room	47
NeuroJobs Career Center	48
Prayer Room	49
Press Interview Room	50
Press Room	51
Product Theater #2	52
Donor & Volunteer Lounge	53
Green Room	54
International Fellows Orientation	55
Art of Neuroscience	56
Dialogues	57
Water for Session Rooms	58
Staff Meal Room	59
Graduate School Fair	60
PDW: From Science to Diplomacy: Bridging Neuroscience and Education With Global Policy	61
PDW: Open Educational Resources for Neuroscience	62
Society Executive Conference Room	63
Dialogues Lunch	64
LEC02	65
NANO001	66
NANO002	67
NANO003	68
NANO004	69
NANO005	70
NANO006	71
Poster Sessions	72
Journal of Neuroscience Editorial Board Meeting	73
MTCE01	74
Brain Awareness	75
MIN01	76
MIN02	77
MIN03	78
MIN04	79

MIN05	80
SYM01	81
LEC03	82
PDW: Getting Started in Neuroscience Education Research	83
PDW: Translational Career Paths: At the Bench or Beyond	84
MS Farewell Event	85
MTE01	86
Product Theater #1	87
LEC04	88
Early Career Poster Session and A Networking Event	89
g.tec's Brain Computer Interface (BCI) Workshop	90
Exhibitor Lounge	91
NANO007	92
NANO008	93
NANO009	94
NANO010	95
NANO011	96
NANO012	97
Press Conference Room	98
SfN & FENS Leadership Meeting	99
Exhibits Open	100
LEC05	101
MTE02	102
NDP Workshop: Resilience in Research and Education: Navigating Career Challenges	103
PDW: Breaking Neuroscience Language Barriers in Spanish and Beyond	104
Brainfacts.org Editorial Board	105
MIN06	106
MIN07	107
MIN08	108
MIN09	109
Neuroscience Scholars Program Mentoring Event	110
SfN Booth	111
SYM02	112
Government & Public Affairs Committee	113
Journal of Neuroscience Senior Editors Meeting	114
TEG Move Out Meeting	115
Trainee Advisory Committee	116
DUP01	117
LEC06	118
MTE03	119

Staff Meal Room	120
Journal of Neuroscience Early Career Researcher Advisory Board	121
LEC07	122
PDW: Elevating Pedagogy: Teaching-Focused Career Paths at Research-Intensive Universities	123
PDW: Tools and Resources for Teaching Neuroscience: A Core Concepts Approach	124
MTE04	125
NANO013	126
NANO014	127
NANO015	128
NANO016	129
NANO017	130
NANO018	131
Professional Development Committee	132
SfN & IBRO Leadership Meeting	133
LEC08	134
MIN10	135
MIN11	136
MIN12	137
MIN13	138
MIN14	139
MIN15	140
LEC09	141
MTE05	142
PDW: Advancing Your Career Through Effective Science Writing for the Public and Creating Clear, Eye-Catching Research Statements	143
PDW: Life After the PhD: Career Opportunities in Brain Data Science	144
LEC10	145
Donor & Volunteer Recognition Breakfast	146
National Academy of Sciences Breakfast	147
Neuroscience Training Committee	148
Public Education & Communications Committee (PECC)	149
eNeuro Editorial Board	150
NANO019	151
NANO020	152
NANO021	153
NANO022	154
NANO023	155
NANO024	156
Podcast Neuroscience Perspectives - Filming space for Neuroscience Perspectives Podcast	157
Donor & Volunteer Lounge	158

LEC11	159
MTCE02	160
PDW: Women Shaping Neuroscience: Navigating Leadership of Major Multidisciplinary Collaborative Projects	161
MIN16	162
MIN17	163
MIN18	164
MIN19	165
National Academies of Science Mentoring Event	166
SYM03	167
Animals in Research	168
Ask Anything - Stepping Into Your Power: Redefining Careers, Breaking Down Barriers, and Taking Risks	169
eNeuro Advisory Board	170
BTCR01	171
LEC12	172
Chapters Workshop	173
MTE06	174
Neuroscience Scholars Program Advisory Board	175
PC Reset	176
Staff Meal Room	177
Ask Anything - Career Development Opportunities for Neuroscientists	178
LEC13	179
PDW: Are SBIRs or STTRs Right for You?: A Primer for Small Businesses and University Partners	180
PDW: Navigating Your Career Roadmap in a Changing Landscape	181
Scientific Publications Committee	182
CAR Meeting	183
MTE07	184
NANO025	185
NANO026	186
NANO027	187
NANO028	188
NANO029	189
Global Membership Committee	190
STR01	191
Ask Anything - Navigating Stem Cell Resources: Models, Tools, and Expert Guidance	192
MIN20	193
MIN21	194
MIN22	195
MIN23	196

MIN24	197
SYM04	198
LEC14	199
MTE08	200
PDW: Leadership at Every Step of the Journey	201
Professional Development & Training Cluster	202
Ask Anything - Publishing and Reviewing as Early Career Researchers: Challenges and Opportunities	203
LEC15	204
Committee on Committees	205
NANO030	206
NANO031	207
NANO032	208
NANO033	209
NANO034	210
NANO035	211
NANO036	212
Finance Committee	213
LEC16	214
MTE09	215
CWIN	216
MIN25	217
MIN26	218
MIN27	219
MIN28	220
SYM05	221
Ask Anything - Navigating the Publication Landscape: Insights From eNeuro and eLife	222
BTCR02	223
LEC17	224
Program Committee Meeting	225
Staff Meal Room	226
Ask Anything - Open Science at the Allen Institute	227
Advocacy Forum	228
NANO037	229
NANO038	230
NANO039	231
NANO040	232
NANO041	233
NANO042	234
Membership Engagement Cluster	235

LEC18	236
MIN29	237
MIN30	238
MIN31	239
MIN32	240
MIN33	241
SYM06	242
MTE10	243
Advancing Early Career Neuroscientists in Publishing	244
Exhibitor Advisory Committee	245
LEC19	246
LEC20	247
Members Business Meeting	248
NANO043	249
NANO044	250
NANO045	251
NANO046	252
NANO047	253
NANO048	254
LEC21	255
MIN34	256
MIN35	257
MIN36	258
Public Outreach Cluster	259
SYM07	260
SYM08	261
BTCR03	262
LEC22	263
Staff Meal Room	264
LEC23	265
NANO049	266
NANO050	267
NANO051	268
NANO052	269
NANO053	270
NANO054	271
LEC24	272
MIN37	273
MIN38	274
MIN39	275

MIN40	276
SYM09	277
SYM10	278
Decorator Move Out	279

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

6:00 AM- 8:00 PM

Lincoln Security Cameras

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

General Notes - Lincoln Security

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

Note
EXACT LOCATIONS IN THE BELOW AREAS TBD ONSITE BY Lincoln Security.
(1) Lobby D
(1) Sails Pavilion Area near Attendee Services and Headquarters areas
(1) Hall A (Hall D front or near SfN Booth)

See Rosby Jones for exact locations.

Remain as set through Wednesday, Nov. 19 at 5:00pm

Electrical - The Expo Group (TEG)

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

Note
EXACT LOCATIONS IN THE BELOW AREAS TBD ONSITE BY Lincoln Security.
(1) Lobby D
(1) Sails Pavilion Area near Attendee Services and Headquarters areas
(1) Hall A (Hall D front or near SfN Booth)

See Rosby Jones for exact locations.

Remain as set through Wednesday, Nov. 19 at 5:00pm

Monday, November 10, 2025- Friday, November 21, 2025

6:00 AM- 7:00 PM

Wireless Internet Buyout

SDCC

Function Type: Other

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

Telecom - SmartCity

Ready By:
Monday, November 10, 2025 @ 6:00 AM

Note
Wireless Internet Buyout for 10,000 in all Meeting Rooms and Public Areas and in Exhibit Halls A- H (entire building)

SSID: Neuroscience
Additional requirements: Local landing (redirect) page

5 Separate VLANs:
1. Wireless Buyout – Exhibit Floor and all SDCC
2. Maritz for registration
3. SfN Staff – Headquarters/SfN Booth/Staff Work Room
4. Session Moderator Wireless Network – no more than 30 connections, not broadcasting the SSID
5. Membership - Sales

Daily Reports for each VLAN detailing hourly concurrent users, unique devices and bandwidth consumption.

Frequencies for Public Space/Meeting Rooms – 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.

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

7:00 AM- 11:59 PM

First Aid Services

SDCC: Box Office G

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:

Monday, November 10, 2025 @ 3:00 PM

Note

Please give access to the First Aid Services Coastal Medix at 6 a.m.

(4) Keys for door. EMT's will obtain keys from the Security Office

****Remain as set through Thursday, November 20 at 11:59 p.m.****

****Starting at 12:00 a.m. on Friday, November 21, First Aid Services Coastal Medix will be roaming/floating within the convention center until 6:00 p.m.****

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 3:00 PM

Note

Pipe and Drape a 10 x 10 area, closed on three sides in front of Box Office G with direct access to the Box Office.

Inside the Pipe and Drape:

(2) 6'x30" Tables

(10) Chairs

****Remain as set through Thursday, November 20 at 11:59 p.m.****

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 3:00 PM

Note

(2) Power Strips

Telecom - SmartCity

Ready By:
Monday, November 10, 2025 @ 3:00 PM

Note

(1) Single phone line and hand set, number per Telephone Roster. Calls for local calls only.
Phone Number: 619-525-5703

****Remain as set through Thursday, November 20 at 11:59 p.m.****

Food And Beverage - SDCC Catering

Ready By:
Monday, November 10, 2025 @ 3:00 PM

Note

(1) Water cooler with cups. Refill as needed.

****Remain as set through Thursday, November 20 at 11:59 p.m.****

Monday, November 10, 2025- Wednesday, November 19, 2025

9:00 AM- 5:00 PM

AIS Storage Room 2

SDCC: 21

Function Type: Office
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Katelyn Crume
Post: No
Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - SDCC

Ready By:
Monday, November 10, 2025 @ 9:00 AM

Note
(2) 6' tables w/ skirts
(8) 8' tables No skirts
(10) chairs

Remain as set through Wednesday, November 19 at 5:00pm

Monday, November 10, 2025- Wednesday, November 19, 2025

9:00 AM- 5:00 PM

Early Staff Office

SDCC: Show Office D

Function Type: Office

Estimated Attendance: 5

Room Set: Banquet

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MO200-A201

Logistics

Setup - SDCC

Ready By:

Monday, November 10, 2025 @ 8:00 AM

Note

(3) Banquet Rounds

(9) Chairs, 3 at each table.

Monday, November 10, 2025- Saturday, November 15, 2025

9:00 AM- 6:00 PM

Exhibit Hall Move In

SDCC: Halls B-H

Function Type: Exhibits

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Logistics

General Notes - SfN

Ready By:

Monday, November 10, 2025 @ 8:00 AM

Note

DECORATOR MOVE-IN

Mon., Nov. 10 - Sat., Nov. 15

EXHIBITOR MOVE-IN

Wed, Nov. 12 - Sat, Nov. 15, 8:00 a.m. - 6:00 p.m.

Setup - The Expo Group (TEG)

Ready By:

Tuesday, November 11, 2025 @ 8:00 AM

Note

(1) Business Suites (Ste. 1) on the exhibit floor with white hard walls and locked door.

Each suites comes with 10 x 10 grey carpet and (1) 22" x 28" door sign.

Note: exhibitor will order all furnishings, electrical and internet (if needed) for their suite at exhibitor cost.

STE 1 - Neuroscience Associates will contact TEG to rent furnishings

****Remain as set through Wednesday, November 19 at 5:00pm****

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 12:00 PM

Note

(5) 8" x 5" signs with show logo for electric carts (signs are not on Paula's order)

SIGNS TO READ:

SfN Allison

SfN #1

SfN #2

SfN #3

SfN Floor Manager

Ready By:

Tuesday, November 11, 2025 @ 5:00 PM

Note

NOTE: Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths.

CARPET:

Blue carpet in exhibit aisles

Pepper carpet in poster area

Bluejay carpet in Graduate School Fair area

BOOTHS

Set 10' X 10' booths as follows:

White Back drape

Gold Side rail

GRADUATE SCHOOL FAIR BOOTHS

Set 8' X 10' booths as follows:

White Back drape

Gold Side rail

SIGNS:

Hang double-sided aisle signs per drawing (on Paula's Banner order).

(1) Double-sided sign to read: INSTITUTES/NONPROFITS (on Paula's Banner order).

CAUTION TAPE:

Please cordon off the aisles into two sections (see diagram). Aisles 300-1100, 1200 - 2600 and Aisles 2700 - 4000.

Saturday at 11:00 a.m., put caution tape around the exhibit area sections and remove the caution tape beginning at 9:20 a.m. (Sunday, Monday, Tuesday, and Wednesday).

After the exhibit hall closes at 5:00 p.m. (Sunday, Monday, and Tuesday) put caution tape around the exhibit.

NOTE: Please do not put tape around the product theater at the 1200 aisle, this area will have a session on Saturday, November 15 from 2:00 p.m. - 3:30 p.m. Caution tape can be added at beginning at 4:00 p.m. and follow the above schedule starting on Sunday.

****Remain as set through Wednesday, November 19 at 5:00pm****

Other - SDCC

Ready By:

Friday, November 14, 2025 @ 8:30 PM

Note

Vacuum all booths. (One time only)

NOTE: Please do not vacuum until after the Saturday night poster session ends at 9:30pm.

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

9:00 AM- 5:00 PM

Freight/Shipping

SDCC: Show Office C

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paul Troxell

Logistics

Setup - SDCC

Ready By:

Monday, November 10, 2025 @ 8:00 AM

Note

- (2) 6' tables w/ skirts
- (1) 6' tables No skirts
- (4) chairs

****Remain as set through Thursday, November 20 at 8:00pm****

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

9:00 AM- 5:00 PM

Security Office

SDCC: Show Office B

Function Type: Office
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MO200-5505-A705

Contacts

Contact: Rosby Jones

Logistics

Setup - SDCC

Ready By:
Monday, November 10, 2025 @ 6:00 AM

Note
SET PER DIAGRAM
(8) 6ft. Skirted tables around the perimeter of the room
(1) 6ft. Round and (10) chairs in the center

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

Electrical - The Expo Group (TEG)

Ready By:
Monday, November 10, 2025 @ 7:00 AM

Note
(1) 120v 20 amp drop

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

Telecom - SmartCity

Ready By:
Monday, November 10, 2025 @ 7:00 AM

Note
(1) Single phone line and hand set, number per Telephone Roster at table in front of room. Calls for local and 800 calls only.

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

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

10:00 AM- 3:00 PM

AIS Storage Room 1

SDCC: 8

Function Type: Office	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Katelyn Crume
	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - SDCC

Ready By:
Monday, November 10, 2025 @ 8:00 AM

Note
8 - 6' tables w/ skirts
15 - 6' tables No skirts
18 - Chairs

Remain as set through Wednesday, November 19 at 11:00 pm

Monday, November 10, 2025- Wednesday, November 19, 2025

10:00 AM- 5:00 PM

Push to Talk Microphones

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, November 10, 2025 @ 10:00 AM

Note

Please ensure that all the push to talk microphones set to “push to talk, push to turn off” not “hold to talk”.

Audio/Visual - ON AV

Ready By:

Monday, November 10, 2025 @ 10:00 AM

Note

Please ensure that all the push to talk microphones set to “push to talk, push to turn off” not “hold to talk”.

Tuesday, November 11, 2025- Wednesday, November 19, 2025

8:00 AM- 6:00 PM

Maritz Office

SDCC: Maritz Office, Lobby D

Function Type: Registration

Estimated Attendance: 5

Set For: 5

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: No

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

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

Remain as set through Wednesday, November 19 at 7:00 pm

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(2) Dedicated 20-amp circuits with quad box with stringer for perimeter of the office.

Remain as set through Wednesday, November 19 at 7:00 pm

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(2) Internet drops on the Maritz VLAN
(3) Public Static IP Addresses to run Registration Area
Maritz will create local network for registration

Remain as set through Wednesday, November 19 at 7:00 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.

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

Wednesday, November 12, 2025- Wednesday, November 19, 2025

7:00 AM- 5:00 PM

Scooter Storage

SDCC: Box Office A

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

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

Note
There is no room setup.

Scooters and wheelchairs will be stored in this room from Wednesday, November 12 through Wednesday, November 19 at 6 p.m.

Electrical - The Expo Group (TEG)

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

Note
(4) Power cords to charge electric scooters

Wednesday, November 12, 2025- Wednesday, November 19, 2025

8:00 AM- 6:00 PM

Exhibitor Lead Retrieval

SDCC: Lead Retrieval, Hall B

Function Type: Exhibits

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Logistics

General Notes - SfN

Ready By:

Tuesday, November 11, 2025 @ 5:00 PM

Note

Hours: Thurs., Nov. 13 - Sat, Nov. 15, 8:00 am - 6:00 pm

Sun., Nov. 16, - Tues, Nov. 18, 8:30 am - 5:00 pm

Wed., Nov. 19, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

Set-up per diagram.

Headers to read: LEAD RETRIEVAL

(3) Counters

(6) Chairs

(2) 6' x 30" draped tables

STORAGE AREA Setup per diagram.

(2) 6' x 30" draped tables

(8) 6' x 30" tables - no drape

(2) Chairs

****Remain as set through Wednesday, November 19 at 9:00 pm****

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(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 19 at 9:00 pm****

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

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

***** (1) Physical CAT5 cable drop with DHCP internet service*****

****Remain as set through Wednesday, November 19 at 9:00 pm****

Wednesday, November 12, 2025- Wednesday, November 19, 2025

9:00 AM- 6:00 PM

Headquarters Office

SDCC: Headquarters Office, Sails

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A201

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 11, 2025 @ 12:00 PM

Note

SET PER DIAGRAM

Install walls per diagram. The walls on both sides of the center two offices AND the back of offices facing Reception Area are to be smoke plexi on the top half.

*****Please put low drape around the exterior of the build-outs.*****

NOTE - Need to lock all doors between offices and staff meal room. Please ensure all the locks are working properly.

HEADQUARTERS and LOGISTICS OFFICE:

(33) 6' skirted tables with white drape, (16) to be used as desks

(17) Behind the desks, as drawn on diagram

(16) Executive swivel chairs

(23) Chairs (2) in front of desks and (3) Chairs - along wall for waiting area

(16) Wastebaskets

CONFERENCE ROOM

(1) 6' draped round table to make Conference Table, per diagram

(6) chairs

(1) Wastebasket

TRUNK / SIGN ROOM

Build room w/double wide opening per diagram.

(3) 6'x30" Skirted tables with white drape

(1) Wastebasket

(2) Coat Racks with hangers

(2) Rolls of Caution Tape for use in the Lecture Hall

Remain as set through Wednesday, November 19 at 7:00 pm

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

See Diagram

(15) 120v/15 amp drops

(2) Power Strips per Diagram.

NOTE: If possible, please don't install breaker boxes in offices.

Telecom - SmartCity

Ready By:

Tuesday, November 11, 2025 @ 5:00 PM

Note

See Diagram

(1) VLAN with (2) static drop locations per diagram in Paula's area and table behind Kim P. on the SfN Staff VLAN

(15) additional dhcp IP addresses

(1) Maritz VLAN drop at Stephanie's area

NOTE: SfN staff will create a secured wireless network and network all computers and printers

(3) Multi-lines, unrestricted, with instruments and rollover, numbers per Telephone Roster at the desks for: Mary, Stephanie C, Kim P

****Remain as set through Wednesday, November 19 at 7:00 pm****

Computer - Atlantic Images & Sound

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(1) iPad (please deliver to Headquarters, when computers are delivered).

(1) Black & White Printer behind Kim P. desk (See Diagram)

(1) Color Printer on the corner of Paula's desk

SfN staff to network all computers to printers.

iPad is for Tim P.

****Remain as set through Wednesday, November 19 at 7:00 pm****

Wednesday, November 12, 2025- Wednesday, November 19, 2025

9:00 AM- 5:00 PM

Staff Work Room

SDCC: Staff Work Rm, 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 11, 2025 @ 5:00 PM

Note

(11) 6'x30" Skirted Tables

(22) Chairs

(4) Wastebaskets

****Remain as set through Wednesday, November 19 at 6:00pm****

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(6) Quad Boxes, see floor plan for placement.

NOTE: (1) is for copier, need to ensure we have enough power.

(6) Power strips for charging devices.

****Remain as set through Wednesday, November 19 at 6:00pm****

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 5:00 PM

Note

(2) SfN Staff VLAN drops - (1) for computers/printer and (1) 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 19 at 6:00pm****

Computer - Atlantic Images & Sound

Ready By:

Wednesday, November 12, 2025 @ 10:00 AM

Note

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

(1) B/W Printer - SfN staff to network all computers in the workroom to this printer.

****Remain as set through Wednesday, November 19 at 6:00pm****

Wednesday, November 12, 2025- Friday, November 14, 2025

11:00 AM- 5:00 PM

Press Room Set Up

SDCC: 15B

Function Type: Office
Estimated Attendance: 60
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Setup - SDCC

Ready By:
Wednesday, November 12, 2025 @ 10:00 AM

Note
(17) 6'x30" tables as diagrammed
(20) Chairs as diagrammed.
(6) Banquet Rounds, with (8) chairs at each, spread throughout the room.
(2) Easels
(8) Wastebaskets

Remain as set through Wednesday, November 19 at 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note
(1) Poster Board with push pins
(5) Task Chairs
(1) Coat Rack

Remain as set through Wednesday, November 19 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 2:00 PM

Note
(4) 110 V AC drops - (1) under each table with computers or printer and (1) at the U shaped staff area.

Please add (2) additional power strips with each electrical drops near the computers for people to charge laptops.

(2) Extra power strips to staff - please give to staff.

Please do not tape electrical fully down until approved by Matt Windsor on Thursday 11/13

Remain as set through Wednesday, November 19 at 5:00pm

Telecom - SmartCity

Ready By:

Thursday, November 13, 2025 @ 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, place at the staff table

****Remain as set through Wednesday, November 19 at 5:00pm****

Computer - Atlantic Images & Sound

Ready By:

Thursday, November 13, 2025 @ 4:00 PM

Note

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

(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 19 at 5:00pm****

Food And Beverage - SDCC Catering

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

(1) Water cooler with cups. Refill as needed.

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Thursday, November 13, 2025
7:00 AM- 5:00 PM
Committee Room 1 Standard Set Up
SDCC: 14A

Function Type: Meeting	Billing Group: SfN Master
Set For: 32	Meeting Planner: Dawn Keane
Room Set: U - Shape	Post: No

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 9:00 AM	Note U-Shape set for 32 ppl, no more than 2 ppl per 6' table or 3 per 8' table. (1) Easel (1) Wastebasket **Remain as set through Wednesday, Nov 19 at 5:00 pm**
--	--

Electrical - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 2:00 PM	Note (8) Power strips around the u-shape set-up for attendees to use for laptops. **Remain as set through Wednesday, Nov 19 at 5:00pm**
--	---

Thursday, November 13, 2025
7:00 AM- 5:00 PM
Committee Room 2 Standard Set Up
SDCC: 26B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Dawn Keane
Room Set: U - Shape	Post: No

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 9:00 AM	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 through Wednesday, Nov 19 at 5:00 pm**
--	--

Electrical - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 2:00 PM	Note (8) Power strips around the u-shape set-up for attendees to use for laptops. (2) 110V 20amp drops per floor plan **Remain as set through Wednesday, Nov 19 at 5:00pm**
--	--

Thursday, November 13, 2025
7:00 AM- 5:00 PM
Committee Room 3 Standard Set Up
SDCC: 26A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 26	Meeting Planner: Katelyn Crume
Room Set: See Diagram	Post: No

Logistics

Setup - SDCC

Ready By:	Note
Thursday, November 13, 2025 @ 2:00 PM	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 through Wednesday, November 19 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, November 13, 2025 @ 2:00 PM	(8) Power strips around the u-shape set-up for attendees to use for laptops.
	Remain as set through Wednesday, November 19 at 5:00pm

Thursday, November 13, 2025- Thursday, November 20, 2025

8:00 AM- 5:00 PM

Charging Stations

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Cost Center: MK200-5506-A108

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

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

Note
(4) Abcam

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, November 12, 2025 @ 1:00 PM

Note
SEE DIAGRAM FOR LOCATION
(1) Charging Station (tower) in Sails Pavilion
(1) Charging Station (tower) in Ballroom 20 Foyer
(1) Charging Station (tower) near 27A
(1) Charging Station (tower) Lobby F

Remain as set through Wednesday, Nov. 19 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, November 12, 2025 @ 3:00 PM

Note
(1) 110V 20 amp drops at each tower charging station.

Remain as set through Wednesday, Nov. 19 at 5:00pm

Thursday, November 13, 2025
8:00 AM- 1:00 PM
Committee Conference Room Set Up
SDCC: 27A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 18	Meeting Planner: Katelyn Crume
Room Set: See Diagram	Post: No

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 7:00 AM	Note Hollow Square for 18 ppl, no more than 2 ppl per 6' table or 3 per 8' table. (1) Easel (1) Wastebasket **Remain as set through Wednesday, November 19 at 5:00pm**
--	--

Electrical - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 7:00 AM	Note (8) Power strips around the u-shape set-up for attendees to use for laptops. **Remain as set through Wednesday, November 19 at 5:00pm**
--	--

Thursday, November 13, 2025- Saturday, November 15, 2025

8:00 AM- 5:00 PM

Press Conference Room Set Up

SDCC: 15A

Function Type: Other

Estimated Attendance: 40

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Setup - SDCC

Ready By:

Wednesday, November 12, 2025 @ 10:00 AM

Note

- Set room theater style with center aisle for (52)
- 30' x 8' x 24" Stage - set per diagram
- Head table for (6) - (2) 8' x 18" Tables with 3 chairs each
- (1) Standing Lectern
- (1) 8' skirted table and (3) 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

Please ensure that there is sufficient space on the stage for speakers to walk behind those at the head table on their way to speak at the lectern. A pop-up banner backdrop will be added to the back of the stage.

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

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

Remain as set through Tuesday, Nov 18 at 8:00pm

Audio/Visual - Atlantic Images & Sound

Ready By:

Thursday, November 13, 2025 @ 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).

Preset Room Lights out over Screen

NOTE: Video recording will be done by MultiView.
NOTE: PLEASE HAVE A TECH NEARBY IN CASE ONE IS
NEEDED DURING THE RECORDING TIMES

****Remain as set through Tuesday, Nov 18 at 8:00 pm****

Audio/Visual - ON AV

Ready By:
Thursday, November 13, 2025 @ 3:00 PM

Note

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

- (1) Mult box (6 channel)

Audio DI for computer playback at lectern. Audio will need to route to and from Zoom since there will be remote presenters.

Sound operator will be required, times TBD.

****Remain as set through Tuesday, Nov 18 at 8:00pm.****

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, November 12, 2025 @ 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) 20amp drop at the projector
- (1) Power strip - leave at SfN table

****Remain as set through Tuesday, Nov 18 at 8:00pm****

Telecom - SmartCity

Ready By:
Friday, November 14, 2025 @ 10:00 AM

Note

- (5) additional IP addresses

- (1) Wired connection at crew table. g NetDedicated (Dedicated 10 Mbps w/5 IP addresses) - for web casting.

****Remain as set through Tuesday, Nov 18 at 8:00pm.****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 9:00 AM

Note

- 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.

Please ensure that the laptop has Zoom on it

****Remain as set through Tuesday, Nov. 18 at 8:00 pm****

Thursday, November 13, 2025- Wednesday, November 19, 2025

8:00 AM- 7:00 PM

Shuttle Office

SDCC: Box Office E

Function Type: Office

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 7:00 AM

Note

Inside Box Office:

(2) 6'x30" Tables

(6) Chairs

(3) Counter-height chairs.

Remain as set through Wednesday, November 19 at 7:00pm

Thursday, November 13, 2025
11:30 AM- 2:30 PM
Staff Meal Room
SDCC: Staff Meal Rm, Sails

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 40	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Setup - SDCC

Ready By: Wednesday, November 12, 2025 @ 5:00 PM	Note Banquet rounds and chairs per diagram, leaving room for buffets. Please add some tables on the adjacent terrace for staff to use. **Remain as set through Wednesday, November 19 at 5:00pm**
---	---

General Contractor - The Expo Group (TEG)

Ready By: Wednesday, November 12, 2025 @ 5:00 PM	Note Build staff meal room per diagram. Pipe and drape around the staff meal tables on the terrace to prevent attendees from cutting through
---	---

Food And Beverage - SDCC Catering

Ready By: Thursday, November 13, 2025 @ 11:15 AM	Note Replenish as needed throughout the day: (1) Water cooler with disposable cups DELICATESSEN SCL7 @ \$43.00++ per person Salad Bar: Greens, Red Cabbage, Cucumbers, Carrots, Radishes, Snap Peas & Artichoke Hearts with White Balsamic Vinaigrette (GF/Vegan) & Blue Cheese Dressing (GF/V) Farro Salad with Kale, Grapes and Roasted Cauliflower (Vegan) Turkey (GF/DF), Ham, Roast Beef (GF/DF) & Curry Egg Salad (GF/V) Havarti, Jack and Cheddar Cheese Wheat, Ciabatta (Vegan) and Bolillo Rolls (Vegan) Habanero Bacon Jam, Pickles (GF/Vegan), Lettuce, Sliced Tomatoes, Pickled Onions, Dijon Mustard (GF/Vegan) & Mayonnaise Salted Dulce De Leche Brownies (V) & Chocolate Chip Cookies (V) Assorted Canned Soda @ \$5.00++ each, charged on consumption Please have Coke products available Please label all food for vegetarian, vegan, gluten free, dairy free, and any allergens.
---	--

All prices are subject to 23.5% service charge and 8% sales taxes.

Thursday, November 13, 2025- Wednesday, November 19, 2025

12:00 PM- 6:00 PM

Booth Storage Room

SDCC: D Bunker

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MK200-A108

Contacts

Contact: Cynthia Fischer

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Monday, November 10, 2025 @ 5:00 PM

Note
(2) 6' tables

Thursday, November 13, 2025- Wednesday, November 19, 2025
12:00 PM- 5:00 PM
DLM Office/Storage
SDCC: 27B

Function Type: Office	Billing Group: SfN Master
Estimated Attendance: 10	Meeting Planner: Katelyn Crume
	Post: Yes
	Cost Center: A-DL200-P205

Contacts

Contact: Taylor Johnson

Logistics

Setup - SDCC

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

Note
(4) 6' tables
(12) chairs
(2) 30" low cocktail rounds
(7) Easels
(1) Wastebasket

Remain as set through Wednesday, November 19 at 5:00pm

Electrical - The Expo Group (TEG)

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

Note
(3) Power Strips

Remain as set through Wednesday, November 19 at 5:00pm

Computer - Atlantic Images & Sound

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

Note
(1) Computer Monitor with connection cables

Remain as set through Wednesday, November 19 at 5:00pm

Thursday, November 13, 2025- Wednesday, November 19, 2025

12:00 PM- 5:00 PM

Lighted Sponsor Tower

SDCC: Lighted Sponsor Tower, Sails

Function Type: Other	Billing Group: SfN Master
	Meeting Planner: Paula Kara
	Post: No
	Cost Center: A-DV200-150

Contacts

Contact: Paula Kara

Logistics

General Notes - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 12:00 PM
Ends On:
Wednesday, November 19, 2025 @ 5:00 PM

Note
Place Lighted Tower at end of Attendee Services closest to Ballroom 20, see floorplan.

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 12:00 PM
Ends On:
Wednesday, November 19, 2025 @ 5:00 PM

Note
Electrical for the Lighted Sponsor Tower, unless we can utilize power already at Attendee Services.

Thursday, November 13, 2025- Wednesday, November 19, 2025

2:00 PM- 5:00 PM

Lead Retrieval Rentals

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: No

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - Maritz

Ready By:

Thursday, November 13, 2025 @ 3:30 AM

Note

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

Other - Maritz

Ready By:

Thursday, November 13, 2025 @ 3:30 PM

Note

(4) Scanners for the events below from 11/14 to 11/19 at 5:00 pm.
Please contact Eiman Abdelgadir at eabdelgadir@sfn.org & Katherine Bloom at kbloom@sfn.org. Please program all devices for the following Scientific Training events.

Cost Center: A-AT200-5405-A168

RCR Short Course

Animals in Research Panel

Advocacy Forum

National Academies of Science Mentoring Event

Ready By:

Thursday, November 13, 2025 @ 3:45 PM

Note

(6) Scanners for the events below from 11/14 to 11/19 at 5:00 pm.
Please contact Bria Ward at bward@sfn.org and Hope Berns at hberns@sfn.org. Please program all devices for the SfN Booth, BACE and Find a Neuroscientist Database.

Cost Center: A-MK200-5405-A108-UR

Cost Center: A-NL200-5405-A106-UR

BACE

Find a Neuroscientist Database

SfN Booth

Ready By:
Thursday, November 13, 2025 @ 3:45 PM

Note

(2) Scanners for the events below from 11/17 to 11/19 at 5:00 pm.
Please contact Katie Collins at kcollins@sfn.org. Please program all devices for the Donor and Volunteer Breakfast

Cost Center: A-DV200-5405-A150-UR

Donor and Volunteer Breakfast

Ready By:
Tuesday, November 18, 2025 @ 4:00 PM

Note

PRESIDENTIAL RECEPTION

(5) Scanners for the Presidential Reception on Tuesday, November 18.

Please deliver scanners to the Headquarters Office @4:45 pm on Tuesday.
At this time, we would also like for Maritz to hold a short training on how to use the scanners with the staff working the reception.

For questions, contact Paula.

Thursday, November 13, 2025

4:00 PM- 5:30 PM

Staff Tours

SDCC

Function Type: Other

Estimated Attendance: 100

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MO200-A201

Logistics

General Notes - SDCC

Ready By:

Thursday, November 13, 2025 @ 3:30 PM

Note

Staff tours will be conducted at the following times:

Thursday, 4:00 pm

Friday, 10:00 am

Please ensure all escalators are turned on.

Friday, November 14, 2025- Wednesday, November 19, 2025

7:00 AM- 6:00 PM

KiddieCorp Child Care

SDCC: 17B

Function Type: Other
Estimated Attendance: 20

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

Contacts

Contact: Sharon Bowles

Alt Contact: Jannelle Mendoza

Organizer Email: jannelle@kiddiecorp.com

Logistics

Setup - SDCC

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

Registration area - right outside the entrance of 17B:

- (1) 6'x30" skirted table (no pins) with (2) chairs
- (1) Small trash can next to table

Rear of Room 17B: (ages 6 months-2 years old)

- (1) Covered diaper pail or lined trash can with cover, with extra trash bags
- (1) Large trash can
- (4) 6'x30" skirted tables (no pins) placed against the wall
- (5) Chairs
- Tape or cover electrical outlets.
- Empty diaper pail every 2-3 hours

Front of Room 17B: (ages 3-12 years old)

- (3) 5' round tables (covered with taped down plastic)
- (8) Chairs around each table
- (4) 6'x30" skirted tables (no pins) placed against the wall
- (2) Large trash cans with extra bags
- Check trash twice a day. Vacuum each evening.

Outside Patio of Room 17B:

- (2) 5' Round tables
- (8) Chairs (4 chairs at each table)

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Setup - Vendor - Other

Ready By:

Friday, November 14, 2025 @ 5:00 PM

Note

Items provided by KiddieCorp:

- Rear of Room 17B: (ages 6 months-2 years old)
- (2) Cribs with bedding*
- (2) High chairs*
- (5) Large sheets*

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

Cover the (3) 5' round tables with taped down plastic

Rear of Room 17B:

(2) Mini-refrigerators

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Audio/Visual - Atlantic Images & Sound

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

Front of Room 17B:

(1) Flip chart with paper and marking pens

(1) TV/DVD Player

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

Front of Room 17B:

(4) power strips, one placed on each 6' table against the wall to charge devices

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Telecom - SmartCity

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

Front of Room 17B:

(1) Single line telephone

Call hold and transfer service required. Local and 800 calls only.

Phone: 619-525-5710

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Food And Beverage - SDCC Catering

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

Rear of Room 17B:

(1) Water station (ice, water, napkins, and paper cups)

Front of Room 17B:

(3) Tablecloths (5' round)

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Friday, November 14, 2025- Wednesday, November 19, 2025

8:00 AM- 5:00 PM

Temporary Staff Lounge

SDCC: Temp Lounge, Sails

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:
Thursday, November 13, 2025 @ 8:00 AM

Note
Hours: Friday, November 14, 8:00 am - 5:00 pm
Saturday, November 15 - Wednesday, November 19, 7:00 am - 5:00 pm

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 1:00 PM

Note
(2) Banquet rounds with chairs
(1) 6' table for beverage service
(1) 6' table with (1) chair for phone/work area
(1) Large trashcan

Remain as set through Wednesday, November 19 at 6:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 11, 2025 @ 5:00 PM

Note
Build room as diagrammed
(1) Coat rack with hangers
(1) Task Chair

Remain as set through Wednesday, November 19 at 6:00 pm

Electrical - The Expo Group (TEG)

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

Note
Place one electrical drop at 6' table with telephone per diagram.

Remain as set through Wednesday, November 19 at 6:00 pm

Food And Beverage - SDCC Catering

Ready By:
Saturday, November 15, 2025 @ 7:00 AM

Note

Saturday through Wednesday: Serve coffee from 7:00 am - 8:00 am.
Freshly Brewed Coffee & Decaffeinated Coffee @\$80.00++ per gallon

All prices are subject to 23.5% service charge and 8% taxes

****Remain as set through Wednesday, November 19 at 6:00 pm****

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

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

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

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.

Friday, November 14, 2025
9:00 AM- 3:00 PM
Production Transport Staff Training Meeting
SDCC: 26B

Function Type: Meeting	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Katelyn Crume
	Post: Yes

Logistics

Setup - SDCC

<i>Ready By:</i>	Note
Friday, November 14, 2025 @ 8:00 AM	As set on Thursday, November 13

Audio/Visual - Atlantic Images & Sound

<i>Ready By:</i>	Note
Friday, November 14, 2025 @ 8:00 AM	No mics are needed for this meeting

Friday, November 14, 2025
9:00 AM- 1:00 PM
Temporary Personnel Training
SDCC: 1A, 1B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 100	Meeting Planner: Stephanie Embrey
Set For: 100	Post: Yes
Room Set: As Set	Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By: Friday, November 14, 2025 @ 8:00 AM	Note As set on Saturday, November 15 at 12:00 pm
--	---

Audio/Visual - ON AV

Ready By: Friday, November 14, 2025 @ 8:00 AM	Note (1) Lectern microphone
--	--------------------------------

Friday, November 14, 2025- Wednesday, November 19, 2025

10:00 AM- 6:30 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

General Notes - SfN

Ready By:
Friday, November 14, 2025 @ 9:00 AM

Note
Infant Care Room Hours:
Friday, November 14: 10 a.m.- 6:30 p.m.
Saturday, November 15 - Wednesday, November 19: 7:00 a.m. - 6:30 p.m.

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 2:00 PM

Note
See Diagram
(1) Large Trash Can with Liner in common area
(1) Water Cooler with Cups -Do not plug in - water cannot be cold
Refill as needed
Tape or cover electrical outlets except in the 2 cubicles
Empty diaper pails every 2-3 hours

Check trash twice a day. Vacuum each evening.

Remain as set through Wednesday, November 19 at 6:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 12:00 PM

Note
(2) 10'x10' Hard-walled cubicles (lockable from inside)
(2) Small Trash Cans w/liners - one in each cubicle
(6) Arm Chairs – 1 placed inside each cubicle, and 4 in the common area
(6) Vibe cubes – 1 placed inside each cubicle, and 4 in the common area
(3) Large diaper pails– (1) placed next to changing table in common area, (1) in each cubicle
(3) 6'x30" skirted tables in common area, see diagram for placement
(3) 6'x30" 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.

(3) 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

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 7:00 AM

Note

(2) Electrical outlets - place one (1) in each cubicle

(2) Power cords - place one (1) in each cubicle

****Remain as set through Wednesday, November 19 at 6:00 p.m.****

Friday, November 14, 2025

10:00 AM- 11:30 AM

Staff Tour

SDCC

Function Type: Other

Estimated Attendance: 50

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MO200-A201

Logistics

General Notes - SDCC

Ready By:

Friday, November 14, 2025 @ 9:30 AM

Note

Staff tours will be conducted at the following times:

Thursday, 4:00 pm

Friday, 10:00 am

Please ensure all escalators are turned on.

Friday, November 14, 2025
11:30 AM- 2:30 PM
Staff Meal Room
SDCC: Staff Meal Rm, Sails

Function Type: Other
Estimated Attendance: 70
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - SDCC Catering

Ready By:

Friday, November 14, 2025 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:
Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon
Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

SL6 @ \$40++ per person

CASUAL ITALIAN

Caesar Salad Bar: Romaine, Parmesan Croutons (V), Shaved Parmesan,
Baby Tomatoes, Roasted Cauliflower & Pine Nuts. Traditional Caesar (GF)
and Roasted Pepper-Lemon Vinaigrette (GF/Vegan)

Cucumber and Tomato Salad with Charred Red Onion and Italian Parsley
Vinaigrette (GF/Vegan)

Baked Orecchiette and Italian Sausage Pomodoro with Fresh Basil, Roasted
Vegetables and Quattro Formaggi

Vegan Orecchiette Pomodoro with Fresh Basil and Roasted Vegetables
(Vegan)

Garlic Asiago Breadsticks (V)

Pear Tarts (GF/V)

Cannoli (V)

Please label all food for vegetarian, vegan, gluten free, dairy free, and any
allergens

Assorted Canned Soda @ \$5.00++ each, charged on consumption
Please have Coke products available

All prices are subject to 23.5% service charge and 8% sales taxes.

Friday, November 14, 2025- Wednesday, November 19, 2025

12:00 PM- 5:00 PM

Badge Pick Up

SDCC: Badge Pickup Lobby D

Function Type: Registration	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Stephanie Embrey
	Post: Yes
	Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:
Tuesday, November 11, 2025 @ 5:00 PM

Note
Hours for Badge Pick-Up
Fri., Nov.14 - 12:00 pm - 5:00 pm
Sat., Nov. 15 - Wed., Nov. 19 - 7:30 am - 5:00 pm

Note: Please have three counters with scanner/printers and one Customer Services kiosk open for Exhibitor Badge Pick-Up on Wednesday 11/12 & Thursday 11/13, 8 am - 6 pm each day. Must be ready to print badges at 8 am Wednesday morning

** Note: Please have four counters and two Customer Service Kiosks open for Short Course participants and exhibitors on the morning of 11/14.**

NOTE: PLEASE KEEP ONE COUNTER OPEN FOR THE SATURDAY NIGHT 11/15 POSTER SESSION UNTIL 8:00 PM. AREA WILL BE MANNED BY A TEMP.

General Contractor - The Expo Group (TEG)

Ready By:
Monday, November 10, 2025 @ 2:00 PM

Note
Hall D Lobby
Counters 1-5
Signage on Structural Rendering: BADGE PICK-UP
Scan & Go Counters
(5) Counters to accommodate eleven laptops, five printers and ten orbital scanners, facing outward
3' high black pipe and drape or rope to create lines in front of counters
Rope and stanchion to create serpentine waiting line
(1) High stool for line monitor
(2) High stools, one at each end of counter

Counters 6-10
Signage on Structural Rendering: BADGE PICK-UP
(5) Counters to accommodate eleven laptops, five printers and ten

orbital scanners
3' high black pipe and drape or rope to create lines in front of counters
Rope and stanchion to create serpentine waiting line
(2) High stools for line monitor
(4) High stools, one at each end of counter

Counters 11-13

Signage on Structural Rendering: CUSTOMER SERVICE

(3) Counters to accommodate six computers and three printers facing inward each

(7) Task chairs, (2) Behind each counter and (1) for admin on back counter

(3) Tables behind the kiosks for admin laptops and printers

3' high black pipe and drape or rope to create lines in front of counters

Rope and stanchion to create serpentine waiting line

(1) High stool for line monitor

(2) High stools, one at each end of counter

Attendee Look Up Counter

(1) 6' Skirted table

**** Please place several trash cans/recycle bins in this area.****

****Remain as set through Wednesday, November 19 at 5:00 pm**

Ready By:

Wednesday, November 12, 2025 @ 12:00 PM

Note

SET PER DIAGRAM

(1) Sticker Stop Counter with one ADA side

(2) Acrylic holders back-to-back on each counter

Meeting Associate will monitor and replace stickers as needed

(1) ACCORDION LITERATURE STAND NEXT TO STICKER STOP COUNTER

****Remain as set through Wednesday, November 19 at 5:00 pm.****

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

SET PER DIAGRAM

Bag Pick-up 1

(1) 1M Counter

(1) 6' behind counter

(1) Stool for Temp Staff

(2) Bag racks in front of counter

Bag Pick-up 2

(1) 1M Counter

(1) 6' behind counter

(1) Stool for Temp Staff

(2) Bag racks in front of counter

****Remain as set through Wednesday, November 19 at 5:00 p.m.****

Electrical - The Expo Group (TEG)

Ready By:
Monday, November 10, 2025 @ 5:00 PM

Note
Badge Pick Up - Total AMPS (104)
2 AMPS = 44 and 6 AMPS = 60
Total Quad Boxes: 10
Place quad boxes with power strips under each counter.

Customer Service (Attendee/Exhibitor-Total AMPS (34)
2 AMPS = 16 and 6 AMPS =18
Total Quad Boxes: 4
Place quad boxes with power strips under each counter and back table

Remain as set through Wednesday, November 19 at 5:00 pm.

Telecom - SmartCity

Ready By:
Monday, November 10, 2025 @ 5:00 PM

Note
(4) Maritz VLAN drops

Additional access points may be needed in Lobby D for the Maritz office and the scanners. There have been issues with the wifi in this area in the past.

**Remain as set through Wednesday, November 19 at 5:00 pm."

Computer - Maritz

Ready By:
Tuesday, November 11, 2025 @ 5:00 PM

Note
Hall D Lobby - Counters 1-10
(2) Maritz Admin Terminals
(20) Maritz Self-Registration Terminals
(20) Orbital Scanners
(10) Maritz Printers for Badges
(5) Scan & Go Handheld Scanners

Customer Service - Counters 11-13
(6) Maritz Workstations
(6) Orbital Scanners
(2) Maritz Admin Terminal
(3) Maritz Printers for Badges
(1) Receipt Printers
(1) Abstracts Online Terminal

Attendee Lookup Table
(1) Workstation
(1) Orbital Scanner

**Remain as set through Wednesday, November 19 at 5:00 pm."

Friday, November 14, 2025- Wednesday, November 19, 2025

12:00 PM- 5:00 PM

SfN Information Booth

SDCC: Info Booth, Lobby D

Function Type: Other	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Dawn Keane
	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Egle Derkintyte

Logistics

General Notes - SfN

Ready By:	Note
Friday, November 14, 2025 @ 12:00 PM	Fri, Nov 14, 12:00pm - 6:00pm
	Sat, Nov 15 - Tues, Nov 18, 7:30am - 6:00pm
	Wed, Nov 19, 8:00am - 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Thursday, November 13, 2025 @ 10:00 AM	(1) Information Booth per diagram. Please provide cabinet space for staff personal items.
	Header copy: Annual Meeting Information
	(4) Stools
	(2) Wastebaskets
	Remain as set through Wednesday, November 19 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, November 13, 2025 @ 12:00 PM	Electrical for computer and monitor.
	(1) Power strip
	Remain as set through Wednesday, November 19 at 5:00pm

Computer - Atlantic Images & Sound

Ready By:	Note
Friday, November 14, 2025 @ 11:00 AM	(1) Computer with wireless card and monitor set on the counter.
	Remain as set through Wednesday, November 19 at 5:00pm

Friday, November 14, 2025
1:00 PM- 5:30 PM
RCR Short Course
SDCC: 16A, 16B

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 180	Meeting Planner: Jennifer Gross
Room Set: See Diagram	Post: Yes
	Cost Center: A-AT200-A174

Contacts

Contact: Eiman Abdelgadir

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note Set per diagram Set rounds of 10 for (180) Stage 24' x 8' x 24'' with steps and railing (2) 8' Head Tables on stage with (6) chairs (1) Standing Lectern on stage (2) Easels (2) 6'x30" Skirted Registration/Materials tables at entrance with (4) chairs (1) 6'x30" skirted AV Tech table with (2) chairs (2) Wastebaskets, placed outside room by registration table Water for speakers at head table **Remain as set through Wednesday, November 19 at 5:00pm**
---	--

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 12:00 PM	Note (1) 6'x18"x42' table, white top/black skirt set perpendicular between head table and standing lectern **Remain as set through Wednesday, November 19 at 5:00pm**
---	---

Audio/Visual - Atlantic Images & Sound

Ready By: Thursday, November 13, 2025 @ 2:00 PM	Note (2) Screen (6.75' x 12') (2) Data Projectors (1) 4x1 switcher (1) Laser Pointer (1) Speaker Timer **Remain as set through Wednesday, November 19 at 5:00pm**
--	---

Audio/Visual - ON AV

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

Note

- (1) Lectern microphone
- (3) PTT Table microphones at head table
- (2) Floor microphones
- (1) Audio DI @ lectern

****Remain as set through Wednesday, November 19 at 5:00pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

- Wall outlets run by Local #122
- (2) Power strips @ head table

****Remain as set through Wednesday, November 19 at 5:00pm****

Computer - Atlantic Images & Sound

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

Note

- (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.

Friday, November 14, 2025- Wednesday, November 19, 2025

2:00 PM- 5:00 PM

Attendee Seating Areas & Public Spaces

SDCC

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-MO200-A201

Logistics

Setup - SDCC

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

Note
Please place as many tables and chairs as possible in public areas as seating areas for attendees. Seating should be placed in areas not already utilized and so that they don't interfere with traffic flow.

Specific areas include: rooms 23-27 corridor, Hall H lobby.

Remain as set through Wednesday, November 19 at 5:00pm

Friday, November 14, 2025- Wednesday, November 19, 2025

2:00 PM- 5:00 PM

Exhibitor Directory, Lanyard Pickup and Badge Recycle Locations

SDCC

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

Setup - SDCC

Ready By:
Wednesday, November 12, 2025 @ 7:30 AM

Note
SEE DIAGRAM FOR EXACT LOCATIONS

(3) Large trash cans. Placed next to lanyard bins in Lobby D.

Remain as set through Wednesday, November 19 at 5:00 pm

Setup - The Expo Group (TEG)

Ready By:
Tuesday, November 11, 2025 @ 5:00 PM

Note
SEE DIAGRAM FOR EXACT LOCATIONS

LANYARD BINS
(3) Lobby D

Please place 150 lanyards in bin (between Exhibit Management Office and Info Counter)

Remain as set through Wednesday, November 19 at 5:00 pm

Ready By:
Thursday, November 13, 2025 @ 7:30 AM

Note
LANYARD BINS
Please fill (1) lanyard bin (between Exhibit Management Office and Info Counter)

Remain as set through Wednesday, November 19 at 5:00 pm

Ready By:
Friday, November 14, 2025 @ 10:00 AM

Note
Please fill (3) lanyard bins with lanyards and monitor these bins and refill as needed.

Remain as set through Wednesday, November 19 at 5:00 pm

Ready By:
Monday, November 17, 2025 @ 7:30 AM

Note
SEE DIAGRAM FOR EXACT LOCATIONS

BADGE RECYCLE BIN (locked)
(2) Lobby D
(1) Lobby B
(1) Lobby C

****Remain as set through Wednesday, November 19 at 5:00 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 14, 2025 @ 10:00 AM

Note

SEE DIAGRAM FOR EXACT LOCATIONS

EXHIBIT HALL DIRECTORY PROGRAM and EXHIBIT GUIDE

PICK-UP

(8' H x 10' W with Exhibit Guide bins)

(1) Lobby D near exhibit hall doors

(1) Sails Pavilion

(1) Hall E, inside entrance along the wall

(1) Hall C/D, inside entrance along the wall

****Remain as set through Wednesday, November 19 at 5:00 pm****

Saturday, November 15, 2025- Wednesday, November 19, 2025

7:00 AM- 5:00 PM

Attendee Services

SDCC: Attendee Services, Sails

Function Type: Other	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Allison Burns
	Post: Yes
	Cost Center: A-MA200-A202

Contacts

Contact:

Logistics

General Notes - SfN

Ready By:	Note
Thursday, November 13, 2025 @ 5:00 PM	Hours: Sat, Nov. 15, - Wed., Nov. 19, 7:30 am - 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Wednesday, November 12, 2025 @ 5:00 PM	Attendee Services: Signage on Structural Rendering (6) 2M registration counters with headers (6) 6'x30" skirted tables (6) wastebaskets (12) task chairs 3' high pipe and drape on sides HEADERS: 1. Mobile App and Wireless Support 2. Housing 3. Certificates of Attendance 4. Certificates of Attendance 5. Membership 6. Lost & Found / Ribbons / Travel Award Check-In **Remain as set through Wednesday, November 19 at 5:00pm**

Electrical - The Expo Group (TEG)

Ready By:	Note
Wednesday, November 12, 2025 @ 5:00 PM	(6) 20 amp circuits with power strips- one under each counter. **Remain as set through Wednesday, November 19 at 5:00pm**

Telecom - SmartCity

Ready By:
Wednesday, November 12, 2025 @ 5:00 PM

Note

INTERNET:

Maritz VLAN with drops to be located as listed below.

(1) Maritz VLAN drop for Certificate of Attendance (counter 4)

SfN Staff VLAN with drops to be located as below:

(1) drop with (5) additional dhcp IP addresses at the Housing Counter (Counter 2)

(1) Lost & Found / Ribbon / Travel Check-In (Counter 6)

Sales/Membership VLAN

(1) drop at the Membership (Counter 5)

PHONES:

Lost & Found/ Ribbon/ Travel Check-In Counter (Counter 6)

(1) single-line with telephone, unrestricted, number per Telephone Roster.

Housing Counter (Counter 2)

(1) single-line with telephone, unrestricted, number per Telephone Roster.

****Remain as set through Wednesday, November 19 at 5:00pm****

Computer - Atlantic Images & Sound

Ready By:
Wednesday, November 12, 2025 @ 5:00 PM

Note

Certificate of Attendance Counters (3, 4)

(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.

Membership Counter (5)

(1) laptop w/ mouse and monitor with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

(1) Lay Flat Monitor (flat on the counter) – 19” w/ privacy screen
Connect each laptop to the monitors for the counter

SfN Staff to network computers and printer

****Remain as set through Wednesday, November 19 at 5:00pm****

Computer - Maritz

Ready By:
Wednesday, November 12, 2025 @ 5:00 PM

Note

CERTIFICATE OF ATTENDANCE (Counters 3,4)

(5) Maritz terminals

(2) Maritz laser printers for Certificate of Attendance

(1) Administrative terminal

(2) Scanners

Lost & Found / Ribbon / Travel Check-In Counter

(1) Maritz terminal

****Remain as set through Wednesday, November 19 at 5:00pm****

Saturday, November 15, 2025- Wednesday, November 19, 2025

7:00 AM- 6:00 PM

Shuttle Drop Off Area

SDCC

Function Type: Other

Billing Group: SfN Master
Meeting Planner: Katelyn Crume
Post: Yes
Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Saturday, November 15, 2025 @ 6:00 AM

Note
(4) 6' Tables with (2) chairs each in the driveway area for the shuttle staff to use as desks.

Saturday, November 15, 2025- Wednesday, November 19, 2025

7:00 AM- 6:00 PM

Shuttle Information

SDCC: Shuttle Info, Lobby E

Function Type: Other

Billing Group: SfN Master
Meeting Planner: Katelyn Crume
Post: Yes
Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Friday, November 14, 2025 @ 10:00 AM

- Note
- (1) Custom Counter - see structural renderings
 - (2) 6'x30" skirted tables
 - (3) chairs
 - (2) wastebaskets

Header to read: Shuttle Information

Remain as set through Wednesday, November 19 at 6:00pm

Electrical - The Expo Group (TEG)

Ready By:
Friday, November 14, 2025 @ 1:00 PM

- Note
- (2) 120v/20 amp circuits with power strips - one on each side

Remain as set through Wednesday, November 19 at 6:00pm

Saturday, November 15, 2025- Wednesday, November 19, 2025

7:00 AM- 5:00 PM

Speaker Ready Room

SDCC: 9

Function Type: Other	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Dawn Keane
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, November 15, 2025 @ 6:00 AM

Note
Hours: Sat, Nov 15 - Wed, Nov 19 7:00am - 5:00pm

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 2:00 PM

Note
(6) 6'x30" skirted tables
(12) Chairs

Remain as set through Wednesday, Nov 19 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 2:00 PM

Note
Electrical - Wall Outlets

Computer - Atlantic Images & Sound

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

Note
(4) PC laptops - must be the same as in the session rooms
(1) Mac PC & Monitor - NOTE: Must be full size Mac

Remain as set through Wednesday, Nov 19 at 3:00pm

Saturday, November 15, 2025- Wednesday, November 19, 2025

8:00 AM- 3:00 PM

NeuroJobs Career Center

SDCC: NeuroJobs, Sails

Function Type: Other

Estimated Attendance: 50

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: G-AT200-P162

Contacts

Contact: Eiman Abdelgadir

Logistics

General Notes - SfN

Ready By:

Friday, November 14, 2025 @ 8:00 AM

Note

Hours: Sat. Nov. 5 – Tue. Nov. 18, 7:30 a.m. - 5:00 p.m.

Wed. Nov., 19, 7:30 a.m. - 3:00 p.m.

****Remain as set through Wednesday, November 19, at 5:00 p.m.****

Setup - SDCC

Ready By:

Friday, November 14, 2025 @ 12:00 PM

Note

SET PER DIAGRAM

(5) Draped cocktail tables

(1) Easel

****Remain as set through Wednesday, November 19, at 5:00 p.m.****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

SET PER DIAGRAM

STRUCTURE

(1) 10 x 10 Hardwall with (1) 6 ft. skirted table and (3) chairs (1) wastebasket

(1) 10 x 20 Hardwall with (2) 6 ft. skirted tables and (6) chairs (2) wastebaskets

(1) 2M Registration Counter HEADER COPY: NeuroJobs (logo)

(2) Task chairs at counter

(1) Wastebaskets

****Remain as set through Wednesday, November 19, at 5:00 p.m.****

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

Note

(65) Clear literature pockets mounted on the Neurojobs structure backwall. Please only place holders on the white space.

****Remain as set through Wednesday, November 19, at 5:00 p.m.****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 12:00 AM

Note

(1) 20 amp quad box at the registration counter.

****Remain as set through Wednesday, Nov. 9 at 5:00 pm****

Saturday, November 15, 2025- Wednesday, November 19, 2025

8:00 AM- 5:00 PM

Prayer Room

SDCC: 18

Function Type: Other

Billing Group: SfN Master
Meeting Planner: Sharon Bowles
Post: Yes
Cost Center: A-MO200-A201

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:
Friday, November 14, 2025 @ 2:00 PM

Note
Hours -
Saturday, Nov. 15 - Tuesday, Nov. 18, 8 a.m. - 6 p.m.
Wednesday, Nov. 19, 8 a.m. - 5 p.m.

- (4) 6' Skirted tables
- (10) Chairs
- (1) Trash can
- (1) Easel

Check trash twice a day.

Vacuum each evening.

** Remain as set through Wednesday, November 19 at 5 p.m. **

Saturday, November 15, 2025- Wednesday, November 19, 2025

8:00 AM- 5:00 PM

Press Interview Room

SDCC: 14B

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 10	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: Yes
	Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

General Notes - SfN

Ready By: Saturday, November 15, 2025 @ 8:00 AM	Note Hours: Saturday, Nov 15 - 12:00pm - 5:00pm Sunday, Nov 16 - Wednesday, Nov 19, 8:00am - 5:00pm
--	---

Setup - SDCC

Ready By: Friday, November 14, 2025 @ 12:00 PM	Note (3) 6'x30" Skirted Tables (14) Chairs, set per diagram (1) Wastebasket **Remain as set through Wednesday, Nov. 19 at 5pm**
---	---

Electrical - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 4:00 PM	Note (1) Power Strip
--	-------------------------

Saturday, November 15, 2025- Wednesday, November 19, 2025

8:00 AM- 5:00 PM

Press Room

SDCC: 15B

Function Type: Office	Billing Group: SfN Master
Estimated Attendance: 60	Meeting Planner: Dawn Keane
Room Set: As Set	Post: No
	Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

General Notes - SfN

Ready By:	Note
Saturday, November 15, 2025 @ 8:00 AM	The press room is open Saturday - Wednesday 8 am to 5 pm.

Food And Beverage - SDCC Catering

Ready By:	Note
Saturday, November 15, 2025 @ 7:45 AM	Beverages to be provided each day Saturday - Wednesday (70) Assorted Canned Sodas @ \$5.00 each charged on consumption. (10) gallons @ \$80.00 per gallon Freshly Brewed Coffee, Decaf, and Selection of Hot Teas Do NOT refresh once this is depleted All prices are subject to 21.5% service charge and 13% taxes

Saturday, November 15, 2025- Wednesday, November 19, 2025

8:00 AM- 5:00 PM

Product Theater #2

SDCC

Function Type: Exhibits

Set For: 150

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A709

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

SUNDAY, November 16 10:00 AM PST; 11:30 AM PST*****

Monday, November 17

11:30 AM PST; 1:00 PM PST; 2:30 PM PST; 4:00 PM PST

Setup - SDCC

Ready By:

Wednesday, November 12, 2025 @ 5:00 PM

Note

Product Theater #2

(1) Stage 12' x 16' x 24" with steps and railings

(1) Lectern

Remain as set through Wednesday, November. 19 at 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

SET AS PER DIAGRAM

PRODUCT THEATER #2 (1500 Aisle)

80 x 40 black carpet

16ft. double black drape separating Product Theater #1 and #2

3ft black drape side rail on three sides with a 15 ft. opening

STAGE

(1) Cort WD3 Table for stage

(2) Cort XCHR Chairs for stage

(1) 6' skirted table with (2) chairs for SfN staff.

(2) 6' skirted table with (2) chairs for AV Tech.

(4) Wastebasket

BANNERS: PRODUCT THEATER #2

(1) 15' x 6' SS Backdrop Banner, please use image

Remain as set through Wednesday, November. 19 at 5:00 pm

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 14, 2025 @ 5:00 PM

Note

Friday, November 14, 2025 @ 5:00 PM

Product Theater #2 (1200 Aisle)

(2) 10' Screens

(2) Data Projectors

(1) 4x1 switcher

(1) Digital Timer

Product Theater #2 Wireless headsets (175)

***** (50) Backup*****

Please deliver headsets to the Exhibit Management Office - Lobby D to be cleaned.

****Remain as set through Wednesday, November 19. 9 at 5:00 pm****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

(1) Electrical at Lectern

(1) Electrical drop at each projector

(1) AV Tech Table

****Remain as set through Wednesday, November 19 at 5:00 pm****

Other - SDCC

Ready By:

Saturday, November 15, 2025 @ 8:30 PM

Note

Please vacuum this area each evening when the aisles are vacuumed.

Saturday, November 15, 2025- Sunday, November 16, 2025

9:00 AM- 5:00 PM

Donor & Volunteer Lounge

SDCC: 10

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 25	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: Yes
	Cost Center: A-DV200-A150

Contacts

Contact: Katherine Collins

Logistics

General Notes - SfN

Ready By:	Note
Saturday, November 15, 2025 @ 8:00 AM	Hours: Saturday, November 15: 9 am - 5:00 pm Sunday, November 16 - Wednesday, November 19: 8 am - 5:00 pm

Setup - SDCC

Ready By:	Note
Thursday, November 13, 2025 @ 7:00 AM	(1) 6'x30" skirted table inside the doors for a reception desk (2) 6'x30" skirted tables for F&B (2) 6'x30" skirted tables for materials (10) low cocktail tables with 4 chairs each (2) Wastebaskets (4) Easels **Remain as set through Wednesday, November 19 at 5:00pm**

General Contractor - The Expo Group (TEG)

Ready By:	Note
Thursday, November 13, 2025 @ 12:00 PM	VIP area so please use nice comfy furniture. (7) Seating areas with (1) Love Seat and (2) Comfy chairs and (1) Coffee table in each area (1) Accordion literature stand (2) Task Chairs at the Reception Table **Remain as set through Wednesday, Nov. 19 at 5:00pm**

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 12:00 PM

Note
Power at each of the seating areas with a power strip.
Power at the reception desk.
(2) Extra power strips - please give to staff.

Food And Beverage - SDCC Catering

Ready By:
Saturday, November 15, 2025 @ 8:45 AM

Note
Beverage service required Monday - Wednesday
Beverages to be set all day

NOTE: VIP ROOM - please check room frequently throughout the day
to ensure beverages do not run out

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

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas
@ \$80.00++ per gallon
BOTTLED WATER \$5.00 each, charged on consumption

All prices are subject to 23.5% service charge and 8% taxes.

Saturday, November 15, 2025- Wednesday, November 19, 2025

9:00 AM- 3:00 PM

Green Room

SDCC: Ballroom 20 Workroom A

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 5	Meeting Planner: Dawn Keane
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Paula Kara

Logistics

Setup - SDCC

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

Note
Two low cocktail rounds with chairs.

Please drape the inside of the room since not all of the glass is frosted.

Remain as set through Wednesday, November 19 at 5:00pm

Food And Beverage - SDCC Catering

Ready By:
Saturday, November 15, 2025 @ 9:00 AM

Note
9 am - 1 pm on Saturday Only
Bottled Spring Water @ \$5.00++ each, charged on consumption

All prices are subject to 23.5% service charge and 8% taxes.

Saturday, November 15, 2025
9:00 AM- 10:00 AM
International Fellows Orientation
SDCC: 3

Function Type: Meeting
Estimated Attendance: 40
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note
Set stage per diagram with steps and railings
(1) 6' x 30" Head Table with (2) chairs
Rounds for (100)
(1) Standing Lectern
(1) Easel at entrance
NOTE: Preset room lights out over screen

****Remain as set through Wednesday, November 19 at 5:00pm****

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 8:00 AM

Note
(1) Screen (7.75' x 14')
(1) Data Projector

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 8:00 AM

Note
(1) Lectern Microphone
(1) Audio DI @ lectern
PTT Table Microphone will not be used for this meeting

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 12:00 PM

Note
(1) Wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5:00pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 8:00 AM

Note

(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:
Saturday, November 15, 2025 @ 8:45 AM

Note

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$80.00++ per gallon
Assorted Soft Drinks @ \$5.00++ each, charged on consumption.
Chilled Bottled Water @ \$5.00++ each, charged on consumption.

All prices are subject to 23.5% service charge and 8% sales taxes

Saturday, November 15, 2025- Wednesday, November 19, 2025

10:00 AM- 5:00 PM

Art of Neuroscience

SDCC: Art of Neuroscience, Sails

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

General Notes - SfN

Ready By:
Friday, November 14, 2025 @ 2:00 PM

Note
Exhibit Dates and Hours
Saturday, November 15 – Wednesday, November 19, 10:00am – 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 2:00 PM

Note
(12) 10' x 10' draped booths (White back and side rail)

Please provide the following at each booth:
(1) 42" - 6' draped table
(2) Stools
(1) Wastebasket

ID signs per list provided in advance

NOTE: Please check with exhibitors that furniture above is needed
Any additional furniture is at exhibitor's expense.

Remain as set through Wednesday, November 19 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 3:00 PM

Note
(1) 500 watt electrical drop at each booth

Remain as set through Wednesday, November 19 at 5:00pm

Saturday, November 15, 2025

10:00 AM- 12:00 PM

Dialogues

SDCC: Ballroom 20ABCD

Function Type: Lecture
Estimated Attendance: 4300
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes
Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 9:00 AM

Note
Wordly needs to be turned on & off for each lecture, not left on
Note: SfN has a set number of contracted hours and will be charged for an overage of 10% or more which is 2.7 hours/162 minutes.

General Notes - SfN

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

Note
Do we need a microphone to direct attendees to the livestream?

Ready By:
Saturday, November 15, 2025 @ 9:00 AM

Note
Please raise the house lights slightly at the beginning the Q & A session.

Setup - SDCC

Ready By:
Wednesday, November 12, 2025 @ 10:00 AM

Note
(1) 32' x 16' x 4' stage with steps and railings
(1) Standing Lectern with light stage right - NOT PRESIDENTIAL PODIUM
(1) 6' x 8' x 24" Camera Riser

Note: After this event, please move podium to the center of stage.

Set Room theater style for 4300 as diagrammed.

(2) 6' tables on the floor to the right of the stage with (4) chairs, per diagram for the Q&A moderators. Please angle these tables so the moderators can see the presenter.

Note: After this event we will take a group through the back of the house to room 22. Please make sure area is clean and clear.

Remain as set through Wednesday, November 19 at 4:00pm

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 10:00 AM

Note

Stage set for Dialogues lecture only:

Bar height counter with four barstools:

(4) Kamden Barstools in White

(2) Ventura Communal Bar Table, Powdered, Black Top/Silver

The tables should be placed in a V-shape in the center of the stage.

Carpet stage - black

(1) nice cocktail table for awards with black linen

(1) 6'x 24"x 42" table, white top/black skirt set perpendicular to podium.

Note: Immediately after this event, remove the two bar tables and barstools and place podium to the center of stage - the next lecture begins at 1:00 p.m.

Will need caution tape to tape off front side sections of the seating during smaller daytime lectures.

High Black Drape behind the stage.

8'x8 pipe and drape AV Booth, please use black drape.

AV CONTROL ROOM - area behind stage, see diagram for 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).

****Remain as set Wednesday, November 19 at 4:00pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Thursday, November 13, 2025 @ 4:00 PM

Note

Teleprompter installed at Lectern

(4) Wireless Lav Mics

(2) Push to talk microphones at the moderator table for Q&A

(1) confidence monitor for the moderators table for presentation slides.

Ready By:

Thursday, November 13, 2025 @ 4:00 PM

Note

VIDEO

2 13'x24' screens floor program screens

2 13'x24' screens Full Dress Kit

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)

10 5'(12"x12") Box Truss (delay screens + imag)

6 (12"x12")Corner Blocks(delay screens + imag)

2 (12"x12")Corner Blocks(Neuro color logo)

8 8'(12"x12")Box Truss 2 wks

4 55" Samsung MD55C LED Monitor

1 Jelco EZ Tilt Monitor Stand

3 Panasonic PT-RZ12KU HD Projector
 2 Panasonic ET-D75LE6 0.9-1.1:1 HD Lens
 2 48" video carts
 5 Panasonic PT-RZ12KU HD Projector
 Projector Flyware
 1 Panasonic AK-HC 3800 HD Camera
 1 Sachtler V-18 Tripod Package
 1 Canon HJ40x10B IASD-V HD Zoom Lens
 1 Panasonic AK-HC 3800 HD Camera
 1 Sachtler V-18 Tripod Package
 1 Canon HJ40x10B IASD-V HD Zoom Lens
 2 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.)
 3 AJA Ki-Pro Go 4-Ch Recorder
 1 L2130 Floor Box to 3x Edison
 1 Barco E2 Gen 2 Switcher
 1 Barco E2 Gen 2- Spare
 2 Barco EM Tri-Combo Output Card (Gen2)
 1 Barco EC-50 Contoller
 3 Alienware M15 with VMIX & Accessories
 30 Decimator MD-HX HDMI/SDI Cross Conv-Scaling
 7 Aja FIDO 3G 4-Channel - ST TX/RX HD-SDI ST Fiber Pkg
 1 Extron SW4HD4K 4x1 HDMI Switch
 2 Sewell Splitdeck 1x4 HDMI DA
 3 Samsung ME32C LED Monitor
 2 100m DVI (m-m) Fibrer Optic Cable
 4 LG 24BK550H 24" LED Monitor
 3 TP-Link 16-Port Gigabit Switch
 2 SMK-Link Wireless Presenter
 15 12G 200' SDI Cable
 2 Yellobrik T/R Ethernet - LC Fiber
 3 SM ST 656' (200m) Tac4 Fiber Cable
 3 SM ST 984' (300m) Tac4 Fiber Cable
 1 Dsan Pro2000BT Limitimer Package
 1 Dsan PerfectCue System Package
 1 Sony MDR-7506 Stereo Headphones
 1 Flanders 17.3" Production Monitor
 2 Marshall Dual 7" Marshall Lynx 702v3 3G-SDI/HDMI
 2 2TB Hard Drive - PK
 25 Thumb Drives for recordings
 2 Apple MacBook Pro 13" M1
 3 Lenovo ThinkPad P51 I7

Ready By:

Friday, November 14, 2025 @ 4:00 PM

Note

LIGHTING

1 Grand MA2 Lighting Console
 1 Grand MA2 Lighting Console SPARE
 1 Doug Fleenor Opto Isolator (5 @ XLR5 Outs)
 1 Lex Bento Box Distro (1@L21-30, 6@5-15)
 20 ETC Source IV Lustr2 36 Deg EDLT (LED)
 2 ETC Source IV Lustr2 26 Deg EDLT (LED)
 8 Elation Arena Zoom Q7 IP65 (RGBW) Kit
 1 Misc Supplies (DMX,Power,Span sets, etc)
 15 10' (12"x12" Box Truss Lighting plus cable run off
 1 62ft Black Border
 5 Black Encore: 15'w x 30'h drape

AUDIO

1 Yamaha CL5 Kit
 1 Power Distribution
 1 Yamaha Rio
 16 JBL VRX932 Line Array Speakers
 20 JBL VerTec 4886 Line Array Speaker
 8 JBL AC26 Front Fill Speakers
 1 Assisted listening system (tx + 4 belt packs)
 8 Fostex 6301B Program Speakers
 2 Earthworks fm500 low profile podium mic
 1 Shure UHF Antenna System
 2 Axient Digital G57 Combo x2
 1 Axient Digital X55 Combo x4
 8 Point Source CO2-8WD-XSH-BE Dual Element Headset
 1 Mic Kit
 1 Stand Kit
 3 DI's for PC \$ 45.00 \$ 135.00
 1 Shure PSM1000 2 Channel IEM
 4 DPA 4066 Headset Mic
 1 Arcadia Central Station Kit
 8 Clearcom Helixnet HXII-BP
 4 FreeSpeak II Beltpack
 2 FreeSpeak ii IP Transciever
 1 FreeSpeak II E1 Transciever Case

 RIGGING
 32 Motors, Hang Point Charge, Steel, Burlap, Motor Control Distro
 1 B20 Scissor Lift
 1 60' Boom Lift

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, November 12, 2025 @ 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) Power Strip at the Moderator Table

****Remain as set through Wednesday, November 19 at 4:00pm****

Telecom - SmartCity

Ready By:

Wednesday, November 12, 2025 @ 4:00 PM

Note

10Mbps Dedicated Drop w/5 Static IP Addresses, behind the stage in the AV Control area

(1) Drop on the SfN Staff VLAN in the AV Control area for Wordly

This room will be live streamed through out the meeting.

This room will use a moderated Q&A that works over the wifi, so please ensure there are enough access points.

Computer - Atlantic Images & Sound

Ready By:
Thursday, November 13, 2025 @ 4:00 PM

Note

At the moderator table for Q&A:

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

Note: We only need three laptops at the moderator for the Dialogues lecture, all other lectures only need two laptops at the moderator table.

(1) Monitor connected to a laptop

(2) Computer mouse

Food And Beverage - SDCC Catering

Ready By:
Saturday, November 15, 2025 @ 9:00 AM

Note

(3) Cases of bottle water at the lectern for the week
Please provide (1) drinking glass for each presentation (24).

Provide white linens to drape the two bar height tables on stage.

Linens should be long enough to create a privacy panel on the front side. Table dimensions are: 72.25"L, 26.25"D, 42"H

(1) Bartender for lecture @ \$275++.

This lecture is about wine and the brain. Wine will be poured on stage for the panelists to taste. It has not yet been decided if they want the bartender to pour or the presenter. Please select a bartender who would be comfortable being on stage in front of a few thousand people. Have the bartender to be uniform and check in with Melissa Thompson Ayoub upon arrival to Ballroom 20.

SfN is bringing wine and will pay \$25++ corkage fee per bottle.

SfN is providing wine glasses.

Saturday, November 15, 2025- Wednesday, November 19, 2025

11:00 AM- 1:30 PM

Water for Session Rooms

SDCC

Function Type: Other

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-MA200-A135

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, November 15, 2025 @ 10:30 AM

Note
Session Rooms for the Week:
5, 6A, 6B, 6CF, 6DE, 11, 23, 24, 25, 28, 29, 30, 33

Room 1 has one Session that requires water bottles on Nov. 18 from 8-10 a.m.

Setup - SDCC

Ready By:
Saturday, November 15, 2025 @ 11:30 AM

Note
Please place 4 water bottles in each lectern in all rooms at 7:30 am and 12:30 pm.

Food And Beverage - SDCC Catering

Ready By:
Saturday, November 15, 2025 @ 11:00 AM

Note
(1) Case of water for each session room; please place under the head table @ \$120++ per case.

Saturday, November 15, 2025

11:30 AM- 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - SDCC Catering

Ready By:

Saturday, November 15, 2025 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:
Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon
Refresh as needed until 9:00 am

Lunch Service from 11:30am - 2:00 pm:
SL3 @ \$44 ++ per person
SOCAL BURRITO BOWLS
Salad Bar:
Shredded Lettuce Shredded Heirloom Carrots, Local Radish, Diced
Tomatoes, and Shredded Red Cabbage
Served with Avocado and Cilantro Vinaigrette (GF/Vegan) and Chipotle
Ranch (GF/V)
Citrus Palapa Marinated Pollo Asado (GF/DF)
Traditional Carne Asada (GF/DF)
Mexican Squash with Peppers, Onions and Soyrito (GF/Vegan)
Marinated Black Beans
Arroz Verde with Petite Cilantro (GF/Vegan)
Tortilla Chips, Guacamole (GF/Vegan), Sour Cream and House Made
Salsa Roja (GF/Vegan)
Mexican Wedding Cookies (V) and Aztec Chocolate Mousse Shooters
(GF/V)

Please label all food for vegetarian, vegan, gluten free, dairy free, and any
allergens

Assorted Canned Soda @ \$5.00++ each, charged on consumption
Please have Coke products available

All prices are subject to 23.5% service charge and 8% sales taxes.

Saturday, November 15, 2025- Tuesday, November 18, 2025

12:00 PM- 2:00 PM

Graduate School Fair

SDCC: Grad Fair - Hall B

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A172

Contacts

Contact: Jennifer Gross

Logistics

General Notes - SfN

Ready By:
Thursday, November 13, 2025 @ 12:00 PM

Note
Hours:
Saturday, November 15, 1–3 p.m.
Sunday, November 16 - Tuesday, November 28, 12–2 p.m.

Setup - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 12:00 PM

Note
(1) Registration Information Counter
(2) Task chairs at counter
(1) Wastebasket
(1) Easel
Extra "S" hooks

Prepare exhibit floor for exhibitor move-in and deliver freight to exhibit booths as follows:
Booth # ending with A: Friday, November 14
Booth # ending with B: Sunday, November 16 between 2 p.m. and end of day
All other GSF exhibitor freight can be delivered on Friday, November 14.

SEE FLOORPLAN
Set (75) 8 X 10 booths as follows:
Carpet the entire area with black carpet
White back drape
Gold side rail
(1) 7' x 44" sign
(1) 6' skirted table
(2) Chairs
(1) Waste Basket
Remain as set through Wednesday, November 19 at 5:00 pm

Saturday, November 15, 2025
12:00 PM- 2:00 PM
PDW: From Science to Diplomacy: Bridging Neuroscience and Education With Global Policy
SDCC: 1A, 1B

Function Type: Workshop
Estimated Attendance: 330
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 1:00 PM

Note
Set room per diagram
Theater style for (250)
Rounds for (80)
Stage 30' x 8' x 24" with steps and railing - set per diagram
Head table with (6) chairs on stage
(1) Standing lectern with light
(1) Easel outside of room
(5) Wastebaskets
(1) 6'x30" skirted AV Tech table with (1) chair
(1) 6'x30" Skirted Registration/Materials table at entrance with (2) chairs
Water for speakers at head table
Lights: preset room lights out over screen

Remain as set through Wednesday, November 19 at 4:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 3:00 PM

Note
(1) 6'x18" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, November 19 at 4:00 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 11:00 AM

Note
(1) Screen (9' x 16')
(1) Data Projector
(1) 4x1 switcher
(1) Laser Pointer
(1) Speaker Timer

Remain as set through Wednesday, November 19 at 4:00 pm

Audio/Visual - ON AV

Ready By:

Saturday, November 15, 2025 @ 11:00 AM

Note

- (1) Lectern microphone
- (3) PTT Table microphones at head table
- (2) Floor microphones
- (1) Audio DI @ lectern

****Remain as set through Wednesday, November 19 at 4:00 pm****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 8:00 AM

Note

- Wall outlets run by Local #122
- (1) Power Strip at head table

****Remain as set through Wednesday, November 19 at 4:00pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 11:00 AM

Note

- (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.

****Remain as set through Wednesday, November 19 at 4:00 pm****

Saturday, November 15, 2025

12:00 PM- 2:00 PM

PDW: Open Educational Resources for Neuroscience

SDCC: 2

Function Type: Workshop

Estimated Attendance: 297

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

Setup - SDCC

Ready By:

Thursday, November 13, 2025 @ 1:00 PM

Note

Set room per diagram

Theater style for (297)

Stage 30' x 8' x 24" with steps and railing - set per diagram

Head table with (6) chairs on stage

(1) Standing lectern with light

(1) Easel outside of room

(5) Wastebaskets

(1) 6'x30" skirted AV Tech table with (1) chair

(1) 6'x30" Skirted Registration/Materials table at entrance with (2) chairs

Water for speakers at head table

Lights: preset room lights out over screen

****Remain as set through Wednesday, November 19 at 4:00 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 3:00 PM

Note

(1) 6'x18" table, white top/black skirt set perpendicular between head table and standing lectern.

****Remain as set through Wednesday, November 19 at 4:00 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 11:00 AM

Note

(1) Screen (9' x 16')

(1) Data Projector

(1) 4x1 switcher

(1) Laser Pointer

(1) Speaker Timer

****Remain as set through Wednesday, November 19 at 4:00 pm****

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 11:00 AM

Note

- (1) Lectern microphone
- (3) PTT Table microphones at head table
- (2) Floor microphones
- (1) Audio DI @ lectern

****Remain as set through Wednesday, November 19 at 4:00 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 8:00 AM

Note

- Wall outlets run by Local #122
- (1) Power Strip at head table

****Remain as set through Wednesday, November 19 at 4:00pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 11:00 AM

Note

- (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.

****Remain as set through Wednesday, November 19 at 4:00 pm****

Saturday, November 15, 2025- Wednesday, November 19, 2025

12:00 PM- 5:00 PM

Society Executive Conference Room

SDCC: 12

Function Type: Office	Billing Group: SfN Master
Estimated Attendance: 10	Meeting Planner: Katelyn Crume
Room Set: Conference	Post: No
	Cost Center: A-OV200-A140

Contacts

Contact: CatBlack

Logistics

Setup - SDCC

Ready By: Saturday, November 15, 2025 @ 11:00 AM	Note Set conference style for (10) (2) Easels (6) Chairs set to the side (1) 6' table set to the side **Remain as set through Wednesday, Nov 19 at 5:00pm*
---	---

General Contractor - The Expo Group (TEG)

Ready By: Saturday, November 15, 2025 @ 11:00 AM	Note Provide (2) tabletop plants once room is set
---	--

Food And Beverage - SDCC Catering

Ready By: Saturday, November 15, 2025 @ 11:00 AM	Note Please add a water cooler through Wednesday, November 19 Please use table cloths to cover table
---	--

Saturday, November 15, 2025
12:15 PM- 1:45 PM
Dialogues Lunch
SDCC: 22

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 50	Meeting Planner: Paula Kara
Room Set: Reception	Post: No
	Cost Center: A-MA200-A130

Logistics

Setup - SDCC

Ready By:
Saturday, November 15, 2025 @ 11:15 AM

Note
VIP Event
Set reception style with a combination of highboys and low cocktail rounds with chairs to provide seating for 50.
Please note that we will bring a group of guests from Ballroom 20 through the back of the house for this event.

Food And Beverage - SDCC Catering

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note
VIP Event:
China service.
Please use black linens and votives, if possible.
Please set up in stations rather than one long buffet.

Custom Menu:
Udon Noodle Station:
Bulgogi Style Beef, Broccoli, Peppers & Gai Lan (DF)
Gochujang Orange Chicken, Scallions, Napa Cabbage & White Sesame (DF)
Vegan Udon Noodles
Napa Cabbage & Sauteed Vegetables

WalkAway Asian Slaw Salad (5oz. Squat) with Shaved Broccoli and Sesame Citrus Vinaigrette

WalkAway Tuna Poke with Crispy Chili Garlic, Edamame, Sesame, Scallions, House Poke Sauce, Exotic Fruit Garnish (4 oz)

Chicken Lemongrass Postickers - with Ponzu Sauce (GF/Vegan) - 100 pieces

Assorted Asian Flavored Macacrons - Chai Tea Latte, Coconut Pineapple

Total inclusive price, based on 50 guests - \$5,465.90

Assorted Sodas @ \$5++ each
Canned Spring and Bubbly Water @ \$5++ each

SfN will provide wine (8 bottles total) and pay corkage fees. Can guests pour their own wine?

Please provide wine glasses.

Saturday, November 15, 2025

1:00 PM- 2:00 PM

LEC02

SDCC: Ballroom 20ABCD

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Saturday, November 15, 2025 @ 12:00 PM

Note

As set on Saturday, November 15 at 10:00 a.m.

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 12:00 PM

Note

Add Platform at the lectern for the speaker to stand on during presentation.

Saturday, November 15, 2025
1:00 PM- 3:45 PM
NANO001
SDCC: 24A, 24B, 24C

Function Type: Nanosymposium	Billing Group: SfN Master
Estimated Attendance: 376	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note (1) Set stage per diagram with steps and railings (1) 8' x 30" Skirted Head table with (3) chairs Set room theater style for (376) (1) Standing lectern with light stage left (1) 6' x 30" table with (2) chairs for AV tech Lights: preset room lights out over screen **Remain as set through Wednesday, November 19 at 5 pm**
---	--

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 11:00 AM	Note (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern. **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note (1) Screen, set per diagram (1) Data/video projector w/cart (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (1) Floor microphone
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- 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.

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
1:00 PM- 4:30 PM
NANO002
SDCC: 33A, 33B, 33C

Function Type: Nanosymposium	Billing Group: SfN Master
Estimated Attendance: 475	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note (1) Set stage per diagram with steps and railings (1) 8' x 30" Skirted Head table with (3) chairs Set room theater style for (475) (1) Standing lectern with light stage left (1) 6' x 30" table with (2) chairs for AV tech Lights: preset room lights out over screen **Remain as set through Wednesday, November 19 at 5 pm**
--	---

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 11:00 AM	Note (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern. **Remain as set through Wednesday, November 19 at 5 pm**
--	--

Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note (1) Screen, set per diagram (1) Data/video projector w/cart (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer **Remain as set through Wednesday, November 19 at 5 pm**
--	--

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (1) Floor microphone
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

(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.

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
1:00 PM- 2:45 PM
NANO003
SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Nanosymposium	Billing Group: SfN Master
Estimated Attendance: 688	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note (1) Set stage per diagram with steps and railings (1) 8' x 30" Skirted Head table with (3) chairs Set room theater style for (688) (1) Standing lectern with light stage left (1) 6' x 30" table with (2) chairs for AV tech Lights: preset room lights out over screen **Remain as set through Wednesday, November 19 at 5 pm**
---	--

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 11:00 AM	Note (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern. **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note (4) Screens, set per diagram (4) Data/video projectors w/cart, set per diagram (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer (1) Confidence monitor **Remain as set through Wednesday, November 19 at 5 pm**
---	--

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

(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.

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
1:00 PM- 3:45 PM
NANO004
SDCC: 11A, 11B

Function Type: Nanosymposium	Billing Group: SfN Master
Estimated Attendance: 315	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note (1) Set stage per diagram with steps and railings (1) 8' x 30" Skirted Head table with (3) chairs Set room theater style for (315) (1) Standing lectern with light stage left (1) 6' x 30" table with (2) chairs for AV tech Lights: preset room lights out over screen **Remain as set through Wednesday, November 19 at 5 pm**
---	--

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 11:00 AM	Note (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern. **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note (1) Screen, set per diagram (1) Data/video projector w/cart (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (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.

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025

1:00 PM- 4:30 PM

NANO005

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Estimated Attendance: 445

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:

Thursday, November 13, 2025 @ 10:00 AM

Note

- (1) Set stage per diagram with steps and railings
- (1) 8' x 30" Skirted Head table with (3) chairs

Set room theater style for (445)

- (1) Standing lectern with light stage left

- (1) 6' x 30" table with (2) chairs for AV tech

Lights: preset room lights out over screen

****Remain as set through Wednesday, November 19 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 11:00 AM

Note

- (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

****Remain as set through Wednesday, November 19 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Screen, set per diagram
- (1) Data/video projector w/cart
- (1) 4x1 Switcher
- (1) Laser Pointer
- (1) Projectionist
- (1) Digital Timer

****Remain as set through Wednesday, November 19 at 5 pm****

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (1) Floor microphone
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

(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.

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
1:00 PM- 3:45 PM
NANO006
SDCC: 23A, 23B, 23C

Function Type: Nanosymposium	Billing Group: SfN Master
Estimated Attendance: 352	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note (1) Set stage per diagram with steps and railings (1) 8' x 30" Skirted Head table with (3) chairs Set room theater style for (352) (1) Standing lectern with light stage left (1) 6' x 30" table with (2) chairs for AV tech Lights: preset room lights out over screen **Remain as set through Wednesday, November 19 at 5 pm**
---	--

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 11:00 AM	Note (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern. **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note (1) Screen, set per diagram (1) Data/video projector w/cart (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (1) Floor microphone
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- 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.

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025- Wednesday, November 19, 2025

1:00 PM- 5:00 PM

Poster Sessions

SDCC: Poster Session, Halls B-H

Function Type: Posters	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Allison Burns
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By: Saturday, November 15, 2025 @ 1:00 PM	Note Hours: Sat, Nov. 15, 1:00 pm – 5:00 pm Sun, Nov. 16 – Wed, Nov. 19, 8:00 am–12:00 pm & 1:00 pm–5:00 pm *****Theme K - XXX - xxxx (Saturday - Sunday)***** *****Late Breaking Posters - LBPX - LBPXXX (Sunday - Wednesday)*****
--	---

Setup - SDCC

Ready By: Friday, November 14, 2025 @ 5:00 PM	Note SET PER DIAGRAM Set and place 1,000 chairs in groups of four or six throughout the poster floor. Ensure that there are chairs in every poster aisle, with multiple sets in the longer aisles. SDCC to zip tie chair groupings together. Place large trash cans evenly in the aisles and empty on a regular basis. **Remain as set through Wednesday, November 19 at 5:00 p.m.**
--	--

General Contractor - The Expo Group (TEG)

Ready By: Wednesday, November 12, 2025 @ 3:00 PM	Note Install Pepper carpet in entire poster session area. Install poster boards as diagrammed on floor plan, with 25” aisles. ***** (x,xxx) Posterboard faces***** Poster signs on each board (60,000) Push pins (1,500) Small Dixie Cups
---	---

- (4) 2M Registration counters for poster attendants per diagram
- (1) at each station - Header to read: POSTER ATTENDANT STATION
- (1) Chair at each station
- (1) Wastebasket at each station

Locations: SET PER DIAGRAM

#1 Between Posters 5A and 6A

#2 - Between Poster Rows Q and R

#3 - Between Poster Rows SS and TT

*****#4 - Across from LBP Posters XX *****

Install crowd control tape at cross aisles leading from exhibits to poster sessions after setup is complete for Saturday 1:00 pm poster session.
Leave double-wide aisles open.

****Remain as set through Wednesday, November. 19 at 5:00 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 14, 2025 @ 2:00 PM

Note

(4) Laptop computers; (1) at each Poster Attendant Station with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

If laptops are not locked down, please have in place by 6:45am - Saturday - Wednesday. Note: Friday at 2:00pm, SfN staff will check and set homepage.

SfN staff to network all computers.

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

(4) - 120v outlet (10 AMP/500 WATTS) at each poster attendant station

****Remain as set through Wednesday, November 19 at 5 pm****

Telecom - SmartCity

Ready By:

Thursday, November 13, 2025 @ 3:00 PM

Note

SET PER DIAGRAM

(4) Internet Drops, (1) at each Poster Attendant Station

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025

1:30 PM- 3:00 PM

Journal of Neuroscience Editorial Board Meeting

SDCC: 3

Function Type: Meeting

Estimated Attendance: 35

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: J-SP401-J804

Contacts

Contact: Andrea Hernandez Mendez

Logistics

General Notes - SfN

Ready By:

Saturday, November 15, 2025 @ 12:30 PM

Note

As set on Saturday, November 15 @ 9 a.m.

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 12:30 PM

Note

(1) Screen (7.75' x 14')
(1) Data Projector

Audio/Visual - ON AV

Ready By:

Saturday, November 15, 2025 @ 12:30 PM

Note

(1) Lectern Microphone
(1) Audio DI @ lectern
(2) Handheld Microphones
PTT Table Microphone will not be used for this meeting

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 12:30 PM

Note

(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:

Saturday, November 15, 2025 @ 1:15 PM

Note

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$80.00++ per gallon
Assorted Soft Drinks @ \$5.00++ each, charged on consumption.
Chilled Bottled Water @ \$5.00++ each, charged on consumption.

All prices are subject to 23.5% service charge and 8% sales taxes

Saturday, November 15, 2025
1:30 PM- 2:30 PM
MTCE01
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 355	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note (1) Set stage per diagram with steps and railings (1) 8' x 30" Skirted Head table with (1) chair Set room theater style for (355) (1) Standing lectern with light stage right (1) 6' x 30" table with (2) chairs for AV tech Lights: preset room lights out over screen **Remain as set through Wednesday, November 19 at 5 pm**
---	--

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 11:00 AM	Note (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern. **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note (1) Screen, set per diagram (1) Data/video projector w/cart (1) Laser Pointer (1) Projectionist (1) Digital Timer **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (1) Floor microphone
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

(2) Laptop computers with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Laptop Placement:

- (1) Laptop placed at Lectern
- (1) Laptop computer and (1) Computer mouse placed at Head Table

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
2:00 PM- 3:30 PM
Brain Awareness
SDCC

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 150	Meeting Planner: Allison Burns
Room Set: See Diagram	Post: Yes
	Cost Center: NL200-A106

Contacts

Contact: Hope Berns

Logistics

General Notes - SfN

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note This event will use the standard setup for Product Theater #1 (1200 Aisle) as set on Saturday, November 15 at 4 pm with the following changes.
--	---

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 12:00 PM	Note As set for Product Theater on Saturday, November 15 at 4 pm
--	--

General Contractor - The Expo Group (TEG)

Ready By: Friday, November 14, 2025 @ 12:00 PM	Note As set on Saturday at 4:00 PM Make the following adjustments for this session only. SEE BRAIN AWARENESS DIAGRAM Set front of 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. (18) Posterboards (36 poster faces) in back of seating per diagram. Please provide push pins (250) and dixie (50) cups for the posters. (1) Skirted 6' table next to Poster #1. (1) Skirted 6' table next to poster #36. (1) Easel (2) Wastebaskets at registration table
--	---

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:30 PM

Note

As set on Saturday, November 15 at 4 pm

(1) Handheld microphone

Note: will not use the audio headsets for this session

Computer and Audio Tech 1:00 - 4:00 pm

Saturday, November 15, 2025
2:00 PM- 4:30 PM
MIN01
SDCC: 6D, 6E

Function Type: Minisymposium	Billing Group: SfN Master
Estimated Attendance: 758	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

- Note
- (1) Set stage per diagram with steps and railings
 - (2) 8' x 30" Skirted Head tables with (7) chairs
 - (1) Extra chair at end of head table
- Set room theater style for (758)
- (1) Standing lectern with light stage left
- (1) 6' x 30" table with (2) chairs for AV tech
- Lights: preset room lights out over screen
- **Remain as set through Wednesday, November 19 at 5 pm**

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 11:00 AM

- Note
- (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.
- **Remain as set through Wednesday, November 19 at 5 pm**

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

- Note
- (1) Screen, set per diagram
 - (1) Data/video projector w/cart
 - (1) 4x1 Switcher
 - (1) Laser Pointer
 - (1) Projectionist
 - (1) Digital Timer
- **Remain as set through Wednesday, November 19 at 5 pm**

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (3) Wired Table microphones at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

- (1) 20amp drop under screen

Other electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

(2) Laptop computers with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

- (1) Laptop placed at Lectern
- (1) Laptop computer and (1) Computer mouse placed at Head Table

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
2:00 PM- 4:30 PM
MIN02
SDCC: 6B

Function Type: Minisymposium	Billing Group: SfN Master
Estimated Attendance: 952	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

- Note
- (1) Set stage per diagram with steps and railings
 - (2) 8' x 30" Skirted Head tables with (7) chairs
 - (1) Extra chair at end of head table
- Set room theater style for (952)
- (1) Standing lectern with light stage left
- (1) 6' x 30" table with (2) chairs for AV tech
- Lights: preset room lights out over screen
- **Remain as set through Wednesday, November 19 at 5 pm**

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 11:00 AM

- Note
- (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.
- **Remain as set through Wednesday, November 19 at 5 pm**

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

- Note
- (1) Screen, set per diagram
 - (1) Data/video projector w/cart
 - (1) 4x1 Switcher
 - (1) Laser Pointer
 - (1) Projectionist
 - (1) Digital Timer
- **Remain as set through Wednesday, November 19 at 5 pm**

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (3) Wired Table microphones at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

- (1) 20amp drop under screen

Other electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

(2) Laptop computers with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

- (1) Laptop placed at Lectern
- (1) Laptop computer and (1) Computer mouse placed at Head Table

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
2:00 PM- 4:30 PM
MIN03
SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium	Billing Group: SfN Master
Estimated Attendance: 626	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note (1) Set stage per diagram with steps and railings (2) 8' x 30" Skirted Head tables with (7) chairs (1) Extra chair at end of head table Set room theater style for (626) (1) Standing lectern with light stage left (1) 6' x 30" table with (2) chairs for AV tech Lights: preset room lights out over screen **Remain as set through Wednesday, November 19 at 5 pm**
---	---

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 11:00 AM	Note (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern. **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note (2) Screens, set per diagram (2) Data/video projectors w/cart (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer (1) Confidence monitor **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - ON AV

Ready By:

Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (3) Wired Table microphones at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 12:00 PM

Note

(2) Laptop computers with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

(1) Laptop placed at Lectern

(1) Laptop computer and (1) Computer mouse placed at Head Table

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025

2:00 PM- 4:30 PM

MIN04

SDCC: 6C, 6F

Function Type: Minisymposium

Estimated Attendance: 952

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:

Thursday, November 13, 2025 @ 10:00 AM

Note

- (1) Set stage per diagram with steps and railings
- (2) 8' x 30" Skirted Head tables with (7) chairs
- (1) Extra chair at end of head table

Set room theater style for (952)

- (1) Standing lectern with light stage left

- (1) 6' x 30" table with (2) chairs for AV tech

Lights: preset room lights out over screen

****Remain as set through Wednesday, November 19 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 11:00 AM

Note

- (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

****Remain as set through Wednesday, November 19 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Screen, set per diagram
- (1) Data/video projector w/cart
- (1) 4x1 Switcher
- (1) Laser Pointer
- (1) Projectionist
- (1) Digital Timer

****Remain as set through Wednesday, November 19 at 5 pm****

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (3) Wired Table microphones at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

- (1) 20amp drop under screen

Other electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

(2) Laptop computers with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

- (1) Laptop placed at Lectern
- (1) Laptop computer and (1) Computer mouse placed at Head Table

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
2:00 PM- 4:30 PM
MIN05
SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium	Billing Group: SfN Master
Estimated Attendance: 710	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By: Thursday, November 13, 2025 @ 10:00 AM	Note (1) Set stage per diagram with steps and railings (2) 8' x 30" Skirted Head tables with (7) chairs (1) Extra chair at end of head table Set room theater style for (710) (1) Standing lectern with light stage left (1) 6' x 30" table with (2) chairs for AV tech Lights: preset room lights out over screen **Remain as set through Wednesday, November 19 at 5 pm**
---	---

General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 13, 2025 @ 11:00 AM	Note (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern. **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 15, 2025 @ 12:00 PM	Note (3) Screens, set per diagram (3) Data/video projectors w/cart (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer (1) Confidence monitor **Remain as set through Wednesday, November 19 at 5 pm**
---	---

Audio/Visual - ON AV

Ready By:

Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (3) Wired Table microphones at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 10:00 AM

Note

Electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 12:00 PM

Note

(2) Laptop computers with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

(1) Laptop placed at Lectern

(1) Laptop computer and (1) Computer mouse placed at Head Table

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
2:00 PM- 4:30 PM
SYM01
SDCC: 6A

Function Type: Symposium	Billing Group: SfN Master
Estimated Attendance: 952	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

- Note
- (1) Set stage per diagram with steps and railings
 - (2) 8' x 30" Skirted Head tables with (7) chairs
 - (1) Extra chair at end of head table
- Set room theater style for (952)
- (1) Standing lectern with light stage left
- (1) 6' x 30" table with (2) chairs for AV tech
- Lights: preset room lights out over screen
- **Remain as set through Wednesday, November 19 at 5 pm**

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 11:00 AM

- Note
- (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.
- **Remain as set through Wednesday, November 19 at 5 pm**

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

- Note
- (1) Screen, set per diagram
 - (1) Data/video projector w/cart
 - (1) 4x1 Switcher
 - (1) Laser Pointer
 - (1) Projectionist
 - (1) Digital Timer
- **Remain as set through Wednesday, November 19 at 5 pm**

Audio/Visual - ON AV

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (1) Lectern microphone
- (3) Wired Table microphones at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

****Remain as set through Wednesday, November 19 at 5 pm****

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 10:00 AM

Note

- (1) 20amp drop under screen

Other electric from wall outlets run by Local #122

****Remain as set through Wednesday, November 19 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 15, 2025 @ 12:00 PM

Note

- (2) Laptop computers with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Laptop Placement:

- (1) Laptop placed at Lectern
- (1) Laptop computer and (1) Computer mouse placed at Head Table

****Remain as set through Wednesday, November 19 at 5 pm****

Saturday, November 15, 2025
3:00 PM- 4:00 PM
LEC03
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:	Note
Saturday, November 15, 2025 @ 2:00 PM	As set on Saturday, November 15 at 10:00 a.m.

Setup - SDCC

Ready By:	Note
Saturday, November 15, 2025 @ 2:30 PM	Add (1) 6' x 30" Skirted Head table with (2) chairs on stage left of the podium for the Q&A portion of this session only.
	Remove table and chairs after the conclusion of this session.

Saturday, November 15, 2025

3:00 PM- 5:00 PM

PDW: Getting Started in Neuroscience Education Research

SDCC: 1A, 1B

Function Type: Workshop

Estimated Attendance: 330

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Saturday, November 15, 2025 @ 2:00 PM

Note

As set on Saturday, November 15 at noon

Saturday, November 15, 2025

3:00 PM- 5:00 PM

PDW: Translational Career Paths: At the Bench or Beyond

SDCC: 2

Function Type: Workshop

Estimated Attendance: 297

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Saturday, November 15, 2025 @ 2:00 PM

Note

As set on Saturday, November 15 at noon

Saturday, November 15, 2025
3:30 PM- 5:00 PM
MS Farewell Event
SDCC: 22

Function Type: Reception	Billing Group: SfN Master
Estimated Attendance: 125	Meeting Planner: Paula Kara
Room Set: Reception	Post: No
	Cost Center: A-OVE200-A140

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - SDCC

Ready By: Saturday, November 15, 2025 @ 2:30 PM	Note VIP Event Set reception style with a combination of highboys and low cocktail rounds with chairs to provide seating for 50. Please note that we may take a group from this event to Ballroom 20 through the back of the house. (1) 6' table w/ 2 chairs outside of room.
--	---

Audio/Visual - ON AV

Ready By: Saturday, November 15, 2025 @ 2:30 PM	Note (2) Handheld Wireless Microphones
--	---

Food And Beverage - SDCC Catering

Ready By: Saturday, November 15, 2025 @ 3:15 PM	Note VIP Event: China service @ \$2.50 per person. Please use black linens and votives, if possible. The Cheese Board - Imported and Domestic Varieties, Dried California Fruit, Sliced Baguettes and Crackers for 125 @ \$14++ per person. (2) Hosted Bars: Bartender fees of \$275++ each if minimum of \$750 per bar is not met Premium Wine @ \$12++ per glass Imported Beer @ \$9++ each Local Craft Beer @ \$9++ each Hard Sparkling Water @ \$9++ each Assorted Sodas @ \$5++ each Canned Spring and Bubbly Water @ \$5++ each
--	---

Saturday, November 15, 2025
3:30 PM- 4:30 PM
MTE01
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Saturday, November 15, 2025 @ 2:30 PM

Note
As set Saturday, November 15 at 1:30 p.m.

Saturday, November 15, 2025- Wednesday, November 19, 2025

4:00 PM- 5:00 PM

Product Theater #1

SDCC

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MO200-A709

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:
Thursday, November 13, 2025 @ 12:00 PM

Note
Sunday, Nov. 16
10:00 AM PST; 11:30 AM PST; 1:00 PM PST; 2:30 PM PST; 4:00 PM PST

Monday, Nov. 17
10:00 AM PST; 11:30 AM PST; 1:00 PM PST; 2:30 PM PST; 4:00 PM PST

Tuesday, Nov. 18
10:00 AM PST; 11:30 AM PST; 1:00 PM PST; 2:30 PM PST; 4:00 PM PST

Ready By:
Thursday, November 13, 2025 @ 12:00 PM

Note
Supplies
(6) Containers - Sanitizing wipes to clean headsets after each session
(2) Boxes - Disposable gloves for cleaning headsets

Setup - SDCC

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

Note
Product Theater #1
(1) Stage 12' x 16' x 24" with steps and railings
(1) Lectern

Remain as set through Wednesday, November. 19 at 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 13, 2025 @ 12:00 PM

Note
SET AS PER DIAGRAM
PRODUCT THEATER #1 (1200 Aisle)
80 x 40 black carpet
16ft. double black drape separating Product Theater #1 and #2
3ft black drape side rail on three sides with a 15 ft. opening

STAGE

- (1) Cort WD3 Table for stage
- (2) Cort XCHR Chairs for stage
- (1) 6' skirted table with (2) chairs for SfN staff.
- (3) 6' skirted table with (2) chairs for AV Tech.
- (4) Wastebasket
- (36) chairs set for Saturday's BAW session.
- Stanchion at 15' entrance to use during non presenting hours

- (1), DS banner, on Signage Master order - please hang this above the black drape between the 2 product theaters
- (1) 15' x 6' SS Backdrop Banner, please use image
- Please hang these and roll. Unroll after the BAW session at 5:00pm on Saturday, Nov. 5

****Remain as set through Wednesday, November. 19 at 5:00 pm****

Ready By:

Friday, November 14, 2025 @ 8:00 AM

Note

- (36) Side chairs

Ready By:

Sunday, November 16, 2025 @ 8:00 AM

Note

Product Theater #1 (1200 Aisle)

Add (124 side chairs to the already set 36 side chairs) Note: (50) of up to 200 at NC per agreement)

- (6) 42" High Ped Table

****Remain as set through Wednesday, November 19 at 5:00 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 14, 2025 @ 5:00 PM

Note

Product Theater #1 (1200 Aisle)

- (2) 10' Screens
- (2) Data Projectors
- (1) 4x1 switcher
- (1) Digital Timer

Product Theater #1 Wireless headsets

- (175)
- (50) Backup

Please deliver headsets to the Exhibit Management Office - Lobby D to be cleaned.

****Remain as set through Wednesday, November 19. 9 at 5:00 pm****

Electrical - The Expo Group (TEG)

Ready By:

Friday, November 14, 2025 @ 12:00 PM

Note

- (1) Electrical at Lectern
- (2) Electrical drops one at each projector
- (1) AV Tech Table

****Remain as set through Wednesday, November 19 at 5:00 pm****

Other - SDCC

Ready By:
Saturday, November 15, 2025 @ 11:00 AM

Note

Please vacuum this area before the BAW event at 2:00pm and each evening when the aisles are vacuumed. Show management area.

Saturday, November 15, 2025
5:30 PM- 6:45 PM
LEC04
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, November 15, 2025 @ 4:30 PM

Note
As set on Saturday, November 15 at 10:00 a.m.

Saturday, November 15, 2025
6:45 PM- 9:30 PM
Early Career Poster Session and A Networking Event
SDCC: Halls B-H

Function Type: Exhibits	Billing Group: SfN Master
Estimated Attendance: 1500	Meeting Planner: Allison Burns
Room Set: See Diagram	Post: Yes
	Cost Center: A-AT200-A166

Contacts

Contact: Marie Dussauze

Logistics

General Notes - SfN

Ready By:
Saturday, November 15, 2025 @ 5:30 PM

Note
Early Careers Poster Session (Est. 1500)
Sat, November 15, 6:45 p.m. - 8:45 p.m.

Career Development Topics: A Networking Event (Est. 200)
Sat, November 15, 8:00 p.m. - 9:30 p.m.

Attendees can start entering the Poster Area at 5:45 pm.
Hall E doors and possibly Hall G doors will be used for entry

QR code on the signage will link to the Program, SfN staff to have printed programs for reference.

Setup - The Expo Group (TEG)

Ready By:
Saturday, November 15, 2025 @ 5:00 PM

Note
SET PER DIAGRAM

(2) Skirted tables and (4) chairs in Lobby E
(2) Easels
(3,500) push pins
(950) dixie cups

POSTERS
*****Poster presenters will use existing poster board numbers (xxx) poster faces using Rows X - X*****

NETWORKING AREA - Hall H

3' drape around the (21) rounds with 1 opening.
(1) Easel
(3) Wastebaskets

METER BOARDS (See Diagram for placement)
(10)1M boards and caution tape or drape in other areas of the hall.

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

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 14, 2025 @ 7:00 PM

Note

(1) Handheld Mic at the Networking Area tables in hall G, please deliver the microphone to the registration tables in Lobby E.

Sound Operator 8:00 PM - 9:30 PM

Electrical - The Expo Group (TEG)

Ready By:

Saturday, November 15, 2025 @ 5:00 PM

Note

(2) power strips, if electrical outlet not near registration desk in lobby, will need to have (1) 110v

Ready By:

Saturday, November 15, 2025 @ 5:00 PM

Note

(1) 110V 20 amp drops

(2) power strips

Other - Lincoln Security

Ready By:

Saturday, November 15, 2025 @ 5:00 PM

Note

(10) Security guards (5:00 pm - 10:00 pm) around the exhibit hall / poster area.

Note: Caution tape will be around the perimeter of the hall. Attendees are not permitted in the exhibit area.

Attendees can enter the Poster Area at 5:45 pm.

Security request is posted on the security schedule.

Other - Maritz

Ready By:

Saturday, November 15, 2025 @ 5:30 PM

Note

(1) Registration counter in Lobby D to be open during this event until 8:00 p.m.

Food And Beverage - SDCC Catering

Ready By:

Saturday, November 15, 2025 @ 5:45 PM

Note

NETWORKING EVENT

(21) tables in draped off area, please put new table linens on the tables for this session that begins at 6:45 pm.

(21) Table card holders placed on tables

(2) cases of bottled water, please deliver at 6:00 p.m. to the check-in desk in Lobby E.

Saturday, November 15, 2025

7:00 PM- 9:30 PM

g.tec's Brain Computer Interface (BCI) Workshop

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: Christoph Guger

Organizer Email: guger@gtec.at

Logistics

Setup - SDCC

Ready By:

Saturday, November 15, 2025 @ 6:00 PM

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:

Saturday, November 15, 2025 @ 6:00 PM

Note

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

Satellite organizer will use the following existing items:

- (1) Screen, set per diagram
- (1) Data Projector
- (1) Cart

Audio/Visual - ON AV

Ready By:

Saturday, November 15, 2025 @ 6:00 PM

Note

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

Satellite organizer will use the following existing items:

- (1) Lectern microphone
- (1) Floor microphone
- (1) DI under 6' table for computer

Food And Beverage - SDCC Catering

Ready By:

Saturday, November 15, 2025 @ 6:00 PM

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

8:00 AM- 6:00 PM

Exhibitor Lounge

SDCC: Exhibitor Lounge, Lobby D

Function Type: Exhibits

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MO200-A705

Contacts

Contact:

Logistics

Setup - SDCC

Ready By:
Wednesday, November 12, 2025 @ 5:00 PM

Note
Provide rounds and chairs per diagram.
(2) 6ft. draped tables for Food & Beverage Station

Remain as set through Wednesday, November. 20 at 6:00 a.m.

Other - SDCC

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

Note
Please monitor room (entrance through the Exhibit Management Office) on a regular basis to empty trash cans.

Vacuum room every day between 5:00 p.m. - 5:30 p.m. beginning Thursday, Nov. 13 - Wednesday, Nov. 19, room is locked at 6:00 p.m.

Remain as set through Wednesday, November. 19 at 8:00pm

Food And Beverage - SDCC Catering

Ready By:
Saturday, November 15, 2025 @ 10:00 PM

Note
(1) Water cooler with disposable cups. Replenish as needed throughout the week.

Remain as set through Wednesday, November 19 at 5:00 p.m.

Ready By:
Sunday, November 16, 2025 @ 7:30 AM

Note
Beverage to be provided on show days only, Sunday - Wednesday. Do not refresh without permission from the Exhibit Management team (Allison or Jennifer, Exhibit Management Office, next door)

COFFEE \$80.00 per gallon
TEA, \$80.00 per gallon
All prices are subject to 23.5% service charge and 8% taxes.

Morning service 8:30 am

Serve the following each morning:

(20) Gallons of regular coffee

(4) Gallons of decaf coffee

(4) Gallons of tea

Mid-morning service 10:30 am

(10) Gallons of regular coffee

(3) Gallons of decaf coffee

(2) Gallons of tea

Afternoon service 3:00 pm

(20) Gallons of regular coffee

(4) Gallons of decaf coffee

(4) Gallons of tea (gallon)

NOTE: Please have room cleaned by 5:30 pm each evening. Room is locked at 6 pm.

Sunday, November 16, 2025

8:00 AM- 10:45 AM

NANO007

SDCC: 11A, 11B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

8:00 AM- 11:30 AM

NANO008

SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

8:00 AM- 10:30 AM

NANO009

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

8:00 AM- 10:00 AM

NANO010

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

8:00 AM- 11:30 AM

NANO011

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 7:00 AM

Note

As set on Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

8:00 AM- 10:30 AM

NANO012

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025- Tuesday, November 18, 2025

8:00 AM- 3:00 PM

Press Conference Room

SDCC: 15A

Function Type: Other

Estimated Attendance: 40

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 7:00 AM

Note

As set on Thursday, November 13

Press conferences will be held Sunday-Tuesday. The current schedule is:

Sunday, November 16

9–10 a.m. Sensory Perception Press Conference

11 a.m.–noon Parenting Press Conference

12:15–1:15 p.m. Migraine Press Conference

1:30 –2:30 p.m. Brain-Machine Interfaces Press Conference

3–4 p.m. Alzheimer’s Press Conference

Monday, November 17

9–10 a.m. GLP-1 Press Conference

11 a.m.–noon AI/Machine Learning Press Conference

Tuesday, November 18

11 a.m.–noon Autism Press Briefing

2–3 p.m. Precision Neuroscience Press Conference

Sunday, November 16, 2025
8:00 AM- 9:00 AM
SfN & FENS Leadership Meeting
SDCC: 27A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 15	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 16, 2025 @ 7:00 AM	As set on Thursday, November 13

Food And Beverage - SDCC Catering

Ready By:	Note
Sunday, November 16, 2025 @ 7:45 AM	Continental Breakfast @ \$28.00++ per person
	Breakfast Pastries and Muffins
	Fresh Whole Fruit
	Bottled Orange Juice
	Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea
	All prices are subject to 23.5% service charge and 8% taxes.

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

9:00 AM- 5:00 PM

Exhibits Open

SDCC: Halls B-H

Function Type: Exhibits

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:
Saturday, November 15, 2025 @ 8:30 AM

Note
Sunday, November 16 - Wednesday, November 19 - 9:30am - 5:00pm

Sunday, November 16, 2025
9:00 AM- 10:00 AM
LEC05
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 8:00 AM

Note
As set on Saturday, November 15 at 10:00 a.m.

Sunday, November 16, 2025
9:00 AM- 10:00 AM
MTE02
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 8:00 AM

Note
As set Saturday, November 15 at 1:30 p.m.

Sunday, November 16, 2025
9:00 AM- 11:00 AM
NDP Workshop: Resilience in Research and Education: Navigating Career Challenges
SDCC: 2

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 400	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-AT200-A168

Contacts

Contact: Eiman Abdelgadir

Logistics

General Notes - SfN

Ready By: Sunday, November 16, 2025 @ 9:00 AM	Note As set on Saturday, November 15 at noon
--	---

Sunday, November 16, 2025

9:00 AM- 11:00 AM

PDW: Breaking Neuroscience Language Barriers in Spanish and Beyond

SDCC: 1A, 1B

Function Type: Workshop

Estimated Attendance: 330

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 8:00 AM

Note

As set on Saturday, November 15 at noon

Sunday, November 16, 2025
9:30 AM- 11:00 AM
Brainfacts.org Editorial Board
SDCC: 4

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 18	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: A-NL300-N130

Contacts

Contact: Juliet Beverly

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 16, 2025 @ 8:30 AM	As set on Monday, November 17 at 10 am

Audio/Visual - ON AV

Ready By:	Note
Sunday, November 16, 2025 @ 8:30 AM	No mics will be used for this meeting.

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 16, 2025 @ 8:30 AM	(1) Laptop 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:	Note
Sunday, November 16, 2025 @ 9:15 AM	Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon
	(1) Dozen Muffins @ \$60.00++ per dozen
	(1) Dozen Breakfast Breads @ \$55.00++ per dozen
	All prices are subject to 23.5% service charge and 8% taxes.

Sunday, November 16, 2025

9:30 AM- 12:00 PM

MIN06

SDCC: 6B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

9:30 AM- 12:00 PM

MIN07

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025
9:30 AM- 12:00 PM
MIN08
SDCC: 6C, 6F

Function Type: Minisymposium	Billing Group: SfN Master
Estimated Attendance: 957	Meeting Planner: Sharon Bowles
Room Set: As Set	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 8:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

9:30 AM- 12:00 PM

MIN09

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

9:30 AM- 11:30 AM

Neuroscience Scholars Program Mentoring Event

SDCC: 3

Function Type: Meeting

Estimated Attendance: 90

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT300-N309

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 8:30 AM

Note

As set on Saturday, November 15 @ 9 a.m.

Setup - SDCC

Ready By:

Sunday, November 16, 2025 @ 8:30 AM

Note

(2) Skirted Registration/Materials tables near the entrance
(4) Chairs

Audio/Visual - Atlantic Images & Sound

Ready By:

Sunday, November 16, 2025 @ 8:30 AM

Note

(1) Screen
(1) Data Projector

Audio/Visual - ON AV

Ready By:

Sunday, November 16, 2025 @ 8:30 AM

Note

(1) Lectern Microphone
(1) PTT Table Microphone
(1) Audio DI @ lectern

Computer - Atlantic Images & Sound

Ready By:

Sunday, November 16, 2025 @ 8:30 AM

Note

(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:
Sunday, November 16, 2025 @ 9:15 AM

Note

CONTINENTAL BREAKFAST @ \$28++ per person

Freshly Baked Breakfast Pastries and Muffins

Fresh Whole Fruit

Bottled Orange Juice

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

Assorted Soft Drinks @ \$5.00++ each, charged on consumption.

Chilled Bottled Water @ \$5.00++ each, charged on consumption.

All prices are subject to 23.5% service charge and 8% sales taxes

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)
- Note
- Membership (at corner of 2000 Aisle and Hall Entrance):
- (2) Enclosed Counters (to accommodate 4 people)
 - (4) Task Chairs
 - (2) Wastebaskets

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

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.

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.

Sunday, November 16, 2025
9:30 AM- 12:00 PM
SYM02
SDCC: 6A

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 8:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

10:00 AM- 12:00 PM

Government & Public Affairs Committee

SDCC: 26B

Function Type: Meeting

Estimated Attendance: 26

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: G-AT200-M603

Contacts

Contact: Rebecca Whitney

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 9:00 AM

Note

As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:

Sunday, November 16, 2025 @ 9:00 AM

Note

(1) Screen
(1) Projector
(14) Push to Talk Microphones
(1) Laser Pointer

Computer - Atlantic Images & Sound

Ready By:

Sunday, November 16, 2025 @ 9:00 AM

Note

(1) Laptop 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:

Sunday, November 16, 2025 @ 9:45 AM

Note

Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon
Assorted Soft Drinks @ \$5.00++ each, charged on consumption.
Chilled Bottled Water @ \$5.00++ each, charged on consumption.

(1) Dozen Muffins @ \$60.00++ per dozen
(1) Dozen Breakfast Breads @ \$55.00++ per dozen
(1) Dozen Scones @ \$60.00++ per person

All prices are subject to 23.5% service charge and 8% taxes.

Sunday, November 16, 2025

10:00 AM- 11:30 AM

Journal of Neuroscience Senior Editors Meeting

SDCC: 27A

Function Type: Meeting

Estimated Attendance: 12

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: J-SP401-J804

Contacts

Contact: Andrea Hernandez Mendez

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 9:00 AM

Note

As set Thursday, November 13

Sunday, November 16, 2025

10:00 AM- 11:00 AM

TEG Move Out Meeting

SDCC: 14A

Function Type: Meeting

Estimated Attendance: 15

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Chris Balak

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 9:00 AM

Note

As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:

Sunday, November 16, 2025 @ 9:00 AM

Note

No mics will be used for this meeting

Sunday, November 16, 2025
10:00 AM- 12:00 PM
Trainee Advisory Committee
SDCC: 26A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 24	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M855

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 16, 2025 @ 9:00 AM	As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 16, 2025 @ 9:00 AM	(1) Screen (1) Data Projector with Cart (12) Push to talk table microphones

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 16, 2025 @ 9:00 AM	(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:	Note
Sunday, November 16, 2025 @ 9:45 AM	CONTINENTAL BREAKFAST @ \$28.00 ++ per person Baked Breakfast Pastries and Muffins Fresh Whole Fruit Bottled Orange Juice Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea All prices are subject to 23.5% service charge and 8% taxes.

Sunday, November 16, 2025
10:30 AM- 12:00 PM
DUP01
SDCC: 6D, 6E

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 9:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025
10:30 AM- 11:30 AM
LEC06
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 9:30 AM

Note
As set on Saturday, November 15 at 10:00 a.m.

Sunday, November 16, 2025
11:00 AM- 12:00 PM
MTE03
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 10:00 AM

Note
As set Saturday, November 15 at 1:30 p.m.

Sunday, November 16, 2025

11:30 AM- 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 70	Meeting Planner: Dawn Keane
Room Set: As Set	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - SDCC Catering

Ready By:
Sunday, November 16, 2025 @ 11:15 AM

Note

Replenish as needed throughout the day:
(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:
Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon
Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:
SL4 @ \$43 ++ per person
ASIAN FLAVORS
Salad Bar: Spicy Greens, Green Papaya, Black Radish, Shredded Red Cabbage and Mandarin Orange Segments
Served with Yuzu Pear Vinaigrette (GF/Vegan) and Sweet Agave Soy Dressing (Vegan)
Gochuchang Orange Chicken with Scallions and White Sesame
Miso Glazed Cod with Ginger and Lemongrass
Udon Noodles with Chinese Eggplant, Basil and Sweet Peppers (Vegan)
Jasmine Rice (GF/Vegan)
Matcha Cheesecake with Tropical Fruit (V)
Mango Coconut Cake (V)

Please label all food for vegetarian, vegan, gluten free, dairy free, and any allergens

Assorted Canned Soda @ \$5.00++ each, charged on consumption
Please have Coke products available

All prices are subject to 23.5% service charge and 8% sales taxes.

Sunday, November 16, 2025

12:00 PM- 2:00 PM

Journal of Neuroscience Early Career Researcher Advisory Board

SDCC: 14A

Function Type: Meeting

Estimated Attendance: 20

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: J-SP401-J804

Contacts

Contact: Andrea Hernandez Mendez

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 11:00 AM

Note

As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:

Sunday, November 16, 2025 @ 11:00 AM

Note

No mics will be needed for this meeting

Sunday, November 16, 2025
12:00 PM- 1:00 PM
LEC07
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By: Sunday, November 16, 2025 @ 11:00 AM	Note As set on Saturday, November 15 at 10:00 a.m.
---	---

Setup - SDCC

Ready By: Sunday, November 16, 2025 @ 8:00 AM	Note Add Wheelchair lift at stage and test by 8 a.m. The speaker scheduled at 12 p.m. will utilize the lift.
Ready By: Sunday, November 16, 2025 @ 11:00 AM	Note Add (1) 6' x 30" Skirted head table for speaker scheduled at 12 p.m. Remove head table after this session concludes.

Sunday, November 16, 2025

12:00 PM- 2:00 PM

PDW: Elevating Pedagogy: Teaching-Focused Career Paths at Research-Intensive Universities

SDCC: 2

Function Type: Workshop

Estimated Attendance: 297

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 11:00 AM

Note

As set on Saturday, November 15 at noon

Sunday, November 16, 2025

12:00 PM- 2:00 PM

PDW: Tools and Resources for Teaching Neuroscience: A Core Concepts Approach

SDCC: 1A, 1B

Function Type: Workshop

Estimated Attendance: 330

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 11:00 AM

Note

As set on Saturday, November 15 at noon

Sunday, November 16, 2025
1:00 PM- 2:00 PM
MTE04
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 12:00 PM

Note
As set Saturday, November 15 at 1:30 p.m.

Sunday, November 16, 2025

1:00 PM- 4:00 PM

NANO013

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 12:00 PM

Note

As set on Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

1:00 PM- 4:30 PM

NANO014

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

1:00 PM- 4:15 PM

NANO015

SDCC: 11A, 11B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

1:00 PM- 2:45 PM

NANO016

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

1:00 PM- 4:15 PM

NANO017

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025

1:00 PM- 4:30 PM

NANO018

SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Sunday, November 16, 2025
1:00 PM- 3:00 PM
Professional Development Committee
SDCC: 26B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-AT200-M457

Contacts

Contact: Eiman Abdelgadir

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 16, 2025 @ 12:00 PM	As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 16, 2025 @ 12:00 PM	(1) Screen (1) Data Projector with Cart (15) Push to Talk Microphones (1) Laser Pointer

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 16, 2025 @ 12:00 PM	(1) Laptop 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:	Note
Sunday, November 16, 2025 @ 12:30 PM	Freshly Brewed Coffee, Decaf & Hot Teas @ \$80.00++ per gallon Assorted Soft Drinks @ \$5.00++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (3) dozen Assorted Cookies @ \$50.00++ per dozen Sliced Seasonal Fruit and Berries for (20) @ \$12++ per person All prices are subject to 23.5% service charge and 8% taxes.

Sunday, November 16, 2025
1:00 PM- 2:00 PM
SfN & IBRO Leadership Meeting
SDCC: 27A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 18	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 16, 2025 @ 12:00 PM	As set on Thursday, November 13

Food And Beverage - SDCC Catering

Ready By:	Note
Sunday, November 16, 2025 @ 12:45 PM	L1 @ \$38.00++ per person
	TRADITIONAL BOXED LUNCH:
	· Turkey and Havarti
	· Ham and Havarti
	· Fresh Mozzarella, Sliced Tomatoes and Nut-Free Basil Pesto
	Kettle Chips
	Chocolate Chip Cookie
	Assorted Canned Pepsi Beverages
	All prices are subject to 23.5% service charge and 8% sales taxes.

Sunday, November 16, 2025
1:30 PM- 2:30 PM
LEC08
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 12:30 PM

Note
As set on Saturday, November 15 at 10:00 a.m.

Sunday, November 16, 2025

2:00 PM- 4:30 PM

MIN10

SDCC: 6A

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

2:00 PM- 4:30 PM

MIN11

SDCC: 6D, 6E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

2:00 PM- 4:30 PM

MIN12

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

2:00 PM- 4:30 PM

MIN13

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

2:00 PM- 4:30 PM

MIN14

SDCC: 6B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 1:00 PM

Note

As set on Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025

2:00 PM- 4:30 PM

MIN15

SDCC: 6C, 6F

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Sunday, November 16, 2025
3:00 PM- 4:30 PM
LEC09
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 2:00 PM

Note
As set on Saturday, November 15 at 10:00 a.m.

Sunday, November 16, 2025
3:00 PM- 4:00 PM
MTE05
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 16, 2025 @ 2:00 PM

Note
As set Saturday, November 15 at 1:30 p.m.

Sunday, November 16, 2025

3:00 PM- 5:00 PM

PDW: Advancing Your Career Through Effective Science Writing for the Public and Creating Clear, Eye-Catching Research Statements

SDCC: 1A, 1B

Function Type: Workshop

Estimated Attendance: 330

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: Marie Dussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 2:00 PM

Note

As set on Saturday, November 15 at noon

Sunday, November 16, 2025

3:00 PM- 5:00 PM

PDW: Life After the PhD: Career Opportunities in Brain Data Science

SDCC: 2

Function Type: Workshop

Estimated Attendance: 297

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 2:00 PM

Note

As set on Saturday, November 15 at noon

Sunday, November 16, 2025

5:30 PM- 6:45 PM

LEC10

SDCC: Ballroom 20ABCD

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Sunday, November 16, 2025 @ 4:30 PM

Note

As set on Saturday, November 15 at 10:00 a.m.

Monday, November 17, 2025
7:30 AM- 9:00 AM
Donor & Volunteer Recognition Breakfast
SDCC: 10

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 200	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: A-DV200-A150

Contacts

Contact: Brian Barker

Logistics

Setup - SDCC

Ready By:	Note
Monday, November 17, 2025 @ 6:30 AM	(1) Lectern

Audio/Visual - ON AV

Ready By:	Note
Monday, November 17, 2025 @ 6:30 AM	(1) Lectern Microphone

Food And Beverage - SDCC Catering

Ready By:	Note
Monday, November 17, 2025 @ 7:00 AM	B2 - DELUXE CONTINENTAL BREAKFAST for (125) at \$30++ per person
	Freshly Baked Breakfast Pastries and Muffins
	Sliced Seasonal Fruit and Berries
	Bottled Orange Juice
	Freshly Brewed Coffee, Decaf and Hot Tea
	All prices are subject to 23.5% service charge and 8% taxes.
Ready By:	Note
Monday, November 17, 2025 @ 8:15 AM	B2 - DELUXE CONTINENTAL BREAKFAST for (75) at \$30++ per person
	Freshly Baked Breakfast Pastries and Muffins
	Sliced Seasonal Fruit and Berries
	Bottled Orange Juice
	Freshly Brewed Coffee, Decaf and Hot Tea
	All prices are subject to 23.5% service charge and 8% taxes.

Monday, November 17, 2025
7:30 AM- 9:30 AM
National Academy of Sciences Breakfast
SDCC: 31A, 31B, 31C

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 50	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: CatBlack

Logistics

General Notes - SfN

Ready By: Monday, November 17, 2025 @ 6:30 AM	Note One attendee will be in a wheelchair. Please ensure a clear path.
---	--

Setup - SDCC

Ready By: Friday, November 14, 2025 @ 12:00 PM	Note Set U-Shape for (50), no more than 2 per 6' or 3 per 8' Table (1) 6' table for audio tech with (1) chair (1) Easel outside the room
--	--

Audio/Visual - Atlantic Images & Sound

Ready By: Monday, November 17, 2025 @ 6:00 AM	Note (25) Push-to-Talk Table Microphones; 1 per 2 people (1) Data Projector with Cart (1) Screen
---	--

Food And Beverage - SDCC Catering

Ready By: Monday, November 17, 2025 @ 7:15 AM	Note SAN DIEGO SUNRISE BUFFET WITH SAUSAGE @ \$34++ per person Scrambled Cage-Free Eggs Pork Sausage Links Roasted Red Potatoes with Sea Salt & Rosemary Breakfast Pastries & Muffins Sliced Fresh Seasonal Fruit Bottled Orange Juice Freshly Brewed Coffee, Decaf and Hot Tea All prices are subject to 23.5% service charge and 8% taxes.
---	---

Monday, November 17, 2025
7:30 AM- 9:30 AM
Neuroscience Training Committee
SDCC: 14A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-AT200-M472

Contacts

Contact: Eiman Abdelgadir

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 6:30 AM	As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 6:30 AM	(1) Screen (1) Data Projector with Cart (15) Push to talk table microphones (1) Laser Pointer

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 6:30 AM	(1) Laptop 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:	Note
Monday, November 17, 2025 @ 7:00 AM	SAN DIEGO SUNRISE BUFFET WITH SAUSAGE @ \$34++ per person Scrambled Cage-Free Eggs Pork Sausage Links Roasted Red Potatoes with Sea Salt & Rosemary Breakfast Pastries & Muffins Sliced Fresh Seasonal Fruit Bottled Orange Juice Freshly Brewed Coffee, Decaf and Hot Tea All prices are subject to 23.5% service charge and 8% taxes.

Monday, November 17, 2025

7:30 AM- 9:30 AM

Public Education & Communications Committee (PECC)

SDCC: 26B

Function Type: Meeting

Estimated Attendance: 27

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: G-NL200-M652

Contacts

Contact: Hope Berns

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 6:30 AM

Note

As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, November 17, 2025 @ 6:30 AM

Note

(1) Screen

(1) Data Projector with Cart

(15) Push to talk table microphones

Food And Beverage - SDCC Catering

Ready By:

Monday, November 17, 2025 @ 7:00 AM

Note

SAN DIEGO SUNRISE BUFFET WITH SAUSAGE @ \$34++ per person

Scrambled Cage-Free Eggs

Pork Sausage Links

Roasted Red Potatoes with Sea Salt & Rosemary

Breakfast Pastries & Muffins Sliced Fresh Seasonal Fruit

Bottled Orange Juice

Freshly Brewed Coffee, Decaf and Hot Tea

All prices are subject to 23.5% service charge and 8% taxes.

Monday, November 17, 2025
8:00 AM- 9:30 AM
eNeuro Editorial Board
SDCC: 3

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 35	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: J-SP451-J804

Contacts

Contact: Emily Babcock

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 7:00 AM	As set on Saturday, November 15 @ 9 a.m.

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 7:00 AM	(1) Screen (7.75' x 14') (1) Data Projector

Audio/Visual - ON AV

Ready By:	Note
Monday, November 17, 2025 @ 7:00 AM	(1) Lectern Microphone (1) Audio DI @ lectern (2) Handheld Microphones PTT Table Microphone will not be used for this meeting

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 7:00 AM	(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:	Note
Monday, November 17, 2025 @ 7:45 AM	Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$80.00++ per gallon Assorted Soft Drinks @ \$5.00++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. All prices are subject to 23.5% service charge and 8% sales taxes

Monday, November 17, 2025

8:00 AM- 11:30 AM

NANO019

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

8:00 AM- 10:15 AM

NANO020

SDCC: 11A, 11B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

8:00 AM- 10:45 AM

NANO021

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

8:00 AM- 10:45 AM

NANO022

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 7:00 AM

Note

As set on Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

8:00 AM- 11:00 AM

NANO023

SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

8:00 AM- 11:30 AM

NANO024

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

8:00 AM- 5:00 PM

Podcast Neuroscience Perspectives - Filming space for Neuroscience Perspectives Podcast

SDCC: 19

Function Type: Satellite

Estimated Attendance: 4

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Kelsie Smith-Hayduk

Organizer Email: kelsie_smith-hayduk@urmc.rochester.edu

Logistics

Monday, November 17, 2025- Wednesday, November 19, 2025

9:00 AM- 5:00 PM

Donor & Volunteer Lounge

SDCC: 10

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 25	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: A-DV200-A150

Contacts

Contact: Katherine Collins

Logistics

Food And Beverage - SDCC Catering

Ready By:
Monday, November 17, 2025 @ 9:00 AM

Note
Beverage service required Monday - Wednesday
Beverages to be set all day

NOTE: VIP ROOM - please check room frequently throughout the day to ensure beverages do not run out

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$80.00++ per gallon
BOTTLED WATER \$5.00 each, charged on consumption

All prices are subject to 23.5% service charge and 8% taxes.

Monday, November 17, 2025
9:00 AM- 10:00 AM
LEC11
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 8:00 AM

Note
As set on Saturday, November 15 at 10:00 a.m.

Monday, November 17, 2025
9:00 AM- 10:00 AM
MTCE02
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 8:00 AM

Note
As set Saturday, November 15 at 1:30 p.m.

Monday, November 17, 2025

9:00 AM- 11:00 AM

**PDW: Women Shaping Neuroscience: Navigating Leadership of Major Multidisciplinary Collab
Collaborative Projects**

SDCC: 2

Function Type: Workshop

Estimated Attendance: 297

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: Marie Dussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 8:00 AM

Note

As set on Saturday, November 15 at noon

Monday, November 17, 2025

9:30 AM- 12:00 PM

MIN16

SDCC: 6C, 6F

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025

9:30 AM- 12:00 PM

MIN17

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025

9:30 AM- 12:00 PM

MIN18

SDCC: 6B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025

9:30 AM- 12:00 PM

MIN19

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025
9:30 AM- 11:00 AM
National Academies of Science Mentoring Event
SDCC: 32A, 32B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 125	Meeting Planner: Dawn Keane
Room Set: Banquet	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: Eiman Abdelgadir

Logistics

Setup - SDCC

Ready By: Monday, November 17, 2025 @ 6:00 AM	Note Set room in banquet rounds for (140) (1) Standing lectern (1) Skirted 6' tables with (2) chairs outside room (1) Easel
--	--

Audio/Visual - ON AV

Ready By: Monday, November 17, 2025 @ 7:00 AM	Note (1) Lectern microphone
--	---------------------------------------

Monday, November 17, 2025
9:30 AM- 12:00 PM
SYM03
SDCC: 6A

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 8:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025
10:00 AM- 11:30 AM
Animals in Research
SDCC: 16A, 16B

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 150	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-AT200-A176

Contacts

Contact: Katherine Bloom

Logistics

General Notes - SfN

Ready By: Monday, November 17, 2025 @ 9:00 AM	Note As set on Friday, November 14 @ 1 p.m.
--	--

Computer - Atlantic Images & Sound

Ready By: Monday, November 17, 2025 @ 9:00 AM	Note (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.
--	---

Other - Lincoln Security

Ready By: Monday, November 17, 2025 @ 10:00 AM	Note (2) Security Guards 9:00 a.m. – 12 p.m.
---	---

Monday, November 17, 2025

10:00 AM- 11:00 AM

Ask Anything - Stepping Into Your Power: Redefining Careers, Breaking Down Barriers, and Taking Risks

SDCC: 4

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 40	Meeting Planner: Allison Burns
Room Set: See Diagram	Post: Yes
	Cost Center: A-AT200-A177

Contacts

Contact: MarieDussauze

Logistics

Setup - SDCC

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

- Note
- SET PER DIAGRAM
 - (8) Half Rounds for (40)
 - (1) Draped cocktail round
 - (15) Chairs around the perimeter
 - (1) 6'x30" skirted AV Tech table with (1) chair
 - Water for speakers at head table
 - (1) Easel outside of room
 - (1) Wastebasket
 - (1) 6'x30" Skirted Registration/Materials table at entrance with (2) chairs
- **Remain as set through Wednesday, November 19 at 5:00 p.m.**

Setup - The Expo Group (TEG)

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

- Note
- (4) stools at the front of room
- **Remain as set through Wednesday, November 19 at 5:00 p.m.**

Audio/Visual - ON AV

Ready By:
Monday, November 17, 2025 @ 9:00 AM

- Note
- (4) Lavalier Microphones
- **Remain as set through Wednesday, November 19 at 5:00 p.m.**

Monday, November 17, 2025

10:00 AM- 11:00 AM

eNeuro Advisory Board

SDCC: 27A

Function Type: Meeting

Estimated Attendance: 10

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: J-SP451-J804

Contacts

Contact: Emily Babcock

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 9:00 AM

Note

As set Thursday, November 13

Monday, November 17, 2025
10:30 AM- 12:00 PM
BTCR01
SDCC: 6D, 6E

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 9:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025

10:30 AM- 11:30 AM

LEC12

SDCC: Ballroom 20ABCD

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 9:30 AM

Note

As set on Saturday, November 15 at 10:00 a.m.

Monday, November 17, 2025
11:00 AM- 12:00 PM
Chapters Workshop
SDCC: 3

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 60	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M406

Contacts

Contact: Brandon Taylor

Logistics

General Notes - SfN

Ready By: Monday, November 17, 2025 @ 10:00 AM	Note As set on Saturday, November 15 @ 9 a.m.
---	---

Audio/Visual - ON AV

Ready By: Monday, November 17, 2025 @ 12:00 AM	Note (1) Lectern Microphone (1) Lavalier Microphone (1) Handheld Microphones PTT Table Microphone will not be used for this meeting
---	--

Food And Beverage - SDCC Catering

Ready By: Monday, November 17, 2025 @ 10:45 AM	Note Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$80.00++ per gallon Assorted Soft Drinks @ \$5.00++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. All prices are subject to 23.5% service charge and 8% sales taxes
---	---

Monday, November 17, 2025
11:00 AM- 12:00 PM
MTE06
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 10:00 AM

Note
As set Saturday, November 15 at 1:30 p.m.

Monday, November 17, 2025
11:00 AM- 12:00 PM
Neuroscience Scholars Program Advisory Board
SDCC: 26B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 14	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-AT300-G312

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 10:00 AM	As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 10:00 AM	(1) Screen (1) Projector No microphones will be needed for this meeting

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 10:00 AM	(1) Laptop 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:	Note
Monday, November 17, 2025 @ 10:45 AM	Assorted Soft Drinks @ \$5.00++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (1) Dozen Muffins @ \$60.00++ per dozen (1) Dozen Breakfast Breads @ \$55.00++ per dozen All prices are subject to 23.5% service charge and 8% taxes.

Monday, November 17, 2025

11:00 AM- 8:00 PM

PC Reset

SDCC: 31A, 31B, 31C

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 11:00 AM

Note

Blocking space to ensure there is time for the meeting room reset to the Program Committee set.

Monday, November 17, 2025

11:30 AM- 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - SDCC Catering

Ready By:

Monday, November 17, 2025 @ 11:15 AM

Note

Replenish as needed throughout the day:

(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

SL5 @ \$45 ++ per person

COMFORT FOOD

Salad Bar: Romaine and Iceberg Lettuce, Bacon (GF/DF), Baby Heirloom Tomatoes, Pickled Red Onion (GF/Vegan), Egg, Crumbled Blue Cheese and Artichoke Hearts

Served with Creamy Avocado Ranch (GF/V) and House Made Balsamic Vinaigrette (GF/Vegan)

Rolls and Butter

Country Fried Chicken

Roasted Pork Loin with Sweet Peach and Cider Vinegar Glaze (GF)

Mashed Yukon Gold Potatoes (GF/V)

French Green Beans with Temecula Olive Oil and Sea Salt (GF/Vegan)

Chocolate Hazelnut Cake (V)

Cookies (V)

Please label all food for vegetarian, vegan, gluten free, dairy free, and any allergens

Assorted Canned Soda @ \$5.00++ each, charged on consumption

Please have Coke products available

All prices are subject to 23.5% service charge and 8% sales taxes.

Monday, November 17, 2025

12:00 PM- 1:00 PM

Ask Anything - Career Development Opportunities for Neuroscientists

SDCC: 4

Function Type: Workshop

Estimated Attendance: 40

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A177

Contacts

Contact: Marie Dussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 11:00 AM

Note

As set on Monday, November 17 at 9:00 a.m.

Monday, November 17, 2025

12:00 PM- 1:00 PM

LEC13

SDCC: Ballroom 20ABCD

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 11:00 AM

Note

As set on Saturday, November 15 at 10:00 a.m.

Monday, November 17, 2025

12:00 PM- 2:00 PM

PDW: Are SBIRs or STTRs Right for You?: A Primer for Small Businesses and University Partners

SDCC: 2

Function Type: Workshop

Estimated Attendance: 297

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: Marie Dussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 11:00 AM

Note

As set on Saturday, November 15 at noon

Monday, November 17, 2025

12:00 PM- 2:00 PM

PDW: Navigating Your Career Roadmap in a Changing Landscape

SDCC: 1A, 1B

Function Type: Workshop

Estimated Attendance: 330

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 11:00 AM

Note

As set on Saturday, November 15 at noon

Monday, November 17, 2025
12:00 PM- 3:00 PM
Scientific Publications Committee
SDCC: 14A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 16	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: J-SP200-M801

Contacts

Contact: Blythe Alexander

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 11:00 AM	As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 11:00 AM	(1) Screen (1) Data Projector with Cart (10) Push to Talk Microphones

Food And Beverage - SDCC Catering

Ready By:	Note
Monday, November 17, 2025 @ 11:30 AM	L15 NOSTALGIA LUNCH @ \$52++ per person Fresh Romaine, Radicchio, Carrots, Radish,Rainbow Cauliflower & Pink Lady Apple Vinaigrette Broccoli Slaw with Golden Raisins & Toasted Cashews Locally Made Rolls and Butter Seared Chicken Breast with Creamy Wild Mushrooms, Lemon Thyme & Black Pepper Carved Pork Loin with Sweet Peach and Cider Vinegar Glaze White Corn Grits with Local Honey and Micro Greens Baby Vegetables with Sea Salt & Temecula Olive Oil Chocolate and Hazelnut Cake with Dark Chocolate Ganache Lunch Buffets Include Freshly Brewed Coffee, Decaf, Hot Tea & Assorted Sodas All prices are subject to 23.5% service charge and 8% taxes.

Monday, November 17, 2025
1:00 PM- 3:00 PM
CAR Meeting
SDCC: 26B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-AT200-M604

Contacts

Contact: Rebecca Whitney

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 12:00 PM	As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 12:00 PM	(1) Screen (1) Data Projector with Cart (15) Push to Talk Microphones (1) Laser Pointer

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 12:00 PM	(1) Laptop 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:	Note
Monday, November 17, 2025 @ 12:30 PM	Freshly Brewed Coffee, Decaf & Hot Teas @ \$80.00++ per gallon Assorted Soft Drinks @ \$5.00++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (3) dozen Assorted Cookies @ \$50.00++ per dozen Sliced Seasonal Fruit and Berries for (20) @ \$12++ per person All prices are subject to 23.5% service charge and 8% taxes.

Monday, November 17, 2025
1:00 PM- 2:00 PM
MTE07
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 12:00 PM

Note
As set Saturday, November 15 at 1:30 p.m.

Monday, November 17, 2025

1:00 PM- 4:15 PM

NANO025

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

1:00 PM- 4:30 PM

NANO026

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 12:00 PM

Note

As set on Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

1:00 PM- 2:45 PM

NANO027

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

1:00 PM- 3:00 PM

NANO028

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025

1:00 PM- 2:45 PM

NANO029

SDCC: 11A, 11B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Monday, November 17, 2025
1:30 PM- 3:30 PM
Global Membership Committee
SDCC: 26A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 23	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M406

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 12:30 PM	As set on Thursday November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 12:30 PM	(1) Screen (1) Data Projector with Cart (11) Push to Talk Microphones

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 12:30 PM	(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:	Note
Monday, November 17, 2025 @ 1:15 PM	Freshly Brewed Coffee, Decaf & Hot Teas @ \$80.00++ per gallon Assorted Soft Drinks @ \$5.00++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (3) dozen Assorted Cookies @ \$50.00++ per dozen All prices are subject to 23.5% service charge and 8% taxes.

Monday, November 17, 2025
1:30 PM- 3:00 PM
STR01
SDCC: 6D, 6E

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 12:30 PM	As set Saturday, November 15 at 2 p.m.

Setup - SDCC

Ready By:	Note
Monday, November 17, 2025 @ 12:30 PM	Add Wheelchair lift next to stage and test by 12:30 p.m. The speaker scheduled at 1:30 p.m. will utilize the lift.
	Move the head table to the back of the stage so everyone has a line of sight for the speakers.

Audio/Visual - ON AV

Ready By:	Note
Monday, November 17, 2025 @ 12:30 PM	Add (1) Lapel microphone at head table for speaker scheduled at 1:30 p.m.

Monday, November 17, 2025

2:00 PM- 3:00 PM

Ask Anything - Navigating Stem Cell Resources: Models, Tools, and Expert Guidance

SDCC: 4

Function Type: Workshop

Estimated Attendance: 40

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A177

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 1:00 PM

Note

As set on Monday, November 17 at 9:00 a.m.

Monday, November 17, 2025
2:00 PM- 4:30 PM
MIN20
SDCC: 6C, 6F

Function Type: Minisymposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 1:00 PM

Note
As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025

2:00 PM- 4:30 PM

MIN21

SDCC: 6B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 1:00 PM

Note

As set on Saturday, November 15 at 2 p.m.

Monday, November 17, 2025

2:00 PM- 4:30 PM

MIN22

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025
2:00 PM- 4:30 PM
MIN23
SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Minisymposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 1:00 PM	As set Saturday, November 15 at 1 p.m.

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 17, 2025 @ 1:00 PM	Add to head table for Moderator in this Minisymposium Session MIN23 only: (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. (1) Computer mouse

Monday, November 17, 2025

2:00 PM- 4:30 PM

MIN24

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025
2:00 PM- 4:30 PM
SYM04
SDCC: 6A

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 1:00 PM

Note
As set Saturday, November 15 at 2 p.m.

Monday, November 17, 2025
3:00 PM- 4:30 PM
LEC14
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 2:00 PM

Note
As set on Saturday, November 15 at 10:00 a.m.

Monday, November 17, 2025
3:00 PM- 4:00 PM
MTE08
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 2:00 PM

Note
As set Saturday, November 15 at 1:30 p.m.

Monday, November 17, 2025

3:00 PM- 5:00 PM

PDW: Leadership at Every Step of the Journey

SDCC: 2

Function Type: Workshop

Estimated Attendance: 297

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 2:00 PM

Note

As set on Saturday, November 15 at noon

Monday, November 17, 2025
3:45 PM- 4:30 PM
Professional Development & Training Cluster
SDCC: 27A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 6	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-AT200-M457

Contacts

Contact: Adam Katz

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 17, 2025 @ 2:45 PM	As set on Thursday, November 13

Food And Beverage - SDCC Catering

Ready By:	Note
Monday, November 17, 2025 @ 3:30 PM	Assorted Soft Drinks @ \$5.00++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (1) Dozen Cookies @ \$50.00++ per dozen
	All prices are subject to 23.5% service charge and 8% sales taxes.

Monday, November 17, 2025

4:00 PM- 5:00 PM

Ask Anything - Publishing and Reviewing as Early Career Researchers: Challenges and Opportunities

SDCC: 4

Function Type: Workshop

Estimated Attendance: 40

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A177

Contacts

Contact: Marie Dussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 17, 2025 @ 3:00 PM

Note

As set on Monday, November 17 at 9:00 a.m.

Monday, November 17, 2025
5:30 PM- 6:45 PM
LEC15
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Monday, November 17, 2025 @ 4:30 PM

Note
As set on Saturday, November 15 at 10:00 a.m.

Tuesday, November 18, 2025

8:00 AM- 12:00 PM

Committee on Committees

SDCC: 14A

Function Type: Meeting

Estimated Attendance: 20

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-OV200-M852

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 7:30 AM

Note

As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:

Tuesday, November 18, 2025 @ 7:30 AM

Note

(1) Screen
(1) Data Projector with Cart
(1) Switcher
(12) Push to talk table microphones

Projection laptop should be from the head table of the U shape

Telecom - SmartCity

Ready By:

Tuesday, November 18, 2025 @ 7:30 AM

Note

(2) Wired Internet Drops on the SfN Staff VLAN

Food And Beverage - SDCC Catering

Ready By:

Tuesday, November 18, 2025 @ 8:00 AM

Note

SAN DIEGO SUNRISE BUFFET WITH SAUSAGE @ \$34++ per person
Scrambled Cage-Free Eggs
Pork Sausage Links
Roasted Red Potatoes with Sea Salt & Rosemary
Breakfast Pastries & Muffins Sliced Fresh Seasonal Fruit
Bottled Orange Juice
Freshly Brewed Coffee, Decaf and Hot Tea

NOTE: Please separate fruit with in bowls with separate utensils

All prices are subject to 23.5% service charge and 8% taxes.

Tuesday, November 18, 2025

8:00 AM- 11:15 AM

NANO030

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

8:00 AM- 10:00 AM

NANO031

SDCC: 1A, 1B

Function Type: Nanosymposium

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 7:00 AM

Note

As set on Saturday, November 15 at 12:00 p.m.

Tuesday, November 18, 2025

8:00 AM- 11:15 AM

NANO032

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

8:00 AM- 9:45 AM

NANO033

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 7:00 AM

Note

As set on Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

8:00 AM- 9:45 AM

NANO034

SDCC: 11A, 11B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

8:00 AM- 11:30 AM

NANO035

SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

8:00 AM- 11:15 AM

NANO036

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025
8:30 AM- 11:30 AM
Finance Committee
SDCC: 26B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 25	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-FI100-M251

Contacts

Contact: Logan Ware

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, November 18, 2025 @ 7:00 AM	As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Tuesday, November 18, 2025 @ 7:30 AM	(1) Screen (1) Data Projector with Cart (13) Push to talk table microphones

Food And Beverage - SDCC Catering

Ready By:	Note
Tuesday, November 18, 2025 @ 8:00 AM	SAN DIEGO SUNRISE BUFFET WITH SAUSAGE @ \$34++ per person Scrambled Cage-Free Eggs Pork Sausage Links Roasted Red Potatoes with Sea Salt & Rosemary Breakfast Pastries & Muffins Sliced Fresh Seasonal Fruit Bottled Orange Juice Freshly Brewed Coffee, Decaf and Hot Tea All prices are subject to 23.5% service charge and 8% taxes.

Tuesday, November 18, 2025
9:00 AM- 10:00 AM
LEC16
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 8:00 AM

Note
As set on Saturday, November 15 at 10:00 a.m.

Tuesday, November 18, 2025
9:00 AM- 10:00 AM
MTE09
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 8:00 AM

Note
As set Saturday, November 15 at 1:30 p.m.

Tuesday, November 18, 2025
9:30 AM- 11:30 AM
CWIN
SDCC: 16A, 16B

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 180	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-AT200-A169

Contacts

Contact: Eiman Abdelgadir

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, November 18, 2025 @ 8:30 AM	As set on Friday, November 14 @ 1 p.m.

Computer - Atlantic Images & Sound

Ready By:	Note
Tuesday, November 18, 2025 @ 8:30 AM	(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:	Note
Tuesday, November 18, 2025 @ 9:15 AM	Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$80.00++ per gallon Assorted Soft Drinks @ \$5.00++ each, charged on consumption Chilled Bottled Water @ \$5.00++ each, charged on consumption All prices are subject to 23.5% service charge and 8% sales taxes

Tuesday, November 18, 2025

9:30 AM- 12:00 PM

MIN25

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025

9:30 AM- 12:00 PM

MIN26

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025

9:30 AM- 12:00 PM

MIN27

SDCC: 6C, 6F

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025

9:30 AM- 12:00 PM

MIN28

SDCC: 6B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025
9:30 AM- 12:00 PM
SYM05
SDCC: 6A

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 8:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025

10:00 AM- 11:00 AM

Ask Anything - Navigating the Publication Landscape: Insights From eNeuro and eLife

SDCC: 4

Function Type: Workshop

Estimated Attendance: 40

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A177

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 9:00 AM

Note

As set on Monday, November 17 at 9:00 a.m.

Audio/Visual - ON AV

Ready By:

Tuesday, November 18, 2025 @ 9:00 AM

Note

(4) Lavalier Microphones

****Remain as set through Wednesday, November 19 at 5:00 p.m.****

Tuesday, November 18, 2025
10:30 AM- 12:00 PM
BTCR02
SDCC: 6D, 6E

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 9:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025
10:30 AM- 11:30 AM
LEC17
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 9:30 AM

Note
As set on Saturday, November 15 at 10:00 a.m.

Tuesday, November 18, 2025
11:00 AM- 2:30 PM
Program Committee Meeting
SDCC: 31A, 31B, 31C

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 86	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-M751

Contacts

Contact: Sharon Kerley Bowles

Logistics

Setup - SDCC

Ready By:
Tuesday, November 18, 2025 @ 6:00 AM

- Note
- Chevron set for (74) 2 per 6' tables
 - (3) Skirted Head tables for (6) 2 per 6' tables on riser
 - (3) Skirted Registration/Materials tables inside the room at the entrance for tent cards
 - (3) Skirted Staff tables for (6) set to the side with (2) chairs each on a riser
 - (1) Audio tech table with (2) chairs
 - (2) Easels

Setup Note: Individuals sitting at the SfN staff table will need to see who is speaking in the Chevron setup.

** See Diagram**

Audio/Visual - Atlantic Images & Sound

Ready By:
Tuesday, November 18, 2025 @ 9:00 AM

- Note
- (2) Screens
 - (2) Data/Video Projectors projecting different images
 - (1) Laser pointer
 - (1) Switcher
 - (1) Hand-held microphone to the front head table (Not staff table)
 - (42) Push-to-talk table microphones (Only require 4 mics at head table, with slack in wire since they are shared)
 - (1) Audio Recording (provided on USB)
 - (1) Projectionist/Sound Operator 10:30 a.m. - 2:30 p.m.
 - Computer Audio Required
 - (2) Confidence Monitors placed in front of Head Table
 - Need capability of each screen and confidence monitor to show different data

Note: Please place screens so that everyone has a clear line of sight, including staff table.

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, November 18, 2025 @ 9:00 AM

Note
(1) 20amp drop per floorplan
Electric from wall outlets run by Local #122

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

Telecom - SmartCity

Ready By:
Tuesday, November 18, 2025 @ 9:00 AM

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

Computer - Atlantic Images & Sound

Ready By:
Tuesday, November 18, 2025 @ 9:00 AM

Note
(2) Laptop Computers with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Place both laptops at staff table.

Food And Beverage - SDCC Catering

Ready By:
Tuesday, November 18, 2025 @ 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. - 2:30 p.m.
Lunch Buffets Include Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea and Assorted Canned Pepsi Beverages. Minimum of (75) guests.
Canned Spring Water @ \$5.00++ each, charged on consumption.
Bubly Canned Sparkling Water @ \$5.00 ++ each, charged on consumption.

All Beverage service inside the room and refresh as necessary.
Lunch Service Starts between 10:30-10:45 a.m.
L19 SOCAL BAJA (86) @ \$56++ per person

Romaine, Radicchio, Roasted Corn, Cotija Cheese & Guajillo Caesar
Pineapple, Cucumber & Jicama Salad with Lime & Chamoy Vinaigrette
Chile-Lime Chicken Breast with Cilantro and Citrus Jus
Cheese Chile Relleno with Vegetable Ash Ranchero and Queso Fresco
Arroz Verde with Pickled Onions and Petite Cilantro
Chili Roasted Mexican Squash
House Made Tres Leche Cake
Warm Churros
Include Vegetarian Options

Please keep lunch set for as long as possible.

Please label food to identify ingredients for attendees with allergies.

All prices are subject to 23.5% service charge and 8% taxes.

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

Tuesday, November 18, 2025

11:30 AM- 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - SDCC Catering

Ready By:

Tuesday, November 18, 2025 @ 11:15 AM

Note

Replenish as needed throughout the day:

(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

SL2 @ \$44 ++ per person

BAJA BUFFET

Salad Bar: Romaine and Radicchio, Fire Roasted Corn, Pepitas, Heirloom

Tomatoes, Cucumbers and Cotija Cheese

Served with Guajillo Caesar Dressing (GF) and Ancho Chile Lime

Vinaigrette (GF/Vegan)

Braised Pork Carnitas with Radish & Pickled Red Onions (GF/DF)

Cheese Chile Rellenos with Vegetable Ranchero Sauce & Queso Fresco

(V)

Frijoles de la Olla with Pico de Gallo (GF/Vegan)

Spanish Rice (GF/Vegan)

Tortilla Chips and Salsa Roja

Warm Churros (V) and Tres Leches Cake (V)

Please label all food for vegetarian, vegan, gluten free, dairy free, and any allergens

Assorted Canned Soda @ \$5.00++ each, charged on consumption

Please have Coke products available

All prices are subject to 23.5% service charge and 8% sales taxes.

Tuesday, November 18, 2025
12:00 PM- 1:00 PM
Ask Anything - Open Science at the Allen Institute
SDCC: 4

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 40	Meeting Planner: Allison Burns
Room Set: As Set	Post: Yes
	Cost Center: A-AT200-A177

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 11:00 AM

Note
As set on Monday, November 17 at 9:00 a.m.

Tuesday, November 18, 2025
1:00 PM- 2:30 PM
Advocacy Forum
SDCC: 16A, 16B

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 150	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-AT200-A176

Contacts

Contact: Katherine Bloom

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, November 18, 2025 @ 12:00 PM	As set on Friday, November 14 @ 1 p.m.

Computer - Atlantic Images & Sound

Ready By:	Note
Tuesday, November 18, 2025 @ 12:00 PM	(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.

Tuesday, November 18, 2025

1:00 PM- 3:45 PM

NANO037

SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

1:00 PM- 2:45 PM

NANO038

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

1:00 PM- 4:15 PM

NANO039

SDCC: 11A, 11B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

1:00 PM- 3:45 PM

NANO040

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

1:00 PM- 4:15 PM

NANO041

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025

1:00 PM- 3:45 PM

NANO042

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 12:00 PM

Note

As set on Saturday, November 15 at 1 p.m.

Tuesday, November 18, 2025
1:30 PM- 3:00 PM
Membership Engagement Cluster
SDCC: 27A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 7	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M406

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By: Tuesday, November 18, 2025 @ 12:30 PM	Note As set on Thursday, November 13
--	--

Food And Beverage - SDCC Catering

Ready By: Tuesday, November 18, 2025 @ 1:15 PM	Note Assorted Soft Drinks @ \$5.00++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. All prices are subject to 23.5% service charge and 8% taxes.
---	--

Tuesday, November 18, 2025
2:00 PM- 3:00 PM
LEC18
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 1:00 PM

Note
As set on Saturday, November 15 at 10:00 a.m.

Tuesday, November 18, 2025

2:00 PM- 4:30 PM

MIN29

SDCC: 6D, 6E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025

2:00 PM- 4:30 PM

MIN30

SDCC: 6C, 6F

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025

2:00 PM- 4:30 PM

MIN31

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025

2:00 PM- 4:30 PM

MIN32

SDCC: 6B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 1:00 PM

Note

As set on Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025

2:00 PM- 4:30 PM

MIN33

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025
2:00 PM- 4:30 PM
SYM06
SDCC: 6A

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 1:00 PM

Note
As set Saturday, November 15 at 2 p.m.

Tuesday, November 18, 2025
2:30 PM- 3:30 PM
MTE10
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 1:30 PM

Note
As set Saturday, November 15 at 1:30 p.m.

Tuesday, November 18, 2025

3:00 PM- 5:00 PM

Advancing Early Career Neuroscientists in Publishing

SDCC: 1A, 1B

Function Type: Workshop

Estimated Attendance: 100

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: J-SP200-M801

Contacts

Contact: Megan Sansevere

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 2:00 PM

Note

As set on Saturday, November 15 at 12:00 p.m.

Audio/Visual - ON AV

Ready By:

Monday, November 10, 2025 @ 2:00 PM

Note

(1) Lavalier Microphone

Tuesday, November 18, 2025
3:30 PM- 4:30 PM
Exhibitor Advisory Committee
SDCC: 26A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 20	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, November 18, 2025 @ 3:30 PM	As set on Thursday November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Tuesday, November 18, 2025 @ 2:30 PM	Mics will not be used for this meeting

Food And Beverage - SDCC Catering

Ready By:	Note
Tuesday, November 18, 2025 @ 3:00 PM	Assorted Canned Soda @ \$5.00++ each, charged on consumption Please have Coke products available Bottled Water @ \$5.00++ each, charged on consumption (1) Dozen Cookies @ \$50.00++ per dozen
	All prices are subject to 23.5% service charge and 8% sales taxes

Tuesday, November 18, 2025
3:30 PM- 4:30 PM
LEC19
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 2:30 PM

Note
As set on Saturday, November 15 at 10:00 a.m.

Tuesday, November 18, 2025

5:30 PM- 6:45 PM

LEC20

SDCC: Ballroom 20ABCD

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Tuesday, November 18, 2025 @ 4:30 PM

Note

As set on Saturday, November 15 at 10:00 a.m.

Tuesday, November 18, 2025
7:00 PM- 7:30 PM
Members Business Meeting
SDCC: 15A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 100	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - SDCC

Ready By:
Tuesday, November 18, 2025 @ 5:45 PM

- Note
- Set room theater style with center aisle for (90)
Stage per diagram
Head table for (10) - (2) 8' Tables with 3 chairs each and (2) 6' Tables with 2 chairs each
- (1) Standing Lectern
(1) 6' skirted table and (2) chairs for materials outside of room
(1) 6' skirted table with (1) chair for audio tech
(1) Easel
(1) Wastebasket
- Water service at the head table.

Audio/Visual - ON AV

Ready By:
Tuesday, November 18, 2025 @ 6:00 PM

- Note
- (1) Lectern Microphone
(6) Table Microphones, push to talk
(1) Floor microphone in center aisle
(1) Sound Operator 6:00pm - 8:00pm

Wednesday, November 19, 2025

8:00 AM- 10:00 AM

NANO043

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

8:00 AM- 11:00 AM

NANO044

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 7:00 AM

Note

As set on Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

8:00 AM- 11:15 AM

NANO045

SDCC: 11A, 11B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

8:00 AM- 9:45 AM

NANO046

SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

8:00 AM- 10:00 AM

NANO047

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

8:00 AM- 10:00 AM

NANO048

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 7:00 AM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

9:00 AM- 10:00 AM

LEC21

SDCC: Ballroom 20ABCD

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 8:00 AM

Note

As set on Saturday, November 15 at 10:00 a.m.

Audio/Visual - Atlantic Images & Sound

Ready By:

Wednesday, November 19, 2025 @ 8:00 AM

Note

Add Platform at the lectern for the speaker to stand on during presentation.

Wednesday, November 19, 2025

9:30 AM- 12:00 PM

MIN34

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025

9:30 AM- 12:00 PM

MIN35

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 8:30 AM

Note

As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025
9:30 AM- 12:00 PM
MIN36
SDCC: 6C, 6F

Function Type: Minisymposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Wednesday, November 19, 2025 @ 8:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025

9:30 AM- 10:15 AM

Public Outreach Cluster

SDCC: 27A

Function Type: Meeting

Estimated Attendance: 10

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-AT200-M603

Contacts

Contact: Adam Katz

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 8:30 AM

Note

As set on Thursday, November 13

Food And Beverage - SDCC Catering

Ready By:

Wednesday, November 19, 2025 @ 9:15 AM

Note

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of
Hot Teas @ \$80.00++ per gallon
(1) Dozen Muffins @ \$60.00++ per dozen

All prices are subject to 23.5% service charge and 8% sales taxes.

Wednesday, November 19, 2025
9:30 AM- 12:00 PM
SYM07
SDCC: 6B

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Wednesday, November 19, 2025 @ 8:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025
9:30 AM- 12:00 PM
SYM08
SDCC: 6D, 6E

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Wednesday, November 19, 2025 @ 8:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025
10:30 AM- 12:00 PM
BTCR03
SDCC: 6A

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Wednesday, November 19, 2025 @ 9:30 AM

Note
As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025
10:30 AM- 11:30 AM
LEC22
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

<i>Ready By:</i> Wednesday, November 19, 2025 @ 9:30 AM	Note As set on Saturday, November 15 at 10:00 a.m.
---	---

Wednesday, November 19, 2025

11:30 AM- 2:30 PM

Staff Meal Room

SDCC: Staff Meal Rm, Sails

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Food And Beverage - SDCC Catering

Ready By:

Wednesday, November 19, 2025 @ 11:15 AM

Note

Replenish as needed throughout the day:

(1) Water cooler with disposable cups

Morning Service from 7:00 – 9:00 am:

Freshly Brewed Coffee, Decaf and Hot Tea @ \$80.00++ per gallon

Refresh as needed until 9:00 am

Lunch Service from 11:30am – 2:00 pm:

SL1 @ \$42++ per person

ITALIAN

Salad Bar: Baby Greens, Kalamata Olives, Pepperoncini, Feta Cheese, Persian Cucumbers, Garbanzo Beans, and Sundried Tomatoes with Red Wine Oregano Vinaigrette (GF/Vegan) & Creamy Parsley-Dijon Dressing (GF/V)

Cavatelli Pasta with Nut-Free Arugula Pesto Cream, Parmesan & Yellow Tomatoes (V)

Garlic Bread

Chicken Provencal with Castelvetrano Olives, Meyer Lemon and Rainbow Chard (GF/DF)

Beef and Pork Meatball Ragout with Whipped Ricotta and Caramelized Garlic Cloves

Baby Vegetables with Sea Salt and Temecula Olive Oil (GF/Vegan)

Tiramisu (V) and Ricotta Berry Tart (GF/V)

Please label all food for vegetarian, vegan, gluten free, dairy free, and any allergens

Assorted Canned Soda @ \$5.00++ each, charged on consumption

Please have Coke products available

All prices are subject to 23.5% service charge and 8% sales taxes.

Wednesday, November 19, 2025
12:30 PM- 1:30 PM
LEC23
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By: Wednesday, November 19, 2025 @ 11:30 AM	Note As set on Saturday, November 15 at 10:00 a.m.
--	---

Wednesday, November 19, 2025

1:00 PM- 4:15 PM

NANO049

SDCC: 11A, 11B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

1:00 PM- 3:30 PM

NANO050

SDCC: 33A, 33B, 33C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

1:00 PM- 3:45 PM

NANO051

SDCC: 23A, 23B, 23C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

1:00 PM- 4:15 PM

NANO052

SDCC: 24A, 24B, 24C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

1:00 PM- 3:00 PM

NANO053

SDCC: 30A, 30B, 30C, 30D, 30E

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 12:00 PM

Note

As set Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025

1:00 PM- 3:30 PM

NANO054

SDCC: 25A, 25B, 25C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 12:00 PM

Note

As set on Saturday, November 15 at 1 p.m.

Wednesday, November 19, 2025
2:00 PM- 3:00 PM
LEC24
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Wednesday, November 19, 2025 @ 1:00 PM

Note
As set on Saturday, November 15 at 10:00 a.m.

Wednesday, November 19, 2025
2:00 PM- 4:30 PM
MIN37
SDCC: 6D, 6E

Function Type: Minisymposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Wednesday, November 19, 2025 @ 1:00 PM

Note
As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025

2:00 PM- 4:30 PM

MIN38

SDCC: 28A, 28B, 28C, 28D, 28E

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025

2:00 PM- 4:30 PM

MIN39

SDCC: 29A, 29B, 29C, 29D

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025

2:00 PM- 4:30 PM

MIN40

SDCC: 6C, 6F

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 19, 2025 @ 1:00 PM

Note

As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025
2:00 PM- 4:30 PM
SYM09
SDCC: 6A

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Wednesday, November 19, 2025 @ 1:00 PM

Note
As set Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025
2:00 PM- 4:30 PM
SYM10
SDCC: 6B

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Wednesday, November 19, 2025 @ 1:00 PM

Note
As set on Saturday, November 15 at 2 p.m.

Wednesday, November 19, 2025- Thursday, November 20, 2025

5:15 PM- 10:00 PM

Decorator Move Out

SDCC: Halls B-H

Function Type: Exhibits

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SDCC

Ready By:
Wednesday, November 19, 2025 @ 5:00 PM

Note
SDCC staff to cut zip ties from chair groupings and remove chairs from the floor for teardown.

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, November 19, 2025 @ 5:00 PM

Note
Move-out schedule is as follows, per SfN's lease agreement:

- Wednesday, Nov. 19 (5:00pm) - Thursday, Nov. 20 (11:59pm) - Halls G-H and Show Offices
Sails Pavilion
Meeting Rooms (Including Ballroom 20A-D)
- Wednesday, Nov. 19 (5:00pm) - Friday, Nov. 21 (11:59pm)
Ballroom 6A - F
Halls A - F,
Show Offices A - F