

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: Thursday, November 13, 2025 @ 2:00 PM	Note 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**
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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, November 19 at 5:00pm**
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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**
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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**
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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**
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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
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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.
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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
Estimated Attendance: 10

Billing Group: SfN Master
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.