Saturday, November 15, 2025– Wednesday, November 19, 2025
7:00 AM– 5:00 PM
Attendee Services
SDCC: Attendee Services, Sails

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
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:
Wednesday, November 12, 2025 @ 5:00 PM

Note

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

Note

(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 monitorwith 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:	Note
Saturday, November 15, 2025 @ 6:00 AM	Hours: Sat, Nov 15 - Wed, Nov 19 7:00am - 5:00pm

Setup - SDCC

Ready By:	Note
Thursday, November 13, 2025 @ 2:00 PM	(6) 6'x30" skirted tables (12) Chairs **Remain as set through Wednesday, Nov 19 at 5:00pm**

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, November 13, 2025 @ 2:00 PM	Electrical - Wall Outlets

Computer - Atlantic Images & Sound

Ready By:	Note
Friday, November 14, 2025 @ 12:00 PM	(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	**Billing Group:** SfN Master
Estimated Attendance: 50	**Meeting Planner:** Allison Burns
Room Set: See Diagram	**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:
Saturday, November 15, 2025 @ 8:00 AM

Note

The press room is open Saturday - Wednesday 8 am to 5 pm.

Food And Beverage - SDCC Catering

Ready By:
Saturday, November 15, 2025 @ 7:45 AM

Note

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

Note

Hours: Saturday, November 15: 9 am - 5:00 pm
Sunday, November 16 - Wednesday, November 19: 8 am - 5:00 pm

Setup - SDCC

Ready By:
Thursday, November 13, 2025 @ 7:00 AM

Note

(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:
Thursday, November 13, 2025 @ 12:00 PM

Note

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

Estimated Attendance: 5

Billing Group: SfN Master

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	**Billing Group:** SfN Master
Estimated Attendance: 40	**Meeting Planner:** Jennifer Gross
Room Set: See Diagram	**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	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Katelyn Crume
	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

General Notes - SfN

Ready By:	Note
Friday, November 14, 2025 @ 2:00 PM	Exhibit Dates and Hours Saturday, November 15 – Wednesday, November 19, 10:00am – 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Thursday, November 13, 2025 @ 2:00 PM	(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:	Note
Thursday, November 13, 2025 @ 3:00 PM	(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	**Billing Group:** SfN Master
Estimated Attendance: 4300	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**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 24BK55OH 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	**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:
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 Soyrizo (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	**Billing Group:** SfN Master
Room Set: See Diagram	**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	**Billing Group:** SfN Master
Estimated Attendance: 330	**Meeting Planner:** Jennifer Gross
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-AT200-A168

Contacts

Contact: Marie Dussauze

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	**Billing Group:** SfN Master
Estimated Attendance: 297	**Meeting Planner:** Jennifer Gross
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-AT200-A168

Contacts

Contact: Marie Dussauze

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: Cat Black

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	**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 @ 12:00 PM	As set on Saturday, November 15 at 10:00 a.m.

Audio/Visual - Atlantic Images & Sound

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

Estimated Attendance: 376

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 (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
Estimated Attendance: 315
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 (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	**Billing Group:** SfN Master
Estimated Attendance: 445	**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 (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
Estimated Attendance: 352
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 (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:	Note
Saturday, November 15, 2025 @ 1:00 PM	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:	Note
Friday, November 14, 2025 @ 5:00 PM	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:	Note
Wednesday, November 12, 2025 @ 3:00 PM	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	**Billing Group:** SfN Master
Estimated Attendance: 35	**Meeting Planner:** Jennifer Gross
Room Set: As Set	**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:	Note
Saturday, November 15, 2025 @ 12:00 PM	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:	Note
Thursday, November 13, 2025 @ 12:00 PM	As set for Product Theater on Saturday, November 15 at 4 pm

General Contractor - The Expo Group (TEG)

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

Estimated Attendance: 758

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 (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	**Billing Group:** SfN Master
Estimated Attendance: 330	**Meeting Planner:** Jennifer Gross
Room Set: As Set	**Post:** Yes
	Cost Center: A-AT200-A168

Contacts

Contact: Marie Dussauze

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: Marie Dussauze

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

Room Set: As Set

Billing Group: SfN Master

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	**Billing Group:** SfN Master
Room Set: See Diagram	**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

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 @ 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	**Billing Group:** Bill Organizer Directly
Estimated Attendance: 200	**Meeting Planner:** Sharon Bowles
Room Set: As Set	**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.