

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

7:00 AM- 11:59 PM

First Aid Services

SDCC: Box Office G

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:

Monday, November 10, 2025 @ 3:00 PM

Note

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

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

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

****Starting at 12:00 a.m. on Friday, November 21, First Aid Services Coastal Medix will move to Box Office E until 6:00 p.m.****

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 3:00 PM

Note

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

Inside the Pipe and Drape:

(2) 6'x30" Tables

(10) Chairs

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

Electrical - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 3:00 PM

Note

(2) Power Strips

Telecom - SmartCity

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

Note

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

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

Food And Beverage - SDCC Catering

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

Note

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

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

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

9:00 AM- 6:00 PM

Exhibit Hall Move In

SDCC: Halls B-H

Function Type: Exhibits

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Logistics

General Notes - SfN

Ready By:

Monday, November 10, 2025 @ 8:00 AM

Note

DECORATOR MOVE-IN

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

EXHIBITOR MOVE-IN

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

Setup - SDCC

Ready By:

Monday, November 10, 2025 @ 6:01 AM

Note

OCT 7 UPDATE

ADD - HALL A/B WALL OPEN 20' FROM MONDAY, 11/10 - SATURDAY 11/15 AT 10AM

11/19 - OPEN WALL 20' AT 5PM UNTIL END OF MOVEOUT

Setup - The Expo Group (TEG)

Ready By:

Tuesday, November 11, 2025 @ 8:00 AM

Note

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

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

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

STE 1 - Neuroscience Associates will contact TEG to rent furnishings

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

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 10, 2025 @ 12:00 PM

Note

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

SIGNS TO READ:

SfN Allison

SfN #1

SfN #2

SfN #3

SfN Floor Manager

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

Note

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

CARPET:

Blue carpet in exhibit aisles

Pepper carpet in poster area

Bluejay carpet in Graduate School Fair area

BOOTHS

Set 10' X 10' booths as follows:

White Back drape

Gold Side rail

GRADUATE SCHOOL FAIR BOOTHS

Set 8' X 10' booths as follows:

White Back drape

Gold Side rail

SIGNS:

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

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

CAUTION TAPE:

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

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

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

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

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

Other - SDCC

Ready By:
Friday, November 14, 2025 @ 8:30 PM

Note

Vacuum all booths. (One time only)

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

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

9:00 AM- 12:00 PM

Exhibit Management Office

SDCC: Exhibit Management Office, Lobby D

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

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

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

General Contractor - The Expo Group (TEG)

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

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

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

Audio/Visual - ON AV

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

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

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

Electrical - The Expo Group (TEG)

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

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

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

power for that as well.

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

Telecom - SmartCity

Ready By:

Monday, November 10, 2025 @ 4:00 PM

Note

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

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

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

Computer - Atlantic Images & Sound

Ready By:

Monday, November 10, 2025 @ 2:00 PM

Note

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

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

OCT 23 CHANGE

CHANGE DELIVERY DATE TO NOVEMBER 12

REMAIN AS SET THROUGH NOVEMBER 19 AT 5:00 PM

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

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

11:00 AM- 5:00 PM

Press Room Set Up

SDCC: 15B

Function Type: Office

Estimated Attendance: 60

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Setup - SDCC

Ready By:

Wednesday, November 12, 2025 @ 10:00 AM

Note

(17) 6'x30" tables as diagrammed

(20) Chairs as diagrammed.

(6) Banquet Rounds, with (8) chairs at each, spread throughout the room.

(2) Easels

(8) Wastebaskets

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 10:00 AM

Note

(1) Poster Board with push pins

(5) Task Chairs

(1) Coat Rack

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

Electrical - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 2:00 PM

Note

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

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

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

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

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

Telecom - SmartCity

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

(1) VLAN with (2) drops. See diagram for locations. On the SfN Staff VLAN. SfN staff to provide secured wireless network and to network computers and printers.

(1) Single line with instrument, unrestricted, at staff area.
Phone numbers per Telephone Roster, place at the staff table

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

Computer - Atlantic Images & Sound

Ready By:

Thursday, November 13, 2025 @ 4:00 PM

Note

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

(1) Black & White Printer
(1) Color Printer in staff area

SfN staff to provide secured wireless network and network computers and printers.

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

**OCTOBER 16 UPDATE
CHANGE TO (2) LAPTOPS**

Food And Beverage - SDCC Catering

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

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

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

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

7:00 AM- 6:00 PM

KiddieCorp Child Care

SDCC: 17B

Function Type: Other
Estimated Attendance: 20

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

Contacts

Contact: Sharon Bowles

Alt Contact: Jannelle Mendoza

Organizer Email: jannelle@kiddiecorp.com

Logistics

Setup - SDCC

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

Note

OCT 9 UPDATE

FRONT OF 17B: (3) 6' ROUND TABLES (COVERED WITH TAPED DOWN PLASTIC)

OUTSIDE PATIO: (2) 6' ROUND TABLES

Registration area - right outside the entrance of 17B:

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

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

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

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

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

Outside Patio of Room 17B:

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

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

Setup - Vendor - Other

Ready By:
Friday, November 14, 2025 @ 5:00 PM

Note
Items provided by KiddieCorp:
Rear of Room 17B: (ages 6 months-2 years old)
(2) Cribs with bedding*
(2) High chairs*
(5) Large sheets*
Bottle warmers*

General Contractor - The Expo Group (TEG)

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

Note
OCT 9 UPDATE
COVER THE (3) 6' ROUND TABLES WITH TAPED DOWN PLASTIC

Cover the (3) 5' round tables with taped down plastic
Rear of Room 17B:
(2) Mini-refrigerators

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

Audio/Visual - Atlantic Images & Sound

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

Note
Front of Room 17B:
(1) Flip chart with paper and marking pens
(1) TV/DVD Player

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

Electrical - The Expo Group (TEG)

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

Note
Front of Room 17B:
(4) power strips, one placed on each 6' table against the wall to charge devices

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

Telecom - SmartCity

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

Note
Front of Room 17B:
(1) Single line telephone
Call hold and transfer service required. Local and 800 calls only.
Phone: 619-525-5710

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

Food And Beverage - SDCC Catering

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

Note
OCT 9 UPDATE
(3) TABLECLOTHES (6' ROUNDS)

Rear of Room 17B:
(1) Water station (ice, water, napkins, and paper cups)
Front of Room 17B:
(3) Tablecloths (5' round)

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

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

10:00 AM- 6:30 PM

Infant Care Room

SDCC: 17A

Function Type: Other

Estimated Attendance: 10

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Friday, November 14, 2025 @ 9:00 AM

Note

Infant Care Room Hours:

Friday, November 14: 10 a.m.- 6:30 p.m.

Saturday, November 15 - Wednesday, November 19: 7:00 a.m. - 6:30 p.m.

Setup - SDCC

Ready By:

Thursday, November 13, 2025 @ 2:00 PM

Note

****See Diagram****

(1) Large Trash Can with Liner in common area

(1) Water Cooler with Cups -Do not plug in - water cannot be cold
Refill as needed

Tape or cover electrical outlets except in the 2 cubicles

Empty diaper pails every 2-3 hours

Check trash twice a day. Vacuum each evening.

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

(2) 10'x10' Hard-walled cubicles (lockable from inside)

(2) Small Trash Cans w/liners - one in each cubicle

(6) Arm Chairs – 1 placed inside each cubicle, and 4 in the common area

(6) Vibe cubes – 1 placed inside each cubicle, and 4 in the common area

(3) Large diaper pails– (1) placed next to changing table in common area, (1) in each cubicle

(3) 6'x30" skirted tables in common area, see diagram for placement

(3) 6'x30" skirted tables. Install padding (extra padding) under white plastic tops before topping. Please be sure there are no staples, etc.

anywhere near the top or sides of the tables. Place one (1) padded table in each cubicle, and one (1) padded table in the common area next to the diaper pail.

(3) Changing pads - place one (1) pad on top of table in each cubicle, and one (1) pad on top of the table in the common area next to the diaper pail.
Keyed lockers - placed along wall in common area

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

Electrical - The Expo Group (TEG)

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

Note

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

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

Food And Beverage - SDCC Catering

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

Note

OCTOBER 9 ADDITION
WATER COOLER WITH ROOM TEMPERATURE WATER - DO
NOT PLUG IN

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

12:00 PM- 5:00 PM

Badge Pick Up

SDCC: Badge Pickup Lobby D

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

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

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

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

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

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

OCT 4 UPDATE
ADD SFN WILL PROVIDE (2) ACRYLIC HOLDERS FOR THE STICKER STOP.

General Contractor - The Expo Group (TEG)

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

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

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

Counters 6-10

Signage on Structural Rendering: BADGE PICK-UP

(5) Counters to accommodate eleven laptops, five printers and ten orbital scanners

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

Rope and stanchion to create serpentine waiting line

(2) High stools for line monitor

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

Counters 11-13

Signage on Structural Rendering: CUSTOMER SERVICE

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

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

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

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

Rope and stanchion to create serpentine waiting line

(1) High stool for line monitor

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

Attendee Look Up Counter

(1) 6' Skirted table

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

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

Ready By:

Wednesday, November 12, 2025 @ 12:00 PM

Note

SET PER DIAGRAM

(1) Sticker Stop Counter with one ADA side

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

Meeting Associate will monitor and replace stickers as needed

(1) ACCORDION LITERATURE STAND NEXT TO STICKER STOP COUNTER

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

Ready By:

Thursday, November 13, 2025 @ 12:00 PM

Note

SET PER DIAGRAM

Bag Pick-up 1

(1) 1M Counter

(1) 6' behind counter

(1) Stool for Temp Staff

(2) Bag racks in front of counter

Bag Pick-up 2

(1) 1M Counter

(1) 6' behind counter

(1) Stool for Temp Staff

(2) Bag racks in front of counter

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

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

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

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

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

Telecom - SmartCity

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

Note
(4) Maritz VLAN drops

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

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

Computer - Maritz

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

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

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

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

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

Friday, November 14, 2025
4:00 PM- 5:00 PM
Dialogues Rehearsal
SDCC: Ballroom 20ABCD

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 5	Meeting Planner: Paula Kara
	Post: No
	Cost Center: A-MA200-A130

Contacts

Contact: Melissa Thompson Ayoub

Logistics

Audio/Visual - Atlantic Images & Sound

Ready By:
Friday, November 14, 2025 @ 3:30 PM

Note
OCT 7 UPDATE
NEW EVENT

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

OCT 23 CHANGE
ADD SUNDAY, NOVEMBER 16 2:30 PM PST

DLM WILL USE THIS AREA NOV 17 and NOV 18

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

OCT 3 CHANGE
CHANGE READY BY TO THURSDAY, NOVEMBER 13 at 5:00 PM

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

Ready By:
Sunday, November 16, 2025 @ 9:00 AM

Note
OCT 13 CHANGE
ADD WHEEL CHAIR LIFT FOR SUNDAY, NOVEMBER 16
10:00AM SESSION FOR (2) SPEAKERS. PLEASE HAVE LIFT IN
PLACE BY 9:00 AM.

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

OCT 3 CHANGE
ADD (150) CHAIRS
ADD (1) EASEL

****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.

OCT 3 UPDATE
ADD (2) LAVALIER MICS

****Remain as set through Wednesday, November 19. 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

8:30 AM- 9:00 AM

Teleprompter Training

SDCC: Ballroom 20ABCD

Function Type: Other

Estimated Attendance: 2

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MA200-A130

Contacts

Contact: Melissa Thompson Ayoub

Logistics

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, November 10, 2025 @ 8:00 AM

Note

OCT 7 UPDATE

NEW EVENT

TELEPROMPTER OPERATOR

Saturday, November 15, 2025

10:00 AM- 12:00 PM

Dialogues

SDCC: Ballroom 20ABCD

Function Type: Lecture

Estimated Attendance: 4300

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - Atlantic Images & Sound

Ready By:

Saturday, November 15, 2025 @ 9:00 AM

Note

****Wordly needs to be turned on & off for each lecture, not left on****

Note: SfN has a set number of contracted hours and will be charged for an overage of 10% or more which is 2.7 hours/162 minutes.

General Notes - SfN

Ready By:

Monday, November 10, 2025 @ 12:00 PM

Note

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

Ready By:

Saturday, November 15, 2025 @ 9:00 AM

Note

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

Setup - SDCC

Ready By:

Wednesday, November 12, 2025 @ 10:00 AM

Note

(1) 32' x 16' x 4' stage with steps and railings

(1) Standing Lectern with light stage right - NOT PRESIDENTIAL PODIUM

(1) 6' x 8' x 24" Camera Riser

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

Set Room theater style for 4300 as diagrammed.

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

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

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 13, 2025 @ 10:00 AM

Note

Stage set for Dialogues lecture only:

Bar height counter with four barstools:

(4) Kamden Barstools in White

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

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

Carpet stage - black

(1) nice cocktail table for awards with black linen

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

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

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

High Black Drape behind the stage.

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

AV CONTROL ROOM - area behind stage, see diagram for location; 14' x 10' black drape around the area.

FLORAL

Ferns/Flowers on Stage - please make pretty.

(8) 4-5' tall Areca Palms (also called Cat Palms).

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

Audio/Visual - Atlantic Images & Sound

Ready By:

Thursday, November 13, 2025 @ 4:00 PM

Note

Teleprompter installed at Lectern

(4) Wireless Lav Mics

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

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

Ready By:

Thursday, November 13, 2025 @ 4:00 PM

Note

VIDEO

2 13'x24' screens floor program screens

2 13'x24' screens Full Dress Kit

4 9'x16' stumpfl screens flown delay screens

1 9'x16' stumpfl screens imag flown screen

30 10'(12"x12")Box Truss (delay screens + imag)

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

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

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

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

4 55" Samsung MD55C LED Monitor

1 Jelco EZ Tilt Monitor Stand

3 Panasonic PT-RZ12KU HD Projector
 2 Panasonic ET-D75LE6 0.9-1.1:1 HD Lens
 2 48" video carts
 5 Panasonic PT-RZ12KU HD Projector
 Projector Flyware
 1 Panasonic AK-HC 3800 HD Camera
 1 Sachtler V-18 Tripod Package
 1 Canon HJ40x10B IASD-V HD Zoom Lens
 1 Panasonic AK-HC 3800 HD Camera
 1 Sachtler V-18 Tripod Package
 1 Canon HJ40x10B IASD-V HD Zoom Lens
 2 Indu 200 Amp Powr Distro Pkg
 (included Indu Spider Box to Edison 3x Breakered
 Nema 5-20 Duplex,all L21-30,ac ext cables, etc.)
 3 AJA Ki-Pro Go 4-Ch Recorder
 1 L2130 Floor Box to 3x Edison
 1 Barco E2 Gen 2 Switcher
 1 Barco E2 Gen 2- Spare
 2 Barco EM Tri-Combo Output Card (Gen2)
 1 Barco EC-50 Contoller
 3 Alienware M15 with VMIX & Accessories
 30 Decimator MD-HX HDMI/SDI Cross Conv-Scaling
 7 Aja FIDO 3G 4-Channel - ST TX/RX HD-SDI ST Fiber Pkg
 1 Extron SW4HD4K 4x1 HDMI Switch
 2 Sewell Splitdeck 1x4 HDMI DA
 3 Samsung ME32C LED Monitor
 2 100m DVI (m-m) Fibrer Optic Cable
 4 LG 24BK550H 24" LED Monitor
 3 TP-Link 16-Port Gigabit Switch
 2 SMK-Link Wireless Presenter
 15 12G 200' SDI Cable
 2 Yellobrik T/R Ethernet - LC Fiber
 3 SM ST 656' (200m) Tac4 Fiber Cable
 3 SM ST 984' (300m) Tac4 Fiber Cable
 1 Dsan Pro2000BT Limitimer Package
 1 Dsan PerfectCue System Package
 1 Sony MDR-7506 Stereo Headphones
 1 Flanders 17.3" Production Monitor
 2 Marshall Dual 7" Marshall Lynx 702v3 3G-SDI/HDMI
 2 2TB Hard Drive - PK
 25 Thumb Drives for recordings
 2 Apple MacBook Pro 13" M1
 3 Lenovo ThinkPad P51 I7

Ready By:

Friday, November 14, 2025 @ 4:00 PM

Note

LIGHTING

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

AUDIO

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

RIGGING

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

Ready By:

Saturday, November 15, 2025 @ 9:00 AM

Note

OCT 7 UPDATE

RUN OF SHOW:

- 5 MINUTE INTRO (JOHN)
- 20 MINUTE LECTURE—NICOLAS STAND AT PODIUM
- 20-25 MINUTE TASTING & DISCUSSION WITH PANELISTS (RACHEL & CHRISTOPHE JOIN NICOLAS & JOHN ON STAGE, ALL SIT AT BARS)
- 20-25 MINUTES AUDIENCE Q&A

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

OCTOBER 20 UPDATE

- 100 AMP 3 PHASE FOR VIDEO - BEHIND HOUSE LEFT SCREEN (facing front of the room)
- 60 AMP 3 PHASE FOR AUDIO - BEHIND HOUSE RIGHT SCREEN (facing front of the room)
- 60 AMP 3 PHASE FOR LIGHTING -

BEHIND STAGE IN THE CENTER (facing front of the room)
ALSO NOTED ON FLOOR PLAN INDICATING PLACEMENT

****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.

Ready By:
Saturday, November 15, 2025 @ 9:30 AM

Note

OCT 7 UPDATE

PLEASE ASK THE BARTENDER TO ARRIVE AT 9:00AM TO RECEIVE INSTRUCTIONS.

BARTENDER WILL POUR WINE ON STAGE.

(4) GLASSES OF WATER ON STAGE

(4) SPIT CONTAINERS...OPEN TO SUGGESTIONS,

PREFERABLY NOT CLEAR

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

1:00 PM- 5:00 PM

Poster Sessions

SDCC: Poster Session, Halls B-H

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

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, November 15, 2025 @ 1:00 PM

Note
Hours:
Sat, Nov. 15, 1:00 pm – 5:00 pm
Sun, Nov. 16 – Wed, Nov. 19, 8:00 am–12:00 pm & 1:00 pm–5:00 pm

*****Theme K - (Saturday - Sunday)*****
*****Late Breaking Posters - LBPX - LBPXXX (Sunday -
Wednesday)*****

OCT 3 UPDATE
THEME K, SS - ZZ (SATURDAY - SUNDAY)
LATE BREAKING POSTERS LBP001 - LBP184 (SATURDAY -
TUESDAY)

Setup - SDCC

Ready By:
Friday, November 14, 2025 @ 5:00 PM

Note
SET PER DIAGRAM
Set and place 1,000 chairs in groups of four or six throughout the poster floor.

Ensure that there are chairs in every poster aisle, with multiple sets in the longer aisles.

SDCC to zip tie chair groupings together.

Place large trash cans evenly in the aisles and empty on a regular basis.

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

General Contractor - The Expo Group (TEG)

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

Note

Install Pepper carpet in entire poster session area.
Install poster boards as diagrammed on floor plan, with 25" aisles.
***** (x,xxx) Posterboard faces *****
Poster signs on each board
(60,000) Push pins
(1,500) Small Dixie Cups

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

Locations: SET PER DIAGRAM
#1 Between Posters 5A and 6A
#2 - Between Poster Rows Q and R
#3 - Between Poster Rows SS and TT
*****#4 - Across from LBP Posters XX *****

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

OCT 3 UPDATE
(XXX) POSTERBOARD FACES
PLACE POSTER ATTENDANT STATION #4 BETWEEN ZZ12 and
LPB058 (SEE DIAGRAM)

****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- 2:30 PM
EVENT CANCELLED - 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

General Notes - SfN

Ready By: Saturday, November 15, 2025 @ 12:30 PM	Note OCT 9 UPDATE THE 1:30-2:30 P.M. SESSION IS CANCELLED BUT THE SET UP WILL REMAIN.
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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**
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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**
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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- Wednesday, November 19, 2025

4:00 PM- 5:00 PM

Product Theater #1

SDCC

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A709

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

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

Note
Sunday, Nov. 16
10:00 AM PST; 11:30 AM PST; 1:00 PM PST; 2:30 PM PST: 4:00 PM PST

Monday, Nov. 17
10:00 AM PST; 11:30 AM PST; 1:00 PM PST; 2:30 PM PST: 4:00 PM PST

Tuesday, Nov. 18
10:00 AM PST; 11:30 AM PST; 1:00 PM PST; 2:30 PM PST: 4:00 PM PST

OCT 23 CHANGE
SUNDAY, NOVEMBER 16 10:00 AM PST PRESENTATION
CANCELLED

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

OCT 23 CHANGE
ADD (1) EASEL

****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
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.

OCT 3 UPDATE

(756) POSTER FACES WILL USE EXISTING POSTER BOARD NUMBERS (A1 - JJ11) USING ROWS A - JJ

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.

No linens needed.

OCT 13 UPDATE

LINES WILL NOT BE ON TABLES

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

9:30 AM- 5:00 PM

SfN Booth

SDCC

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Cost Center: A-MK200-A108

Contacts

Contact: Cynthia Fischer

Logistics

General Contractor - The Expo Group (TEG)

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

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

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

- Note
- Membership (at corner of 2000 Aisle and Hall Entrance):
- (2) Enclosed Counters (to accommodate 4 people)
 - (4) Task Chairs
 - (2) Wastebaskets

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

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

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

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

Center of Store Structure:

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

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

Ready By:

Thursday, November 13, 2025 @ 5:00 PM

Note

OCT 7 UPDATE

(1) MANNEQUIN TO DISPLAY JOGGER PANTS

(3) 5' HIGH TROPICAL PLANTS

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 14, 2025 @ 12:00 PM

Note

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

Order for Cables:

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

Membership:

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, November 12, 2025 @ 2:00 PM

Note

Note: SfN will provide its own power strips

- Membership: (2) 120 v 20 amp drops, as diagrammed
- SfN Store Checkout Area: (2) 120 v 20 amp drops, as diagrammed
- Sci Pubs: (1) 120 v 20 amp drops, as diagrammed
- 3 Independent Areas (each w/digital sign): (3) 120 v 20 amp drops, as diagrammed (1 each)
- Brainfacts Area: (1) 120 v 20 amp drops, as diagrammed
- Center of Store Structure: 2 Quad Boxes in the large center area

Telecom - SmartCity

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

Note

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

Other - Maritz

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

Note

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

Food And Beverage - SDCC Catering

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

Note

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

Sunday, November 16, 2025
10:00 AM- 12:00 PM
Trainee Advisory Committee
SDCC: 26A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 24	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M855

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 16, 2025 @ 9:00 AM	As set Thursday, November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 16, 2025 @ 9:00 AM	(1) Screen (1) Data Projector with Cart (12) Push to talk table microphones

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 16, 2025 @ 9:00 AM	(1) Laptop computer with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - SDCC Catering

Ready By:	Note
Sunday, November 16, 2025 @ 9:45 AM	CONTINENTAL BREAKFAST @ \$28.00 ++ per person Baked Breakfast Pastries and Muffins Fresh Whole Fruit Bottled Orange Juice Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea All prices are subject to 23.5% service charge and 8% taxes.

OCTOBER 9 CHANGE
CANCEL CONTINENTAL BREAKFAST AND REPLACE WITH:
FRESHLY BREWED COFFEE, DECAF, & HOT TEA @ \$80.00++ PER GALLON
ASSORTED SOFT DRINKS @ \$5.00++ EACH, CHARGED ON COMSUMPTION.
BOTTLED WATER @ \$5.00++ EACH, CHARGED ON COMSUMPTION.

(1) DOZEN MUFFINS @ \$60.00++ PER DOZEN

(1) DOZEN BREAKFAST BREADS @ \$55.00++ PER DOZEN

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

Monday, November 17, 2025

8:00 AM- 5:00 PM

Podcast Neuroscience Perspectives - Filming space for Neuroscience Perspectives Podcast

SDCC: 19

Function Type: Satellite
Estimated Attendance: 4

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Kelsie Smith-Hayduk

Organizer Email: kelsie_smith-hayduk@urmc.rochester.edu

Logistics

Setup - SDCC

Ready By:
Monday, November 17, 2025 @ 7:00 AM

Note

OCT 3 UPDATE
(1) 6' Skirted table
(2) Chairs
(1) Trash can

NOTE: FILMING CREW WILL BE BRINGING CAMERAS AND
LIGHTING EQUIPMENT.

Setup - The Expo Group (TEG)

Ready By:
Monday, November 17, 2025 @ 7:00 AM

Note

OCT 16 UPDATE
ORGANIZER/KELSIE SMITH HAYDUK HAS ORDERED THE
FURNITURE BELOW DIRECTLY FROM TEG:

(2) Chairs: 1392 BNMCOV - Brooklyn Meeting Chair - White Vinyl,
Oak-look

(1) End Table: 1392 ALE200 - Alondra End Table - Brandy Maple Top,
Chrome

Monday, November 17, 2025
9:00 AM- 10:00 AM
EVENT CANCELLED - MTCE02
SDCC: 5A, 5B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By: Monday, November 17, 2025 @ 8:00 AM	Note As set Saturday, November 15 at 1:30 p.m.
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OCT 13 UPDATE
THE 9:00 - 10:00 A.M. SESSION IS CANCELLED BUT THE SET UP
WILL REMAIN.

Tuesday, November 18, 2025
11:00 AM- 2:30 PM
Program Committee Meeting
SDCC: 31A, 31B, 31C

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 86	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-M751

Contacts

Contact: Sharon Kerley Bowles

Logistics

Setup - SDCC

Ready By:
Tuesday, November 18, 2025 @ 6:00 AM

Note
OCT 9 UPDATE
REQUEST 6'X30" TABLES

- Chevron set for (74) 2 per 6' tables
- (3) Skirted Head tables for (6) 2 per 6' tables on riser
- (3) Skirted Registration/Materials tables inside the room at the entrance for tent cards
- (3) Skirted Staff tables for (6) set to the side with (2) chairs each on a riser
- (1) Audio tech table with (2) chairs
- (2) Easels

Setup Note: Individuals sitting at the SfN staff table will need to see who is speaking in the Chevron setup.

**** See Diagram****

Audio/Visual - Atlantic Images & Sound

Ready By:
Tuesday, November 18, 2025 @ 9:00 AM

- Note
- (2) Screens
 - (2) Data/Video Projectors projecting different images
 - (1) Laser pointer
 - (1) Switcher
 - (1) Hand-held microphone to the front head table (Not staff table)
 - (42) Push-to-talk table microphones (Only require 4 mics at head table, with slack in wire since they are shared)
 - (1) Audio Recording (provided on USB)
 - (1) Projectionist/Sound Operator 10:30 a.m. - 2:30 p.m.
 - Computer Audio Required
 - (2) Confidence Monitors placed in front of Head Table
 - Need capability of each screen and confidence monitor to show different data

Note: Please place screens so that everyone has a clear line of sight,

including staff table.

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, November 18, 2025 @ 9:00 AM

Note

(1) 20amp drop per floorplan
Electric from wall outlets run by Local #122

(43) Power strips to be placed at each table allowing for at least two plugs per person

Telecom - SmartCity

Ready By:

Tuesday, November 18, 2025 @ 9:00 AM

Note

(1) Wired internet at the staff table on the SfN Staff VLAN

Computer - Atlantic Images & Sound

Ready By:

Tuesday, November 18, 2025 @ 9:00 AM

Note

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

Place both laptops at staff table.

Food And Beverage - SDCC Catering

Ready By:

Tuesday, November 18, 2025 @ 10:30 AM

Note

VIP Event - China Service
Please add linens to the tops of all tables

Beverage Service on consumption from 10:30 a.m. - 2:30 p.m.
Lunch Buffets Include Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea and Assorted Canned Pepsi Beverages. Minimum of (75) guests.
Canned Spring Water @ \$5.00++ each, charged on consumption.
Bubly Canned Sparkling Water @ \$5.00 ++ each, charged on consumption.

All Beverage service inside the room and refresh as necessary.
Lunch Service Starts between 10:30-10:45 a.m.
L19 SOCAL BAJA (86) @ \$56++ per person

Romaine, Radicchio, Roasted Corn, Cotija Cheese & Guajillo Caesar
Pineapple, Cucumber & Jicama Salad with Lime & Chamoy Vinaigrette
Chile-Lime Chicken Breast with Cilantro and Citrus Jus
Cheese Chile Relleno with Vegetable Ash Ranchero and Queso Fresco
Arroz Verde with Pickled Onions and Petite Cilantro
Chili Roasted Mexican Squash
House Made Tres Leche Cake
Warm Churros
Include Vegetarian Options

Please keep lunch set for as long as possible.

Please label food to identify ingredients for attendees with allergies.

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

Request quiet service and that several tray jacks be placed around the

room.

Tuesday, November 18, 2025
3:30 PM- 4:30 PM
Exhibitor Advisory Committee
SDCC: 26A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 20	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, November 18, 2025 @ 3:30 PM	As set on Thursday November 13

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Tuesday, November 18, 2025 @ 2:30 PM	Mics will not be used for this meeting

Food And Beverage - SDCC Catering

Ready By:	Note
Tuesday, November 18, 2025 @ 3:00 PM	Assorted Canned Soda @ \$5.00++ each, charged on consumption Please have Coke products available Bottled Water @ \$5.00++ each, charged on consumption (1) Dozen Cookies @ \$50.00++ per dozen
	All prices are subject to 23.5% service charge and 8% sales taxes

Tuesday, November 18, 2025
5:30 PM- 6:45 PM
LEC20
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Tuesday, November 18, 2025 @ 4:30 PM

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

Tuesday, November 18, 2025
7:00 PM- 7:30 PM
Members Business Meeting
SDCC: 15A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 100	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - SDCC

Ready By:
Tuesday, November 18, 2025 @ 5:45 PM

Note
Set room theater style with center aisle for (90)
Stage per diagram
Head table for (10) - (2) 8' Tables with 3 chairs each and (2) 6' Tables with 2 chairs each

(1) Standing Lectern
(1) 6' skirted table and (2) chairs for materials outside of room
(1) 6' skirted table with (1) chair for audio tech
(1) Easel
(1) Wastebasket

Water service at the head table.

Audio/Visual - ON AV

Ready By:
Tuesday, November 18, 2025 @ 6:00 PM

Note
(1) Lectern Microphone
(6) Table Microphones, push to talk
(1) Floor microphone in center aisle
(1) Sound Operator 6:00pm - 8:00pm

Wednesday, November 19, 2025
10:30 AM- 11:30 AM
LEC22
SDCC: Ballroom 20ABCD

Function Type: Lecture	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

<i>Ready By:</i> Wednesday, November 19, 2025 @ 9:30 AM	Note As set on Saturday, November 15 at 10:00 a.m.
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Friday, November 21, 2025
12:00 AM- 6:00 PM
First Aid Services
SDCC: Box Office E

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

Contacts

Contact: Sharon Bowles

Logistics

Setup - SDCC

Ready By:
Thursday, November 20, 2025 @ 11:00 PM

Note
OCT 9 UPDATE
FIRST AID SERVICES MOVED TO BOX OFFICE E

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

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

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

Electrical - The Expo Group (TEG)

Ready By:
Thursday, November 20, 2025 @ 11:00 PM

Note
OCT 9 UPDATE
(2) POWER STRIPS

Food And Beverage - SDCC Catering

Ready By:
Thursday, November 20, 2025 @ 11:00 PM

Note
OCT 9 UPDATE
(1) WATER COOLER WITH CUPS