Saturday, November 14, 2026
6:00 AM- 8:00 PM
Space Release to Marquis
Marquis Washington DC: Dupont Circle

Meeting Planner: Dawn Keane
Post: No

Logistics

General Notes - Marquis DC

Ready By:
Saturday, November 14, 2026 @ 6:00 AM

Note
Space release to the Marquis

Saturday, November 14, 2026
1:00 PM- 5:00 PM
Transpharmation Internal Team Meeting
Marquis Washington DC: Marquis Salon 15

Function Type: Satellite
Estimated Attendance: 15

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Laura Lockwood
Organizer Email: laura.lockwood@tra
laura.lockwood@transpharmation.com

Logistics

General Notes - SfN

Ready By:
Saturday, November 14, 2026 @ 12:00 PM

Note

NOV 2 UPDATE
NEW SATELLITE EVENT ASSIGNMENT

Satellite organizer to work with event manager at the Marriott Marquis, and Eric Berry with AIS, in finalizing event logistics and providing payment directly to the vendors for all requested services.

Monday, November 16, 2026
9:00 PM- 10:30 PM
Lab Reception
Marquis Washington DC: Dogwood

Function Type: Reception
Estimated Attendance: 25
Room Set: Reception

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-MO200-A702

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By:
Monday, November 16, 2026 @ 8:00 PM

Note

NOVEMBER 2 UPDATE
EVENT WILL NOW START AT 9 PM, BUT WILL STILL END AT 10:30 PM

Setup - Marquis DC

Ready By:
Monday, November 16, 2026 @ 7:30 PM

Note

Set Reception Style with high and low cocktail rounds. Ensure plenty of seating.

(1) Easel at room entrance

Audio/Visual - Atlantic Images & Sound

Ready By:
Monday, November 16, 2026 @ 7:30 PM

Note

(1) Bluetooth Speaker for playing music from a phone

Food And Beverage - Marquis DC

Ready By:
Monday, November 16, 2026 @ 8:00 PM

Note

VIP Event
Serve food beginning at 8:15 pm

VEGETABLE DISPLAY for (25) @ $26++ per Person
Two Seasonal Raw, Two Pickled, Two Roasted, Curried Carrot Dip, Traditional Hummus (gf, vegan)

MIDDLE EAST PITA STATION for (25) @ $36.00++ per Person
Lamb Pita Bar “Shawarma Style”
Tabouli, Pickled Beet (vegan)
Feta Cheese (gf)
Accompaniments: Tatziki, Mint and Cucumber, Spiced Falafel, Hummus (vegan)

(2) Dozen Double Chocolate Brownies @ $80++ per dozen

Hosted Bar Charged on Consumption
Top Shelf Wine by the Glass @ $18.00++ each
Domestic Light & Premium Beer @ $12.00++ per serving
Imported, Craft & Regional Beer @ $14.00++ per serving
Angry Orchard Hard Cider @ $15.00++ per bottle
Still Water @ $8.00++ per serving
Sparkling Water @ $8.00++ per serving
Soda @ $8.00++ per serving

(1) Bartender @ $375.00 ++ per bartender

NOTE: PLEASE LABEL ALL FOOD FOR ALLERGIES

All prices are subject to 26% service charge & SfN is tax exempt in the District.