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Monday, November 9, 2026- Friday, November 20, 2026

6:00 AM- 6:00 PM

All Access Bathrooms

Washington Convention Center

Function Type: Other	Billing Group: SfN Master
	Meeting Planner: Dawn Keane
	Post: Yes

Contacts

Contact: DawnKeane

Logistics

Setup - Washington Convention Center

Ready By:
Monday, November 9, 2026 @ 6:00 AM

Note
Please convert the women's restroom behind La Colombe Coffee Shop in the Grand Lobby to an all access restroom.

Monday, November 9, 2026- Wednesday, November 18, 2026

6:00 AM- 6:00 PM

Lincoln Security Cameras
Washington Convention Center

Function Type: Other	Billing Group: SfN Master
	Meeting Planner: Allison Burns
	Post: No
	Cost Center: MK200-A108 / A-MO200-A201

Contacts

Contact:	Alt Contact:
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Logistics

General Notes - Lincoln Security

Ready By:
Monday, November 9, 2026 @ 12:00 PM

Note
Rosby will have cameras dropped off to at the WCC on Tuesday, November 10 from Mobile Video Guard.

Cameras will be pickup from the WCC on Wednesday, November 18.

Setup - Lincoln Security

Ready By:
Wednesday, November 11, 2026 @ 12:00 PM

Ends On:
Wednesday, November 18, 2026 @ 5:00 PM

Note
Locations:
1. East Salon monitoring SfN Pop-Up Store and Art of Neuroscience
2. SfN Booth (Hall B) - Bottom of escalators positioned to monitor the SfN Booth #

See Rosby Jones for exact locations.

Remain as set through Wednesday, Nov. 18 at 5:00pm

Electrical - Hi Tech Electrical

Ready By:
Tuesday, November 10, 2026 @ 5:00 PM

Note
EXACT LOCATIONS IN THE BELOW AREAS TBD ONSITE BY Lincoln Security.
(1) East Salon (between SfN Pop-up Booth and Art of Neuroscience
(1) Hall B - bottom of escalators front or near the SfN Booth

See Rosby Jones for exact locations.

Remain as set through Wednesday, Nov. 18 at 5:00pm

Monday, November 9, 2026- Friday, November 20, 2026

6:00 AM- 5:00 PM

Wireless Internet Buyout

Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

Telecom - SmartCity

Ready By:

Monday, November 9, 2026 @ 6:00 AM

Note

Wireless Internet Buyout for 8,500 consecutive Users in all Meeting Rooms and Public Areas and in Exhibit Halls A , B, C, D & E (entire building)

SSID: Neuroscience

Additional requirements: Local landing (redirect) page

5 Separate VLANs:

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

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

Frequencies for Public Space/Meeting Rooms – 5.0 GHz 802.11 g/n/ac

Exhibit Halls – 5.0 GHz only

Speed - 1.5Mbps up/down (throughout the entire convention center)

Access Points Connections - 200 Concurrent Connections per Access Point at 1.5Mbps per connection/device

DHCP lease will be set 12 hours and will be adjusted according to load on system.

Wireless buyout to include Exhibit Halls A-E, all Meeting Rooms and Public Space, per discussions with SmartCity.

NOTE: Scott Moore and Harjit Jathoul have the authority to request restarts of the VLAN in the event we need to do so. No changes to the wireless buyout that have a financial consequence may be made without approval of Paula Kara

Monday, November 9, 2026- Friday, November 20, 2026

7:00 AM- 6:00 PM

First Aid Services

Washington Convention Center: First Aid - Hall A, First Aid - Hall D

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A202
A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 9, 2026 @ 6:00 AM

Note

First Aid Services for Neuroscience 2026 will be provided by GW Medical.

SfN is using the permanent phone lines:

Hall A – 202/249-3108

Hall D – 202/249-3109

Setup - Washington Convention Center

Ready By:

Monday, November 9, 2026 @ 6:00 AM

Note

The permanent First Aid rooms are equipped with furniture

Events DC will provide an AED and building radio to the medical provider upon check-in

The EMT providers will bring the necessary medical supplies

****Remain as set through Friday, November 20 at 6:00 pm****

****See attachment for the First Aid daily schedule****

Monday, November 9, 2026- Thursday, November 19, 2026

7:00 AM- 5:00 PM

TEG Office

Washington Convention Center: Show Office C

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 9, 2026 @ 8:00 AM

Note

Set per diagram
(6) rounds with chairs

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

Monday, November 9, 2026- Thursday, November 19, 2026

8:00 AM- 8:00 PM

Security Office

Washington Convention Center: Show Office A

Function Type: Office

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 9, 2026 @ 6:00 AM

Note

SET PER DIAGRAM

(8) 6ft. Skirted tables around the perimeter of the room

(3) 6ft. Rounds with (10) chairs each in the center

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

Electrical - Hi Tech Electrical

Ready By:

Monday, November 9, 2026 @ 7:00 AM

Note

(1) 120v 20 amp drop

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

Telecom - SmartCity

Ready By:

Monday, November 9, 2026 @ 7:00 AM

Note

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

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

Monday, November 9, 2026- Thursday, November 19, 2026

9:00 AM- 5:00 PM

AIS Storage #1

Washington Convention Center: 159A, 159B

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

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:
Monday, November 9, 2026 @ 9:00 AM

Note
(4) 6' tables skirted
(10) 6' tables no Skirts
(1) 8' table skirted
(17) chairs

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

Monday, November 9, 2026- Thursday, November 19, 2026

9:00 AM- 12:00 PM

AIS Storage #2

Washington Convention Center: 210

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

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:
Monday, November 9, 2026 @ 9:00 AM

- Note
- (2) 6' tables skirted
 - (3) 6' tables (no skirts)
 - (5) chairs

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

Monday, November 9, 2026- Thursday, November 19, 2026

9:00 AM- 12:00 PM

AIS Storage #3

Washington Convention Center: 160

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

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:
Monday, November 9, 2026 @ 9:00 AM

Note
(1) 8' tables w/ skirt
(2) chairs

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

Monday, November 9, 2026- Saturday, November 14, 2026

9:00 AM- 6:00 PM

Exhibit Hall Move In

Washington Convention Center: Hall A, Hall B, Hall C

Function Type: Exhibits

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Cost Center: A-MO200-A705

Logistics

General Notes - SfN

Ready By:

Monday, November 9, 2026 @ 8:00 AM

Note

DECORATOR MOVE-IN

Mon., Nov. 9 - Sat., Nov. 14

EXHIBITOR MOVE-IN

Wed, Nov. 11 - Sat, Nov. 14, 8:00 a.m. - 6:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 9, 2026 @ 12:00 PM

Note

(4) 8" x 5" signs with show logo for electric carts (signs are on Paula's order)

SIGNS TO READ:

SfN Allison

SfN #1

SfN Paula

SfN Floor Manager

Ready By:

Tuesday, November 10, 2026 @ 5:00 PM

Note

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

CARPET:

Pepper carpet in exhibit aisles

Black carpet in power aisles - main/front/middle/back and both sides of the exhibit booths to separate the posters from booths

Pepper carpet in poster area

Black carpet in Graduate School Fair area

BOOTHS

Set 10' X 10' booths as follows:

White Back drape

White Side rail

GRADUATE SCHOOL FAIR BOOTHS

Set 8' X 10' booths as follows:

White Back drape

White 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 200-1300, 1400 - 2800.

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 1400 aisle, this area will have a session on Saturday, November 14 from 2:00 p.m. - 3:30 p.m. Caution tape can be added beginning at 4:00 p.m. and follow the above schedule starting on Sunday.

****Remain as set through Wednesday, November 18 at 5:00pm****

Monday, November 9, 2026- Thursday, November 19, 2026

9:00 AM- 5:00 PM

Freight/Shipping

Washington Convention Center: Show Office B Overlook

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paul Troxell

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 9, 2026 @ 8:00 AM

Note

(2) 6' tables w/ skirts

(1) 6' tables No skirts

(4) chairs

Remain as set through Thursday, November 19 at 8:00pm

Monday, November 9, 2026- Wednesday, November 18, 2026

10:00 AM- 5:00 PM

Early Staff Office

Washington Convention Center: Salon E

Function Type: Office	Billing Group: SfN Master
Estimated Attendance: 5	Meeting Planner: Paula Kara
	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

Setup - Washington Convention Center

Ready By:	Note
Monday, November 9, 2026 @ 8:00 AM	(2) Round tables with chairs with 5 chairs at each.

General Contractor - The Expo Group (TEG)

Ready By:	Note
Thursday, November 12, 2026 @ 10:00 AM	(1) Couch (1) Coffee Table

Monday, November 9, 2026- Wednesday, November 18, 2026

10:00 AM- 5:00 PM

Push to Talk Microphones

Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Dawn Keane

Logistics

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, November 9, 2026 @ 10:00 AM

Note

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

Audio/Visual - Projection AV

Ready By:

Monday, November 9, 2026 @ 10:00 AM

Note

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

Tuesday, November 10, 2026- Wednesday, November 18, 2026

8:00 AM- 6:00 PM

Maritz Office

Washington Convention Center: Maritz Office - West Salon

Function Type: Registration

Estimated Attendance: 5

Set For: 5

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: No

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 9, 2026 @ 5:00 PM

Note

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

Remain as set through Wednesday, November 18 at 7:00 pm

Electrical - Hi Tech Electrical

Ready By:

Monday, November 9, 2026 @ 5:00 PM

Note

(4) dedicated 20-amp circuits with Quad box with Stringer for perimeter of office.
(2) Power Strips

Remain as set through Wednesday, November 18 at 7:00 pm

Telecom - SmartCity

Ready By:

Monday, November 9, 2026 @ 5:00 PM

Note

(2) Internet drops on the Maritz VLAN
(3) Public Static IP Addresses to run Registration Area

MARITZ will create local network for registration

Remain as set through Wednesday, November 18 at 7:00 pm

Tuesday, November 10, 2026- Thursday, November 19, 2026

9:00 AM- 12:00 PM

Exhibit Management Office

Washington Convention Center: Show Office B

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Logistics

General Notes - SfN

Ready By:

Monday, November 9, 2026 @ 5:00 PM

Note

Exhibit Management Office Hours:

Wed., Nov. 11 - Sat., Nov. 14, 8:00 a.m. - 6:00 p.m.

Sun., Nov. 15 - Tue., Nov. 17, 7:00 am - 6:00 p.m.

Wed., Nov. 18, 7:00 am - 8:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 9, 2026 @ 1:00 PM

Note

SET PER DIAGRAM

(5) 6' x 30" skirted tables with white drape

(1) 4' x 30" skirted table with white drape for Katelyn

(4) Executive Swivel Chairs

(5) Wastebaskets

(12) Armchairs

*Remain as set through Thursday, November 19 at 6:00 am**

Audio/Visual - Projection AV

Ready By:

Tuesday, November 10, 2026 @ 12:00 PM

Note

(1) Standing Microphone to make daily announcements in the exhibit halls A -C.

*Remain as set through Thursday, November 19 at 6:00 am**

Electrical - Hi Tech Electrical

Ready By:

Tuesday, November 10, 2026 @ 10:00 AM

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 19 at 6:00 am**

Telecom - SmartCity

Ready By:
Tuesday, November 10, 2026 @ 12:00 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 19 at 6:00 am**

Computer - Atlantic Images & Sound

Ready By:
Wednesday, November 11, 2026 @ 10:00 AM

Note

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

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

*Remain as set through Wednesday, November 18 at 6:00 pm**

Wednesday, November 11, 2026- Wednesday, November 18, 2026

8:00 AM- 6:00 PM

Exhibitor Lead Retrieval

Washington Convention Center

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Logistics

General Notes - SfN

Ready By:

Wednesday, November 11, 2026 @ 5:00 PM

Note

Hours: Thurs., Nov. 12 - Sat, Nov. 14, 8:00 am - 6:00 pm

Sun., Nov. 15, - Tues, Nov. 17, 8:30 am - 5:00 pm

Wed., Nov. 18, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 10, 2026 @ 12:00 PM

Note

Set-up per diagram.

Headers to read: LEAD RETRIEVAL

(3) Counters

(7) Task Chairs - 1 chair at each counter, (2) chair at table behind counters

(2) 6' x 30" draped tables with (2) chair

STORAGE AREA Set-up per diagram.

(2) 6' x 30" draped tables

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

(1) Chair

****Remain as set through Wednesday, November 18 at 9:00 pm****

Electrical - Hi Tech Electrical

Ready By:

Monday, November 9, 2026 @ 5:00 PM

Note

(5) 20 amp drops - (2) inside Storage Room, (1) under each counter

All circuits should be 24-hour dedicated.

****Remain as set through Wednesday, November 18 at 9:00 pm****

Telecom - SmartCity

Ready By:

Tuesday, November 10, 2026 @ 10:00 AM

Note

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

(1) Physical CAT5 cable drop with DHCP internet service

****Remain as set through Wednesday, November 18 at 9:00 pm****

Wednesday, November 11, 2026- Wednesday, November 18, 2026

9:00 AM- 6:00 PM

Headquarters Office

Washington Convention Center: 102A, 102B

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MO200-A201

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 10, 2026 @ 10:00 AM

Note
SET PER DIAGRAM
Install walls per diagram.

HEADQUARTERS and LOGISTICS OFFICE:
(31) 6’ skirted tables with white drape, (20) to be used as desks, and (1) to be used for printer near Paula's desk
(10) Behind the desks, as drawn on diagram
(20) Executive swivel chairs
(43) Chairs (2) in front of desks and (3) Chairs - along wall for waiting area
(20) Wastebaskets
8' high drape (see diagram)

CONFERENCE ROOM
Build room per diagram.
(1) 6’ draped table to make Conference Table, per diagram
(6) chairs
(1) Wastebasket

TRUNK / SIGN ROOM
Build room w/double wide opening per diagram.
(3) 6'x30" Skirted tables with white drape
(1) Wastebasket
(2) Coat Racks with hangers
(2) Rolls of Caution Tape for use in the Lecture Hall

Outside Room 102B
8' high black drape

Remain as set through Wednesday, November 18 at 7:00 pm

Electrical - Hi Tech Electrical

Ready By:
Tuesday, November 10, 2026 @ 2:00 PM

Note
See Diagram
(13) 120v/15 amp drops
(9) Power Strips per Diagram.

Remain as set through Wednesday, November 18 at 7:00 pm

Telecom - SmartCity

Ready By:

Tuesday, November 10, 2026 @ 4:00 PM

Note

See Diagram

(1) VLAN with (2) static drop locations per diagram table along the wall near Paula's area and table behind Allison M. on the SfN Staff VLAN

(15) additional dhcp IP addresses

(1) Maritz VLAN drop at Stephanie E. area

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

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

****Remain as set through Wednesday, November 18 at 7:00 pm****

Computer - Atlantic Images & Sound

Ready By:

Wednesday, November 11, 2026 @ 10:00 AM

Note

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

(1) Black & White Printer behind Allison M. desk (See Diagram)

(1) Color Printer on the table along the wall near Paula's desk

SfN staff to network all computers to printers.

iPad is for Tim P.

****Remain as set through Wednesday, November 18 at 7:00 pm****

Wednesday, November 11, 2026- Wednesday, November 18, 2026

9:00 AM- 5:00 PM

Staff Work Room

Washington Convention Center: 101 - Staff Work Room

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MO200-A201

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 10, 2026 @ 12:00 PM

Note
SET PER DIAGRAM
(14) 6'x30" Skirted Tables
(28) Chairs
(4) Wastebaskets

Remain as set through Wednesday, November 18 at 6:00pm

Electrical - Hi Tech Electrical

Ready By:
Tuesday, November 10, 2026 @ 5:00 PM

Note
(10) Quad Boxes, see floor plan for placement.
NOTE: (1) is for copier, need to ensure we have enough power.

(6) Power strips for charging devices.

Remain as set through Wednesday, November 18 at 6:00pm

Telecom - SmartCity

Ready By:
Tuesday, November 10, 2026 @ 5:00 PM

Note
(2) SfN Staff VLAN drops - (1) for computers/printer and (1) at copier location (with SMTP capability allowing port 25 and 587 for copier drop)
(10) additional DHCP IP addresses

Remain as set through Wednesday, November 18 at 6:00pm

Computer - Atlantic Images & Sound

Ready By:
Friday, November 13, 2026 @ 10:00 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.
(1) B/W Printer - SfN staff to network all computers in the workroom to this printer.

Remain as set through Wednesday, November 18 at 6:00pm

Wednesday, November 11, 2026- Friday, November 13, 2026

10:00 AM- 5:00 PM

Press Room Set Up

Washington Convention Center: 202A

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 - Washington Convention Center

Ready By:
Tuesday, November 10, 2026 @ 3:00 PM

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

(1) Water Cooler w/disposable cups. Refresh throughout the week

Remain as set through Wednesday, November 18 at 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 10:00 AM

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

Remain as set through Wednesday, November 18 at 5:00pm

Electrical - Hi Tech Electrical

Ready By:
Wednesday, November 11, 2026 @ 3:00 PM

Note
(3) 110 V AC drops; (1) under each table with laptops and at the U shaped staff area.

Please add (6) additional power strips to the 6'x30" tables for people to charge laptops.

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

Remain as set through Wednesday, November 18 at 5:00pm

Telecom - SmartCity

Ready By:
Thursday, November 12, 2026 @ 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 number per Telephone Roster, see diagram for placement.

****Remain as set through Wednesday, November 18 at 5:00pm****

Computer - Atlantic Images & Sound

Ready By:
Thursday, November 12, 2026 @ 4:00 PM

Note

(2) 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 18 at 5:00pm****

Wednesday, November 11, 2026- Wednesday, November 18, 2026

12:00 PM- 6:00 PM

**Convention Center Cleaning
Washington Convention Center**

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

Other - Lincoln Security

Ready By:

Saturday, November 14, 2026 @ 9:30 PM

Note

Exhibit Hall rovers to monitor vacuuming.

Other - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 7:30 PM

Note

Show Management Areas: SfN Booth #1103; Show Office B; Concourse B (Exhibitor Lounge); and Product Theaters (1123, Focused and 1423, Grand)

MOVE-IN – Ensuring the halls stay clean and clear during the move-in process.

- HALLS D and E, Nov. 9 – 13
- HALLS A - C, Nov. 9 - 14

MOVE-OUT – (11/18 - 20) - Disposing of all trash and debris related to move-out process.

- HALLS A - C, D, and E

EVENT DAYS – Event porter service, clean show management areas, aisle vacuuming and/or scrubbing (post show), trash and debris removal from the show floor.

- HALLS A – C, D and E, Nov. 14 – 18

****Exhibit Halls Aisles (front, back and 1400 Aisle) and Poster Area****

- 11/14 - Vacuuming to finish before 11:00am. Poster Session begins at 1:00pm with attendees permitted in the hall beginning at 12:00pm.

****Exhibit Booths (Saturday Night ONLY)****

- Vacuum all exhibit booths prior to Exhibit Hall opening on Sunday.

Note: Please do not start to vacuuming before 9:30pm, we have an event in the hall on Saturday that ends at 9:30pm.

****Exhibit Hall Aisles and Show Management booths****

- Vacuum Sunday - Tuesday after 6:00pm

****Exhibitor Lounge, Concourse B****

- Vacuum prior to 6:00pm everyday beginning 11/11 as the doors are locked at 6:00pm

****Halls D, E and East and West Salons****

- Vacuum these areas after 7:30pm and prior to 7:00am beginning 11/11

Thursday, November 12, 2026
7:00 AM- 5:00 PM
Committee Room 1 Standard Set Up
Washington Convention Center: 209A

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

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 10:00 AM

- Note
- U-Shape set for 30 ppl
 - (8) 8' x 30" tables with (3) chairs each
 - (3) 6' x 30" tables with (2) chairs each
 - (1) 6' x 30" table with (2) chairs for AV tech
 - (1) Easel
 - (1) Wastebasket
- **Remain as set through Wednesday, November 18 at 5:00pm**

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 1:00 PM

- Note
- (8) Power strips around the u-shape set-up for attendees to use for laptops
- **Remain as set through Wednesday, November 18 at 5:00pm**

Thursday, November 12, 2026
7:00 AM- 5:00 PM
Committee Room 2 Standard Set Up
Washington Convention Center: 209B

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

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 10:00 AM

- Note
- U-Shape set for 30 ppl:
- (8) 8' x 30" tables with (3) chairs each
 - (3) 6' x 30" tables with (2) chairs each
 - (1) 6' x 30" table with (2) chairs for AV tech
 - (1) Easel
 - (1) Wastebasket
- **Remain as set through Wednesday, November 18 at 5:00pm**

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 1:00 PM

- Note
- (8) Power strips around the u-shape set-up for attendees to use for laptops
- **Remain as set through Wednesday, November 18 at 5:00pm**

Thursday, November 12, 2026
7:00 AM- 5:00 PM
Committee Room 3 Standard Set Up
Washington Convention Center: 209C

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Katelyn Crume
	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 10:00 AM

- Note
- U-Shape set for 30 ppl
 - (8) 8' x 30" tables with (3) chairs each
 - (3) 6' x 30" tables with (2) chairs each
 - (1) 6' x 30" table with (2) chairs for AV tech
 - (1) Easel
 - (1) Wastebasket
- **Remain as set through Wednesday, November 18 at 5:00pm**

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 1:00 PM

- Note
- (8) Power strips around the u-shape set-up for attendees to use for laptops
- **Remain as set through Wednesday, November 18 at 5:00pm**

Thursday, November 12, 2026
7:00 AM- 5:00 PM
Committee Room 4 Standard Set Up
Washington Convention Center: 103A, 103B

Function Type: Meeting	Billing Group: SfN Master
	Meeting Planner: Jennifer Gross
	Post: No

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 10:00 AM

Note
SEE FLOOR PLAN
Set Hollow Square for (44) - no more than 2 per 6' table or 3 per 8' table
No Chairs at the hollow Square - VIP Chairs will be used
Set (5) extra chairs along wall
(1) 8'x30" table with (1) chair for sound operator
(1) 6'x30" table with (1) chair for stenographer
(1) 8'x30" table for beverages
(1) Easel at room entrance

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

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 5:00 PM

Note
(40) VIP Chairs for the Hollow Square

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 12:00 PM

Note
(12) Power strips around the Hollow Square for laptops, allowing at least two plugs per person

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

Thursday, November 12, 2026- Wednesday, November 18, 2026

8:00 AM- 5:00 PM

Charging Stations

Washington Convention Center

Function Type: Other

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 1:00 PM

Note

SEE DIAGRAM FOR LOCATION

(1) Charging Station (tower) in Concourse A

(1) Charging Station (tower) in East Salon

Remain as set through Wednesday, Nov. 18 at 5:00pm

Electrical - Hi Tech Electrical

Ready By:

Thursday, November 12, 2026 @ 3:00 PM

Note

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

Remain as set through Wednesday, Nov. 18 at 5:00pm

Thursday, November 12, 2026
8:00 AM- 1:00 PM
Committee Conference Room Set Up
Washington Convention Center: 302

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 16	Meeting Planner: Katelyn Crume
Room Set: See Diagram	Post: No

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 7:00 AM

- Note
- Conference set for 30 ppl
 - (8) 8' x 30" tables with (3) chairs each
 - (3) 6' x 30" tables with (2) chairs each
 - Set (6) extra chairs along wall
 - (1) 6' x 30" table with (2) chairs for AV tech
 - (1) Easel
 - (1) Wastebasket

Remain as set through Wednesday, November 18 at 5:00pm

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 7:00 AM

- Note
- (4) Power strips around the u-shape set-up for attendees to use for laptops.

Remain as set through Wednesday, November 18 at 5:00pm

Thursday, November 12, 2026- Saturday, November 14, 2026

8:00 AM- 5:00 PM

Press Conference Set Up

Washington Convention Center: 202B

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 40	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: No
	Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Setup - Washington Convention Center

Ready By:
Wednesday, November 11, 2026 @ 10:00 AM

Note
Set room theater style with center aisle for (48)
40' x 12' x 24" Stage - set per diagram with stairs & railings required
Head table for (6) - (2) 8' Tables with 3 chairs each

(1) Standing Lectern
(1) 8' skirted table and (3) chairs for materials and staff
(1) 8' skirted table and (3) chairs for Multiview (web casting vendor)
(1) 6' skirted table with (2) chairs for audio tech
(2) Easels
(1) Wastebasket

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

Preset room lights out over screen

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

Remain as set through Tuesday, November 17 at 8:00pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Thursday, November 12, 2026 @ 3:00 PM

Note
(1) Screen
(1) Data Video Projector
(1) Laser Pointer
(1) Remote to advance slides

(2) Light trees (additional room lighting for filming)

Preset Room Lights out over Screen

NOTE: Video recording will be done by MultiView.

NOTE: PLEASE HAVE A TECH NEARBY IN CASE ONE IS NEEDED DURING THE RECORDING TIMES

****Remain as set through Tuesday, November 17 at 8:00 pm****

Audio/Visual - Projection AV

Ready By:
Friday, November 13, 2026 @ 10:00 AM

Note

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

Audio DI for computer playback at lectern.

Sound operator will be required, times TBD.

****Remain as set through Tuesday, November 17 at 8:00pm.****

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 10:00 AM

Note

- (1) 20amp drop at camera platform,
- (1) Power strip - leave at SfN table

****Remain as set through Tuesday, November 17 at 8:00pm****

Telecom - SmartCity

Ready By:
Friday, November 13, 2026 @ 10:00 AM

Note

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

****Remain as set through Tuesday, Nov 17 at 8:00pm.****

Computer - Atlantic Images & Sound

Ready By:
Saturday, November 14, 2026 @ 9:00 AM

Note

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

Please ensure that the laptop has Zoom on it

****Remain as set through Tuesday, Nov. 17 at 8:00 pm****

Thursday, November 12, 2026- Wednesday, November 18, 2026

8:00 AM- 5:00 PM

Temporary Staff Lounge

Washington Convention Center: Temp Lounge - West Salon

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Thursday, November 12, 2026 @ 8:00 AM

Note

Hours: Friday, November 13, 8:00 am - 5:00 pm

Saturday, November 14 - 7:30 am - 5:00 pm

Sunday, November 15 -Wednesday, November 18, 7:00 am - 5:00 pm

Setup - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 1:00 PM

Note

(2) Banquet rounds with tablecloths and chairs

(2) 6' tables, one for beverage service and one for a work area

(1) Large trash can

****Remain as set through Wednesday, November 18 at 6:00 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 10, 2026 @ 5:00 PM

Note

Build room as diagrammed

(1) Coat rack with hangers

(1) Task Chair

****Remain as set through Wednesday, November 18 at 6:00 pm****

Electrical - Hi Tech Electrical

Ready By:

Thursday, November 12, 2026 @ 5:00 PM

Note

Place one electrical drop at 6' table per diagram.

****Remain as set through Wednesday, November 18 at 6:00 pm****

Food And Beverage - Aramark

Ready By:
Saturday, November 14, 2026 @ 7:00 AM

Note

Freshly Brewed Coffee & Decaffeinated Coffee @\$78.00++ per gallon
Saturday: 7:30 - 8:30 am
Sunday through Wednesday: 7:00 am - 8:00 am.

Plus 25% service charge. SfN is tax-exempt in DC.

****Remain as set through Wednesday, November 18 at 6:00 pm****

Thursday, November 12, 2026- Wednesday, November 18, 2026

9:00 AM- 5:00 PM

Scooter Storage

Washington Convention Center: 153

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 9:00 AM

Note
There is no room setup.

Scooters and wheelchairs will be stored in this room from Thursday, November 12 through Wednesday, November 18 at 5:00 p.m.

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 9:00 AM

Note
(4) Power cords to charge electric scooters

Thursday, November 12, 2026- Wednesday, November 18, 2026

9:00 AM- 7:00 PM

Shuttle Office

Washington Convention Center: 141

Function Type: Office

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

Contacts

Contact: Katelyn Crume

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 7:00 AM

- Note
- (4) 6'x30" Tables
 - (6) Chairs
 - (2) Wastebaskets

Remain as set through Wednesday, November 18 at 7:00 pm

Thursday, November 12, 2026- Wednesday, November 18, 2026

12:00 PM- 5:00 PM

DLM Office/Storage

Washington Convention Center: 301

Function Type: Office
Estimated Attendance: 10

Billing Group: SfN Master
Meeting Planner: Katelyn Crume
Post: Yes
Cost Center: A-DL200-P205

Contacts

Contact: Taylor Johnson

Logistics

Setup - Washington Convention Center

Ready By:
Wednesday, November 11, 2026 @ 12:00 PM

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

Remain as set through Wednesday, November 18 at 5:00pm

Electrical - Hi Tech Electrical

Ready By:
Wednesday, November 11, 2026 @ 12:00 PM

- Note
- (3) Power Strips

Remain as set through Wednesday, November 18 at 5:00pm

Thursday, November 12, 2026- Wednesday, November 18, 2026

2:00 PM- 5:00 PM

Lead Retrieval Rentals

Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: No

Logistics

General Notes - Maritz

Ready By:

Thursday, November 12, 2026 @ 3:30 PM

Note

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

Other - Maritz

Ready By:

Thursday, November 12, 2026 @ 3:30 PM

Note

(4) Scanners for the events below from 11/14 to 11/18 at 5:00 pm. Please contact Adam Katz at akatz@sfn.org & Katherine Bloom at kbloom@sfn.org. Please program all devices for the following Scientific Training events.

Cost Center: A-AT200-5405-A168

RCR Short Course
Animals in Research Panel
Advocacy Forum
National Academies of Science Mentoring Event
Career Fair and Workshop
Career Development Networking
Celebration of Women in Neuroscience

Ready By:

Thursday, November 12, 2026 @ 3:45 PM

Note

(2) Scanners for the event below from 11/12 to 11/18 at 5:00 pm. Please contact Corey Dillon at cdillon@sfn.org. Please program all devices for the Global Forum Panel.

Cost Center: A-OV200-5405-M406

Global Forum Panel

Ready By:

Thursday, November 12, 2026 @ 3:45 PM

Note

(8) Scanners for the events below from 11/14 to 11/18 at 5:00 pm. Please contact Bria Ward at bward@sfn.org, Aubrey Smith at asmith@sfn.org and Cynthia Fischer at cfischer@sfn.org. Please program all devices for the following Marketing events.

Cost Center: A-MK200-5405-A108

1 - General (no specific follow-up needed, but we want to make sure this lead is captured)

- 2 - Journals
- 3 - Membership
- 4 - Volunteering
- 5 - Advocacy
- 6 - BrainFacts
- 7 - Store Purchase
- 8 - Donation (to distinguish those that 'buy' the journal)

Ready By:

Friday, November 13, 2026 @ 3:45 PM

Note

(2) Scanners for the event below from 11/16 to 11/18 at 5:00 pm.
Please contact Katie Collins at kcollins@sfn.org. Please program all devices for the Donor and Volunteer Breakfast

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

Donor and Volunteer Breakfast

Ready By:

Tuesday, November 17, 2026 @ 4:00 PM

Note

PRESIDENTIAL RECEPTION

(4) Scanners for the Presidential Reception on Tuesday, November 17.

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

Friday, November 13, 2026- Wednesday, November 18, 2026

6:00 AM- 9:00 PM

Connector Hours

Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: DawnKeane

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 7:00 AM

Note

Please have the connector between the WCC and the Marquis open for the following hours:

- Friday November 13: 7 am - 7 pm
- Saturday November 14: 7 am - 7:30 pm
- Sunday November 15: 7 am - 7:30 pm
- Monday November 16: 7 am - 7:30 pm
- Tuesday November 17: 7 am - 8:30 pm
- Wednesday November 18: 7 am - 7 pm
- Thursday November 19: 7 am - 4 pm

Friday, November 13, 2026- Wednesday, November 18, 2026

6:00 AM- 6:00 PM

Lighted Sponsor Tower

Washington Convention Center

Function Type: Other

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

Contacts

Contact: Paula Kara

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 12:00 PM

- Note
- (3) Lighted Towers - SEE BELOW AND DIAGRAM for locations
 - (1) Lighted Welcome Tower across from the Metro Entrance stairs.
 - (1) Lighted Sponsor Tower in front of room 151, at the airwall between A&B, so it's centered and visible as attendees walk the concourse between rooms 145/146/147.
 - (1) Lighted Session Tower outside of Hall D on the left side facing Hall D.

Remain as set through Wednesday, November 18 at 5:00 pm.

Electrical - Hi Tech Electrical

Ready By:
Wednesday, November 11, 2026 @ 5:00 PM

- Note
- See Diagram for locations
- Electrical needed for each tower, unless we can utilize the wall outlets
- **Remain as set through Wednesday, November 18 at 5:00 pm.**

Friday, November 13, 2026- Wednesday, November 18, 2026

7:00 AM- 6:00 PM

KiddieCorp Child Care

Washington Convention Center: 204B, 204C

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: Lesley Medina

Organizer Email: lesley@kiddiecorp.com

Logistics

Setup - Vendor - Other

Ready By:

Friday, November 13, 2026 @ 5:00 PM

Note

Items provided by KiddieCorp:

Rear of 204C: (ages 6 months-2 years old)

(2) Cribs with bedding

(2) Highchairs

(5) Large sheets

Bottle warmers

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

Setup - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 5:00 PM

Note

Registration area - right outside the entrance of 204C:

(1) 6'x30" skirted table (no pins) with (2) chairs

(1) Small trash can next to table

Rear of Room 204C: (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 204C: (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.

Please keep air wall between 204 B and C 3/4 open

Active Room - 204B:

(1) 6'x30" skirted table (no pins) placed against the wall

(1) Large trash can

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 5:00 PM

Note

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

Rear of Room 204C:

(2) Mini-refrigerators

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

Audio/Visual - Atlantic Images & Sound

Ready By:

Thursday, November 12, 2026 @ 5:00 PM

Note

Room 204B:

(1) Flip chart with paper and marking pens

(1) TV/DVD Player

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

Electrical - Hi Tech Electrical

Ready By:

Thursday, November 12, 2026 @ 5:00 PM

Note

Front of Room 204C:

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

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

Food And Beverage - Aramark

Ready By:

Thursday, November 12, 2026 @ 5:00 PM

Note

Rear of Room 204C:

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

(3) Tablecloths (5' round)

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

Friday, November 13, 2026

8:30 AM- 6:30 PM

NIDA-NIAAA Mini-Convention: Frontiers in Addiction Research

Washington Convention Center: 146A, 146B

Function Type: Satellite

Estimated Attendance: 300

Room Set: As Set

Billing Group: Split Billing

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Shang-Yi Tsai

Organizer Email: shang-yi.tsai@nih.gov

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 7:30 AM

Note

As set Saturday, November 14 at 2:00 p.m.

Satellite organizer requests the following items:

(2) Skirted registration tables with (4) chairs outside the entrance to the room.

(1) Easel

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 13, 2026 @ 7:30 AM

Note

As set Saturday, November 14 at 2:00 p.m.

Satellite organizer requests the following items:

(1) Screen

(1) Data Projector

(1) Cart

(1) Switcher

(1) Speaker timer

(1) Laser pointer

(1) A/V Tech (7:30 a.m. - 6:30 p.m.)

Audio/Visual - Projection AV

Ready By:

Friday, November 13, 2026 @ 7:30 AM

Note

As set Saturday, November 14 at 2:00 p.m.

Satellite organizer requests the following items:

(1) Lectern microphone

(1) Wired Table microphone at head table

(2) Wired Floor microphones

(1) DI under 6' table for computer

Food And Beverage - Aramark

Ready By:

Friday, November 13, 2026 @ 7:30 AM

Note

Please contact the organizer directly for food and beverage requirements.
Organizer will pay Aramark Catering directly for all f/b costs.

Friday, November 13, 2026

9:00 AM- 6:00 PM

Molecular and Cellular Cognition Society 2026 Annual Meeting Symposium

Washington Convention Center: 147A, 147B

Function Type: Satellite

Estimated Attendance: 150

Room Set: As Set

Billing Group: Split Billing

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Jennifer Tudor

Organizer Email: jtudorlab@gmail.com

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 8:00 AM

Note

As set Saturday, November 14 at 2:00 p.m.

Satellite organizer requests the following items:

(2) 6' Skirted registration tables with (4) chairs outside the entrance to the room.

(1) Easel

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 13, 2026 @ 8:00 AM

Note

As set Saturday, November 14 at 2:00 p.m.

Satellite organizer requests the following items:

(1) Screen

(1) Data Projector

(1) Cart

(1) Switcher

(1) Speaker timer

(1) Laser pointer

(1) A/V Tech (8:00 a.m. - 6:00 p.m.)

Audio/Visual - Projection AV

Ready By:

Friday, November 13, 2026 @ 8:00 AM

Note

As set Saturday, November 14 at 2:00 p.m.

Satellite organizer requests the following items:

(1) Lectern microphone

(3) Wired Table microphones at head table

(2) Wired Floor microphones

(1) Lapel microphone

(1) DI under 6' table for computer

Food And Beverage - Aramark

Ready By:

Friday, November 13, 2026 @ 8:00 AM

Note

Please contact the organizer directly for food and beverage requirements.
Organizer will pay Aramark Catering directly for all f/b costs.

Friday, November 13, 2026
9:00 AM- 3:00 PM
Production Transport Staff Training Meeting
Washington Convention Center: 209A

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

Contacts

Contact: Katelyn Crume

Logistics

Setup - Washington Convention Center

Ready By:
Friday, November 13, 2026 @ 9:00 AM

Note
As set on Thursday, November 12

Friday, November 13, 2026
9:00 AM- 1:00 PM
Temporary Personnel Training
Washington Convention Center: 207B

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

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:	Note
Friday, November 13, 2026 @ 8:00 AM	As set on Saturday, November 14 at 12:00 pm.

Audio/Visual - Projection AV

Ready By:	Note
Friday, November 13, 2026 @ 8:00 AM	(1) Lectern microphone

Friday, November 13, 2026- Wednesday, November 18, 2026

10:00 AM- 6:00 PM

Infant Care Room

Washington Convention Center: 204A

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
A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Friday, November 13, 2026 @ 9:00 AM

Note

Infant Care Room Hours:

Friday, November 13: 10:00 a.m.- 6:30 p.m.

Saturday, November 14 - Tuesday, November 17: 7:00 a.m. - 6:30 p.m.

Wednesday, November 18: 7:00 a.m. - 6:00 p.m.

Setup - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 2:00 PM

Note

****See Diagram****

(1) Large Trash Can with Liner in common area

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 18 at 6:00 p.m.****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 12:00 PM

Note

****See Diagram****

(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

(2) 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.

(2) "In Use/Open" flips signs, (1) sign placed on outside of each cubicle door for user to flip when room is occupied or vacant

Keyed lockers - placed along wall in common area

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

Electrical - Hi Tech Electrical

Ready By:

Thursday, November 12, 2026 @ 7:00 AM

Note

****See Diagram****

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

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

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

Food And Beverage - Aramark

Ready By:

Friday, November 13, 2026 @ 9:00 AM

Note

****See Diagram****

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

****Remain as set through Wednesday, November 18 at 6:00 p.m.****

Friday, November 13, 2026
11:30 AM- 2:00 PM
Staff Meal Room
Washington Convention Center: 101

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Katelyn Crume
Room Set: See Diagram	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

Setup - Washington Convention Center

Ready By:	Note
Wednesday, November 11, 2026 @ 5:00 PM	Max room with banquet rounds and chairs, leaving room for buffets.
	Remain as set through Wednesday, November 18 at 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Wednesday, November 11, 2026 @ 2:00 PM	Hardwall and door per diagram.

Food And Beverage - Aramark

Ready By:	Note
Thursday, November 12, 2026 @ 11:15 AM	Lunch @ \$40.00+ per person
	Lunch Items Served Daily: Coffee, Decaf, Hot Tea, & Iced Tea
	Lunch Menu # 1
	Garden Pasta Salad with Baby Spinach, Tomatoes, and Cucumber with a Lite Vinaigrette
	Black Bean Salad with Roasted Corn, Cilantro and Lime
	Roast Turkey, Roast Beef and Ham
	Farmhouse Cheddar and Swiss Cheese
	Sliced Red Onions, Red Leaf Lettuce and Sliced Tomatoes
	Grain Mustard, Mayonnaise
	Multi Grain Bread and Potato Rolls
	Freshly Baked Cookies and Brownies
	Sliced Seasonal Fruit
	Assorted Soft Drinks @ \$5.50++ each, charged on consumption.
	Note: Requesting Coke products throughout the week - please :)
	(1) Water cooler with disposable cups and replenish as needed.
	Plus 25% service charge, SfN is tax exempt in DC

Friday, November 13, 2026- Wednesday, November 18, 2026

12:00 PM- 5:00 PM

Badge Pick Up

Washington Convention Center: Badge Pick Up - West Salon

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 10, 2026 @ 5:00 PM

Note
Hours for Badge Pick Up
Fri., Nov.13 - 12:00 pm - 5:00 pm
Sat., Nov. 14 – 8:00 am – 5:00 pm
Sun., Nov 15 - Wed., Nov. 18 - 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 11/11 & Thursday 11/12, 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 11/13.**

NOTE: PLEASE KEEP ONE COUNTER OPEN FOR THE SATURDAY NIGHT 11/14 POSTER SESSION UNTIL 8:00 PM. AREA WILL BE MANNED BY A TEMP.

General Contractor - The Expo Group (TEG)

Ready By:
Monday, November 9, 2026 @ 2:00 PM

Note
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
(2) High stools, one at each end of counters

Counters 11-13

Signage on Structural Rendering: CUSTOMER SERVICE
(3) Counters to accommodate six computers and 3 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 counters

Attendee Look Up Counter

(1) 6' Skirted table

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

****Remain as set through Wednesday, November 18 at 5:00 pm.****

Ready By:

Wednesday, November 11, 2026 @ 9:00 AM

Note

(2) Sticker Counters with two ADA sides
(4) Acrylic holders back-to-back on each counter - SfN to provide
(1) Accordion Literature Stand next to Sticker Stop Counter

Meeting Associate will monitor and replace stickers as needed

****Remain as set through Wednesday, November 18 at 5:00 pm.****

Ready By:

Wednesday, November 11, 2026 @ 12:00 PM

Note

Tote Bag Pick Up

(1) 1M Counter
(7) 6' tables behind Counter per diagram
(2) Stools for Temp Staff
(2) Bag racks in front of counter

****Remain as set through Wednesday, November 18 at 5:00 pm.****

Electrical - Hi Tech Electrical

Ready By:

Tuesday, November 10, 2026 @ 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 - 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 18 at 5:00 pm.****

Telecom - SmartCity

Ready By:

Monday, November 9, 2026 @ 5:00 PM

Note

(3) Maritz VLAN drops

****Remain as set through Wednesday, November 18 at 5:00 pm.****

Computer - Maritz

Ready By:

Tuesday, November 10, 2026 @ 5:00 PM

Note

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 18 at 5:00 pm.****

Friday, November 13, 2026

1:00 PM- 5:30 PM

RCR: Short Course

Washington Convention Center: 206

Function Type: Workshop

Estimated Attendance: 150

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A174

Contacts

Contact: Cashen Almstead

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

(15) 72" Rounds w/ (10) chairs per table
Stage 24' x 8' x 24" with steps and railings
(2) 8' Head Tables on stage with (6) chairs
(1) Standing Lectern on stage
(2) Easels
(2) 6'x30" Skirted Reg tables at entrance with (4) chairs
(1) 6'x30" skirted AV Tech table with (2) chairs
(2) Wastebaskets, placed outside room by registration table
Water for speakers at head table

Lighting: Preset room lighting out over the screen

****Remain as set through Wednesday, November 18 at 5:00pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 12:00 PM

Note

(1) 6'x18"x42' table, white top/black skirt set perpendicular between head table and standing lectern

****Remain as set through Wednesday, November 18 at 5:00pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Thursday, November 12, 2026 @ 2:00 PM

Note

(1) 9'x16' Screen
(1) Data Projector
(1) 4x1 switcher
(1) Laser Pointer
(1) Speaker Timer

****Remain as set through Wednesday, Nov. 18 at 5:00pm****

Audio/Visual - Projection AV

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

- (1) Lectern microphone
- (3) PTT Table microphones
- (2) Wired Aisle microphones
- (1) Audio DI @ lectern

****Remain as set through Wednesday, November 18 at 5:00pm****

Computer - Atlantic Images & Sound

Ready By:

Friday, November 13, 2026 @ 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 18 at 5:00pm****

Friday, November 13, 2026- Wednesday, November 18, 2026

2:00 PM- 5:00 PM

Attendee Seating Areas & Public Spaces

Washington Convention Center

Function Type: Other

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

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 2:30 PM

Note

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

Place rounds along the west side of the L St Bridge for additional seating.

Place additional tables along Halls D/E corridor, nooks on the concourse level, and on the ballroom pre-function area by windows.

Place rounds in Halls A & C per diagram.

****Remain as set through Wednesday, November 18 at 5:00pm****

Friday, November 13, 2026- Wednesday, November 18, 2026

2:00 PM- 5:00 PM

Exhibitor Directory, Lanyard Pickup and Badge Recycle Locations

Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

Setup - Washington Convention Center

Ready By:
Wednesday, November 11, 2026 @ 7:30 AM

Note
SEE DIAGRAM FOR EXACT LOCATIONS

(3) Large trash cans. Placed next to lanyard bins in West Salon. Please monitor and empty on a regular basis.

Remain as set through Wednesday, November 18 at 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 10, 2026 @ 5:00 PM

Note
SEE DIAGRAM FOR EXACT LOCATIONS

LANYARD BINS
(3) West Salon

Please place 150 lanyards in bin near Customer Service Counters.

Remain as set through Wednesday, November 18 at 5:00 pm

Ready By:
Thursday, November 12, 2026 @ 7:30 AM

Note
LANYARDS

THURSDAY, November 12, 7:30 am
Please fill (1) lanyard bin near Customer Service Counters

FRIDAY, November 13, 7:30 am
Please fill (3) lanyard bins with lanyards and refill bins as needed.

Remain as set through Wednesday, November 18 at 5:00 pm

Ready By:
Thursday, November 12, 2026 @ 5:00 PM

Note
SEE DIAGRAM FOR EXACT LOCATIONS

EXHIBIT HALL DIRECTORY
(8' H x 10' W)

(1) West Salon
(1) L Street Bridge
(1) Concourse A
(1) Concourse B

****Remain as set through Wednesday, November 18 at 5:00 pm****

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

SEE DIAGRAM FOR EXACT LOCATIONS

BADGE RECYCLE BIN (locked)

(1) Grand Lobby

(1) Outside of East Salon

(1) Entrance to L Street Concourse

(1) Near Metro Entrance

****Remain as set through Wednesday, November 18 at 5:00 pm****

Friday, November 13, 2026

3:30 PM- 4:30 PM

Staff Tour

Washington Convention Center

Function Type: Other

Estimated Attendance: 80

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

General Notes - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 3:00 PM

Note

Staff tours will be conducted at the following times:

Friday, 3:30 pm

Saturday, 8:00 am

Please ensure all escalators are turned on.

Friday, November 13, 2026
4:00 PM- 5:00 PM
Dialogues Rehearsal
Washington Convention Center: Hall D

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 3	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 13, 2026 @ 3:30 PM

Note
Ensure all equipment is fully set up and tested for a walkthrough and rehearsal by the Dialogues lecturer, Dr. Neta Bahcall.

Saturday, November 14, 2026- Wednesday, November 18, 2026

7:00 AM- 6:00 PM

Shuttle Drop Off Area

Washington Convention Center

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 14, 2026 @ 6:00 AM

Note
(5) 6' Tables with (2) chairs each in the driveway area for the shuttle staff to use as desks.

Saturday, November 14, 2026- Wednesday, November 18, 2026

7:00 AM- 6:00 PM

Shuttle Information Desk

Washington Convention Center: Shuttle Info - L St. Concourse/Middle Bldg

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 13, 2026 @ 10:00 AM

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

Header to read: Shuttle Information

Remain as set through Wednesday, November 18 at 6:00 pm

Electrical - Hi Tech Electrical

Ready By:
Friday, November 13, 2026 @ 1:00 PM

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

Remain as set through Wednesday, November 18 at 6:00 pm

Saturday, November 14, 2026- Wednesday, November 18, 2026

7:30 AM- 5:00 PM

SfN Pop-Up Store

Washington Convention Center: Satellite Store - East Salon

Function Type: Other	Billing Group: SfN Master
	Meeting Planner: Allison Burns
	Post: Yes
	Cost Center: A MK200-A108

Contacts

Contact: Cynthia Fischer

Logistics

General Notes - SfN

Ready By:	Note
Thursday, November 12, 2026 @ 8:00 AM	Additional storage will be in the Trunk and Storage Room in the Headquarters and Logistics Office, if needed.

Setup - Washington Convention Center

Ready By:	Note
Friday, November 13, 2026 @ 12:00 PM	Set per diagram (6) rounds with chairs behind the SfN Pop-Up Store back wall.

General Contractor - The Expo Group (TEG)

Ready By:	Note
Wednesday, November 11, 2026 @ 12:00 PM	SET PER DIAGRAM
	HEADER SfN Pop-up Store
	Shelving on the backwall structure (2) Glass display counters (2) Stools (1) Bookshelf with storage Stancion on left side of L-shaped counters Stancion in front of Glass counters
	Remain as set through Wednesday, November 18 at 5:00 pm

Electrical - Hi Tech Electrical

Ready By:	Note
Wednesday, November 11, 2026 @ 5:00 PM	SET PER DIAGRAM (1) 120v 20 amp drop
	Remain as set through Wednesday, November 18 at 5:00pm

Telecom - SmartCity

Ready By:

Wednesday, November 11, 2026 @ 5:00 PM

Note

Set Per Diagram

(1) drop on the Sales/Membership VLAN

****Remain as set through Wednesday, November 18 at 5:00 PM****

Saturday, November 14, 2026- Wednesday, November 18, 2026

8:00 AM- 5:00 PM

Attendee Services

Washington Convention Center: Attendee Services - East Salon

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MA200-A202

Logistics

General Notes - SfN

Ready By:
Thursday, November 12, 2026 @ 5:00 PM

Note
Hours:
Sat, Nov. 14, 8:00 am - 5:00 pm
Sun. Nov. 15 - Wed., Nov. 19, 7:30 am - 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 10, 2026 @ 5:00 PM

Note
SET PER DIAGRAM
Attendee Services:
Cling Backwall with headers
(6) 2M registration counters with headers on Backwall
(6) 6'x30" skirted tables
(6) wastebaskets
(12) task chairs
3' high pipe and drape on sides

HEADERS:
1. Housing
2. Mobile App and Wireless Support
3. Certificates of Attendance
4. Certificates of Attendance
5. Membership
6. Lost & Found / Ribbons / Travel Award Check-In

Remain as set through Wednesday, November 18 at 5:00 pm

Ready By:
Thursday, November 12, 2026 @ 12:00 PM

Note
(2) Literature Carousel
(4) 17" w x 11" h Signs that adheres to the outside of the frame with velcro (Double Sided). Sign request is on Katelyn's Show Card Order.

Remain as set through Wednesday, Nov. 18 at 5:00 p.m.

Electrical - Hi Tech Electrical

Ready By:
Wednesday, November 11, 2026 @ 10:00 AM

Note
(6) 20 amp circuits with power strips- one under each counter.

Remain as set through Wednesday, November 18 at 5:00 pm

Telecom - SmartCity

Ready By:

Wednesday, November 11, 2026 @ 10:00 AM

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 1)

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

Sales/Membership VLAN

(1) drop at the Membership (Counter 5)

PHONES:

Housing Counter (Counter 1)

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

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

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

****Remain as set through Wednesday, November 18 at 5:00pm****

Computer - Atlantic Images & Sound

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Certificate of Attendance Counters (3, 4)

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

Membership Counter (5)

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

(1) Lay Flat Monitor (flat on the counter) – 19” w/ privacy screen

Connect each laptop to the monitors for the counter

SfN Staff to network computers and printer

****Remain as set through Wednesday, November 18 at 5:00 pm****

Other - Maritz

Ready By:

Wednesday, November 11, 2026 @ 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 (#6)

(1) Maritz terminal

****Remain as set through Wednesday, November 18 at 5:00 pm****

Saturday, November 14, 2026- Monday, November 16, 2026

8:00 AM- 7:00 PM

Coat Check

Washington Convention Center: 154A, 154B

Function Type: Other	Billing Group: SfN Master
	Meeting Planner: Dawn Keane
	Post: Yes

Logistics

General Notes - Washington Convention Center

Ready By:	Note
Friday, November 13, 2026 @ 9:00 AM	Please ensure that all doors to this room are secured & locked and that security cameras are on.

Setup - Aramark

Ready By:	Note
Friday, November 13, 2026 @ 10:00 AM	Hours: Sat, Nov 14- 8:00am - 7:00pm Sun, Nov 15 - Mon, Nov 16, 7:30am - 7:00pm Cash Coat /Luggage Check Services: · No attendant fee for the first (8) hours. \$225 per attendant for the first 4 hour minimum and \$75 per hour for any additional hours over 12. · \$5.50 per each item checked Room 154 location: (2) 6' ft skirted tables (2) chairs

Saturday, November 14, 2026- Wednesday, November 18, 2026

8:00 AM- 5:00 PM

Grand Product Theater
Washington Convention Center

Function Type: Exhibits	Billing Group: SfN Master
Set For: 150	Meeting Planner: Allison Burns
Room Set: See Diagram	Post: Yes
	Cost Center: A-MO200-A709

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By: Thursday, November 12, 2026 @ 12:00 PM	Note Sunday, Nov. 15 10:00 AM EST; 11:30 AM EST; 1:00 PM EST; 2:30 PM EST: 4:00 PM EST Monday, Nov. 16 10:00 AM EST; 11:30 AM EST; 1:00 PM EST; 2:30 PM EST: 4:00 PM EST Tuesday, Nov. 17 10:00 AM EST; 11:30 AM EST: 2:30 PM EST
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Setup - Washington Convention Center

Ready By: Thursday, November 12, 2026 @ 12:00 PM	Note Product Theater (Booth 1423) (1) Stage 12' x 8' x 24" with steps and railings (1) Lectern **Remain as set through Wednesday, November. 18 at 5:00 pm**
Ready By: Sunday, November 15, 2026 @ 9:00 AM	Note Wheelchair lift for Sunday, November 15, 11:30 a.m. session for (2) speakers. Please have lift in place by 9:00 AM.

General Contractor - The Expo Group (TEG)

Ready By: Wednesday, November 11, 2026 @ 5:00 PM	Note SET AS PER DIAGRAM Product Theater (Booth 1423) 50 x 50 black carpet 8ft. double black drape 3ft black drape side rail on three sides with a 15ft. 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
- (36) chairs set for Saturday's BAW session.
- Stanchion at 15ft. entrance to use during non-presenting hours
- (1) Easel at SfN Staff table

On Signage Master Order from Paula.

(1), DS banner, on Signage Master order - please hang this above the black drape

(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. 18 at 5:00 pm****

Ready By:

Sunday, November 15, 2026 @ 8:00 AM

Note

Product Theater (Booth 1423)

Add (124) side chairs to the already set 36 side chairs for a total of (150) chairs. Note: (150) of the (200) comp'd chairs per contact.

(6) 42" High Ped Table

****Remain as set through Wednesday, November 18 at 5:00 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

Product Theater (Booth 1423)

(1) 7' x 12' Screens

(1) Data Projectors

(1) 4x1 switcher

(1) Digital Timer

Product Theater #1 Wireless headsets

(200), Wireless headsets, will use 50 as backup

****Remain as set through Wednesday, November 18. 9 at 5:00 pm****

Electrical - Hi Tech Electrical

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

Product Theater (Booth 1423)

(3) Electrical Drops: (1) Lectern; (1) projector; (1) AV Tech Table

****Remain as set through Wednesday, November 18 at 5:00 pm****

Other - Washington Convention Center

Ready By:

Saturday, November 14, 2026 @ 11:00 AM

Note

Product Theater (Booth 1423)

Please vacuum this area before the BAW event at 2:00pm and each evening when the aisles are vacuumed. Show management area.

Saturday, November 14, 2026- Wednesday, November 18, 2026

8:00 AM- 3:00 PM

Neurojobs Career Center

Washington Convention Center: NeuroJobs - East Salon

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: AT200-P162

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:
Friday, November 13, 2026 @ 8:00 AM

Note
Hours:
Sat. Nov. 14 - Tue., Nov. 17, 8:00 a.m. - 5:00 p.m.
Wed. Nov. 18, 8:00 a.m. - 3:00 p.m.

Remain as set through Wednesday, November 18, at 5:00 p.m.

Setup - Washington Convention Center

Ready By:
Friday, November 13, 2026 @ 12:00 PM

Note
SET PER DIAGRAM
(3) Draped round tables with chairs
(1) Easel

Remain as set through Wednesday, November 18, at 5:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 5:00 PM

Note
SET PER DIAGRAM

STRUCTURE
(1) 10 x 10 Hardwall with (1) 6 ft. skirted table, (3) chairs, & (1) wastebasket
(1) 10 x 20 Hardwall with (2) 6 ft. skirted tables, (6) chairs, & (2) wastebaskets
(1) Free standing white board with markers and eraser (please place this in room #2)

(1) 2M Registration Counter
(2) Task chairs at counter
(1) Wastebaskets

Remain as set through Wednesday, November 18, at 5:00 p.m.

Electrical - Hi Tech Electrical

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

(1) Electrical outlet at the Neurojobs counter.

Remain as set through Wednesday, November 18 at 5:00 pm.

Saturday, November 14, 2026- Wednesday, November 18, 2026

8:00 AM- 5:00 PM

Prayer & Quiet Room

Washington Convention Center: 205

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Sharon Bowles

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 2:00 PM

Note

Hours -

Saturday, Nov. 14 - Tuesday, Nov. 17, 8 a.m. - 6 p.m.

Wednesday, Nov. 18, 8 a.m. - 5 p.m.

(4) 6'x30" Skirted tables

(10) Chairs

(1) Trash can

(1) Easel

Check trash twice a day.

Vacuum each evening.

** Remain as set through Wednesday, November 18 at 5 p.m. **

Saturday, November 14, 2026- Wednesday, November 18, 2026

8:00 AM- 5:00 PM

SfN Information Booth

Washington Convention Center: SfN Info Booth - Grand Lobby

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

Contacts

Contact: Egle Derkintyte

Logistics

General Notes - SfN

Ready By:	Note
Friday, November 13, 2026 @ 12:00 PM	Sat, Nov 14, 8:00 am - 6:00 pm
	Sun, Nov 15 - Tues, Nov 17, 7:30 am - 6:00 pm
	Wed, Nov 19, 8:00 am - 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Thursday, November 12, 2026 @ 10:00 AM	(1) Information Booth per diagram. Please provide cabinet space for staff personal items.
	Header copy: Annual Meeting Information
	(4) Stools
	(2) Wastebaskets
	Remain as set through Wednesday, November 18 at 5:00pm

Electrical - Hi Tech Electrical

Ready By:	Note
Thursday, November 12, 2026 @ 12:00 PM	Electrical for computer and monitor.
	(1) Power strip
	Remain as set through Wednesday, November 18 at 5:00pm

Computer - Atlantic Images & Sound

Ready By:	Note
Saturday, November 14, 2026 @ 7:00 AM	(1) Computer with wireless card and monitor set on the counter.
	Remain as set through Wednesday, November 18 at 5:00pm

Saturday, November 14, 2026- Wednesday, November 18, 2026

8:00 AM- 4:00 PM

Speaker Ready Room

Washington Convention Center: 155

Function Type: Other

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Saturday, November 14, 2026 @ 6:00 AM

Note

Hours: Sat, Nov 14 8:00 am - 5:00 pm

Sunday, Nov 15 - Wed, Nov 18 7:00 am - 5:00 pm

Setup - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 2:00 PM

Note

(6) 6'x30" skirted tables

(16) Chairs

****Remain as set through Wednesday, Nov 18 at 5:00pm****

Computer - Atlantic Images & Sound

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

(4) PC laptops - must be the same as in the session rooms

(1) Mac PC & Monitor - NOTE: Must be full size Mac

****Remain as set through Wednesday, Nov 18 at 5:00pm****

Saturday, November 14, 2026

8:00 AM- 9:00 AM

Staff Tour

Washington Convention Center

Function Type: Other

Estimated Attendance: 25

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

General Notes - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 7:30 AM

Note

Staff tours will be conducted at the following times:

Friday, 3:30 pm

Saturday, 8:00 am

Please ensure all escalators are turned on.

Saturday, November 14, 2026

8:30 AM- 9:00 AM

Teleprompter Training

Washington Convention Center: Hall D

Function Type: Other

Estimated Attendance: 3

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MA200-A130

Contacts

Contact: Paula Kara

Logistics

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 8:00 AM

Note

Ensure a teleprompter technician is scheduled, and all equipment is fully set up and tested, to train SfN President, Dr. Nick Spitzer.

Saturday, November 14, 2026- Sunday, November 15, 2026

9:00 AM- 5:00 PM

Donor & Volunteer Lounge

Washington Convention Center: Salon F

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

Setup - Washington Convention Center

Ready By:
Wednesday, November 11, 2026 @ 4:00 PM

- Note
- (1) 6'x30" skirted table inside the doors for a reception desk
 - (2) 6'x30" skirted tables for coffee/food & beverage
 - (2) 6'x30" skirted tables for materials
 - (2) Wastebaskets
 - (4) Easels
- Room is carpeted.
- **Remain as set through Wednesday, November 18 at 5:00 pm****

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 12:00 PM

- Note
- VIP area so please use nice comfy furniture.
- (2) task chairs at the reception desk
 - (1) Seating area with (1) Love Seat and (2) Comfy chairs and (1) Coffee table
 - (4) Seating areas (3) Comfy chairs and (1) Coffee table in each area
 - (4) Cocktail rounds with 4 chairs at each table
- Provide nice greenery for room once room is set
- **Remain as set through Wednesday, November 18 at 5:00 pm****

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 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.

****Remain as set through Wednesday, November 18 at 5:00pm****

Food And Beverage - Aramark

Ready By:
Saturday, November 14, 2026 @ 8:45 AM

Note

Beverage service required Saturday - Sunday
Beverages to be set all day:

NOTE: VIP ROOM - please check room frequently throughout the day
to ensure beverages do not run out
Freshly Brewed Coffee, Decaf and Selection of Hot Teas @ \$78.00++
per gallon
BOTTLED WATER \$5.00 each, charged on consumption

Plus 25% service charge, SfN is tax exempt in DC

Saturday, November 14, 2026
9:00 AM- 10:00 AM
International Fellows Orientation
Washington Convention Center: 149A, 149B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 33	Meeting Planner: Jennifer Gross
Room Set: Banquet	Post: Yes
	Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

Setup - Washington Convention Center

Ready By: Wednesday, November 11, 2026 @ 3:00 PM	Note Set room per diagram Rounds for (90) (1) Standing lectern with light (1) 6'x30" skirted AV Tech table with (2) chairs Lights: preset room lights out over screen **Remain as set through Wednesday, November 18 at 4:00 pm**
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Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 14, 2026 @ 8:00 AM	Note (1) Screen (7' x 12') (1) Data Projector
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Audio/Visual - Projection AV

Ready By: Saturday, November 14, 2026 @ 8:00 AM	Note (1) Lectern Microphone
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Computer - Atlantic Images & Sound

Ready By: Saturday, November 14, 2026 @ 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 - Aramark

Ready By:
Saturday, November 14, 2026 @ 8:30 AM

Note

Freshly Brewed Coffee, Decaf & Hot Teas @ \$78.00++ per gallon
Assorted Soft Drinks @ \$5.50++ each, charged on consumption.
Chilled Bottled Water @ \$5.00++ each, charged on consumption.

All prices are subject to 25% service charge & SfN is tax exempt in the District.

Saturday, November 14, 2026- Wednesday, November 18, 2026

10:00 AM- 5:00 PM

Art of Neuroscience

Washington Convention Center: Art of NS - East Salon

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

General Notes - SfN

Ready By:
Friday, November 13, 2026 @ 2:00 PM

Note
Exhibit Dates and Hours
Saturday, November 14 – Wednesday, November 18, 10:00 am – 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 2:00 PM

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

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

ID signs per list provided in advance

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

Remain as set through Wednesday, November 18 at 5:00 pm

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 3:00 PM

Note
(1) 500 watt electrical drop at each booth

Remain as set through Wednesday, November 18 at 5:00 pm

Saturday, November 14, 2026
10:00 AM- 12:00 PM
Dialogues
Washington Convention Center: Hall D

Function Type: Lecture	Billing Group: SfN Master
Estimated Attendance: 5900	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By: Saturday, November 14, 2026 @ 10:00 AM	Note Wordly onsite tech to turn off Wordly before and after each lecture
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Setup - Washington Convention Center

Ready By: Wednesday, November 11, 2026 @ 10:00 AM	Note (1) 40'x16'x42" Stage with railings and stairs (1) 6' x 8' x 42" Camera Riser with stairs (1) Standing Lectern with light stage right - NOT PRESIDENTIAL PODIUM Note: After this event, please move podium to the center of stage. In AV Tech Area: (3) 6x30 draped tables (3) 8x30 draped tables (10) chairs At Camera Riser: (3) 6x30 draped tables (3) chairs Q&A Moderator Tables: (2) 6' tables on the floor to the right of the stage (4) chairs, per diagram Please angle these tables so the moderators can see the presenter. Set Room theater style for 5950 as diagrammed. **Remain as set through Wednesday, November 18 at 5:00pm**
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General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 10:00 AM

Note
DIALOGUES STAGE SET

Carpet stage - black

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

(1) nice cocktail table for awards with black linen

Talk Show Set - for Dialogues Only

(4) Comfy Chairs

(1) Round Coffee Table - not glass, if glass then covered w/ black tablecloth

Visual Notes - for Dialogues Only

(2) Easels

(1) White Board

(1) Low Cocktail Round or small table (not glass) for artists materials

Lighted Fire Exit Signs per diagram

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

Drape:

AIS is doing High Black Drape behind the stage

Drape perimeter of hall, as diagrammed in purple.

FLORAL

Ferns/Flowers on Stage - please make pretty.

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

GREEN ROOM

Build room 20' x 20' with door

(2) Low Cocktail Rounds w/ Chairs

(2) Lamps

****Remain as set through Wednesday, November 18 at 5:00pm****

Audio/Visual - Atlantic Images & Sound

Ready By:
Thursday, November 12, 2026 @ 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 12, 2026 @ 4:00 PM

Note
LIGHTING:
1 Insight 108 Console
1 48 Sensor Rack
10 ETC S4 Par, 750w - Black Barndoors: S4
12 26 Degree Lekos

6 19 Degree Lekos
18 10' (12"x12")Box Truss Lighting plus cable run off
10 Chain Motor
10 Rigging Points & Hardware
Multi and Jumpers for Lighting
1 62ft Black Border
3 Black Encore: 22'w x 39'h drape
12 LED Par Uplights

Ready By:

Thursday, November 12, 2026 @ 4:00 PM

Note

AUDIO

FOH Electronics

1 Yamaha CL5 Kit

1 Denon/Tascam 2 Track SD Recorder

1 System Drive Rack

1 Dolby Noise Reduction Rack Package

3 RedNet Drive Rack

Speakers PA

48 JBL VTX A8

48 JBL VTX A8 Dul 8" Line Array Speaker with 110-degree

6 JBL A8 Array Frame Superkit

24 JBL VRX932 Line Array Speakers

6 JBL VRX932LA-AF Frame

8 EAW UB82 Speaker Cabinets

8 JBL AC28/95 Compact Two-way Speaker w/ 2x8" LF

1 HD 12000 6 Amp Rack

HD 12000 6 Amp Sub Rack with double C-form

3 HD 3500 Pole Amp Rack

2 HD 3500 Rolling Amp Rack

Stage Equipment

2 Axient Digital G57 Combo x2

1 Axient Digital X55 Combo x4

8 Point Source CO2-8WD-XSH-BE Dual Element Headset

2 Shure MX412c

1 Mic Kit

1 Stand Kit

Monitor System

1 Shure PSM1000 2 Channel IEM

Communications

1 Arcadia Central Station Kit

8 Clearcom Helixnet HXII-BP

4 FreeSpeak II Beltpack

1 FreeSpeak II E1 Transciever Case

2 FreeSpeak ii IP Transciever

1 Snake System

1 Power Distribution

10 Additional Rigging Misc Hardware

10 Chain Motor

10 Rigging Points & Hardware

Ready By:

Thursday, November 12, 2026 @ 4:00 PM

Note

VIDEO

4 13'x24' StumpFold Screens

4 13'x24' Full Dress Kits

4 9'x16' StumpFold Screens (flown delay screens)

2 9'x16' StumpFold Screens (imag flown screen)

30 10'(12"x12")Box Truss

6 10'(corner block)

3 10'(12"x12")Box Truss
 20 Chain Motor
 20 Rigging Points & Hardware
 2 55" Samsung MD55C LED Monitor
 1 Jelco EZ Tilt Monitor Stand
 5 Panasonic PT-RZ12KU Laser Projector
 4 Panasonic Short Throw 0.6-0.8 HD Lens
 4 48" video carts
 6 Panasonic PT-RZ12KU Laser Proj (Delays & Imags)
 6 Standard Lens 1.3-1.7
 1 Panasonic PT-RZ12KU Laser Projector (Logo)
 1 Standard Lens 1.3-1.7
 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
 3 AJA Ki-Pro Go 4-Ch Recorder
 30 Decimator MD-HX HDMI/SDI Cross Conv-Scaling
 12 Aja FIDO 3G 4-Ch - ST TX/RX HD-SDI ST Fiber Pkg
 2 Yellobrik T/R Ethernet - LC Fiber
 1 Extron SW4HD4K 4x1 HDMI Switch
 2 Indu 200 Amp Powr Distro Pkg
 (included Indu Spider Box to Edison 3x Breakered
 Nema 5-20 Duplex,L21-30,ac ext cables, etc.)
 12 L2130 Floor Box to 3x Edison with Pass Through
 1 Blackmagic ATEM SDI Pro ISO 4x2 Hybrid Switcher
 1 Barco E2 Gen 2 Switcher
 1 Barco E2 Gen 2- Spare
 6 Barco EM HDMI 2.0 Quad Input Card
 4 Barco EM Tri-Combo Output Card (Gen2)
 1 Barco EC-50 Contoller
 4 Magewell USB capture SDI Plus
 1 Blackmagic Smart Videohub 40x40 12G-SDI Router
 6 Aja 3GDA 1x6 3G/HD/SD-SDI

Ready By:

Thursday, November 12, 2026 @ 4:00 PM

Note

VIDEO – Part 2

3 Alienware M15 with VMIX & Accessories
 2 Sewell Splitdeck 1x4 HDMI DA
 3 Samsung ME32C LED Monitor
 4 LG 24BK550H 24" LED Monitor
 1 Flanders CM171 17" Production Monitor
 20 3G 100' SDI Cable
 15 12G 200' SDI Cable
 35 3G 50' SDI Cable
 15 50' HDMI Cable
 25 25' HDMI Cable
 12 200 Meter Tac4 Reel Singlemode ST
 20 Embossed Cable Ramp - 36"
 2 SMK-Link Wireless Presenter
 1 Dsan Pro2000BT Limitimer Package
 2 Dsan PerfectCue System Package
 1 Mackie 1604 16 Channel Mixer
 1 16 Space Engineering Rack
 1 Sony MDR-7506 Stereo Headphones
 2 Marshall Dual 7" Marshall Lynx 702v3 3G-SDI/HDMI

2 2TB Hard Drive - PK
25 Thumb Drives for recordings
20 BNC Barrel (f-f)
1 60' Boom Lift (week)
1 32' Scissor Aerial lift (week)
1 5K Forklift
2 Apple MacBook Pro 14" M3 Pro
3 Lenovo ThinkPad 15 G2 i& 2.8Ghz

Electrical - Hi Tech Electrical

Ready By:
Tuesday, November 10, 2026 @ 2:00 PM

Note
100 amp 3 phase for video
60 amp 3 phase for audio
60 amp 3 phase for lighting
Drop electrical behind the stage.

Electrical for the lighted Exit Signs

NO DROPS NEEDED under screens
See Floor Plan for Placement

(1) Power Strip at the Moderator Table

GREEN ROOM
(1) 500 Watt drop for (2) lamps

Remain as set through Wednesday, November 18 at 5:00pm

Telecom - SmartCity

Ready By:
Thursday, November 12, 2026 @ 12:00 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:
Saturday, November 14, 2026 @ 9:00 AM

Note
At the moderator table for Q&A:

(2) 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) Monitor connected to a laptop
(2) Computer mouse

For Dialogues Lecture only:
(1) Additional Laptop with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:

Saturday, November 14, 2026 @ 9:00 AM

Note

Please provide 4 drinking glasses for the Dialogues lecture
(1) drinking glass for all other presentations.

Service: 9:15am - 1:30pm

GREEN ROOM - located in the built room behind the stage - see
diagram

Bottled Water @ \$5.00+ each, charged on consumption.

Food And Beverage - Washington Convention Center

Ready By:

Saturday, November 14, 2026 @ 9:00 AM

Note

(3) Cases of bottled water at podium for the week

Saturday, November 14, 2026- Wednesday, November 18, 2026

10:00 AM- 4:00 PM

Free Speech Area

Washington Convention Center

Function Type: Other

Estimated Attendance: 10

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Rope & stanchion a 10x20 area on the West side of the L Street Bridge, in front of the windows, to be reserved as a Free Speech area, if needed.

(1) Easel

Saturday, November 14, 2026
11:30 AM- 2:00 PM
Staff Meal Room
Washington Convention Center: 101

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 80	Meeting Planner: Katelyn Crume
Room Set: See Diagram	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

Food And Beverage - Aramark

Ready By:
Saturday, November 14, 2026 @ 11:15 AM

Note

Morning Service from 7:00 am - 9:00 am
Freshly Brewed Coffee, Decaf & Hot Teas @ \$78 per gallon
Refresh as needed until 9:00 am

Lunch Service from 11:30 am – 2:00 pm:
Lunch @ \$40.00+ per person
Lunch Items Served Daily: Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, and Iced Tea

Lunch Menu # 3
Creamy Pineapple Cole Slaw
Tomato Cucumber Salad with Apple Cider Vinaigrette
Pulled Beef and Chicken with Potato Buns
Tangy BBQ Sauce and Sweet Honey Mustard
Whipped Sweet Potatoes
Roasted Brussel Sprouts
Pecan & Lemon Bars

Assorted Soft Drinks @ \$5.50++ each, charged on consumption.

Note: Requesting Coke products throughout the week - please :)

(1) Water cooler with disposable cups and replenish as needed.

Plus 25% service charge, SfN is tax exempt in DC

Saturday, November 14, 2026- Tuesday, November 17, 2026

12:00 PM- 2:00 PM

Graduate School Fair

Washington Convention Center: Hall A - Grad Fair

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A172

Contacts

Contact: Jennifer Gross

Logistics

General Notes - SfN

Ready By:
Thursday, November 12, 2026 @ 12:00 PM

Note
Hours:
Saturday, November 14, 1 – 3 p.m.
Sunday, November 15 - Tuesday, November 17, 12 – 2 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 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 13
Booth # ending with B: Sunday, November 15 between 2 p.m. and end of day
All other GSF exhibitor freight can be delivered on Friday, November 13.

SEE FLOORPLAN
Set (84) 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 18 at 5:00 pm

Saturday, November 14, 2026

12:00 PM- 2:00 PM

PDW: Can I Reuse Public Data for a Grant Proposal?

Washington Convention Center: 207A

Function Type: Workshop

Estimated Attendance: 325

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 1:00 PM

Note

Set room per diagram

Theater style for (253)

Rounds for (80)

Stage 30' x 8' x 24" with steps and railings

Head table with (2) 8' tables and (6) chairs on stage

(1) Standing lectern with light

(1) Easel outside of room

(5) Wastebaskets

(1) 6'x30" skirted AV Tech table with (2) chairs

(1) 6'x30" Skirted Registration/Materials table at entrance with (3) chairs

Water for speakers at head table

Lights: preset room lights out over screen

****Remain as set through Wednesday, November 18 at 4:00 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 4:00 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 11:00 AM

Note

(1) Screen (8' x 14')

(1) Data Projector

(1) 4x1 switcher

(1) Laser Pointer

(1) Speaker Timer

****Remain as set through Wednesday, November 18 at 4:00 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 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 18 at 4:00 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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 18 at 4:00 pm****

Saturday, November 14, 2026
12:00 PM- 2:00 PM
PDW: Making the Leap
Washington Convention Center: 207B

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 310	Meeting Planner: Jennifer Gross
Room Set: See Diagram	Post: Yes
	Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 1:00 PM

- Note
- Set room per diagram
 - Theater style for (230)
 - Rounds for (80)
 - Stage 24' x 8' x 24" with steps and railings
 - Head table with (2) 8' tables and (6) chairs on stage
 - (1) Standing lectern with light
 - (1) Easel outside of room
 - (5) Wastebaskets
 - (1) 6'x30" skirted AV Tech table with (2) chairs
 - (1) 6'x30" Skirted Registration/Materials table at entrance with (3) chairs
 - Water for speakers at head table
 - Lights: preset room lights out over screen
- **Remain as set through Wednesday, November 18 at 4:00 pm**

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 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 18 at 4:00 pm**

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, November 14, 2026 @ 11:00 AM

- Note
- (1) Screen (8' x 14')
 - (1) Data Projector
 - (1) 4x1 switcher
 - (1) Laser Pointer
 - (1) Speaker Timer
- **Remain as set through Wednesday, November 18 at 4:00 pm**

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 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 18 at 4:00 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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 18 at 4:00 pm****

Saturday, November 14, 2026- Wednesday, November 18, 2026

12:00 PM- 5:00 PM

Press Interview Room

Washington Convention Center: 203A, 203B

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:	Note
Saturday, November 14, 2026 @ 8:00 AM	Hours: Saturday, Nov 14 - 12:00pm - 5:00pm
	Sunday, Nov 15 - Wednesday, Nov 18, 8:00am - 5:00pm

Setup - Washington Convention Center

Ready By:	Note
Friday, November 13, 2026 @ 12:00 PM	(3) 6'x30" Skirted Tables
	(14) Chairs, set per diagram
	(1) Wastebasket
	Remain as set through Wednesday, Nov. 18 at 5pm

Electrical - Hi Tech Electrical

Ready By:	Note
Friday, November 13, 2026 @ 12:00 PM	(1) Power Strip

Saturday, November 14, 2026

12:00 PM- 5:00 PM

Press Room

Washington Convention Center: 202A

Function Type: Office

Estimated Attendance: 60

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Food And Beverage - Aramark

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

(50) Assorted Canned Sodas @ \$5.50 each charged on consumption.

(5) gallons @ \$78.00 per gallon Coffee, Decaf and Selection of Hot Teas

Do NOT refresh once this is depleted

Plus 25% service charge, SfN is tax exempt in DC

Saturday, November 14, 2026- Wednesday, November 18, 2026

12:00 PM- 5:00 PM

Society Executive Conference Room

Washington Convention Center: Salon D

Function Type: Office	Billing Group: SfN Master
Estimated Attendance: 12	Meeting Planner: Katelyn Crume
Room Set: Conference	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: CatBlack

Logistics

Setup - Washington Convention Center

Ready By:
Saturday, November 14, 2026 @ 8:00 AM

Note
Set conference style for (12)
Please use table clothes to cover tables
(6) Chairs set to the side
(1) waste basket

(1) 6' table to the side for a materials table

(2) Easels

Will be used for high level meetings

Remain as set through Wednesday, November 18 at 4:00pm

General Contractor - The Expo Group (TEG)

Ready By:
Saturday, November 14, 2026 @ 8:00 AM

Note
Provide (2) tabletop plants

Saturday, November 14, 2026

12:15 PM- 1:45 PM

Dialogues Lunch

Washington Convention Center: 208A, 208B

Function Type: Other

Estimated Attendance: 35

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MA200-A130

Contacts

Contact: Paula Kara

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 11:00 AM

Note

VIP Event

Set reception style with a combination of highboys and low cocktail rounds with chairs to provide seating for 35.

This is an invitation only event. Guests will be coming from Hall D.

Food And Beverage - Aramark

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

VIP Event:

China Service

Please use black linens and votives, if possible..

Please set up stations rather than one long buffet.

Artisan Flatbreads for 25 @ \$18+ per person

Farmer's Market for 25 @ \$18.50+ per person

Harvest Salad Shakes for 25 @ \$17+ per person

Apple and Spice Brined Turkey Breast w/ Green Bean Salad, Creole

Mustard & Artisan Rolls for 25 @ \$20+ per person

(1) Carver @ \$225+

(1) Butler @ \$225+

Make Your Own Dessert Buffet for 20 @ \$16+ per person

Mini Fruit Kabobs, Chocolate Dipped Strawberries, Lemon Squares, New York Cheesecake

(1) Gallon Coffee @ 78+ per gallon

(1) Gallon Decaf @ 78+ per gallon

(1) Gallon Hot Tea @ 78+ per gallon

Assorted Sodas @ \$5.50+ each, charged on consumption.

Bottled Water @ \$5.00+ each, charged on consumption.

Saturday, November 14, 2026

1:00 PM- 2:00 PM

LEC02

Washington Convention Center: Hall D

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 14, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

Note: After Dialogues Lecture, please remove the talk show set, equipment for the Visual Notes artist, and move the podium to the center of stage.

Saturday, November 14, 2026

1:00 PM- 3:15 PM

NANO01

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Estimated Attendance: 484

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(1) 8' x 30" Skirted Head table with (3) chairs

Set room theater style for (484)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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 18 at 5 pm****

Saturday, November 14, 2026

1:00 PM- 4:15 PM

NANO02

Washington Convention Center: 146C

Function Type: Nanosymposium

Estimated Attendance: 384

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(1) 8' x 30" Skirted Head table with (3) chairs

Set room theater style for (384)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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 18 at 5 pm****

Saturday, November 14, 2026

1:00 PM- 3:30 PM

NANO03

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Estimated Attendance: 314

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(1) 8' x 30" Skirted Head table with (3) chairs

Set room theater style for (314)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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 18 at 5 pm****

Saturday, November 14, 2026

1:00 PM- 2:45 PM

NANO04

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Estimated Attendance: 482

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(1) 8' x 30" Skirted Head table with (3) chairs

Set room theater style for (482)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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 18 at 5 pm****

Saturday, November 14, 2026

1:00 PM- 4:00 PM

NANO05

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Estimated Attendance: 456

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(1) 8' x 30" Skirted Head table with (3) chairs

Set room theater style for (456)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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 18 at 5 pm****

Saturday, November 14, 2026- Wednesday, November 18, 2026

1:00 PM- 5:00 PM

Poster Sessions

Washington Convention Center: Hall ABC - Poster Session

Function Type: Posters

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact:

Logistics

General Notes - SfN

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

Hours:

Sat, Nov. 14, 1:00 pm – 5:00 pm

Sun, Nov. 15 – Wed, Nov. 18, 8:00 am–12:00 pm & 1:00 pm–5:00 pm

Posters - D1 -NN48

Theme K, LL28 - NN48 (Saturday - Sunday)

Late Breaking Posters, Rows A - C (Sunday - Wednesday)

Remain as set through Wednesday, November 18 at 5:00 p.m.

Setup - Washington Convention Center

Ready By:

Friday, November 13, 2026 @ 5:00 PM

Note

SET PER DIAGRAM

Set and place (912) chairs in groups of four or six throughout the poster floor.

(138) groupings of 6 chairs

(21) groupings of 4 chairs

WCC to zip tie chair groupings together.

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

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

Remain as set through Wednesday, November 18 at 5:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 12:00 PM

Note

Install Pepper carpet in entire poster session area.
Install (578) poster boards as diagrammed on floor plan, with 25” aisles.
(XXX) Posterboard faces and (XXX) Posterboard faces for LBP
(Rows A - C)*
Poster signs on each board
(45,000) Push pins
(1,500) Small Dixie Cups

SET PER DIAGRAM
(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:
#1 - Near Colum C18 (Note: this station will not be staffed on Saturday, November 14.
#2 - Between Poster Rows U and V
#3 - Between Poster Rows HH and II
#4 - Near Colum A10

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 18 at 5:00 pm****

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 5:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Telecom - SmartCity

Ready By:
Thursday, November 12, 2026 @ 5:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:
Friday, November 13, 2026 @ 12:00 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 12:00 pm, Friday so SfN staff can test the internet and set the home page and 6:45am - Saturday - Wednesday.

Note: Friday at 2:00pm, SfN staff will check and set homepage.

SfN staff to network all computers and set the homepage at 2:00pm

11/13/16.

****Remain as set through Wednesday, November 18 at 5 pm****

Saturday, November 14, 2026

1:30 PM- 3:00 PM

Journal of Neuroscience Editorial Board Meeting

Washington Convention Center: 149A, 149B

Function Type: Meeting

Estimated Attendance: 35

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: J-SP401-J804

Contacts

Contact: Andrea Hernandez Mendez

Logistics

General Notes - SfN

Ready By:

Saturday, November 14, 2026 @ 12:30 PM

Note

As set on Saturday, November 14 at 9 a.m.

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 12:30 PM

Note

(1) Screen (7' x 12')
(1) Data Projector

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 12:30 PM

Note

(1) Lectern Microphone
(2) Handheld Microphones

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 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 - Aramark

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

Freshly Brewed Coffee, Decaf & Hot Teas @ \$78.00++ per gallon
Assorted Soft Drinks @ \$5.50++ each, charged on consumption.
Chilled Bottled Water @ \$5.00++ each, charged on consumption.

All prices are subject to 25% service charge & SfN is tax exempt in the District.

Saturday, November 14, 2026
1:30 PM- 2:30 PM
MTCE01
Washington Convention Center: 201

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 364	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-MA167

Contacts

Contact: Sharon Bowles

Logistics

Setup - Washington Convention Center

Ready By: Thursday, November 12, 2026 @ 10:00 AM	Note Set stage per diagram with stairs and railings NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern (1) 8' x 30" Skirted Head table with (3) chairs Set room theater style for (364) (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 Place water and cups at standing lectern and head table **Remain as set through Wednesday, November 18 at 5 pm**
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General Contractor - The Expo Group (TEG)

Ready By: Thursday, November 12, 2026 @ 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 18 at 5 pm**
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Audio/Visual - Atlantic Images & Sound

Ready By: Saturday, November 14, 2026 @ 12:30 PM	Note (1) Screen, set per diagram (1) Data/video projector w/cart (1) 4x1 Switcher (1) Laser Pointer (1) Projectionist (1) Digital Timer
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AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 12:30 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 12:30 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 18 at 5 pm****

Saturday, November 14, 2026

2:00 PM- 4:30 PM

MIN01

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Estimated Attendance: 500

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern.

(2) 6' x 30", (1) 8' x 30" Skirted Head tables with (7) chairs

(1) Extra chair at end of head table

Set room theater style for (500)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Laser Pointer

(1) Projectionist

(1) Digital Timer

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 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 18 at 5 pm****

Saturday, November 14, 2026

2:00 PM- 4:30 PM

MIN02

Washington Convention Center: Ballroom A

Function Type: Minisymposium

Estimated Attendance: 918

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(2) 6' x 30", (1) 8' x 30" Skirted Head tables with (7) chairs

(1) Extra chair at end of head table

Set room theater style for (918)

(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

Place water and cups at standing lectern and head table

****Remain as set through Tuesday, November 17 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 Tuesday, November 17 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

(2) Screens, set per diagram

(2) Data/video projectors w/carts

(1) 4x1 Switcher

(1) Laser Pointer

(1) Projectionist

(1) Digital Timer

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Tuesday, November 17 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

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

****Remain as set through Tuesday, November 17 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 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 Tuesday, November 17 at 5 pm****

Saturday, November 14, 2026

2:00 PM- 4:30 PM

MIN03

Washington Convention Center: 151A, 151B

Function Type: Minisymposium

Estimated Attendance: 546

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(2) 6' x 30", (1) 8' x 30" Skirted Head tables with (7) chairs

(1) Extra chair at end of head table

Set room theater style for (546)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Laser Pointer

(1) Projectionist

(1) Digital Timer

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 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 18 at 5 pm****

Saturday, November 14, 2026

2:00 PM- 4:30 PM

MIN04

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Estimated Attendance: 530

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(2) 6' x 30", (1) 8' x 30" Skirted Head tables with (7) chairs

(1) Extra chair at end of head table

Set room theater style for (530)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Laser Pointer

(1) Projectionist

(1) Digital Timer

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 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 18 at 5 pm****

Saturday, November 14, 2026

2:00 PM- 4:30 PM

MIN05

Washington Convention Center: 146A, 146B

Function Type: Minisymposium

Estimated Attendance: 820

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

(2) 6' x 30", (1) 8' x 30" Skirted Head tables with (7) chairs

(1) Extra chair at end of head table

Set room theater style for (820)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

(2) Screens, set per diagram

(2) Data/video projectors w/carts

(1) Confidence monitor

(1) 4x1 Switcher

(1) Laser Pointer

(1) Projectionist

(1) Digital Timer

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

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

****Remain as set through Wednesday, November 18 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 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 18 at 5 pm****

Saturday, November 14, 2026

2:00 PM- 4:30 PM

SYM01

Washington Convention Center: Ballroom B

Function Type: Symposium

Estimated Attendance: 896

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(2) 6' x 30", (1) 8' x 30" Skirted Head tables with (7) chairs

(1) Extra chair at end of head table

Set room theater style for (896)

(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

Place water and cups at standing lectern and head table

****Remain as set through Tuesday, November 17 at 5 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 Tuesday, November 17 at 5 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

(2) Screens, set per diagram

(2) Data/video projectors w/carts

(1) 4x1 Switcher

(1) Laser Pointer

(1) Projectionist

(1) Digital Timer

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Tuesday, November 17 at 5 pm****

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 1:00 PM

Note

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

****Remain as set through Tuesday, November 17 at 5 pm****

Computer - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 1:00 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 Tuesday, November 17 at 5 pm****

Saturday, November 14, 2026
2:30 PM- 4:00 PM
Brain Awareness
Washington Convention Center

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

Contacts

Contact: Hope Berns

Logistics

General Notes - SfN

Ready By: Saturday, November 14, 2026 @ 12:00 PM	Note This event will use the standard setup for Grand Product Theater #1 (1423 Aisle) as set on Saturday, November 14 at 8:00 am with the following changes.
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Setup - Washington Convention Center

Ready By: Thursday, November 12, 2026 @ 12:00 PM	Note As set for Product Theater on Saturday, November 14 at 8:00 am
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General Contractor - The Expo Group (TEG)

Ready By: Friday, November 13, 2026 @ 12:00 PM	Note As set on Saturday at 8:00 am
	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. (17) Posterboards (34 poster faces) 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 #34. (1) Easel (2) Wastebaskets at registration table

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, November 14, 2026 @ 12:30 PM

Note

As set on Saturday, November 14 at 8:00 am

(1) Handheld wireless microphone

Note: will not use the audio headsets for this session

Computer and Audio Tech 1:30 pm - 5:00 pm

Saturday, November 14, 2026
3:00 PM- 4:00 PM
LEC03
Washington Convention Center: Hall D

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 14, 2026 @ 2:00 PM	As set on Saturday, November 14 at 10:00 a.m.

Setup - Washington Convention Center

Ready By:	Note
Saturday, November 14, 2026 @ 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 14, 2026

3:00 PM- 5:00 PM

PDW: Access in Action: Navigating Disability Accommodations and Disclosure

Washington Convention Center: 207B

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Saturday, November 14, 2026 @ 2:00 PM

Note

As set on Saturday, November 14 at noon

Setup - Washington Convention Center

Ready By:

Saturday, November 14, 2026 @ 10:00 AM

Note

Add Wheelchair lift next to stage and test by 10:00 a.m. The moderator scheduled at 3:00 p.m. will utilize the lift.

Saturday, November 14, 2026

3:00 PM- 5:00 PM

PDW: Hardware That Heals

Washington Convention Center: 207A

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Saturday, November 14, 2026 @ 2:00 PM

Note

As set on Saturday, November 14 at noon

Saturday, November 14, 2026
3:30 PM- 4:30 PM
MTE01
Washington Convention Center: 201

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

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Saturday, November 14, 2026 @ 2:30 PM

Note
As set Saturday, November 14 at 1:30 p.m.

Saturday, November 14, 2026- Wednesday, November 18, 2026

4:00 PM- 5:00 PM

Focused Product Theater
Washington Convention Center

Function Type: Exhibits	Billing Group: SfN Master
Room Set: See Diagram	Meeting Planner: Allison Burns
	Post: Yes
	Cost Center: A-MO200-A709

Logistics

General Notes - SfN

Ready By: Thursday, November 12, 2026 @ 12:00 PM	Note Sunday 11/15 - 10:00 AM EST; 11:30 AM, 1:00 PM EST, 2:30 PM, Monday 11/16 - 10:00 AM EST, 11:30 AM EST, 1:00 PM EST, 2:30 PM EST, 4:00 PM EST Tuesday 11/17 - 10:00 AM EST, 11:30 AM EST, 1:00 PM EST
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Setup - Washington Convention Center

Ready By: Thursday, November 12, 2026 @ 12:00 PM	Note Product Theater (Booth 1123) (1) Stage 12' x 8' x 24" with steps and railings (1) Lectern **Remain as set through Wednesday, November. 18 at 5:00 pm**
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General Contractor - The Expo Group (TEG)

Ready By: Wednesday, November 11, 2026 @ 10:00 AM	Note SET AS PER DIAGRAM FOCUSED PRODUCT THEATER (Booth 1123) 50 x 50 black carpet 8ft. double black drape separating Product Theater and Game area 3ft black drape side rail on three sides with a 10 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 (54) chairs Note: (50) of the (200) comp'd chairs per contact. (1) Easel at SfN table Stanchion at 10' entrance to use during non-presenting hours (1), DS banner, on Signage Master order - please hang this above the black drape (1) 15' x 6' SS Backdrop Banner **Remain as set through Wednesday, November. 18 at 5:00 pm**
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Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

Product Theater (Booth 1123)

(1) 10' Screen

(1) Data Projector

(1) 4x1 switcher

(1) Digital Timer

Product Theater #1 Wireless headsets

(75, this will give 20 as a back-up)

****Remain as set through Wednesday, November 18. 9 at 5:00 pm****

Electrical - Hi Tech Electrical

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

Product Theater (Booth 1123)

(3) Electrical Drops: (1) Lectern; (1) projector; (1) AV Tech Table

****Remain as set through Wednesday, November 18 at 5:00 pm****

Other - Washington Convention Center

Ready By:

Saturday, November 14, 2026 @ 9:00 PM

Note

Product Theater (Booth 1123)

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

Show management area.

Saturday, November 14, 2026

5:30 PM- 6:45 PM

LEC04

Washington Convention Center: Hall D

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 14, 2026 @ 4:30 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

NOTE: There will not be moderated Q&A for this lecture

Saturday, November 14, 2026

6:00 PM- 9:30 PM

Early Career Poster Session and A Networking Event

Washington Convention Center: Hall A, Hall B, Hall C

Function Type: Exhibits

Estimated Attendance: 1500

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A166

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Saturday, November 14, 2026 @ 5:45 PM

Note

ENTRANCE will be Hall B in Concourse B.

EXIT will be Halls A and B.

Hall C will not be used for entering or exiting.

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 13, 2026 @ 5:00 PM

Note

Halls A, B and C

Early Careers Poster Session (Est. 1,500)

Sat, November 14, 6:45 p.m. - 8:45 p.m.

Hall A

Career Development Topics: A Networking Event (Est. 200)

Sat, November 14, 8:00 p.m. - 9:30 p.m.

Attendees can start entering the Poster Area at 5:45 pm.

Hall B will be used for entering the poster session

QR code on the signage will link to the Program, SfN staff to have printed programs for reference.

Ready By:

Saturday, November 14, 2026 @ 5:00 PM

Note

SET PER DIAGRAM

(2) Skirted tables and (4) chairs in Concourse B

(2) Easels to be placed at the tables in Concourse B

(2) 6' tables at the end of the aisle in the exhibit hall in front of Booths 1235 and 1437 for cups of push pins.

(4,000) push pins - place on the 6' table in front of Booth 1235

(1,000) dixie cups - place on the 6' table in front of Booth 1437

POSTERS

**Poster presenters will use existing poster board numbers (864) poster faces using Rows A1 - JJ24 **

NETWORKING AREA - Hall A

3' drape around the (24) rounds with 1 opening.

(1) Easel

(3) Wastebaskets

(1) Registration table with (2) chairs at column near the entrance to the Networking area.

METER BOARDS (See Diagram for placement)

** (10) ** 1M boards and caution tape or drape in other areas of the hall.

Do not remove the pipe and drape from around the tables, this area will be used another session later in the week.

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, November 13, 2026 @ 6:00 PM

Note

Set per diagram

(1) Standing Mic at the Networking Area tables in Hall A

Sound Operator 8:00 PM - 9:30 PM

Other - Lincoln Security

Ready By:

Friday, November 13, 2026 @ 5:30 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 from the Concourse B escalators with EXITING through Halls A and B.

Security request is posted on the security schedule.

Other - Maritz

Ready By:

Friday, November 13, 2026 @ 5:30 PM

Note

(1) Registration counter in West Salon to be open during this event until 8:00 p.m.

Other - Washington Convention Center

Ready By:

Saturday, November 14, 2026 @ 5:45 PM

Note

Please change direction of the escalators in Hall B to both going down into the hall.

Ready By:

Saturday, November 14, 2026 @ 8:00 PM

Note

Please change the direction of the escalators in Hall A and B with both going in the up direction.

Food And Beverage - Aramark

Ready By:
Friday, November 13, 2026 @ 5:00 PM

Note

NETWORKING EVENT

(24) 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 Registration Table at Column A5 in Hall A, please place under the table.

Saturday, November 14, 2026

7:00 PM- 9:00 PM

g.tec's Brain-Computer Interface (BCI) Workshop

Washington Convention Center: 140A, 140B

Function Type: Satellite

Estimated Attendance: 200

Room Set: As Set

Billing Group: Split Billing

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Christoph Guger

Organizer Email: guger@gtec.at

Logistics

Setup - Washington Convention Center

Ready By:

Saturday, November 14, 2026 @ 6:00 PM

Note

As set Saturday, November 14 at 1:00 p.m.

Satellite organizer requests the following items:

(2) 6' Skirted registration tables with (4) chairs outside the entrance to the room.

(1) Easel

Audio/Visual - Atlantic Images & Sound

Ready By:

Saturday, November 14, 2026 @ 6:00 PM

Note

As set Saturday, November 14 at 1:00 p.m.

Satellite organizer requests the following items:

(1) Screen

(1) Data Projector

(1) Cart

Audio/Visual - Projection AV

Ready By:

Saturday, November 14, 2026 @ 6:00 PM

Note

As set Saturday, November 14 at 1:00 p.m.

Satellite organizer requests the following items:

(1) Lectern microphone

(1) Wired Floor microphone

(1) DI under 6' table for computer

Food And Beverage - Aramark

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

Note

Please contact the organizer directly for food and beverage requirements.
Organizer will pay Aramark Catering directly for all f/b costs.

Sunday, November 15, 2026- Wednesday, November 18, 2026

8:00 AM- 5:00 PM

Exhibitor Lounge

Washington Convention Center: Exhibitor Lounge - Concourse B

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 12:00 PM

Note

- Set per diagram
- (3) rounds and chairs
- (3) High boy tables
- (4) chairs
- (2) 6ft. draped tables for Food & Beverage Station

Please monitor room on a regular basis to empty trash cans.

NOTE: Please vacuum room every day between 5:00 p.m. - 5:30 p.m. beginning Thursday, Nov. 12 - Wednesday, Nov. 18, room is locked at 6:00 p.m.

Remain as set through Wednesday, November 18 at 8:00pm

Food And Beverage - Aramark

Ready By:

Saturday, November 14, 2026 @ 8:30 AM

Note

Beverage to be provided on show days only, Sunday - Wednesday. Do not refresh without permission from the Exhibit Management team (Allison or Jennifer, Exhibit Management Office, Show Office B)

COFFEE \$78.00 per gallon
TEA, \$78.00 per gallon
Plus 25% service charge, SfN is tax exempt in DC.

Morning service 8:30 am
Serve the following each morning:
(20) Gallons of regular coffee
(4) Gallons of decaf coffee
(4) Gallons of tea

Mid-morning service 10:30 am
(10) Gallons of regular coffee
(3) Gallons of decaf coffee
(2) Gallons of tea

Afternoon service 3:00 pm
(20) Gallons of regular coffee
(4) Gallons of decaf coffee
(4) Gallons of tea (gallon)

NOTE: Please have room cleaned by 5:30 pm each evening. Room is locked at 6 pm.

Sunday, November 15, 2026

8:00 AM- 10:30 AM

NANO06

Washington Convention Center: 146C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026

8:00 AM- 11:30 AM

NANO07

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026

8:00 AM- 10:30 AM

NANO08

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026

8:00 AM- 10:15 AM

NANO09

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026

8:00 AM- 11:15 AM

NANO10

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026- Tuesday, November 17, 2026

8:00 AM- 3:00 PM

Press Conference

Washington Convention Center: 202B

Function Type: Other

Estimated Attendance: 52

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 7:00 AM

Note

Press conferences will be held Sunday -Tuesday. The schedule will be available closer to the meeting.

Sunday, November 15, 2026- Wednesday, November 18, 2026

8:00 AM- 5:00 PM

Press Room

Washington Convention Center: 202A

Function Type: Office

Estimated Attendance: 60

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Food And Beverage - Aramark

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

Note
Beverages to be provided each day Sunday - Wednesday

(70) Assorted Canned Sodas @ \$5.50 each charged on consumption.
(10) gallons @ \$78.00 per gallon Coffee, Decaf and Selection of Hot Teas

Do NOT refresh once this is depleted

Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026
8:00 AM- 9:00 AM
SfN & FENS Leadership Meeting
Washington Convention Center: 209C

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 15	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 15, 2026 @ 7:00 AM	As set on Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 7:00 AM	No mics are needed for this meeting

Food And Beverage - Aramark

Ready By:	Note
Sunday, November 15, 2026 @ 7:45 AM	Deluxe Continental Breakfast @ \$28.00++ per person Apple, Cranberry and Orange Juices Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Seasonal Sliced Fruit and Berries Individual Fat Free and Blended Fruit Yogurts Cage Free Boiled Eggs Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026- Wednesday, November 18, 2026

9:00 AM- 5:00 PM

Games / Brain Breaks / Topic Tables

Washington Convention Center

Function Type: Exhibits

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Logistics

General Notes - SfN

Ready By:

Saturday, November 14, 2026 @ 10:00 AM

Note

(3) Tables behind the SfN Pop-Up Store will be used for Brain Breaks.

Setup - SfN

Ready By:

Saturday, November 14, 2026 @ 11:30 AM

Note

TOPIC TABLES - Located in Hall E
Saturday, November 14 - 12:00 pm - 1:00 pm
Sunday, November 15 -12:00 pm - 1:00 pm
Monday, November 16 - 12:00 pm - 1:00 pm
Tuesday, November 17 - 12:00 pm - 1:00 pm
Wednesday, November 18 - 12:00 pm - 1:00 pm

Ready By:

Saturday, November 14, 2026 @ 12:00 PM

Note

Exhibit Hall Games
1. Booth 226 - Corn Hole
2. Behind Focused Product Theater - Checkers
3. 2400 Aisle - Ring Toss
4. 2400 Aisle - Connect 4
5. Booth 2525 - Putter Ball

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

Please carpet the below booths with Black Carpet and the rest of the 2400 aisle should be Pepper aisle carpet.
226 - 10 x 50
2400 Aisle (front) 20 x 20
2400 Aisle (back) 20 x 20
2525 - 20 x 30

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

(1) Easel at the tables behind the Pop-Up Store in Salon E.

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

(1) Posterboard with push pins in Hall E near the entrance for the Question Board.

Other - Washington Convention Center

Ready By:
Saturday, November 14, 2026 @ 9:30 PM

Note

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

1. Booth 226 - Corn Hole
2. Behind Focused Product Theater - Checkers
3. 2400 Aisle - Ring Toss
4. 2400 Aisle - Connect 4
5. Booth 2525 - Putter Ball

Food And Beverage - Aramark

Ready By:
Friday, November 13, 2026 @ 12:00 PM

Note

Please provide (15) table holders to be used during Table Topic Sessions.
Please deliver these to the Exhibit Management Office.

Sunday, November 15, 2026

9:00 AM- 10:00 AM

LEC05

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:00 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Sunday, November 15, 2026
9:00 AM- 10:00 AM
MTE02
Washington Convention Center: 201

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

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 15, 2026 @ 8:00 AM

Note
As set Saturday, November 14 at 1:30 p.m.

Sunday, November 15, 2026

9:00 AM- 11:00 AM

PDW: Effective Allyship as an Essential Strategy for Professional Career Development

Washington Convention Center: 207B

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:00 AM

Note

As set on Saturday, November 14 at noon

Sunday, November 15, 2026

9:00 AM- 11:00 AM

PDW: Lived Experience in Neuroscience

Washington Convention Center: 207A

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:00 AM

Note

As set on Saturday, November 14 at noon

Sunday, November 15, 2026

9:30 AM- 11:00 AM

Brainfacts Editorial Meeting

Washington Convention Center: 156

Function Type: Meeting

Estimated Attendance: 15

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: G-NL300-G130

Contacts

Contact: Juliet Beverly

Logistics

Setup - Washington Convention Center

Ready By:

Sunday, November 15, 2026 @ 8:30 AM

Note

(6) 72" Crescent Rounds for 5

(1) 30" Round Cocktail Table

(15) Chairs around the room

(1) 6'x30" w/(2) chairs for Tech Table

Audio/Visual - Atlantic Images & Sound

Ready By:

Sunday, November 15, 2026 @ 8:30 AM

Note

No mics will be used for this meeting.

Food And Beverage - Aramark

Ready By:

Sunday, November 15, 2026 @ 9:00 AM

Note

Deluxe Continental Breakfast for @ \$28.00++ per person

Apple, Cranberry and Orange Juices

Freshly Baked Breakfast Pastries,

Assorted Muffins and Croissants

Fruit Preserves, Honey and Sweet Butter

Seasonal Sliced Fruit and Berries

Individual Fat Free and Blended Fruit Yogurts

Cage Free Boiled Eggs

Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers

Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026- Wednesday, November 18, 2026

9:30 AM- 5:00 PM

Exhibits Open

Washington Convention Center: Hall A, Hall B, Hall C

Function Type: Exhibits

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: No
Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:
Saturday, November 14, 2026 @ 8:00 AM

Note
Sunday, November 15 - Wednesday, November 18 - 9:30am - 5:00pm

Sunday, November 15, 2026
9:30 AM- 12:30 PM
Government & Public Affairs Committee
Washington Convention Center: 209B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-AT200-M603

Contacts

Contact: Becky Whitney

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 15, 2026 @ 8:00 AM	As set on Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 8:30 AM	(1) Screen (1) Data Projector with Cart (15) Push to Talk Microphones (1) Laser Pointer

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 8:30 AM	(1) Laptop with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:	Note
Sunday, November 15, 2026 @ 9:00 AM	HOT BREAKFAST BUFFET @ \$33++ per person Apple, Cranberry and Orange Juices Seasonal Sliced Fruit and Berries Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Applewood Smoked Bacon & Pork Sausage Cage Free Scrambled Eggs Home-Fried Potatoes Freshly Brewed Coffee, Decaf, Hot Tea, Dairy & Oat Milk Creamers Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026

9:30 AM- 12:00 PM

MIN06

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026

9:30 AM- 12:00 PM

MIN07

Washington Convention Center: 151A, 151B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026

9:30 AM- 12:00 PM

MIN08

Washington Convention Center: Ballroom B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026

9:30 AM- 12:00 PM

MIN09

Washington Convention Center: Ballroom A

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026

9:30 AM- 12:00 PM

MIN10

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026
9:30 AM- 11:30 AM
Neuroscience Scholars Program Mentoring Event
Washington Convention Center: 149A, 149B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 90	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-AT300-N309

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 15, 2026 @ 8:30 AM	As set on Saturday, November 14

Setup - Washington Convention Center

Ready By:	Note
Sunday, November 15, 2026 @ 8:30 AM	(2) 6'x30" Skirted Registration/Materials table at entrance with (4) chairs

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 8:30 AM	(1) Screen (7' x 12') (1) Data Projector

Audio/Visual - Projection AV

Ready By:	Note
Sunday, November 15, 2026 @ 8:30 AM	(1) Lectern Microphone

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 8:30 AM	(1) Laptop computer with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:	Note
Sunday, November 15, 2026 @ 9:00 AM	Deluxe Continental Breakfast @ \$28.00++ per person Apple, Cranberry and Orange Juices Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter

Seasonal Sliced Fruit and Berries
Individual Fat Free and Blended Fruit Yogurts
Cage Free Boiled Eggs
Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers

All prices are subject to 25% service charge & SfN is tax exempt in the District.

Sunday, November 15, 2026- Wednesday, November 18, 2026

9:30 AM- 5:00 PM

SfN Booth #1103

Washington Convention Center

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 11, 2026 @ 2:00 PM

Note

New (from 2025) 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 9, at 11:00 AM for internet cable placement.

SfN Store:

Same setup as in 2025 w/ shelving on interior structure and three round display cabinets.

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
 - (2) Bag Stands
 - Rope and Stanchion – discuss specific placement with Bria Ward or Aubrey Smith onsite - (on Friday Nov 13)
- ** Counter needs space for chairs to roll under the top of the counter - counter must have an overhang from the base.****

Sci Pubs (on back of central structure, facing back of hall):

- (1) Wastebasket
- (1) Counter
- (2) Task Chairs
- (3) Accordion Literature Stand

Meet-the-Editor (at corner of 1300 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 13)

Ready By:
Wednesday, November 11, 2026 @ 2:00 PM

Note

Membership (at corner of 1300 Aisle and Hall Entrance):

- (2) Enclosed Counters (to accommodate 4 people)
- (4) Task Chairs
- (2) Wastebaskets

Digital Signs

- (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 1300 aisle, on side 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.

Electrical - Hi Tech Electrical

Ready By:
Wednesday, November 11, 2026 @ 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
- Digital Signs: (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 9, 2026 @ 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 of 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 9, 2025, in order to run cables before carpet is laid.

Computer - Atlantic Images & Sound

Ready By:
Friday, November 13, 2026 @ 12:00 PM

Note

- Please send network cable in advance to SfN's office by 10/14/26.
- 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 pad

Other - Maritz

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

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

Food And Beverage - Aramark

Ready By:

Friday, November 13, 2026 @ 12:00 PM

Note

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

Sunday, November 15, 2026

9:30 AM- 12:00 PM

SYM02

Washington Convention Center: 146A, 146B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026
10:00 AM- 11:30 AM
Global Forum
Washington Convention Center: 206

Function Type: Workshop	Billing Group: SfN Master
Estimated Attendance: 150	Meeting Planner: Allison Burns
Room Set: As Set	Post: Yes
	Cost Center: OV200-M406

Contacts

Contact: Corey Dillon
SfN Contact Email:

Logistics

General Notes - SfN

Ready By:
Sunday, November 15, 2026 @ 8:00 AM

Note
As set on Friday, November 13 @ 1 p.m.

Sunday, November 15, 2026

10:00 AM- 11:30 AM

Journal of Neuroscience Senior Editors Meeting

Washington Convention Center: 302

Function Type: Meeting

Estimated Attendance: 12

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: J-SP401-J804

Contacts

Contact: Andrea Hernandez Mendez

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 9:00 AM

Note

As set Thursday, November 12

Sunday, November 15, 2026
10:00 AM- 11:00 AM
TEG Move Out Meeting
Washington Convention Center

Function Type: Meeting

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 9:00 AM

Note

In Show Office C

As set Monday, November 9 at 8:00 am.

Sunday, November 15, 2026

10:30 AM- 12:00 PM

DUP01

Washington Convention Center: 152A, 152B

Function Type: Workshop

Estimated Attendance: 490

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 - Washington Convention Center

Ready By:

Thursday, November 12, 2026 @ 10:00 AM

Note

Set stage per diagram with stairs and railings

NOTE: Set stage at an angle to create a line of sight for the speaker so they can view the screen from the lectern

(1) 6' x 30", (1) 8' x 30" Skirted Head tables with (5) chairs

Set room theater style for (490)

(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

Place water and cups at standing lectern and head table

****Remain as set through Wednesday, November 18 at 1:00 pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 12, 2026 @ 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 18 at 1:00 pm****

Audio/Visual - Atlantic Images & Sound

Ready By:

Sunday, November 15, 2026 @ 9:30 AM

Note

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

(1) Laser Pointer

(1) Projectionist

(1) Digital Timer

AIS to run power to equipment using wall outlets unless otherwise noted

****Remain as set through Wednesday, November 18 at 1:00 pm****

Audio/Visual - Projection AV

Ready By:

Sunday, November 15, 2026 @ 9:30 AM

Note

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

****Remain as set through Wednesday, November 18 at 1:00 pm****

Computer - Atlantic Images & Sound

Ready By:

Sunday, November 15, 2026 @ 9:30 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.
- (1) Laptop placed at Lectern
- (1) Laptop computer and (1) Computer mouse placed at Head Table

****Remain as set through Wednesday, November 18 at 1:00 pm****

Sunday, November 15, 2026

10:30 AM- 11:30 AM

LEC06

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 9:30 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Sunday, November 15, 2026

11:00 AM- 12:00 PM

MTE03

Washington Convention Center: 201

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:

Sunday, November 15, 2026 @ 10:00 AM

Note

As set Saturday, November 14 at 1:30 p.m.

Sunday, November 15, 2026

11:30 AM- 2:00 PM

Staff Meal Room

Washington Convention Center: 101

Function Type: Other

Estimated Attendance: 80

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

Food And Beverage - Aramark

Ready By:

Sunday, November 15, 2026 @ 11:15 AM

Note

Morning Service from 7:00 am - 9:00 am

Freshly Brewed Coffee, Decaf & Hot Teas @ \$78 per gallon

Refresh as needed until 9:00 am

Lunch Service from 11:30 am – 2:00 pm:

Lunch @ \$40.00+ per person

Lunch Items Served Daily: Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, and Iced Tea

Lunch Menu # 7

Caesar Salad with Garlic Croutons, Parmesan Cheese, Caesar Dressing and Balsamic Vinaigrette

Tomato and Mozzarella Salad with Basil

Chicken Cacciatore with Olives and Peppers

Penne Pasta Marinara

Garlic Bread Sticks

Fresh Fruit Salad

Assorted Soft Drinks @ \$5.50++ each, charged on consumption.

Note: Requesting Coke products throughout the week - please :)

(1) Water cooler with disposable cups and replenish as needed.

Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026

12:00 PM- 2:00 PM

Journal of Neuroscience Early Career Researcher Advisory Board

Washington Convention Center: 209C

Function Type: Meeting

Estimated Attendance: 20

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: J-SP401-J804

Contacts

Contact: Andrea Hernandez Mendez

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 11:00 AM

Note

As set Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:

Sunday, November 15, 2026 @ 11:00 AM

Note

No mics will be needed for this meeting

Sunday, November 15, 2026

12:00 PM- 1:00 PM

LEC07

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 11:00 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Sunday, November 15, 2026

12:00 PM- 2:00 PM

NDP: Neuroscience in Action: Community-Engaged Learning for Real-World Impact

Washington Convention Center: 207A

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 11:00 AM

Note

As set on Saturday, November 14 at noon

Sunday, November 15, 2026

12:00 PM- 2:00 PM

PDW: Building AI-Aware Assignments for Neuroscience Education

Washington Convention Center: 207B

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 11:00 AM

Note

As set on Saturday, November 14 at noon

Sunday, November 15, 2026
12:30 PM- 3:00 PM
McKinley Advisors - Focus Group 1
Washington Convention Center: 304

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 15	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-OV200-P227

Contacts

Contact: Aubrey Smith

Logistics

Setup - Washington Convention Center

Ready By: Thursday, November 12, 2026 @ 11:30 AM	Note Conference set for 16 ppl, no more than 2 ppl per 6' table or 3 per 8' table. (6) additional chairs (1) Easel (1) Wastebasket (1) Registration Table with 2 chairs Outside Room **Remain as set through Wednesday, November 18 at 5:00pm**
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Electrical - Hi Tech Electrical

Ready By: Thursday, November 12, 2026 @ 3:00 PM	Note (5) Power strips around the u-shape set-up for attendees to use for laptops **Remain as set through Wednesday, November 18 at 5:00pm**
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Food And Beverage - Aramark

Ready By: Sunday, November 15, 2026 @ 12:45 PM	Note Freshly Brewed Coffee, Decaf & Hot Teas @ \$78.00++ per gallon Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (2) dozen Assorted Cookies @ \$58.00++ per dozen Plus 25% service charge, SfN is tax exempt in DC
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Sunday, November 15, 2026

1:00 PM- 2:00 PM

MTE04

Washington Convention Center: 201

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:

Sunday, November 15, 2026 @ 12:00 PM

Note

As set Saturday, November 14 at 1:30 p.m.

Sunday, November 15, 2026

1:00 PM- 3:15 PM

NANO11

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026

1:00 PM- 3:15 PM

NANO12

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026

1:00 PM- 3:45 PM

NANO13

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026

1:00 PM- 3:00 PM

NANO14

Washington Convention Center: 146C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026

1:00 PM- 3:30 PM

NANO15

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Sunday, November 15, 2026
1:00 PM- 3:00 PM
Professional Development Committee
Washington Convention Center: 209A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-AT200-M457

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 15, 2026 @ 12:00 PM	As set Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 12:00 PM	(1) Screen (1) Data Projector with Cart (15) Push to talk table microphones (1) Laser Pointer

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 12:00 PM	(1) Laptop computer with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:	Note
Sunday, November 15, 2026 @ 12:30 PM	Freshly Brewed Coffee, Decaf & Hot Teas @ \$78.00++ per gallon Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (4) dozen Assorted Cookies @ \$58.00++ per dozen Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026
1:00 PM- 2:00 PM
SfN & IBRO Leadership Meeting
Washington Convention Center: 302

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 15	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 15, 2026 @ 12:00 PM	As set on Thursday, November 12

Food And Beverage - Aramark

Ready By:	Note
Sunday, November 15, 2026 @ 12:30 PM	LUNCH BOXES @ \$36++ per person TRADITIONAL HOAGIES: · Turkey and Cheddar · Roast Beef and Horseradish · Vegetables and Hummus Potato Chips Freshly Baked Cookie Whole Fruit Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026

1:30 PM- 2:30 PM

LEC08

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 12:30 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

Sunday, November 15, 2026
1:30 PM- 3:00 PM
STR01
Washington Convention Center: 152A, 152B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 15, 2026 @ 12:30 PM

Note
As set on Sunday, November 15 at 10:30 a.m.

Sunday, November 15, 2026

2:00 PM- 4:30 PM

MIN11

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026

2:00 PM- 4:30 PM

MIN12

Washington Convention Center: 151A, 151B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026

2:00 PM- 4:30 PM

MIN13

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026
2:00 PM- 4:30 PM
SYM03
Washington Convention Center: Ballroom A

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 15, 2026 @ 1:00 PM

Note
As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026

2:00 PM- 4:30 PM

SYM04

Washington Convention Center: Ballroom B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026

2:00 PM- 4:30 PM

SYM05

Washington Convention Center: 146A, 146B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Sunday, November 15, 2026
2:30 PM- 4:30 PM
Global Membership Committee
Washington Convention Center: 209B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 23	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-OV200-M406

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 15, 2026 @ 1:30 PM	As set Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 1:30 PM	(1) Screen (1) Data Projector with Cart (12) Push to talk table microphones

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 1:30 PM	(1) Laptop computer with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:	Note
Sunday, November 15, 2026 @ 2:00 PM	Freshly Brewed Coffee, Decaf & Hot Teas @ \$78.00++ per gallon Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (3) dozen Assorted Cookies @ \$58.00++ per dozen Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026

3:00 PM- 4:30 PM

LEC09

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 2:00 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

Sunday, November 15, 2026
3:00 PM- 4:00 PM
MTE05
Washington Convention Center: 201

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

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Sunday, November 15, 2026 @ 2:00 PM

Note
As set Saturday, November 14 at 1:30 p.m.

Sunday, November 15, 2026

3:00 PM- 5:00 PM

PDW: Improving Pathways for Scientific Careers in and Outside Academia

Washington Convention Center: 207B

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 2:00 PM

Note

As set on Saturday, November 14 at noon

Sunday, November 15, 2026
3:30 PM- 5:30 PM
CAR Meeting
Washington Convention Center: 209C

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: G-AT200-M604

Contacts

Contact: Becky Whitney

Logistics

General Notes - SfN

Ready By:	Note
Sunday, November 15, 2026 @ 2:30 PM	As set Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 2:30 PM	(1) Screen (1) Data Projector with Cart (15) Push to talk table microphones

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, November 15, 2026 @ 2:30 PM	(1) Laptop computer with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:	Note
Sunday, November 15, 2026 @ 3:00 PM	Freshly Brewed Coffee & Decaffeinated Coffee @\$78.00++ per gallon Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Bottled Water @ \$5.00++ each, charged on consumption. (3) dozen Homestyle Cookies @ \$58.00++ per dozen Plus 25% service charge, SfN is tax exempt in DC

Sunday, November 15, 2026
3:30 PM- 5:00 PM
Career Information & Skills Fair
Washington Convention Center

Function Type: Workshop
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-AT200-P162

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By: Sunday, November 15, 2026 @ 2:30 PM	Note As set on Saturday, November 14 @ 8 p.m
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General Contractor - The Expo Group (TEG)

Ready By: Sunday, November 15, 2026 @ 3:00 PM	Note Please remove 20' opening drape at 3:00 pm and replace the opening drape at 5:30 pm.
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Audio/Visual - Atlantic Images & Sound

Ready By: Sunday, November 15, 2026 @ 2:30 PM	Note (1) Standing Microphone
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Food And Beverage - Aramark

Ready By: Sunday, November 15, 2026 @ 2:00 PM	Note (20) bottles of water, please deliver at 2:00 p.m. to the Check in table at column A15 in the Networking Area in Hall A. (24) tables in draped off area, please put new table linens on the tables for this session that begins at 3:30 pm.
--	--

Sunday, November 15, 2026

5:30 PM- 6:45 PM

LEC10

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 4:30 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

NOTE: There will not be moderated Q&A for this lecture

Sunday, November 15, 2026
7:00 PM- 9:00 PM
Neuroscience Networking Events Sunday
Washington Convention Center: Hall E

Function Type: Social	Billing Group: SfN Master
Estimated Attendance: 500	Meeting Planner: Sharon Bowles
Room Set: See Diagram	Post: Yes
	Cost Center: A-MA200-A134

Contacts

Contact: Sharon Bowles

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 12, 2026 @ 5:00 PM

Note
** See Diagram**

Food Court: Set per diagram
(100) Draped banquet rounds with (10) chairs per table

Set (1) Skirted 6' x 30" registration table and (2) chairs at each NNE space as shown

Set (2) Skirted 6' x 30" tables against the wall, side-by-side, in each NNE space as shown for the f&b services

Chair request for NNE Spaces #1 through #4:
Set (30) chairs in each NNE space
Each space set (75) reception with standing room for (45)

Chair request for NNE Spaces #5 through #7:
Set (30) chairs in each NNE space
Each space set (125) reception style with standing room for (95)

Chair request for NNE Spaces #8 through #10:
Set (18) chairs in each NNE space
Each space set (40) reception style with standing room for (22)

** Remain as set through Tuesday, November 17 at 9:00pm **

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, November 12, 2026 @ 10:00 AM

Note
** See Diagram**

(10) Stand-alone pipe and drape NNE social spaces
Install black carpet in all (10) NNE sections and around the (2) double cash bars (20' x 30')

Spaces #1 through #4 set pipe and drape 40' x 43'
(3) 8' Pipe and drape walls (2 side and 1 back wall) and (1) 3' front wall
Install black carpet in each individual section

Spaces #5 and #6 set pipe and drape 50' x 42'
(3) 8' Pipe and drape walls (2 side and 1 back wall) and (1) 3' front wall
Install black carpet in each individual section

Space #7 Set pipe and drape 42' x 60'
(2) 8' x 42'
(1) 8' x 60'
(1) 8' x 35'4"
(1) 3' x 15'
(1) 3' x 9'6"
Install black carpet in this section

Spaces #8 through #10 set pipe and drape 40' x 35'
(3) 8' walls and (1) 3' front wall
Install black carpet in each individual section

Table Setup for NNE Spaces #1 through #4:
Each space set (75) reception style with (30) seats and standing room for (45). Set (10) tables: A combination of highboys and low cocktail rounds.

Table Setup for NNE Spaces #5 through #7:
Each space set (125) reception style with (30) seats and standing room for (95). Set (10) tables: A combination of highboys and low cocktail rounds.

Table Setup for NNE Spaces #8 through #10:
Each space set (40) reception style with (18) seats and standing room for (22). Set (6) tables: A combination of highboys and low cocktail rounds.

Place (1) Easel next to the entrance of each NNE spaces #1-#10

**** Remain as set through Tuesday, November 17 at 9:00pm ****

Audio/Visual - Atlantic Images & Sound

Ready By:
Sunday, November 15, 2026 @ 5:00 PM

Note
Place a/v equipment setup in each NNE space #1-#10
(1) Floor microphone
(1) Mixer
(2) Speakers

**** Remain as set through Tuesday, Nov. 17 at 9:00pm ****

Electrical - Hi Tech Electrical

Ready By:
Thursday, November 12, 2026 @ 5:00 PM

Note
**** See Diagram****

Place (1) 120v/10 amps circuit in each NNE space #1-#10

****Remain as set through Tuesday, November 17 at 9:00pm****

Food And Beverage - Aramark

Ready By:
Sunday, November 15, 2026 @ 6:00 PM

Note

Neuroscience Networking Events assigned to Hall E

Please check Hall E in late afternoon for any reset or refresh from the day

Two (2) Double cash bars set in the center of Hall E per diagram

All bars must accept credit cards

Open bars at 6:45 PM and close bars at 8:45 PM

Cash Bar Prices:

Standard Wine @ \$11.00 per drink

Imported Beer @ \$10.00 per drink

Domestic Beer @ \$9.00 per drink

Local Craft Beer @ \$11.00 per drink

Non-Alcoholic Beer @ \$7.50 per drink

Soft Drinks @ \$5.50 per bottle

Bottled Water @ \$5.00 per bottle

Assorted Fruit Juices @ \$6.50 per bottle

Note:

(4) Bartenders and (2) Cashiers scheduled each evening based on estimate of 500 attendees

(1) Bartender per 125 guests

(1) Cashier per 2 bartenders

Bartender & Satellite Cashier Costs

The cost is \$225 per bartender and \$225 per cashier, which includes up to two (2) hours of service. Service beyond the initial two hours is charged at \$75 per hour, per bartender/cashier.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening.

NNE organizers have the option to place food and beverage orders for their individual NNE Space directly with Aramark. Organizers will pay Aramark for all f&b services requested.

Monday, November 16, 2026
7:30 AM- 9:00 AM
Donor & Volunteer Recognition Breakfast
Washington Convention Center: Salon F

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 200	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: A-DV200-A150

Contacts

Contact: DeLynda Lindsey

Logistics

Setup - Washington Convention Center

Ready By:	Note
Monday, November 16, 2026 @ 6:00 AM	(1) Lectern

Audio/Visual - Projection AV

Ready By:	Note
Monday, November 16, 2026 @ 6:00 AM	(1) Lectern Microphone with Mixer and Speakers

Food And Beverage - Aramark

Ready By:	Note
Monday, November 16, 2026 @ 7:15 AM	Deluxe Continental Breakfast for (125) @ \$28.00++ per person Apple, Cranberry and Orange Juices Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Seasonal Sliced Fruit and Berries Individual Fat Free and Blended Fruit Yogurts Cage Free Boiled Eggs Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers
Ready By:	Note
Monday, November 16, 2026 @ 8:15 AM	Deluxe Continental Breakfast for (75) @ \$28.00++ per person Apple, Cranberry and Orange Juices Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Seasonal Sliced Fruit and Berries Individual Fat Free and Blended Fruit Yogurts Cage Free Boiled Eggs Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026
7:30 AM- 9:30 AM
National Academy of Sciences Breakfast
Washington Convention Center: 103A, 103B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 40	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 16, 2026 @ 6:30 AM	As set on Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 6:30 AM	(2) Screens (2) Data Projectors with Carts (20) Push to talk table microphones

Food And Beverage - Aramark

Ready By:	Note
Monday, November 16, 2026 @ 7:00 AM	HOT BREAKFAST BUFFET @ \$33++ per person Apple, Cranberry and Orange Juices Seasonal Sliced Fruit and Berries Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Applewood Smoked Bacon & Pork Sausage Cage Free Scrambled Eggs Home-Fried Potatoes Freshly Brewed Coffee, Decaf, Hot Tea, Dairy & Oat Milk Creamers Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026
7:30 AM- 9:30 AM
Neuroscience Training Committee
Washington Convention Center: 209A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 30	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-AT200-M472

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 16, 2026 @ 6:30 AM	As set on Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 6:30 AM	(1) Screen (1) Data Projector with Cart (15) Push to talk table microphones (1) Laser Pointer

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 6:30 AM	(1) Laptop with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:	Note
Monday, November 16, 2026 @ 7:00 AM	HOT BREAKFAST BUFFET @ \$33++ per person Apple, Cranberry and Orange Juices Seasonal Sliced Fruit and Berries Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Applewood Smoked Bacon & Pork Sausage Cage Free Scrambled Eggs Home-Fried Potatoes Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026

7:30 AM- 9:30 AM

Public Education & Communications Committee (PECC)

Washington Convention Center: 209B

Function Type: Meeting

Estimated Attendance: 27

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-NL200-M652

Contacts

Contact: Hope Berns

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 6:30 AM

Note

As set on Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, November 16, 2026 @ 6:30 AM

Note

(1) Screen

(1) Data Projector with Cart

(15) Push to talk table microphones

Food And Beverage - Aramark

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

HOT BREAKFAST BUFFET @ \$33++ per person

Apple, Cranberry and Orange Juices

Seasonal Sliced Fruit and Berries

Freshly Baked Breakfast Pastries,

Assorted Muffins and Croissants

Fruit Preserves, Honey and Sweet Butter

Applewood Smoked Bacon & Pork Sausage

Cage Free Scrambled Eggs

Home-Fried Potatoes

Freshly Brewed Coffee, Decaf, Hot Tea, Dairy & Oat Milk Creamers

Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026
8:00 AM- 9:30 AM
eNeuro Editorial Board
Washington Convention Center: 149A, 149B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 35	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: J-SP451-J804

Contacts

Contact: Vicente Carmona

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 16, 2026 @ 7:00 AM	As set on Saturday, November 14

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 7:00 AM	(1) Screen (7' x 12')
	(1) Data Projector

Audio/Visual - Projection AV

Ready By:	Note
Monday, November 16, 2026 @ 7:00 AM	(1) Lectern Microphone
	(2) Handheld Microphones

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 7:00 AM	(1) Laptop computer with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:	Note
Monday, November 16, 2026 @ 7:30 AM	Freshly Brewed Coffee, Decaf & Hot Teas @ \$78.00++ per gallon Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption.
	All prices are subject to 25% service charge & SfN is tax exempt in the District.

Monday, November 16, 2026

8:00 AM- 10:45 AM

NANO16

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

8:00 AM- 10:15 AM

NANO17

Washington Convention Center: 146C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

8:00 AM- 10:00 AM

NANO18

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

8:00 AM- 11:00 AM

NANO19

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

8:00 AM- 11:00 AM

NANO20

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

8:00 AM- 5:00 PM

Podcast Neuroscience Perspectives

Washington Convention Center: 306

Function Type: Satellite

Estimated Attendance: 4

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Kelsie Smith-Hayduk

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

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

Please set:

(1) 6' Skirted table

(2) Chairs

(1) Trash can

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

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 16, 2026 @ 7:00 AM

Note

Organizer Kelsie Smith-Hayduk will order furniture directly from TEG

Monday, November 16, 2026- Wednesday, November 18, 2026

9:00 AM- 5:00 PM

Donor & Volunteer Lounge

Washington Convention Center: Salon F

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

Contacts

Contact: Katherine Collins

Logistics

Food And Beverage - Aramark

Ready By:
Monday, November 16, 2026 @ 9:00 AM

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

NOTE: VIP ROOM - please check room frequently throughout the day to ensure beverages do not run out
Freshly Brewed Coffee, Decaf and Selection of Hot Teas @ \$78.00++ per gallon
Bottled Water \$5.00 each, charged on consumption

Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026

9:00 AM- 10:00 AM

LEC11

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 8:00 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Monday, November 16, 2026
9:00 AM- 10:00 AM
MTE06
Washington Convention Center: 201

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 16, 2026 @ 8:00 AM	Note As set Saturday, November 14 at 1:30 p.m.
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Monday, November 16, 2026

9:30 AM- 12:00 PM

MIN14

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

9:30 AM- 12:00 PM

MIN15

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

9:30 AM- 12:00 PM

MIN16

Washington Convention Center: 146A, 146B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

9:30 AM- 12:00 PM

MIN17

Washington Convention Center: 151A, 151B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026
9:30 AM- 11:00 AM
National Academy of Sciences Mentoring
Washington Convention Center

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

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By: Monday, November 16, 2026 @ 8:00 AM	Note This event will be located in the Networking Tables in front of the Graduate School Fair in Hall A.
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General Contractor - The Expo Group (TEG)

Ready By: Monday, November 16, 2026 @ 9:00 AM	Note Please remove 20' opening drape at 9:00 am and replace the opening drape at 11:30 am.
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Audio/Visual - Atlantic Images & Sound

Ready By: Monday, November 16, 2026 @ 8:30 AM	Note (1) Standing Microphone
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Food And Beverage - Aramark

Ready By: Monday, November 16, 2026 @ 8:30 AM	Note (24) tables in draped off area, please put new table linens on the tables for this session that begins at 9:30 am. (10) Table card holders placed on tables
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Monday, November 16, 2026

9:30 AM- 12:00 PM

SYM06

Washington Convention Center: Ballroom B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

9:30 AM- 12:00 PM

SYM07

Washington Convention Center: Ballroom A

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

10:00 AM- 11:30 AM

Animals in Research

Washington Convention Center: 206

Function Type: Workshop

Estimated Attendance: 150

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A176

Contacts

Contact: Katherine Bloom

SfN Contact Email: kbloom@sfn.org

Logistics

General Notes - SfN

Ready By:

Monday, November 9, 2026 @ 9:00 AM

Note

As set on Friday, November 13 @ 1 p.m.

Other - Lincoln Security

Ready By:

Monday, November 9, 2026 @ 9:00 AM

Note

(2) Security Guards 9:00 a.m. – 12 p.m.

Request is also included on the security schedule.

Monday, November 16, 2026

10:00 AM- 11:00 AM

eNeuro Advisory Board

Washington Convention Center: 302

Function Type: Meeting

Estimated Attendance: 10

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: J-SP451-J804

Contacts

Contact: Vicente Carmona

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 9:00 AM

Note

As set Thursday, November 12

Monday, November 16, 2026
10:30 AM- 12:00 PM
BTCR01
Washington Convention Center: 152A, 152B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 16, 2026 @ 9:30 AM

Note
As set on Sunday, November 15 at 10:30 a.m.

Monday, November 16, 2026

10:30 AM- 11:30 AM

LEC12

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 9:30 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Monday, November 16, 2026
11:00 AM- 12:00 PM
Chapters Workshop
Washington Convention Center: 149A, 149B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 60	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M406

Contacts

Contact: Brandon Taylor

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	As set on Saturday, November 14

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	Screen and projection will not be used for this meeting

Audio/Visual - Projection AV

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	(1) Lectern Microphone

Food And Beverage - Aramark

Ready By:	Note
Monday, November 16, 2026 @ 10:30 AM	Freshly Brewed Coffee, Decaf & Hot Teas @ \$78.00++ per gallon Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption.
	All prices are subject to 25% service charge & SfN is tax exempt in the District.

Monday, November 16, 2026
11:00 AM- 12:00 PM
MTE07
Washington Convention Center: 201

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 16, 2026 @ 10:00 AM

Note
As set Saturday, November 14 at 1:30 p.m.

Monday, November 16, 2026
11:00 AM- 12:00 PM
Neuroscience Scholars Program Advisory Board
Washington Convention Center: 209B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 8	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: G-AT300-G312

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	As set Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	(1) Screen (1) Projector
	No Mics are Needed for this Meeting

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	(1) Laptop with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & USB A ports. Fully patched & updated Windows OS & Windows Defender.

Food And Beverage - Aramark

Ready By:	Note
Monday, November 16, 2026 @ 10:45 AM	Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption.
	(1) dozen Assorted Muffins @ \$62.50++ per dozen
	Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026
11:30 AM- 11:45 AM
Past Presidents Photo
Washington Convention Center: 157

Function Type: Other	Billing Group: SfN Master
Estimated Attendance: 35	Meeting Planner: Katelyn Crume
	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: Erin Drebusenko

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	One attendee will be in a wheelchair. Please ensure a clear path.

Setup - Washington Convention Center

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	(1) 8'x24'x16" skirted riser against wall with steps on both sides of riser - (25) Chairs (10 on riser/10 in front/5 on side)
	Please ensure that the riser is against an air wall so that there is a consistent background for the photo.
	*Please ensure there is accessibility in front row for wheelchair user.

Monday, November 16, 2026

11:30 AM- 2:00 PM

Staff Meal Room

Washington Convention Center: 101

Function Type: Other

Estimated Attendance: 80

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

Food And Beverage - Aramark

Ready By:

Monday, November 16, 2026 @ 11:15 AM

Note

Morning Service from 7:00 am - 9:00 am

Freshly Brewed Coffee, Decaf & Hot Teas @ \$78 per gallon

Refresh as needed until 9:00 am

Lunch Service from 11:30 am – 2:00 pm:

Lunch @ \$40.00+ per person

Lunch Items Served Daily: Freshly Brewed Coffee, Decaf, Hot Tea, and Iced Tea

Lunch Menu # 6

Wedge Salad with Blue Cheese, Bacon and Tomatoes, Ranch Dressing

Flat Iron Steak with Cabernet Sauvignon Demi-Glace

Roasted Chicken Breast Au Jus

Broccolini with Red Peppers

Buttermilk Mashed Potato Bar

Toppings: Butter, Cheddar Cheese and Sour Cream

Chocolate Fudge Brownies

Assorted Soft Drinks @ \$5.50++ each, charged on consumption.

Note: Requesting Coke products throughout the week - please :)

(1) Water cooler with disposable cups and replenish as needed.

Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026
11:45 AM- 1:15 PM
Past Presidents Lunch
Washington Convention Center: 103A, 103B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 32	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: Erin Drebusenko

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	As set Thursday, November 12

Setup - Washington Convention Center

Ready By:	Note
Monday, November 16, 2026 @ 10:30 AM	(1) registration table outside the room.

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 10:00 AM	(20) Push to talk table microphones

Food And Beverage - Aramark

Ready By:	Note
Monday, November 16, 2026 @ 11:30 AM	VIP Event - China Service Please use linens to drape the tops of tables for this event Plated Lunch @ \$51.00++ per person MARKET SALAD Mixed Greens, English Cucumbers, Carrots, Teardrop Tomatoes, Aged Sherry Vinaigrette FRENCH CHICKEN BREAST Rosemary Cream Sauce, Fingerling Potatoes, Broccolini and Butternut Squash TIRAMISU Caramel and Chocolate Sauce, Dark Chocolate Shavings Canyon Road, Chardonnay @ \$55.00++ per bottle Canyon Road, Pinot Noir @ \$55.00++ per bottle

Assorted Soft Drinks @ \$5.50++ each, charged on consumption.
Chilled Bottled Water @ \$5.00++ each, charged on consumption.

Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026

12:00 PM- 1:00 PM

LEC13

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 11:00 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Monday, November 16, 2026

12:00 PM- 2:00 PM

NDP: Shaping the Future Workforce: Innovative Hiring and Promotion Practices in Neuroscience

Washington Convention Center: 207A

Function Type: Workshop

Estimated Attendance: 400

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 11:00 AM

Note

As set on Saturday, November 14 at noon

Monday, November 16, 2026

12:00 PM- 2:00 PM

PDW: Careers in NeuroAI

Washington Convention Center: 207B

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 11:00 AM

Note

As set on Saturday, November 14 at noon

Monday, November 16, 2026
12:00 PM- 3:00 PM
Scientific Publications Committee
Washington Convention Center: 209A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 15	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: J-SP200-M801

Contacts

Contact: Blythe Alexander

Logistics

General Notes - SfN

Ready By:	Note
Monday, November 16, 2026 @ 11:00 AM	As set Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 11:00 AM	(1) Screen (1) Data Projector with Cart (10) Push to Talk Microphones (1) Laser Pointer

Computer - Atlantic Images & Sound

Ready By:	Note
Monday, November 16, 2026 @ 12:00 PM	(1) Laptop with Microsoft Windows 11, Office 2024, and Adobe Acrobat Reader. Equipped with USB C & A ports. Fully patched & updated Windows OS & Windows Defender

Food And Beverage - Aramark

Ready By:	Note
Monday, November 16, 2026 @ 11:45 AM	MID ATLANTIC LUNCH BUFFET @\$55++ per person Iceberg Wedge Salad with Blue Cheese & Bacon Champagne Mustard Dressing, EVOO & Balsamic Vinegar Sweet Potato Salad with Peas and Corn Multi-grain and Whole Wheat Dinner Rolls Red Grouper Filet with White Wine au Jus, Lemon and Green Peppercorns Breast of Chicken Stuffed with Spinach & Fontina Cheese in Brown Sauce Wild Rice Pilaf with Red Lentils Tiny Green Beans with Lemon Zest and Caramelized Shallots Lemon Bars and Raspberry Cheesecake Brownie Bars Iced Tea, Coffee, Decaf, Hot Tea, Dairy & Oat Milk Creamers Plus 25% service charge, SfN is tax exempt in DC

Monday, November 16, 2026
1:00 PM- 2:00 PM
MTCE02
Washington Convention Center: 201

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 16, 2026 @ 12:00 PM

Note
As set Saturday, November 14 at 1:30 p.m.

Monday, November 16, 2026

1:00 PM- 3:30 PM

NANO21

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

1:00 PM- 3:15 PM

NANO22

Washington Convention Center: 146C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

1:00 PM- 3:30 PM

NANO23

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

1:00 PM- 4:30 PM

NANO24

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026

1:00 PM- 4:00 PM

NANO25

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Monday, November 16, 2026
1:30 PM- 3:30 PM
Early Career Advisory Committee
Washington Convention Center: 209B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 23	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M855

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By: Monday, November 16, 2026 @ 12:30 PM	Note As set Thursday, November 12
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Audio/Visual - Atlantic Images & Sound

Ready By: Monday, November 16, 2026 @ 12:30 PM	Note (1) Screen (1) Data Projector with Cart (12) Push to talk table microphones
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Computer - Atlantic Images & Sound

Ready By: Monday, November 16, 2026 @ 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.
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Food And Beverage - Aramark

Ready By: Monday, November 16, 2026 @ 1:15 PM	Note Freshly Brewed Coffee, Decaf & Hot Teas @ \$78.00++ per gallon Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. (3) dozen Assorted Cookies @ \$58.00++ per dozen Plus 25% service charge, SfN is tax exempt in DC
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Monday, November 16, 2026
1:30 PM- 3:00 PM
STR02
Washington Convention Center: 152A, 152B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 16, 2026 @ 12:30 PM

Note
As set on Sunday, November 15 at 10:30 a.m.

Monday, November 16, 2026

2:00 PM- 4:30 PM

MIN18

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

2:00 PM- 4:30 PM

MIN19

Washington Convention Center: Ballroom A

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

2:00 PM- 4:30 PM

MIN20

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

2:00 PM- 4:30 PM

MIN21

Washington Convention Center: 146A, 146B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026

2:00 PM- 4:30 PM

MIN22

Washington Convention Center: 151A, 151B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026
2:00 PM- 4:30 PM
SYM08
Washington Convention Center: Ballroom B

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Monday, November 16, 2026 @ 1:00 PM

Note
As set on Saturday, November 14 at 2:00 p.m.

Monday, November 16, 2026
3:00 PM- 4:30 PM
LEC14
Washington Convention Center: Hall D

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

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Monday, November 16, 2026 @ 2:00 PM

Note
As set on Saturday, November 14 at 10:00 a.m.

Monday, November 16, 2026
3:00 PM- 4:00 PM
MTE08
Washington Convention Center: 201

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:	Note
Monday, November 16, 2026 @ 2:00 PM	As set Saturday, November 14 at 1:30 p.m.

Monday, November 16, 2026

3:00 PM- 5:00 PM

PDW: Emerging Into Prominence: Strategies for Young Neuroscientists From Under-Resourced Under-Resourced Settings

Washington Convention Center: 207A

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: Marie Dussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 2:00 PM

Note

As set on Saturday, November 14 at noon

Monday, November 16, 2026

3:00 PM- 5:00 PM

PDW: Online Presence and Personal Branding Workshop for Neuroscientists

Washington Convention Center: 207B

Function Type: Workshop

Estimated Attendance: 325

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT200-A168

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 2:00 PM

Note

As set on Saturday, November 14 at noon

Monday, November 16, 2026

3:30 PM- 5:00 PM

Wise Owls

Washington Convention Center: 156

Function Type: Meeting

Estimated Attendance: 30

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-OV200-P225

Contacts

Contact: Paula Kara

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 16, 2026 @ 2:30 PM

Note

As set on Saturday, 11/14.

Please move chairs so there are 10 at three of the tables.

Chairs need to be moved back to crescent rounds, 5 per table, after this event.

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, November 16, 2026 @ 3:00 PM

Note

One attendee will participate by Zoom.

We need the remote attendee to be able to see the people at his breakout table, so not the whole room.

Discussed w/ Eric and he has a plan.

Computer - Atlantic Images & Sound

Ready By:

Monday, November 16, 2026 @ 3:00 PM

Note

(1) Computer for Zoom

Food And Beverage - Aramark

Ready By:

Monday, November 9, 2026 @ 3:15 PM

Note

Sweet & Salty @ \$16++ per person

Terra Chips

White Cheddar Popcorn

Fruit Kabobs w/ Minted Yogurt Dip

Chocolate Chip Cookies

Assorted Soft Drinks @ \$5.50++ each, charged on consumption.

Chilled Bottled Water @ \$5.00++ each, charged on consumption.

All prices are subject to 25% service charge & SfN is tax exempt in the District.

Monday, November 16, 2026

3:45 PM- 4:30 PM

Professional Development & Training Cluster

Washington Convention Center: 302

Function Type: Meeting

Estimated Attendance: 5

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-AT200-M457

Contacts

Contact: Adam Katz

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 2:45 PM

Note

As set on Thursday, November 12

Monday, November 16, 2026

5:30 PM- 6:45 PM

LEC15

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 4:30 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

NOTE: There will not be moderated Q&A for this lecture

Monday, November 16, 2026

7:00 PM- 9:00 PM

Neuroscience Networking Events Monday

Washington Convention Center: Hall E

Function Type: Social

Estimated Attendance: 500

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A134

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 16, 2026 @ 6:00 PM

Note

As set Sunday, November 15 at 7:00 p.m.

Food And Beverage - Aramark

Ready By:

Monday, November 16, 2026 @ 6:00 PM

Note

As set Sunday, November 15 at 7:00 p.m.

Neuroscience Networking Events assigned to Hall E

Please check Hall E in late afternoon for any reset or refresh from the day

Two (2) Double cash bars set in the center of Hall E per diagram

All bars must accept credit cards

Open bars at 6:45 PM and close bars at 8:45 PM

Cash Bar Prices:

Standard Wine @ \$11.00 per drink

Imported Beer @ \$10.00 per drink

Domestic Beer @ \$9.00 per drink

Local Craft Beer @ \$11.00 per drink

Non-Alcoholic Beer @ \$7.50 per drink

Soft Drinks @ \$5.50 per bottle

Bottled Water @ \$5.00 per bottle

Assorted Fruit Juices @ \$6.50 per bottle

Note:

(4) Bartenders and (2) Cashiers scheduled each evening based on estimate of 500 attendees

(1) Bartender per 125 guests

(1) Cashier per 2 bartenders

Bartender & Satellite Cashier Costs

The cost is \$225 per bartender and \$225 per cashier, which includes up to two (2) hours of service. Service beyond the initial two hours is charged at

\$75 per hour, per bartender/cashier.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening.

NNE organizers have the option to place food and beverage orders for their individual NNE Space directly with Aramark. Organizers will pay Aramark for all f&b services requested.

Tuesday, November 17, 2026

6:30 AM- 2:00 PM

Staff Meal Room

Washington Convention Center: 101

Function Type: Other

Estimated Attendance: 80

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

Food And Beverage - Aramark

Ready By:

Tuesday, November 17, 2026 @ 6:30 AM

Note

Breakfast Service from 6:45 am - 9:00 am

Breakfast plus Menu #1 @ \$31.50 ++ per person

Freshly Brewed Coffee, Decaf, Hot Tea & Assorted Juices

Apples and Bananas

Muffins, Danish and Croissants with Butter and Preserves

Regular and Low-Fat Yogurts

Cage Free Boiled Eggs

Cage Free Scrambled Eggs with Salsa & Cheddar Cheese

Maple Peppered Bacon

Chicken Maple Sausage

Red Bliss Potatoes with Herbs

(1) Water cooler with disposable cups and replenish as needed.

Ready By:

Tuesday, November 17, 2026 @ 11:15 AM

Note

Lunch Service from 11:30 am – 2:00 pm:

Lunch Menu #2 @ \$40.00++ per person

Romaine Salad with Chipotle Ranch Dressing

Taco & Fajita Bar with Spicy Beef & Sliced Chicken & Tri-Color Peppers

Diced Tomatoes, Chopped Onions, Black Olives and Cheddar Cheese

Salsa Fresca, Guacamole, Sour Cream

Spanish Rice

Tiny String Beans with Onions and Tomatoes

Warm Soft Flour Tortillas

Tres Leche Cake topped with Seasonal Berries

Lunch Items Served Daily: Coffee, Decaf, Hot Tea, and Iced Tea

Assorted Soft Drinks @ \$5.50++ each, charged on consumption.

Note: Requesting Coke products throughout the week - please :)

Plus 25% service charge, SfN is tax exempt in DC

Tuesday, November 17, 2026- Wednesday, November 18, 2026

7:00 AM- 6:00 PM

Coat & Luggage Check - 2nd Location

Washington Convention Center: Coat Check - West Salon

Function Type: Other

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes
Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Setup - Aramark

Ready By:
Tuesday, November 17, 2026 @ 7:00 AM

Note
Hours -
Tues, Nov 17, 7:30 am - 7:00 pm,
Wed, Nov 18, 7:30 am - 6:00 pm

Cash Coat /Luggage Check Services:
· No attendant fee for the first (8) hours. \$225 per attendant for the first 4 hour minimum and \$75 per hour for any additional hours over 12.
· \$5.50 per each item checked

(2) 6' ft skirted tables
(2) chairs

Tuesday, November 17, 2026
8:00 AM- 12:00 PM
Committee on Committees
Washington Convention Center: 209B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 25	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-AM852

Contacts

Contact: Erin Drebusenko

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, November 17, 2026 @ 7:00 AM	As set Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Tuesday, November 17, 2026 @ 7:00 AM	(1) Screen (1) Data Projector with Cart (1) Switcher (12) Push to talk table microphones Projection laptop will be at the head table of the U shape

Telecom - SmartCity

Ready By:	Note
Tuesday, November 17, 2026 @ 7:00 AM	(1) Wired Internet Drop on the SfN Staff VLAN at the head of the U shape

Food And Beverage - Aramark

Ready By:	Note
Tuesday, November 17, 2026 @ 7:30 AM	HOT BREAKFAST BUFFET @ \$33++ per person Apple, Cranberry and Orange Juices Seasonal Sliced Fruit and Berries Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Applewood Smoked Bacon & Pork Sausage Cage Free Scrambled Eggs Home-Fried Potatoes Freshly Brewed Coffee, Decaf, Hot Tea, Dairy & Oat Milk Creamers NOTE: Please separate fruit with in bowls with separate utensils Plus 25% service charge, SfN is tax exempt in DC

Tuesday, November 17, 2026

8:00 AM- 11:15 AM

NANO26

Washington Convention Center: 207A

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at noon

Tuesday, November 17, 2026

8:00 AM- 9:45 AM

NANO27

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

8:00 AM- 9:45 AM

NANO28

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

8:00 AM- 10:45 AM

NANO29

Washington Convention Center: 146C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

8:00 AM- 11:15 AM

NANO30

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

8:00 AM- 10:15 AM

NANO31

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

8:30 AM- 10:30 AM

Celebration of Women in Neuroscience

Washington Convention Center: 206

Function Type: Workshop

Estimated Attendance: 150

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: AT200-A169

Contacts

Contact: Cashen Almstead

SfN Contact Email: calmstead@sfn.org

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 8:30 AM

Note

As set on Friday, November 13 @ 1 p.m.

Food And Beverage - Aramark

Ready By:

Tuesday, November 17, 2026 @ 9:15 AM

Note

Deluxe Continental Breakfast for @ \$28.00++ per person

Apple, Cranberry and Orange Juices

Freshly Baked Breakfast Pastries,

Assorted Muffins and Croissants

Fruit Preserves, Honey and Sweet Butter

Seasonal Sliced Fruit and Berries

Individual Fat Free and Blended Fruit Yogurts

Cage Free Boiled Eggs

Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers

Plus 25% service charge, SfN is tax exempt in DC

Tuesday, November 17, 2026
8:30 AM- 11:30 AM
Finance Committee
Washington Convention Center: 209A

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 25	Meeting Planner: Dawn Keane
Room Set: As Set	Post: Yes
	Cost Center: FI200-M251

Contacts

Contact: Logan Ware

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, November 17, 2026 @ 7:00 AM	As set on Thursday, November 12

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Tuesday, November 17, 2026 @ 7:30 AM	(1) Screen (1) Data Projector with Cart (13) Push to talk table microphones

Food And Beverage - Aramark

Ready By:	Note
Tuesday, November 17, 2026 @ 8:00 AM	HOT BREAKFAST BUFFET @ \$33++ per person Apple, Cranberry and Orange Juices Seasonal Sliced Fruit and Berries Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Applewood Smoked Bacon & Pork Sausage Cage Free Scrambled Eggs Home-Fried Potatoes Freshly Brewed Coffee, Decaf, Hot Tea, Dairy & Oat Milk Creamers Plus 25% service charge, SfN is tax exempt in DC

Tuesday, November 17, 2026

9:00 AM- 10:00 AM

LEC16

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 8:00 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Tuesday, November 17, 2026
9:00 AM- 10:00 AM
MTE09
Washington Convention Center: 201

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

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By: Tuesday, November 17, 2026 @ 8:00 AM	Note As set Saturday, November 14 at 1:30 p.m.
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Tuesday, November 17, 2026

9:30 AM- 12:00 PM

MIN23

Washington Convention Center: 151A, 151B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

9:30 AM- 12:00 PM

MIN24

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

9:30 AM- 12:00 PM

MIN25

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

9:30 AM- 12:00 PM

MIN26

Washington Convention Center: Ballroom A

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

9:30 AM- 12:00 PM

SYM09

Washington Convention Center: Ballroom B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 17, 2026 @ 8:30 AM

Note
As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

9:30 AM- 12:00 PM

SYM10

Washington Convention Center: 146A, 146B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

10:00 AM- 12:00 PM

Advancing Early Career Neuroscientists in Publishing

Washington Convention Center: 207B

Function Type: Workshop

Estimated Attendance: 100

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: J-SP200-SP Project, Prize & Aw

Contacts

Contact: Megan Sansevere

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 9:00 AM

Note

As set on Saturday, November 14 at noon

Tuesday, November 17, 2026

10:00 AM- 11:00 AM

Ask Anything: Incorporating Lived Experience in Neuroscience Research

Washington Convention Center: 156

Function Type: Workshop

Estimated Attendance: 40

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-AT200-A177

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 9:30 AM

Note

As set on Sunday, November 15

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 17, 2026 @ 9:00 AM

Note

(4) stools at the front of room

****Remain as set through Tuesday, November 17 at 5:00 p.m.****

Audio/Visual - Projection AV

Ready By:

Tuesday, November 17, 2026 @ 9:00 AM

Note

(4) Lavalier Microphones

****Remain as set through Tuesday, November 17 at 5:00 p.m.****

Tuesday, November 17, 2026
10:30 AM- 12:00 PM
BTCR02
Washington Convention Center: 152A, 152B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 17, 2026 @ 9:30 AM

Note
As set on Sunday, November 15 at 10:30 a.m.

Tuesday, November 17, 2026

10:30 AM- 11:30 AM

LEC17

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 9:30 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Tuesday, November 17, 2026

11:00 AM- 2:30 PM

Program Committee Meeting

Washington Convention Center: Ballroom C

Function Type: Meeting

Estimated Attendance: 82

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: No

Cost Center: A-MA200-M751

Contacts

Contact: Sharon Bowles

Logistics

Setup - Washington Convention Center

Ready By:

Tuesday, November 17, 2026 @ 6:00 AM

Note

Chevron set for (70) 2 per 6' tables

Set (2) Stages per diagram with stairs and railings

(3) Skirted Head tables for (6) 2 per 6' tables on front room riser

(3) Skirted Staff tables for (6) 2 per 6' tables on side room riser

(3) Skirted Registration/Materials tables inside the room with (4) chairs at the entrance for tent cards as shown

(1) 6' Skirted Audio Tech Table with (2) chairs as shown

Lighting: Preset room lights out over screens

(2) Easels

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

****See Diagram****

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 17, 2026 @ 9:00 AM

Note

(45) Ft. Pipe and drape behind stage

****See Diagram****

Audio/Visual - Atlantic Images & Sound

Ready By:

Tuesday, November 17, 2026 @ 9:00 AM

Note

(2) Screens

(2) Data/Video Projectors projecting different images

(2) Confidence Monitors placed in front of Head Table

(1) Laser pointer

(1) Switcher

(1) Wireless Hand-held microphone placed on table in center aisle, see diagram

(40) Wireless 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
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.

AIS to run power to equipment using wall outlets unless otherwise noted

****See Diagram****

Electrical - Hi Tech Electrical

Ready By:
Tuesday, November 17, 2026 @ 9:00 AM

Note

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

(1) 20amp drop center stage as shown

****See Diagram****

Telecom - SmartCity

Ready By:
Tuesday, November 17, 2026 @ 9:00 AM

Note

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

****See Diagram****

Computer - Atlantic Images & Sound

Ready By:
Tuesday, November 17, 2026 @ 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 - Aramark

Ready By:
Tuesday, November 17, 2026 @ 10:30 AM

Note

VIP Event - China Service

Please add linens to the tops of all tables

Place all food and beverage services in the rear of Ballroom C ****See Diagram****

Beverage Service on consumption from 10:30 a.m. - 2:30 p.m.

Lunch Buffets Include Iced Tea, Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, Dairy and Oat Milk Creamers

Soft Drinks @ \$5.50++ each, charged on consumption

Bottled Water @ \$5.00++ each, charged on consumption

Assorted Fruit Juices @ \$6.50++ each, charged on consumption

All Beverage service inside the room and refresh as necessary

Lunch Service Starts between 10:30-10:45 a.m.

Latin Spice Buffet @ \$55.00++ per person
Hearts of Romaine with Black Beans, Cheddar Cheese and Tomatoes
Agave Citrus Vinaigrette and Chipotle Ranch Dressing
Cucumber Tomato Salad with Cilantro and Lime
Adobo Chicken with Pineapple Mango Relish
Blackened Flat Iron Steak with Caramelized Onions and Tomatoes
Saffron Rice
Fajita Vegetables with Squash, Tiny String Beans and Roasted Peppers
Tres Leches Cake
Mixed Seasonal Berries
Include Vegetarian Options

Please keep lunch set for as long as possible

Please label food to identify ingredients for attendees with allergies

A 25% Administration charge, SfN is tax exempt in DC

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

Tuesday, November 17, 2026

12:00 PM- 1:00 PM

Ask Anything: Publishing and Reviewing as Early Career Researchers

Washington Convention Center: 156

Function Type: Workshop

Estimated Attendance: 40

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-AT200-A177

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 9:30 AM

Note

As set on Sunday, November 15

Audio/Visual - Projection AV

Ready By:

Tuesday, November 17, 2026 @ 10:00 AM

Note

As set on Tuesday, November 17 at 10 am

Tuesday, November 17, 2026

1:00 PM- 3:00 PM

NANO32

Washington Convention Center: 207A

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at noon

Tuesday, November 17, 2026

1:00 PM- 2:45 PM

NANO33

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

1:00 PM- 4:00 PM

NANO34

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

1:00 PM- 3:00 PM

NANO35

Washington Convention Center: 146C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

1:00 PM- 4:00 PM

NANO36

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

1:00 PM- 3:30 PM

NANO37

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Tuesday, November 17, 2026

1:00 PM- 2:30 PM

SfN Advocacy Forum Congressional Neuroscience Caucus Briefing

Washington Convention Center: 206

Function Type: Workshop

Estimated Attendance: 75

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A176

Contacts

Contact: Katherine Bloom

SfN Contact Email:

Logistics

General Notes - SfN

Ready By:

Monday, November 9, 2026 @ 12:00 PM

Note

As set on Friday, November 13 @ 1 p.m

Tuesday, November 17, 2026
1:30 PM- 3:00 PM
JEC01
Washington Convention Center: 152A, 152B

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

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 17, 2026 @ 12:30 PM

Note
As set on Sunday, November 15 at 10:30 a.m.

Tuesday, November 17, 2026
1:30 PM- 2:30 PM
Membership Engagement Cluster
Washington Convention Center: 302

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 7	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M406

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By: Tuesday, November 17, 2026 @ 12:30 PM	Note As set on Thursday November 12
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Food And Beverage - Aramark

Ready By: Tuesday, November 17, 2026 @ 1:00 PM	Note Assorted Soft Drinks @ \$5.50++ each, charged on consumption. Chilled Bottled Water @ \$5.00++ each, charged on consumption. Plus 25% service charge, SfN is tax exempt in DC
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Tuesday, November 17, 2026

2:00 PM- 3:00 PM

Ask Anything: Careers and Funding Pathways in Neuroscience Philanthropy

Washington Convention Center: 156

Function Type: Workshop

Estimated Attendance: 40

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-AT200-A177

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 9:30 AM

Note

As set on Sunday, November 15

Audio/Visual - Projection AV

Ready By:

Tuesday, November 17, 2026 @ 10:00 AM

Note

As set on Tuesday, November 17 at 10 am

Tuesday, November 17, 2026

2:00 PM- 3:00 PM

LEC18

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

Tuesday, November 17, 2026

2:00 PM- 4:30 PM

MIN27

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

2:00 PM- 4:30 PM

MIN28

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

2:00 PM- 4:30 PM

MIN29

Washington Convention Center: 151A, 151B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

2:00 PM- 4:30 PM

SYM11

Washington Convention Center: Ballroom B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026
2:00 PM- 4:30 PM
SYM12
Washington Convention Center: Ballroom A

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 17, 2026 @ 1:00 PM

Note
As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026

2:00 PM- 4:30 PM

SYM13

Washington Convention Center: 146A, 146B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Tuesday, November 17, 2026
2:30 PM- 3:30 PM
MTE10
Washington Convention Center: 201

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

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Tuesday, November 17, 2026 @ 1:30 PM

Note
As set Saturday, November 14 at 1:30 p.m.

Tuesday, November 17, 2026

3:30 PM- 4:30 PM

Exhibitor Advisory Committee

Washington Convention Center: 209B

Function Type: Meeting

Estimated Attendance: 20

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 2:30 PM

Note

As set Thursday, November 12

Food And Beverage - Aramark

Ready By:

Tuesday, November 17, 2026 @ 3:00 PM

Note

Assorted Soft Drinks @ \$5.50++ each, charged on consumption.

Please have Coke products available

Chilled Bottled Water @ \$5.00++ each, charged on consumption.

All prices are subject to 25% service charge & SfN is tax exempt in the District.

Tuesday, November 17, 2026
3:30 PM- 4:30 PM
LEC19
Washington Convention Center: Hall D

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 17, 2026 @ 2:30 PM

Note
As set on Saturday, November 14 at 10:00 a.m.

Tuesday, November 17, 2026

4:00 PM- 5:00 PM

Ask Anything: The Phoenix Path in Neuroscience

Washington Convention Center: 156

Function Type: Workshop

Estimated Attendance: 40

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: Yes

Cost Center: A-AT200-A177

Contacts

Contact: MarieDussauze

Logistics

General Notes - SfN

Ready By:

Sunday, November 15, 2026 @ 9:30 AM

Note

As set on Sunday, November 15

Audio/Visual - Projection AV

Ready By:

Tuesday, November 17, 2026 @ 10:00 AM

Note

As set on Tuesday, November 17 at 10 am

Tuesday, November 17, 2026

5:30 PM- 6:45 PM

LEC20

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 4:30 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

NOTE: There will not be moderated Q&A for this lecture

Tuesday, November 17, 2026
7:00 PM- 7:30 PM
Members Business Meeting
Washington Convention Center: 202B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 48	Meeting Planner: Dawn Keane
Room Set: See Diagram	Post: Yes
	Cost Center: A-OV200-A140

Contacts

Contact: Erin Drebusenko

Logistics

Setup - Washington Convention Center

Ready By: Tuesday, November 17, 2026 @ 5:45 PM	Note Set room theater style with center aisle for (48) 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 - Projection AV

Ready By: Tuesday, November 17, 2026 @ 5:45 PM	Note (1) Lectern Microphone (6) Table Microphones, push to talk (1) Wired Floor microphone in center aisle (1) Sound Operator 6:30 pm - 8:00 pm
---	---

Tuesday, November 17, 2026

7:00 PM- 9:00 PM

Neuroscience Networking Events Tuesday

Washington Convention Center: Hall E

Function Type: Social

Estimated Attendance: 500

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A134

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Tuesday, November 17, 2026 @ 6:00 PM

Note

As set Sunday, November 15 at 7:00 p.m.

Food And Beverage - Aramark

Ready By:

Tuesday, November 17, 2026 @ 6:00 PM

Note

As set Sunday, November 15 at 7:00 p.m.

Neuroscience Networking Events assigned to Hall E

Please check Hall E in late afternoon for any reset or refresh from the day

Two (2) Double cash bars set in the center of Hall E per diagram

All bars must accept credit cards

Open bars at 6:45 PM and close bars at 8:45 PM

Cash Bar Prices:

Standard Wine @ \$11.00 per drink

Imported Beer @ \$10.00 per drink

Domestic Beer @ \$9.00 per drink

Local Craft Beer @ \$11.00 per drink

Non-Alcoholic Beer @ \$7.50 per drink

Soft Drinks @ \$5.50 per bottle

Bottled Water @ \$5.00 per bottle

Assorted Fruit Juices @ \$6.50 per bottle

Note:

(4) Bartenders and (2) Cashiers scheduled each evening based on estimate of 500 attendees

(1) Bartender per 125 guests

(1) Cashier per 2 bartenders

Bartender & Satellite Cashier Costs

The cost is \$225 per bartender and \$225 per cashier, which includes up to two (2) hours of service. Service beyond the initial two hours is charged at

\$75 per hour, per bartender/cashier.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening.

NNE organizers have the option to place food and beverage orders for their individual NNE Space directly with Aramark. Organizers will pay Aramark for all f&b services requested.

Wednesday, November 18, 2026

8:00 AM- 9:45 AM

NANO38

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

8:00 AM- 11:30 AM

NANO39

Washington Convention Center: 207A

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at noon

Wednesday, November 18, 2026

8:00 AM- 10:30 AM

NANO40

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

8:00 AM- 11:30 AM

NANO41

Washington Convention Center: 146C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

8:00 AM- 11:15 AM

NANO42

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

8:00 AM- 10:45 AM

NANO43

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

8:00 AM- 11:30 AM

NANO44

Washington Convention Center: 201

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 7:00 AM

Note

As set on Saturday, November 14 at 1:30 p.m.

Wednesday, November 18, 2026
8:30 AM- 9:30 AM
SfN, Canadian Assoc for Neuroscience, and Mexican Chapter Meeting
Washington Convention Center: 302

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 15	Meeting Planner: Katelyn Crume
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

General Notes - SfN

Ready By:	Note
Wednesday, November 18, 2026 @ 7:30 AM	As set on Thursday, November 12

Food And Beverage - Aramark

Ready By:	Note
Wednesday, November 18, 2026 @ 8:15 AM	Deluxe Continental Breakfast for (15) @ \$28.00++ per person Apple, Cranberry and Orange Juices Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Seasonal Sliced Fruit and Berries Individual Fat Free and Blended Fruit Yogurts Cage Free Boiled Eggs Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers Plus 25% service charge, SfN is tax exempt in DC

Wednesday, November 18, 2026

9:00 AM- 10:00 AM

LEC21

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 8:00 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Wednesday, November 18, 2026

9:30 AM- 12:00 PM

MIN30

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Wednesday, November 18, 2026

9:30 AM- 12:00 PM

MIN31

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Wednesday, November 18, 2026

9:30 AM- 12:00 PM

MIN32

Washington Convention Center: 146A, 146B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Wednesday, November 18, 2026

9:30 AM- 12:00 PM

SYM14

Washington Convention Center: 151A, 151B

Function Type: Symposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 8:30 AM

Note

As set on Saturday, November 14 at 2:00 p.m.

Wednesday, November 18, 2026

10:00 AM- 4:45 PM

Council Meeting

Washington Convention Center: 103A, 103B

Function Type: Meeting

Estimated Attendance: 45

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 9:00 AM

Note

VIP Event

Staff to set-up between 7 a.m. - 10 a.m.

This meeting will use the existing set from Thursday, November 12

Setup - Washington Convention Center

Ready By:

Tuesday, November 17, 2026 @ 2:00 PM

Note

In the corridor between the entrances to 103A and 103B:

(1) 6' table with (2) chairs

(3) low cocktail rounds with (4) chairs each

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

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 17, 2026 @ 4:00 PM

Note

Pipe and Drape to section off the corridor just before the entrance to 103A.

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

Audio/Visual - Atlantic Images & Sound

Ready By:

Wednesday, November 18, 2026 @ 9:00 AM

Note

(2) 5.75' x 10' Screens

(2) Data/Video Projectors

(1) 6x1 Switcher

(1) XLR Cable for Stenographer

(1) Laser pointer

(23) PTT Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.

(1) Audio DI for computer playback

The ability to run the audio line from the microphones to Zoom and back

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

Telecom - SmartCity

Ready By:

Wednesday, November 18, 2026 @ 6:00 AM

Note

- (1) Wired Internet Connection at Stenographer table
- (1) Wired Internet Connection for ZOOM call

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

Computer - Atlantic Images & Sound

Ready By:

Wednesday, November 18, 2026 @ 7:00 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 Thursday, November 19 at 4:00 pm****

Food And Beverage - Aramark

Ready By:

Wednesday, November 18, 2026 @ 9:30 AM

Note

Beverage Service - ready at 9:30 am
To remain set for the entire meeting in the meeting room
Assorted Soft Drinks @ \$5.50++ each, charged on consumption
Bottled Water @ \$5.00++ each, charged on consumption
Coffee, Decaf, and Tea Service @ \$78.00++ per gallon

Lunch to be ready by 12:15 pm in the corridor
SOUTHERN BARBECUE @ \$54++ per person
Hearts of Romaine with Carrots, Olives and Radish
Buttermilk Ranch Dressing, EVOO and Balsamic Vinegar
Tomato Cucumber Salad with Parsley and Chive
Tangy Pineapple Coleslaw
Dry Rubbed and Slow Roasted Beef Brisket
Lemon Chicken Breast with Sweet Corn Chow Chow
Fried Brussel Sprouts
Four Cheese Mac and Cheese
Jalapeño Corn Bread
Butterscotch Bread Pudding and Miniature Lemon Meringue Tarts
Includes Iced Tea, Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers

Break - Ready at 3:30 pm in the corridor
(3) Dozen Assorted Homestyle Cookies @ \$58++ per dozen
Tortilla Chips with Fresh Pico de Gallo for (35) people @ \$7.25++ per person

NOTE: PLEASE LABEL ALL FOOD FOR ALLERGIES

Plus 25% service charge & SfN is tax exempt in the District.

Wednesday, November 18, 2026
10:30 AM- 12:00 PM
BTCR03
Washington Convention Center: 152A, 152B

Function Type: Workshop	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:	Note
Wednesday, November 18, 2026 @ 9:30 AM	As set on Sunday, November 15 at 10:30 a.m.

Wednesday, November 18, 2026

10:30 AM- 11:30 AM

LEC22

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 9:30 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Wednesday, November 18, 2026

11:30 AM- 2:00 PM

Staff Meal Room

Washington Convention Center: 101

Function Type: Other

Estimated Attendance: 70

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Katelyn Crume

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

Food And Beverage - Aramark

Ready By:

Friday, November 13, 2026 @ 11:15 AM

Note

Morning Service from 7:00 am - 9:00 am

Freshly Brewed Coffee, Decaf & Hot Teas @ \$78 per gallon

Refresh as needed until 9:00 am

Lunch Service from 11:30 am – 2:00 pm:

Lunch @ \$40.00+ per person

Lunch Items Served Daily: Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea, and Iced Tea

Lunch Menu # 5

Garden Salad with topping of: Quinoa, Tomatoes, Cucumber, Carrots
Cheddar and Cheese

Golden Italian Dressing

Marinated Vegetable Salad with Artichokes and Olives

Ranch Dressing and Balsamic Vinaigrette

Blackened Chicken Breast

Old Bay Red Snapper Filet

Potato Rolls

DC Mambo Sauce and Boom Boom Sauce

Three Cheese Mac and Cheese

DC Cupcakes

Assorted Soft Drinks @ \$5.50++ each, charged on consumption.

Note: Requesting Coke products throughout the week - please :)

(1) Water cooler with disposable cups and replenish as needed.

Plus 25% service charge, SfN is tax exempt in DC

Wednesday, November 18, 2026

12:30 PM- 1:30 PM

LEC23

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 11:30 AM

Note

As set on Saturday, November 14 at 10:00 a.m.

Wednesday, November 18, 2026

1:00 PM- 3:30 PM

NANO45

Washington Convention Center: 207A

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at noon

Wednesday, November 18, 2026

1:00 PM- 3:30 PM

NANO46

Washington Convention Center: 140A, 140B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

1:00 PM- 4:00 PM

NANO47

Washington Convention Center: 146C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

1:00 PM- 3:15 PM

NANO48

Washington Convention Center: 201

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:30 p.m.

Wednesday, November 18, 2026

1:00 PM- 4:30 PM

NANO49

Washington Convention Center: 145A, 145B

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

1:00 PM- 3:30 PM

NANO50

Washington Convention Center: 144A, 144B, 144C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

1:00 PM- 2:45 PM

NANO51

Washington Convention Center: 143A, 143B, 143C

Function Type: Nanosymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 12:00 PM

Note

As set on Saturday, November 14 at 1:00 p.m.

Wednesday, November 18, 2026

2:00 PM- 3:00 PM

LEC24

Washington Convention Center: Hall D

Function Type: Lecture

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 10:00 a.m.

Wednesday, November 18, 2026

2:00 PM- 4:30 PM

MIN33

Washington Convention Center: 150A, 150B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Wednesday, November 18, 2026

2:00 PM- 4:30 PM

MIN34

Washington Convention Center: 151A, 151B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Wednesday, November 18, 2026

2:00 PM- 4:30 PM

MIN35

Washington Convention Center: 147A, 147B

Function Type: Minisymposium

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Wednesday, November 18, 2026 @ 1:00 PM

Note

As set on Saturday, November 14 at 2:00 p.m.

Wednesday, November 18, 2026
2:00 PM- 4:30 PM
SYM15
Washington Convention Center: 146A, 146B

Function Type: Symposium	Billing Group: SfN Master
Room Set: As Set	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By: Wednesday, November 18, 2026 @ 1:00 PM	Note As set on Saturday, November 14 at 2:00 p.m.
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Wednesday, November 18, 2026- Thursday, November 19, 2026

6:00 PM- 10:00 PM

Decorator Move Out

Washington Convention Center: Hall A, Hall B, Hall C

Function Type: Exhibits	Billing Group: SfN Master
	Meeting Planner: Allison Burns
	Post: No
	Cost Center: A-MO200-A705

Logistics

General Notes - Washington Convention Center

Ready By: Wednesday, November 18, 2026 @ 5:00 PM	Note WCC staff to cut zip ties from chair groupings and remove chairs from the floor for teardown.
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General Contractor - The Expo Group (TEG)

Ready By: Wednesday, November 18, 2026 @ 5:00 PM	Note Move-out schedule is as follows, per SfN's lease agreement: Wednesday, Nov. 18 (5:00pm) - Friday, Nov. 20 (11:59pm) Halls A, B, C, D, E BALLROOMS, MEETING ROOMS, OVERLOOKS, SALONS Wednesday, Nov. 18 (5:00 p.m.) - Thursday, Nov. 19 (11:59 p.m.) Ballrooms ABC 101, 102AB, 103AB, 140AB, 141, 142, 143ABC, 144ABC, 145AB, 146ABC, 147AB, 148, 149AB, 150AB, 151AB, 152AB, 153, 154AB, 155, 156, 157, 158AB, 159AB, 160 201, 202AB, 203, 204ABC, 205, 206, 207AB, 208AB, 209ABC, 210, 301, 302, 303, 204, 305, 306 East and West Overlooks East and West Salons (A-F)
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Thursday, November 19, 2026
9:00 AM- 12:15 PM
Council Meeting
Washington Convention Center: 103A, 103B

Function Type: Meeting	Billing Group: SfN Master
Estimated Attendance: 45	Meeting Planner: Jennifer Gross
Room Set: As Set	Post: Yes
	Cost Center: A-OV200-M851

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By: Thursday, November 19, 2026 @ 7:00 AM	Note VIP Event This meeting will use the existing set from Wednesday, November 18
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Food And Beverage - Aramark

Ready By: Thursday, November 19, 2026 @ 8:00 AM	Note Beverage Service in the meeting room - ready at 8:00 am To remain set for the entire meeting Assorted Soft Drinks @ \$5.50++ each, charged on consumption Bottled Water @ \$5.00++ each, charged on consumption Coffee, Decaf, and Tea Service @ \$78.00++ per gallon Breakfast ready by 8:15 am in the corridor Hot Breakfast Buffet @\$33.00++ per person Apple, Cranberry and Orange Juices Seasonal Sliced Fruit and Berries Freshly Baked Breakfast Pastries, Assorted Muffins and Croissants Fruit Preserves, Honey and Sweet Butter Applewood Smoked Bacon and Pork Sausage Cage Free Scrambled Eggs Home-Fried Potatoes Includes Coffee, Decaf, Assorted Hot Tea, Dairy and Oat Milk Creamers NOTE: Please separate fruit with in bowls with separate utensils Lunch- ready at 12:00 pm in the corridor Grab & Go Buffet @ \$48.00++ per person Watercress & Kale with Cucumber, Carrots, Sunflower Seeds & Three Berry Vinaigrette Corn and Bean Salad with Cilantro and Lime Quinoa and Butternut Squash Salad with Cranberries Jerk Chicken Breast, Roasted Pineapple, Lettuce, Curry Mayonnaise in a Spinach Tortilla Turkey & Cheddar on Gluten Friendly Hoagie with Spicy Honey Mustard
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Italian Meats & Provolone Cheese with Arugula and Cherry Pepper Relish on Ciabatta
Roast Beef with Heirloom Tomatoes, Lettuce & Horseradish Cream on a Potato Bun
Berbere Spice Roasted Portobello Mushroom with Edamame Hummus on Vegan French Bread
Sliced Fruits and Seasonal Berries
Tea Cookies
Includes Iced Tea, Freshly Brewed Coffee, Decaf, Hot Tea, Dairy and Oat Milk Creamers

NOTE: PLEASE LABEL ALL FOOD FOR ALLERGIES

NOTE: Please have "to-go" boxes ready for those with early flights.

All prices are subject to 25% service charge & SfN is tax exempt in the District.