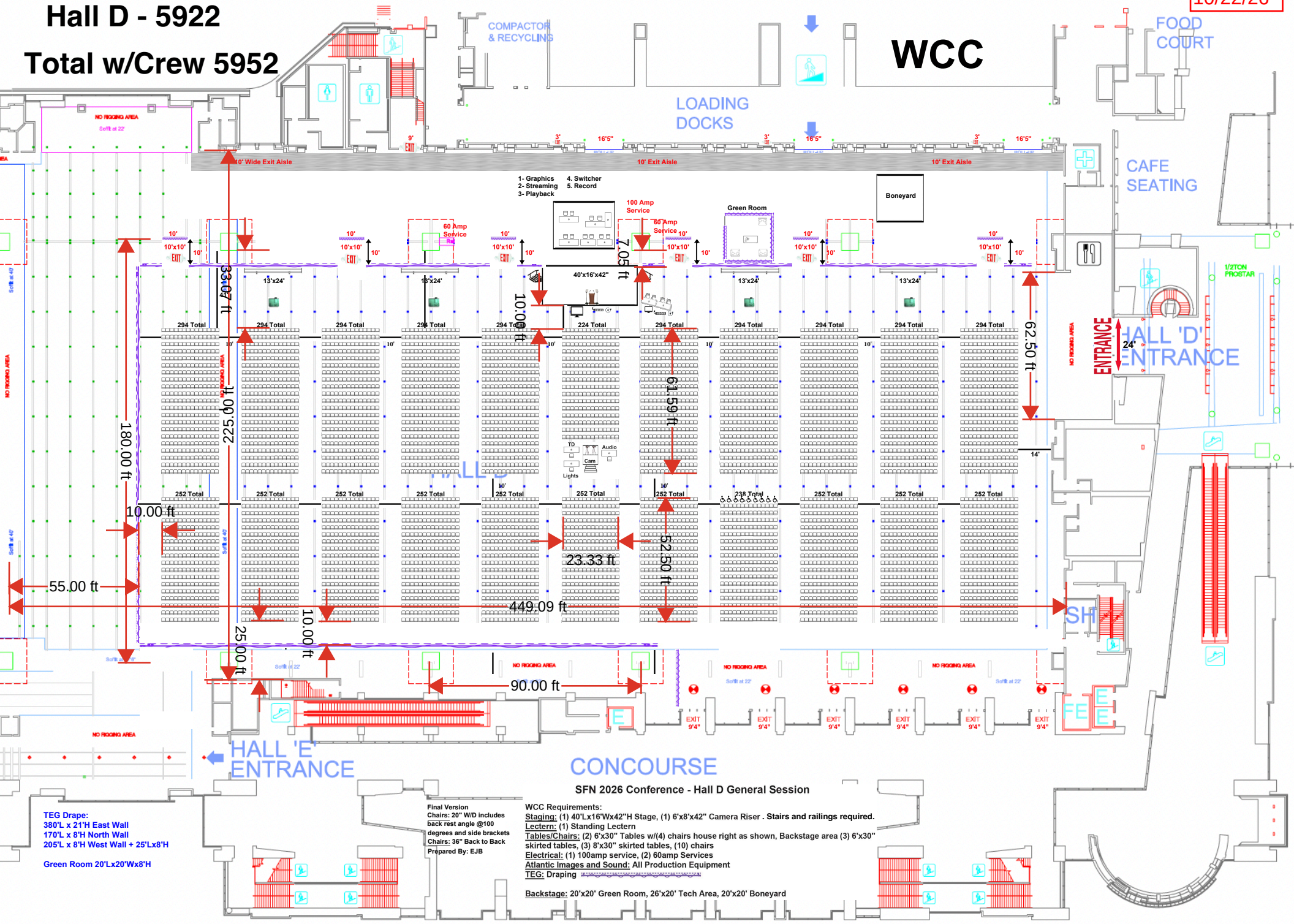
Updated 10/22/26

Hall D - 5922

Total w/Crew 5952



SFN 2026 Conference - Hall D General Session

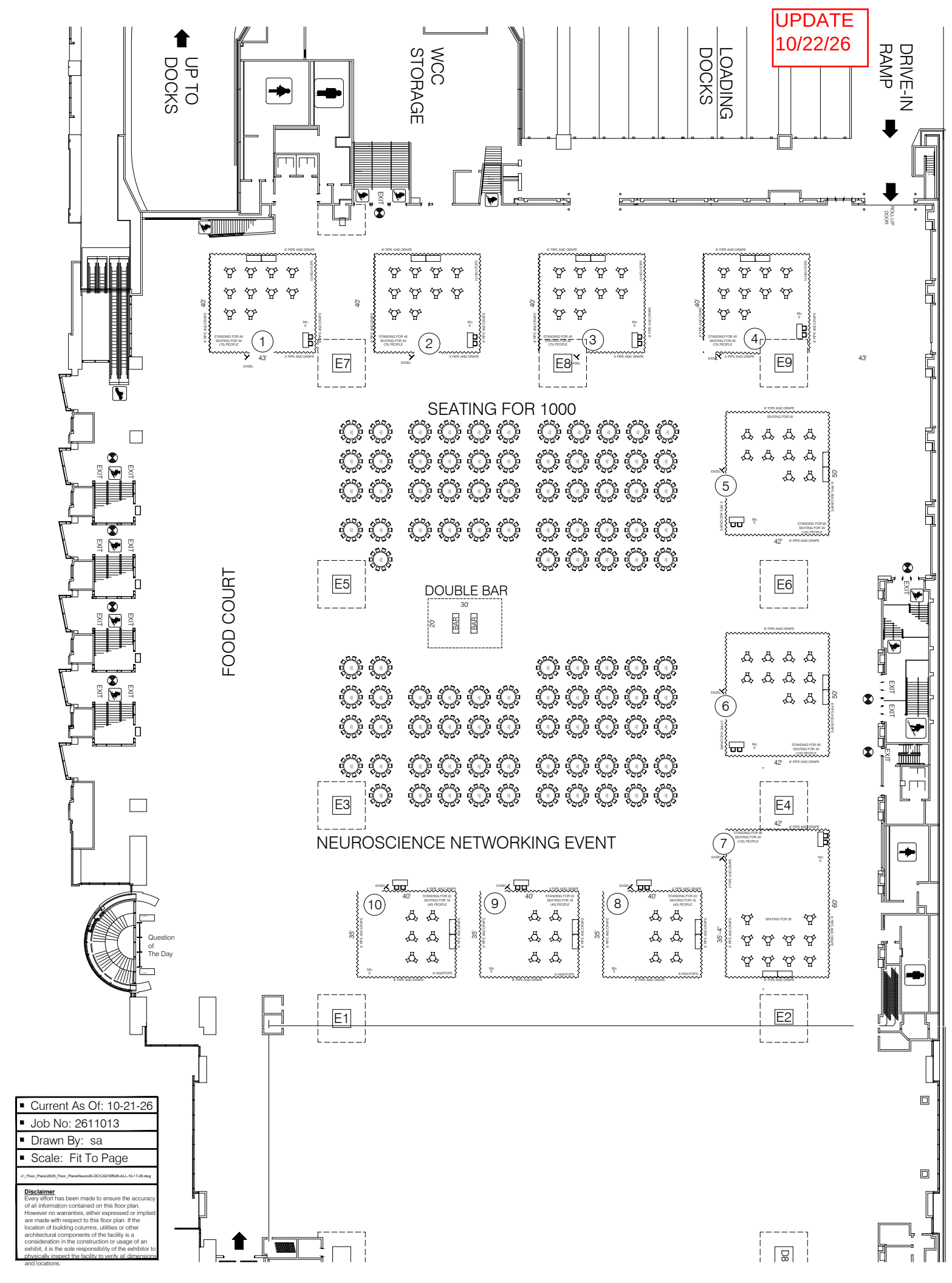
TEG Drape:
380'L x 21'H East Wall
170'L x 8'H North Wall
205'L x 8'H West Wall + 25'Lx8'H

Green Room 20'Lx20'Wx8'H

Final Version
Chairs: 20" W/D includes back rest angle @100 degrees and side brackets
Chairs: 36" Back to Back
Prepared By: EJB

WCC Requirements:
Staging: (1) 40'Lx16'Wx42"H Stage, (1) 6'x8'x42" Camera Riser . **Stairs and railings required.**
Lectern: (1) Standing Lectern
Tables/Chairs: (2) 6'x30" Tables w/(4) chairs house right as shown, Backstage area (3) 6'x30" skirted tables, (3) 8'x30" skirted tables, (10) chairs
Electrical: (1) 100amp service, (2) 60amp Services
Atlantic Images and Sound: All Production Equipment
TEG: Draping

Backstage: 20'x20' Green Room, 26'x20' Tech Area, 20'x20' Boneyard



- Current As Of: 10-21-26
- Job No: 2611013
- Drawn By: sa
- Scale: Fit To Page

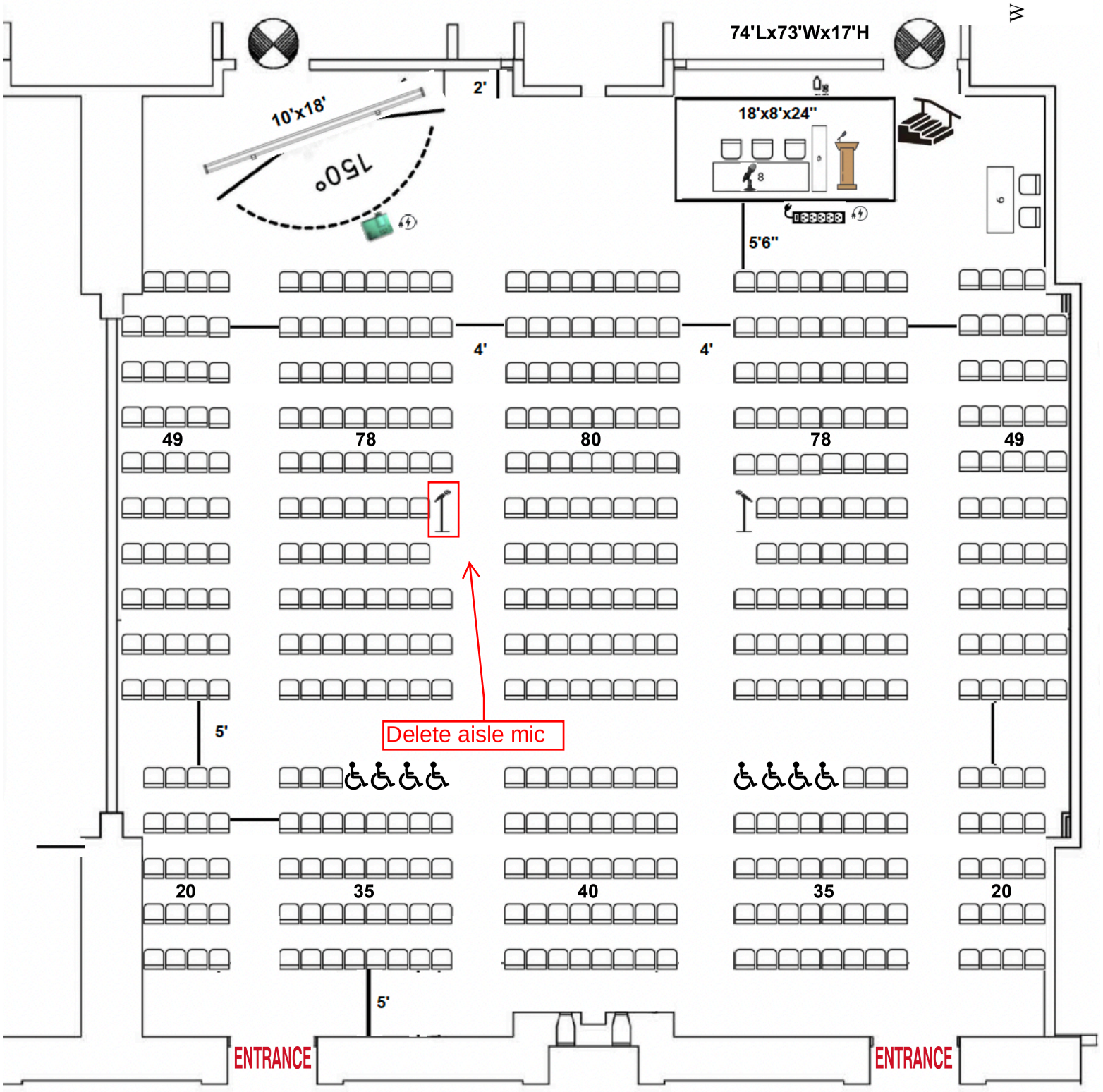
J:_Floor_Plans\2026_Floor_Plans\Neuro26-DC\CAD\SIN26-ALL-10-17-26.dwg

Disclaimer
Every effort has been made to ensure the accuracy of all information contained on this floor plan. However no warranties, either expressed or implied are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

Version: Final - 8/1/26
Chairs = 20" W/D with angle back rest @ 100 degrees
Chairs: 42" Back to Back
Prepared By: EJB

SfN 2026 Conference
Room 145 AB - Nano #1
Theater - 484

Update 10/21/26



WCC Requirements:
Staging: (1) 18'x8'x24" Stage. Stairs and railings required.
Lectern: (1) Standing Lectern
Tables/Chairs: (1) 8'x30" w/(3) chairs, (1) 6'x30" w/(2) chairs for Tech Table as shown
Lighting: Preset room lighting out over the screen
Electric: AIS to run power to equipment using wall outlets unless otherwise noted
Atlantic Images and Sound: (1) 10'x18' Screen, (1) Laser Projector, Misc AV Equipment
Projection In-House AV: (1) Lectern Mic, (1) Wired Table Mic, (2) Wired Aisle Mics, (1) Audio DI for Laptop
TEG: (1) 6'x18" Table onstage placed up/down stage as shown

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

OCTOBER 16 UPDATE:
PLEASE KEEP COLOR PRINTER AVAILABLE UNTIL 5:30 PM ON WEDNESDAY, 11/18.

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

Function Type: Meeting
Estimated Attendance: 16
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Katelyn Crume
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

OCTOBER 16 UPDATE:
CONFERENCE FOR 16
(6) 8'X30" TABLES WITH (3) CHAIRS EACH
(6) EXTRA CHAIRS ALONG THE WALL

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- 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

OCT 13 UPDATE
ADD (1) 6' SKIRTED TABLE AND (2) CHAIRS INSIDE THE ROOM FOR SFN STAFF USE

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
12:00 PM- 5:00 PM
Journals Gallery
Washington Convention Center: Rooms 145-147 Concourse

Function Type: Other

Meeting Planner: Paula Kara
Post: Yes
Cost Center: split JN/eN, MTA email 10/16

Contacts

Contact: Melissa Thompson Ayoub

Logistics

General Contractor - The Expo Group (TEG)

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

Note

OCT 23 UPDATE - NEW EVENT
PLACE TEN METER BOARDS WITH JOURNALS COVERS IMAGES IN A ROW, CENTERED IN THE CONCOURSE.
(2) 22 X 28 PEDESTAL SIGN FRAMES - PLACE ONE AT EACH END OF THE METER BOARDS.

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

OCT 2 UPDATE
ADD (1) WATER BUBBLER WITH CUPS
REPLACE AS NEEDED

REAR OF ROOM 204C:
(3) TABLECLOTHS (5' ROUND)

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:
(3) Tablecloths (5' round)

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

OCTOBER 22 UPDATE:
CANCEL TABLECLOTHS - THROUGH WCC

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

Computer - Atlantic Images & Sound

Ready By:
Friday, November 13, 2026 @ 7:30 AM

Note

OCT 14 UPDATE
ADD (1) LAPTOP

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- 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

OCT 2 UPDATE
ADD (1) WATER BUBBLER WITH CUPS
REPLACE AS NEEDED

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.

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

Function Type: Other
Estimated Attendance: 30
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Katelyn Crume
Post: No
Cost Center: A-MO200-A201

Contacts

Contact: Katelyn Crume

Logistics

Setup - Washington Convention Center

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

Note

Max room with banquet rounds and chairs, leaving room for buffets.

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

OCTOBER 2 UPDATE:
(1) WATER COOLER WITH DISPOSABLE CUPS; REPLENISH AS NEEDED THROUGH WEDNESDAY, NOVEMBER 18 AT 5:00 PM

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, November 11, 2026 @ 2:00 PM

Note

Hardwall and door per diagram.

Food And Beverage - Aramark

Ready By:
Friday, November 13, 2026 @ 11:15 AM

Note

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

OCTOBER 2 UPDATE:
REMOVE WATER COOLER

Saturday, November 14, 2026- Wednesday, November 18, 2026
8:00 AM- 5:00 PM
Grand Product Theater
Washington Convention Center

Function Type: Exhibits
Set For: 150
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MO200-A709

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:
Thursday, November 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

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

OCT 21
ADD (2) LAPTOP COMPUTERS

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

Function Type: Meeting
Estimated Attendance: 33
Room Set: Banquet

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
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

OCT 13 UPDATE
ADD (1) 6' SKIRTED TABLE AND (2) CHAIRS OUTSIDE OF ROOM 149A FOR SFN STAFF USE

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

Audio/Visual - Atlantic Images & Sound

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

Note

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

Audio/Visual - Projection AV

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

Note

(1) Lectern Microphone

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
10:00 AM- 12:00 PM
Dialogues
Washington Convention Center: Hall D

Function Type: Lecture
Estimated Attendance: 5900
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes
Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, November 14, 2026 @ 10:00 AM

Note
Wordly onsite tech to turn off Wordly before and after each lecture

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

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

OCTOBER 12 UPDATE
5 AMP DROP FOR THE CONFIDENCE MONITOR

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.

OCTOBER 20 UPDATE:
CHANGE WORDLY DROP TO A 6 MBPS DEDICATED DROP W/5 STATIC IP ADDRESSES.

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
Question of the Day
Washington Convention Center

Function Type: Other

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes

Logistics

General Notes - SfN

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

Note

OCT 21
ADD
USE (1) POCKET SIGN and REPLACE QUESTION DAILY
(1000) PUSH PINS and CUPS - IN EXHIBIT MANAGEMENT
SHIPMENT.

General Contractor - The Expo Group (TEG)

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

Note

OCT 21
NEW
SET PER DIAGRAM
ADD (3) POSTERBOARDS NEAR THE ENTRANCE FOR THE
QUESTION BOARD
ADD (2) 6x42"H TABLES
ADD (1) EASEL

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

OCT 13 UPDATE
ADD (1) 6' SKIRTED TABLE AND (2) CHAIRS OUTSIDE OF 145A FOR SFN STAFF USE

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

OCTOBER 15 UPDATE:
CHANGE TO (1) WIRED FLOOR MICROPHONE

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

OCT 14 UPDATE
ADD (1) 6' SKIRTED TABLE AND (2) CHAIRS OUTSIDE OF ROOM 146C FOR SFN STAFF USE

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- 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

OCT 14 UPDATE
ADD (1) 6' SKIRTED TABLE AND (2) CHAIRS OUTSIDE OF ROOM 143A AND AGAINST THE WALL OPPOSITE THE ENTRANCE DOORS FOR SFN STAFF USE

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
1:30 PM- 2:30 PM
MTCE01
Washington Convention Center: 201

Function Type: Workshop
Estimated Attendance: 364
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Sharon Bowles
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

OCT 14 UPDATE
ADD (1) 6' SKIRTED TABLE AND (2) CHAIRS OUTSIDE OF ROOM 201 FOR SFN STAFF USE

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

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 @ 12:30 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

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
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

OCT 14 UPDATE
ADD (1) 6' SKIRTED TABLE AND (2) CHAIRS OUTSIDE OF BALLROOM A FOR SFN STAFF USE

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
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 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 @ 5:00 PM

Note

OCTOBER 16 UPDATE
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.

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.

OCTOBER 16 UPDATE:
REMOVE TABLE LINENS

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, November18 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.

OCTOBER 21 UPDATE:
PLEASE ADJUST COFFEE SERVICE TO:
8:30 AM - 20 GALLONS OF COFFEE; 4 GALLONS OF DECAF, 4 GALLONS OF TEA

10:30 AM - 10 GALLONS OF COFFEE; 2 GALLONS OF DECAF, 2 GALLONS OF TEA

1:30 PM - 10 GALLONS OF COFFEE; 2 GALLONS OF DECAF, 2 GALLONS OF TEA

3:30 PM - 10 GALLONS OF COFFEE; 2 GALLONS OF DECAF, 2 GALLONS OF TEA

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

OCT 21
CHANGE
PLEASE USE CHAYENNE FOR CARPET IN BOOTHS 226, 2400 AISLE (2) AND 2525

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.

OCT 21 UPDATE
REMOVE (1) POSTERBOARD WITH PUSH PINS IN HALL NEAR THE ENTRANCE FOR THE QUESTION BOARD - MOVED TO THE QUESTION OF THE DAY RESUME PAGE

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
10:00 AM- 11:30 AM
Global Forum
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: 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.

Audio/Visual - Atlantic Images & Sound

Ready By:
Sunday, November 15, 2026 @ 9:00 AM

Note
(1) Slide Advancer

Sunday, November 15, 2026
12:30 PM- 3:00 PM
McKinley Advisors - Focus Group 1
Washington Convention Center: 304

Function Type: Meeting
Estimated Attendance: 15
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Dawn Keane
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

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

OCTOBER 21 UPDATE
(4) POWER STRIPS AROUND THE U-SHAPE

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

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

Setup - Washington Convention Center

Ready By:
Sunday, November 15, 2026 @ 2:30 PM

Note

OCTOBER 16 UPDATE:
(24) TABLE IN DRAPED OFF AREA, PLEASE PUT NEW TABLE LINENS ON THE TABLES FOR THE SESSION THAT STARTS AT 3:30 PM.

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.

Audio/Visual - Atlantic Images & Sound

Ready By:
Sunday, November 15, 2026 @ 2:30 PM

Note

(1) Standing Microphone

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.

OCTOBER 16 UPDATE:
REMOVE TABLE LINENS

Sunday, November 15, 2026
7:00 PM- 9:00 PM
Neuroscience Networking Events Sunday
Washington Convention Center: Hall E

Function Type: Social
Estimated Attendance: 500
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Sharon Bowles
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**

OCT 12 UPDATE
FOR NNE SPACES #1 - #7:
DECREASE CHAIR ORDER FROM 30 TO 15 CHAIRS
FOR NNE SPACES #8-#10:
DECREASE CHAIR ORDER FROM 18 TO 9 CHAIRS

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
9:30 AM- 11:00 AM
National Academy of Sciences Mentoring
Washington Convention Center

Function Type: Meeting
Estimated Attendance: 100
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Dawn Keane
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.

Setup - Washington Convention Center

Ready By:
Monday, November 16, 2026 @ 8:30 AM

Note

OCTOBER 16 UPDATE:
(24) TABLES IN DRAPED OFF AREA, PLEASE PUT NEW TABLE LINENS ON THE TABLES FOR THE SESSION THAT BEGINS AT 9:30 AM.

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.

Audio/Visual - Atlantic Images & Sound

Ready By:
Monday, November 16, 2026 @ 8:30 AM

Note

(1) Standing Microphone

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

OCTOBER 16 UPDATE:
REMOVE TABLE LINENS

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: Alan Shenman

Logistics

Setup - Washington Convention Center

Ready By:
Monday, November 16, 2026 @ 2:30 PM

Note

OCT 23 UPDATE
PLEASE USE (3) TABLES TOWARDS THE FRONT OF THE ROOM TO MAKE SEATING FOR 10.

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

OCT 23 UPDATE
(1) OWL4+
(2) ATTENDEES WILL PARTICIPATE BY ZOOM AND WILL BE IN THE SAME BREAKOUT GROUP

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.

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

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, November 17, 2026 @ 7:00 AM

Note

OCTOBER 20 UPDATE
THERE MAY BE A NEED FOR ROPE & STANCHIONS OR PIPE & DRAPE TO CREATE ADDITIONAL SPACE FOR THE COAT CHECK ON TUESDAY AFTERNOON OR MONDAY MORNING

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

OCTOBER 15 UPDATE:
PLEASE CHANGE TO (20) PLUG STRIPS WITH 6 OUTLETS EACH , 1 PER TWO TABLES.

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

Wednesday, November 18, 2026
10:00 AM- 4:30 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

Electrical - Hi Tech Electrical

Ready By:
Wednesday, November 18, 2026 @ 7:00 AM

Note

OCTOBER 8 UPDATE
PLEASE ADD 3 POWER STRIPS TO THE TABLES IN THE HALL IN FRONT OF THE ROOM

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