

Saturday, November 3, 2018

8:00 AM - 5:00 PM

ASIA TRT – Core Committee

Marriott Marquis San Diego: Rancho Santa Fe 1, Rancho Santa Fe 2

Function Type: Satellite

Estimated Attendance: 20

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Matt Carpenter

Organizer Email: mattc@societyhq.com

Logistics

General Notes - Marriott Marquis San Diego

Ready By:

Saturday, November 3, 2018 @ 7:00 AM

Note

OCT 18 NEW SATELLITE EVENT ASSIGNMENT

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

Saturday, November 3, 2018

9:00 AM - 10:00 AM

LF Private Meeting

Marriott Marquis San Diego: Conference Room 1

Function Type: Meeting

Estimated Attendance: 8

Room Set: Conference

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis San Diego

Ready By:

Saturday, November 3, 2018 @ 8:00 AM

Note

Conference for 8

Food And Beverage - Marriott Marquis San Diego

Ready By:

Saturday, November 3, 2018 @ 8:30 AM

Note

Beverage Service

To remain set for the entire meeting and refreshed as necessary
Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on
consumption.

Chilled Bottled Water @ \$6.50++ each, charged on consumption.

OCTOBER 23 UPDATE

**ADD 1/2 GALLON OF COFFEE AND 1/2 GALLON OF DECAF
AT \$115++ PER GALLON**

Sunday, November 4, 2018

6:45 AM - 8:00 AM

Faculty for Undergraduate Neuroscience Business Meeting

Marriott Marquis San Diego: Rancho Santa Fe 1, Rancho Santa Fe 2

Function Type: Satellite

Estimated Attendance: 40

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Hewlett McFarlane

Organizer Email: mcfarlane@kenyon.edu

Logistics

General Notes - Marriott Marquis San Diego

Ready By:

Sunday, November 4, 2018 @ 6:00 AM

Note

OCT 25 NEW SATELLITE EVENT ASSIGNMENT

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

Sunday, November 4, 2018
10:00 AM - 12:00 PM
HUB Working Group - CANCELLED
Marriott Marquis San Diego: Carlsbad

Function Type: Meeting
Estimated Attendance: 12
Room Set: Conference

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes

Contacts

Contact: Eric Hoffmaster

Logistics

General Notes - SfN

Ready By:
Sunday, November 4, 2018 @ 7:00 AM

Note

10/16 UPDATE:
THIS MEETING HAS BEEN CANCELLED - DELETE ALL LOGISTICS ORDERS.

Setup - Marriott Marquis San Diego

Ready By:
Sunday, November 4, 2018 @ 9:00 AM

Note

Set Conference for (14); 2 per 6'
(1) Easel
(1) Wastebasket

10/16 UPDATE:
THIS MEETING HAS BEEN CANCELLED - DELETE ALL LOGISTICS ORDERS.

Audio/Visual - Atlantic Images & Sound (AIS) AV

Ready By:
Sunday, November 4, 2018 @ 9:00 AM

Note

(1) Screen
(1) Data/Video Projector

10/16 UPDATE:
THIS MEETING HAS BEEN CANCELLED - DELETE ALL LOGISTICS ORDERS.

Food And Beverage - Marriott Marquis San Diego

Ready By:
Sunday, November 4, 2018 @ 9:30 AM

Note

10/16 UPDATE:
THIS MEETING HAS BEEN CANCELLED - DELETE ALL LOGISTICS ORDERS.

Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on consumption.
Chilled Bottled Water @ \$6.50++ each, charged on consumption.

1/2 Gallon Coffee @ \$115.00++ per gallon
1/2 Gallon Decaf @ \$115.00++ per gallon
(1) Dozen Assorted Breakfast Breads @ \$95.00++ per dozen
Freshly Baked Danish Pastries, Muffins and Freshly Baked Nut
Breads

All prices are subject to 25% service charge and 8.00% taxes.

Sunday, November 4, 2018

11:30 AM - 1:00 PM

"STREET FAIR": A Bring Your Own Data Hackathon in Support of FAIR Principles in the Neurotrauma Focus Group Meeting

Marriott Marquis San Diego: Solana

Function Type: Satellite

Estimated Attendance: 25

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Adam Ferguson

Organizer Email: adam.ferguson@ucsf.edu

Logistics

General Notes - Marriott Marquis San Diego

Ready By:

Sunday, November 4, 2018 @ 10:00 AM

Note

OCT 25 NEW SATELLITE EVENT ASSIGNMENT

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

Monday, November 5, 2018

7:00 AM - 8:00 AM

Biomarkers of Neuroinflammation in Parkinson's Disease

Marriott Marquis San Diego: Point Loma, Solana

Function Type: Satellite

Estimated Attendance: 50

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Sarah Dolny

Organizer Email: Sarah.Dolny@abcam.com

Logistics

General Notes - Marriott Marquis San Diego

Ready By:

Monday, November 5, 2018 @ 6:00 AM

Note

OCT 18 NEW SATELLITE EVENT ASSIGNMENT

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

Monday, November 5, 2018

8:00 AM - 1:00 PM

AN Private Meeting

Marriott Marquis San Diego: Conference Room 1

Function Type: Meeting

Estimated Attendance: 8

Room Set: Conference

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis San Diego

Ready By:

Monday, November 5, 2018 @ 7:00 AM

Note

Conference for 8

Food And Beverage - Marriott Marquis San Diego

Ready By:

Monday, November 5, 2018 @ 7:30 AM

Note

Beverage Service

To remain set for the entire meeting and refreshed as necessary
Assorted Soft Drinks (70% diet) @ \$6.50++ each, charged on consumption.

Chilled Bottled Water @ \$6.50++ each, charged on consumption.

OCTOBER 23 UPDATE

ADD 1/2 GALLON OF COFFEE AND 1/2 GALLON OF DECAF AT \$115++ PER GALLON

Monday, November 5, 2018
8:00 AM - 5:00 PM
Olympus Internal Meeting
Marriott Marquis San Diego: Vista

Function Type: Satellite
Estimated Attendance: 12

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

Contacts

Contact: Sharon Bowles

Alt Contact: Robin Assencoa
Organizer Email: robin.assencoa@olympus.com

Logistics

General Notes - Marriott Marquis San Diego

Ready By:
Monday, November 5, 2018 @ 7:00 AM

Note

OCT 25 NEW SATELLITE EVENT ASSIGNMENT

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.

Monday, November 5, 2018

12:00 PM - 3:00 PM

Scientific Publications Committee Meeting

Marriott Marquis San Diego: Marina Ballroom E

Function Type: Meeting

Estimated Attendance: 19

Room Set: U - Shape

Cost Center: J-SP801

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Contacts

Contact: Eric Hoffmaster

Logistics

Setup - Marriott Marquis San Diego

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

Set U Shape for (24), 2 per 6'
(1) Easel outside of room

Audio/Visual - Atlantic Images & Sound (AIS) AV

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

(12) Push to Talk Microphones, 1 per 2 people
(1) Data/Video projector.
(1) Screen

OCTOBER 12 UPDATE:

(1) GENTNER BOX TO RUN THE PHONE LINE THROUGH THE MICROPHONE SYSTEM

Electrical - Marriott Marquis San Diego

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

(8) Power Strips

Telecom - Marriott Marquis San Diego

Ready By:

Monday, November 5, 2018 @ 11:00 AM

Note

OCTOBER 12 UPDATE:

**(1) PHONE LINE FOR CONFERENCE CALL
(1) WIRED INTERNET LINE**

Food And Beverage - Marriott Marquis San Diego

Ready By:
Monday, November 5, 2018 @ 11:30 AM

Note

Chophouse Buffet @ \$70++ per person
Assorted Luncheon Rolls with Whipped Butter
Mushroom Soup with Croutons (V)
Chopped Wedge Salad Croutons, Blue Cheese Crumble, Bacon,
Tomato, Thousand Island Dressing
Vegetarian Niçoise Salad (GF, DF) Potatoes, Cage Free Hard
Boiled Eggs, Olives, Artichoke Heart, Edamame, Roasted
Tomatoes, Arugula, Spinach
French Beans and Red Wine Vinaigrette
Braised Short Rib (GF, DF) Red Wine Reduction, Fine Herb
Lemon Cipollini Onion
All Natural Turkey Casserole with Root Vegetables, Creamy
Chicken Veloute, and Puff Pastry Bites
Black Cod Crusted (GF) with Dungeness Crab Meat, Lobster
Sauce
Herb Roasted Fingerling Potatoes, Pearl Onions (GF, VG, DF)
Honey Glazed Carrots (GF, V, DF)
Double Chocolate Fudge Cake (V)
Lemon Meringue Tarts (V)
Iced Tea
Starbucks® Coffee and Tea Service

All prices are subject to 25% service charge and 8.00% taxes

Tuesday, November 6, 2018

11:00 AM - 2:00 PM

Program Committee Meeting

Marriott Marquis San Diego: Marina Ballroom F, Marina Ballroom G

Function Type: Meeting

Estimated Attendance: 80

Cost Center: A-MA200-M751

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Kyle Hayden

Logistics

Setup - Marriott Marquis San Diego

Ready By:

Tuesday, November 6, 2018 @ 7:00 AM

Note

OCT 11 CHANGE

(2) STAFF TABLES SET TO THE SIDE WITH (2) CHAIRS
EACH ON RISER

(2) AUDIO TECH TABLES

Chevron set for (72) 2 per 6' tables

(1) Skirted Head table for (6) on riser

(2) Skirted Registration/Materials tables near the entrance

(3) Staff tables set to the side with (2) chairs each on riser

(1) Skirted 6' table for ARS equipment placed next to staff table

(1) Audio Tech table

(1) Easel

****See Diagram****

Audio/Visual - Atlantic Images & Sound (AIS) AV

Ready By:

Tuesday, November 6, 2018 @ 9:00 AM

Note

(2) Screens

(2) Data/Video Projectors projecting different images

(1) Laser pointer

(1) Switcher

(1) Hand-held microphone to the head table

(43) Push-to-talk table microphones

(1) Audio Recording (provided on CD or USB)

(1) Sound Operator 10:30 a.m. - 2:30 p.m.

Audio for the computer

Confidence Monitor placed in front of Head Table

Need capability of each screen to show different data

ARS Operator will be on-site

Please place screens so that everyone has a clear line of sight,
including head table.

Electrical - Marriott Marquis San Diego

Ready By:
Tuesday, November 6, 2018 @ 7:00 AM

Note
Power strips at each table allowing for at least two plugs per person.

Telecom - Marriott Marquis San Diego

Ready By:
Tuesday, November 6, 2018 @ 9:00 AM

Note
(1) Wired High Speed Internet Connection at Head Table
(1) Wired High Speed Internet Connection at the Staff Table

Food And Beverage - Marriott Marquis San Diego

Ready By:
Tuesday, November 6, 2018 @ 10:00 AM

Note
VIP Event - China Service
Beverage Service starts at 10:00 a.m.
All Beverage service inside the room.
To remain set for the entire meeting and refreshed as necessary.

Lunch Service Starts between 10:30-10:45 a.m.
Baja Buffet (80) @ \$65++ per person
Tortilla Chips and Salsa (GF, VG)
Tortilla Soup (GF, V)
Queso Fresco, Green Onion, Crema, Cilantro, Corn Tortilla Strips, Avocado
TJ Caesar Salad (V)
Crispy Romaine, Shaved Asiago, Croutons, Caesar Dressing
Mexican Shrimp Cocktail (GF, DF)
Citrus Marinated Scallops (GF, DF)
Mexican Spanish Rice (GF, DF)
Serrano Chili Black Bean Puree (V, GF)
Topped with Mexican Cheese Blend
Shredded Chicken Breast (GF, DF)
Slow Cooked in a Chipolte Tomato Sauce
Ancho Marinated Brandt Beef New York (GF, DF)
Red Chimichurri, Tiny Onions and Radish
Roasted Seasonal Vegetables and Cactus
Gabriel's Local Fresh Corn Tortillas
Traditional Flan
Tres Leches Cake

Iced Tea
Starbucks® Coffee and Tea Service

Assorted Soft Drinks (50% diet) @ \$5.75++ each, charged on consumption.
Chilled Bottled Water @ \$5.75++ each, charged on consumption.

All prices are subject to 25% service charge and 8% taxes.

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

OCTOBER 25 UPDATE:
PLEASE ADD COFFEE, DECAF AND HOT TEA TO THE

BEVERAGE SERVICE AT \$115.00++ A GALLON

Wednesday, November 7, 2018

10:00 AM - 12:00 PM

American Chemical Society (ACS) Focus Group

Marriott Marquis San Diego: Leucadia

Function Type: Satellite

Estimated Attendance: 10

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Gabrielle Hicks

Organizer Email: g.hicks@acs.org

Logistics

General Notes - Marriott Marquis San Diego

Ready By:

Wednesday, November 7, 2018 @ 9:00 AM

Note

OCT 25 NEW SATELLITE EVENT ASSIGNMENT

The satellite event organizer will work directly with the hotel event manager in planning this event, and will pay the hotel for all event costs.