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Wednesday, October 31, 2018 - Wednesday, November 7, 2018

6:00 AM - 8:00 PM

Exhibitor Registration

SDCC: Exhibitor Registration, Lobby D

Function Type: Registration

Room Set: See Diagram

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, October 30, 2018 @ 8:00 AM

Note

Hours: Wed. Oct. 31 - Sat., Nov. 3, 8:00 am - 6:00 pm, Sun.
Nov. 4 - Wed. Nov. 7, 7:00 am - 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 2:00 PM

Note

(3) Counters
Header to read: EXHIBITOR REGISTRATION
(5) 6' draped tables
(6) Task chairs
(3) Wastebaskets
42" Drape behind tables for storage
**Remain as set on a 24-hour basis through Wednesday, Nov. 7
at 5:00 pm **

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Rope & Stanchion

**Remain as set on a 24-hour basis through Tuesday, Nov. 6 at
5:00 pm.

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(3) Quad boxes – one under each counter.
**Remain as sat on a 24-hour basis through Wednesday. Nov. 7
at 5:00 pm**

Telecom - Smart City - SDCC

Ready By:
Tuesday, October 30, 2018 @ 4:00 PM

Note

- (1) Single line with instrument. Restricted and 800 calls only, number per roster.
- (1) VLAN drop for CDS Registration

CDS to route from CDS Office

**Remain as set on a 24-hour basis through Wednesday, Nov. 7 at 5:00 pm

Other - Convention Data Services (CDS)

Ready By:
Wednesday, October 31, 2018 @ 8:00 AM

Note

CDS to be ready to open at 8:00 am, Wed., Oct. 31 – opening to be handled manually. Have exhibitor list and pre-printed SET-UP ONLY badges and clear plastic holders for 75 exhibitors. If all badges are used, be preprinted to hand write SET UP ONLY on blank badge stock with black marker. Have computers and printers ready by 7:00 am, Thurs. Nov. 1 for 8:00 am opening.

- (1) Admin terminal to be placed on back table
- (6) CDS Terminals – (2) per counter
- (3) Printers, (1) at each counter
- (1) Receipt printer
- (6) Scanners

**Remain as set on a 24-hour basis through Wednesday, Nov. 7, at 5:00 pm

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

6:00 AM - 6:00 PM

Headquarters - Logistics & Program Office

SDCC: Headquarters Office, Sails Pavilion

Function Type: Office

Room Set: As Set

Cost Center: A-MO200-A201

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:

Wednesday, October 31, 2018 @ 8:00 AM

Note

Hours: Fri, Nov. 2, 8:00am - 5:00pm

Sat, Nov. 3 - Wed, Nov. 7, 7:00am - 6:00pm

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

8:00 AM - 7:00 PM

Business Office

SDCC: Business Office, Sails Pavilion

Function Type: Office
Room Set: See Diagram

Cost Center: A-MO200-A708
Billing Group: SfN Master
Meeting Planner: Stephanie Embrey
Post: Yes

Contacts

Contact: Cori Spencer

Logistics

General Notes - SfN

Ready By: Thursday, November 1, 2018 @ 12:00 PM
Note: Hours: Sat, Nov. 3 - Wed, Nov. 7, 7:30am - 6:00pm

General Contractor - The Expo Group (TEG)

Ready By: Wednesday, October 31, 2018 @ 4:00 PM
Note: Install walls with locking door per diagram.
(2) Keys required.
(4) 8'x30" skirted tables
(9) chairs
(1) Coat Tree
(2) Wastebaskets
(1) Large Safe - hard to move, NOTE - with access by pin (in good working order). Give pin to Cori Spencer only.

Remain as set on a 24-hour basis through Wednesday, November 7 at 7:00 pm

Electrical - The Expo Group (TEG)

Ready By: Thursday, November 1, 2018 @ 10:00 AM
Note: Electrical at the 8' tables for use of laptops and printer

Remain as set on a 24-hour basis through Wednesday, November 7 at 7:00 pm

Telecom - Smart City - SDCC

Ready By: Thursday, November 1, 2018 @ 10:00 AM
Note: (1) SfN Staff VLAN drop
(1) Single line with instrument, unrestricted

AIS to network computers and printers.

MUST HAVE INTERNET UNTIL 7:00PM on Wednesday,

November 7.

****Remain as set on a 24-hour basis through Wednesday,
November 7 at 7:00 pm****

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Thursday, November 1, 2018 @ 2:00 PM

Note

(2) Laptop Computers with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

(2) Keyboards with number pad

(1) Printer

AIS to network computers and printers

PICK-UP EQUIPMENT AT 7:00PM

****Remain as set on a 24-hour basis through Wednesday,
November 7 at 7:00 pm****

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

8:00 AM - 7:00 PM

CDS Office

SDCC: CDS Office, Sails Pavilion

Function Type: Office

Estimated Attendance: 5

Set For: 5

Room Set: See Diagram

Cost Center: A-MO200-A708

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: No

Contacts

Contact: Stephanie Embrey

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

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

**Remain as set on an 24-hour basis through Wednesday,
November 7 at 7:00pm**

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(6) 20 amp circuits with power strips on the perimeter of the room

**Remain as set on an 24-hour basis through Wednesday,
November 7 at 7:00pm**

Telecom - Smart City - SDCC

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(1) Single line with instrument, unrestricted and 800 number per Telephone Roster
(1) CDS VLAN
(5) IP Addresses to run Self Registration, Exhibitor Registration, Express Badge pick-up and Press Registration. CDS will create local network for registration and connect to areas throughout the building.

Remain as set on a 24-hour basis through Wednesday, November 7 at 7:00pm

Wednesday, October 31, 2018 - Wednesday, November 7, 2018

8:00 AM - 7:00 PM

Exhibitor Lead Retrieval Desk

SDCC: Lead Retrieval Desk, Lobby D

Function Type: Exhibits

Room Set: See Diagram

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

Hours: Wed, Oct. 31 - Sat, Nov. 3, 8:00 am - 6:00 pm, Sun, Nov. 4, -
Tues, Nov. 6, 8:30 am - 5:00 pm, Wed, Nov. 7, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

Set-up per diagram.
(4) Counters

Headers to read:
Lead Retrieval

(4) 6' x 30" draped tables
(8) 6' x 30" tables - no drape
(8) Chairs - 2 at each counter

Storage area per diagram behind tables

**Remain as set on an 24-hour basis through Wednesday,
November 7 at 9:00 pm**

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

(6) 2000 watt outlets under each counter

(1) 20 amp drops, with Quad boxes, inside office: 1 under tables for
servers & 1 under tables on opposite wall

All circuits should be 24-hour dedicated.

**Remain as set on an 24-hour basis through Thursday, November
7 at 9:00 pm**

Telecom - Smart City - SDCC

Ready By:

Tuesday, October 30, 2018 @ 5:00 PM

Note

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

(1) DHCP drop

****Remain as set on an 24-hour basis through Wednesday, November 7 at 9:00 pm****

Wednesday, October 31, 2018 - Saturday, November 3, 2018

8:00 AM - 6:00 PM

Exhibitor Move In

SDCC: Halls B-H

Function Type: Exhibits

Room Set: As Set

Cost Center: A-MO200-A705

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, October 30, 2018 @ 12:00 PM

Note

Wed, Oct. 31 - Sat, Nov. 3, 8:00 am - 6:00 pm

Wednesday, October 31, 2018 - Saturday, November 3, 2018

8:00 AM - 6:30 PM

Featured & Special Lecture Overflow Room

SDCC: Overflow, Hall A

Function Type: Lecture

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: Paula Kara

Logistics

Setup - San Diego Convention Center

Ready By:

Thursday, November 1, 2018 @ 4:00 PM

Note

Set room theater style for 744

NOTE: Wall between Halls A & B1 to be open 30'. We will have security at the openings before exhibits open and for Saturday evening events.

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

Carpet entire seating area, please use Pepper carpet.

High pipe and drape behind screens.

30' of rope & stanchion at opening of wall between Halls A & B1

10' x 30' draped area for program storage

Remain as set on an 24-hour basis through Tuesday, November 6 at 5:00pm

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

Ready By:

Saturday, November 3, 2018 @ 10:00 AM

Note

Hall A Video Projection Equipment

(2) 13'x24' screens (program screens)

(1) 9'x16' stumpfl screens (imag screen)

(2) 12K Panasonic PT-DZ13KU Projector

(1) Panasonic DLP Proj. (imag screen)

(3) 48" video carts

(1) Folsom IP-2003S ImagePRO SDI Processor

(2) Aja FS2 Dual Chnl Universal Frame Sync & Conv

(2) AJA Dual LC Fiber RX-FS2

(2) AJA Dual LC 3G Fiber TX-FS2

(1) 30m DVI (m-m) Fiber Optic Cable

(1) 50m DVI (m-m) Fiber Optic Cable

- (2) 100m DVI (m-m) Fiber Optic Cable
- (3) DVI Fiber Power Supply

Hall A Audio Equipment

- (1) Shure SCM-268 Audio Mixer
- (1) professional power distro system
- (1) FOH Rack
- (10) JBL VRX932 Cabinets
- (1) vog switch mic
- (2) 1 ton chain motors
- (2) Audio Fiber Boxes Receivers
- (1) Aerial Lift (2 days)

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

(1) 20amp drop under each screen

Telecom - Smart City - SDCC

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Custom Runs - ST Fiber Runs - (2) CX

Wednesday, October 31, 2018 - Friday, November 2, 2018

8:00 AM - 5:00 PM

Press Conference Room Set Up

SDCC: 15A

Function Type: Other

Estimated Attendance: 52

Set For: 52

Room Set: See Diagram

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Logistics

General Notes - SfN

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Hours: Sat, Nov. 3 - Tue, Nov. 6, 8:00am - 5:00pm

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 5:00 PM

Note

Set room theater style with center aisle for (52)
24' x 8' x 24" Stage - set per diagram
Head table for (6) - (2) 8' Tables with 3 chairs each

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

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

(1) Water Cooler with cups in rear of room. Refill as needed.

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 on an 24-hour basis through Tuesday, November 6 at 8:00pm****

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 1, 2018 @ 12:00 PM

Note

Black drape behind stage.

SfN to use pull-up banners as the stage backdrop.

****Remain as set on an 24-hour basis through Tuesday, November 6 at 8:00pm****

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

Ready By:
Friday, November 2, 2018 @ 5:00 PM

Note

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

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

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

Preset Room Lights out over Screen

NOTE: Video recording will be done by MultiView.

****Remain as set on a 24-hour basis through Tuesday, November 6 at 8:00 pm****

Audio/Visual - OnSite AV

Ready By:
Friday, November 2, 2018 @ 12:00 PM

Note

- (1) Lectern Microphone
- (1) Lavalier Microphone (front, stage left)
- (6) Table Microphones, push to talk
- (2) Floor Microphones 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 on a 24-hour basis through Tuesday, November 6 at 8:00pm.****

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 4:00 PM

Note

- (1) 20amp drop at camera platform,
- (1) 20amp drop at Lt trees
- (1) 20amp drop at audio table

(1) Power strip - leave at SfN table

****Remain as set on an 24-hour basis through Tuesday, November 6 at 8:00pm****

Telecom - Smart City - SDCC

Ready By:
Wednesday, October 31, 2018 @ 8:00 AM

Note

- (1) SfN Staff VLAN drop to connect to Press Room (15B) wireless network.
- (5) additional IP addresses

(1) Wired connection at webcasting table.
g NetDedicated (Dedicated 5 Mbps w/5 IP addresses) - for

web casting.

****Remain as set on a 24-hour basis through Tuesday,
November 6 at 8:00pm.****

Computer - Atlantic Images & Sound (AIS) - Computers

Ready By:

Friday, November 2, 2018 @ 5:00 PM

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

Wednesday, October 31, 2018 - Friday, November 2, 2018

8:00 AM - 5:00 PM

Press Interview Room Set Up

SDCC: 14B

Function Type: Other

Estimated Attendance: 10

Room Set: See Diagram

Cost Center: A-MC200-P150

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Lauren Wingfield

Logistics

General Notes - SfN

Ready By:

Thursday, November 1, 2018 @ 5:00 PM

Note

Hours: Sat, November 3 - Wed, Nov. 7, 8:00am - 5:00pm

Setup - San Diego Convention Center

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

(3) 6'x30" Skirted Tables
(9) Chairs, set per diagram
(1) Wastebasket

(1) Water station with cups, near entrance. Refill as necessary.

Please refresh the room throughout the day.

****Remain as set on an 24-hour basis through Wednesday, November 7 at 5pm****

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 31, 2018 @ 4:00 PM

Note

Create filming area
Black drape as drawn per diagram with hooks for banner

(1) Coffee table
(2) Cort furniture chairs OCY

Place black drape in the 3 other sections of the room per diagram.

(3) easels, one in front of each section

****Remain as set on an 24-hour basis through Wednesday, November 7 at 5pm****

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 31, 2018 @ 12:00 PM

Note
(1) Power Strip near the filming area