

Table of Contents

SfN Hotel Staff Office	1
AIS Storage	2
SfN Hotel Staff Office	3
Council Meeting	4
Council Photo Session	5
NSP Orientation Dinner	6
SfN Hotel Staff Office	7
9th Annual Blueprint ENDURE Meeting	8
Elsevier Setup for Thank You Dinner	9
Exploring Brain Cell Type Diversity with The Allen Brain Explorer and Allen Cell Types Database	10
Centers for Excellence Meeting (CoE)	11
Charles River Internal Filming	12
Exploring the Mouse Visual System: The Allen Brain Observatory	13
Elsevier Private Meeting	14
Diving DEAP into Adolescent Brain and Cognitive Development (ABCD) Study Data	15
Elsevier Thank You Dinner	16
SfN Hotel Staff Office	17
Elsevier Board Meeting Oct. 20 #1	18
Elsevier Board Meeting Oct. 20 #2	19
Neuroscience Scholars Breakfast	20
Charles River Meeting Oct. 20	21
UK-Korea Consortium for Next Generation Brain Imaging and Stimulation Technologies	22
NPRC	23
Plan S Working Group	24
Strategic Acquisition Working Group	25
IBRO-FENS Meeting	26
Human Single Neuron Social	27
Medical College of Georgia at Augusta University Neuroscience Social	28
NIH Funding and You: A Practical Guide for a Trainee to Survive and Thrive in Your Research Career	29
Tools & Tech: A BRAIN Initiative Alliance Social	30
Neurosurgical Planning and Navigation Workshop	31
SfN Hotel Staff Office	32
Coe Truman Meeting	33
Leadership Development Meeting	34
Optical Imaging Association Members Breakfast	35
American Brain Coalition (ABC) Meeting	36
Elsevier Board Meeting Oct. 21 #1	37
Elsevier Board Meeting Oct. 21 #2	38
eNeuro Editorial Board	39
NAS Breakfast	40
Charles River Meeting Oct. 21	41
eNeuro Advisory Board	42
BRAIN Initiative Alliance Meeting	43
Past Presidents' Photo	44

Past President Luncheon	45
SfN/IBRO Meeting	46
IBRO Publications Meeting	47
International Brain Initiative Meeting	48
Set Up for Supercharge your Patch Clamp Data Acquisition and Analysis with the NEW pClamp 11 Software	49
ACD 2019 Neuroscience Symposium: Join us to Learn About the Latest Innovation in Spatial Genomics	50
Supercharge Your Patch-Clamp Data Acquisition and Analysis with the NEW pCLAMP 11 Software	51
Chapters Workshop & Reception	52
Springer Nature Drinks Reception	53
Award Recipients Reception	54
Diversity Reception	55
Lab Reception	56
Approved Space Release to Hyatt Regency	57
SfN Hotel Staff Office	58
Approved Space Release to Hyatt Regency	59
Committee on Committees	60
FENS/SfN Leadership Meeting	61
Charles River Meeting Oct. 22	62
Finance Committee Meeting	63
SfN Program Committee Meeting	64
Graduate Student Reception Set Up	65
Long-term Memory Encoding and Connectome Decoding Meetup	66
Wearable Sensing Solutions for Integrated Dry Electrode EEG/EXG, Motion Capture, and Eye Tracking	67
Graduate Student Reception	68
Approved Space Release to Hyatt Regency	69
SfN Hotel Staff Office	70
Charles River Meeting Oct. 23	71
Council Meeting	72
Approved Space Release to Hyatt Regency	73
Approved Space Release to Hyatt Regency	74
SfN Hotel Staff Office	75
Council Meeting	76

Thursday, October 17, 2019

6:00 AM - 9:00 PM

SfN Hotel Staff Office

Hyatt McCormick: Prairie A

Function Type: Office
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: No
Cost Center: A-OV200-M851-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:
Thursday, October 17, 2019 @ 6:00 AM

Note
(7) 6'x30" skirted tables
(2) Low cocktail rounds
(11) Chairs
(3) Wastebaskets
(5) Easels - SfN staff will place.
(6) High Security Keys

** Remain as set on a 24-hour basis through Thursday, Oct. 24th at 2:00pm **

SEE FLOORPLAN

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 17, 2019 @ 9:00 AM

Note
Pipe and drape to create storage areas

Electrical - Hyatt McCormick

Ready By:
Thursday, October 17, 2019 @ 6:00 AM

Note
Power for copier, 3 computers, 1 printer and a few laptops.

Telecom - Hyatt McCormick

Ready By:
Thursday, October 17, 2019 @ 9:00 AM

Note
(1) Wired internet line
(2) Wireless internet connection

25% discount on internet per the contract

Computer - Atlantic Images & Sound - Computers

Ready By:
Thursday, October 17, 2019 @ 9:00 AM

Note

(3) Laptop computers with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
(1) Color printer networked to all 3 computers
(1) USB Hub to connect printer to laptops
USB cables to connect to printer and laptops
Laptops need to have a wireless card.

Other - Vendor - Other

Ready By:
Thursday, October 17, 2019 @ 10:00 AM

Note

Color copier will be delivered by Hartford Rentals

Thursday, October 17, 2019 - Thursday, October 24, 2019

10:30 AM - 4:00 PM

AIS Storage

Hyatt McCormick: Huron

Function Type: Office

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Hyatt McCormick

Ready By:

Thursday, October 17, 2019 @ 10:30 AM

Note

Please provide 3 keys and 2 chairs for this room. Please clean and clear this room. High security room

Friday, October 18, 2019

6:00 AM - 9:00 PM

SfN Hotel Staff Office

Hyatt McCormick: Prairie A

Function Type: Office

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 17 for entire meeting.
SfN staff will require 24 hour access.

Food And Beverage - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 9:00 AM

Note

Chilled Bottled Water @ \$6.75++ each, charged on consumption.
1/2 Gallon Coffee @ \$150.00++ per gallon
1/2 Gallon Decaf @ \$150.00++ per gallon
1/2 Gallon Tea @ \$150.00++ per gallon

All prices are subject to 24% service charge and 13% taxes.

Do Not Refresh Unless Requested

Friday, October 18, 2019

11:30 AM - 6:00 PM

Council Meeting

Hyatt McCormick: Prairie B

Function Type: Meeting

Estimated Attendance: 38

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Dave Shellard

Logistics

Setup - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 6:00 AM

Note

VIP Event

Staff to set-up between 7am-10am

Note: Please use VIP chairs provided by The Expo Group

Set hollow square for (42). Seat 2 per 6' table

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance

(3) Wastebaskets

Notepads & pens

Ice water and glasses

SEE FLOOR PLAN

General Contractor - The Expo Group (TEG)

Ready By:

Friday, October 18, 2019 @ 8:00 AM

Note

(38) VIP Chairs for the Hollow Square

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, October 18, 2019 @ 8:00 AM

Note

(2) Screens

(2) Data/Video Projectors

(22) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.

(1) Switcher

(1) XLR Cable for Stenographer

(1) Laser Pointer

(1) Audio DI for computer playback

A sound operator is required from 11:00am - 6:00pm.

Electrical - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 6:00 AM

Note

(21) Power strips around the hollow square for laptops, allowing at least two plugs per person

Place (1) Power strip at stenographer table

Telecom - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 6:00 AM

Note

(1) Wired internet connection at stenographer table

25% discount on internet per the contract

Food And Beverage - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 11:00 AM

Note

Beverage Service - ready at 11:00 am

To remain set for the entire meeting - Do not refresh without permission

Assorted Soft Drinks (70% diet) @ \$6.75++ each, charged on consumption.

Chilled Bottled Water @ \$6.75++ each, charged on consumption.

Coffee, Decaf and Tea Service @ \$150.00++ per gallon

Lunch to be ready by 11:15 am

Autumn Harvest Buffet @\$65.00++ per person

Creamy Sweet Potato Soup

Quinoa Salad with Shredded Kale, Walnuts, Chopped Pears & Lemon Dressing

Baby Spinach Salad with Sliced Michigan Apples, Dried Cherries, Crumbled Blue Cheese & Cider Dressing

Today's Catch with Orange & Maple Glaze, Wild Rice Pilaf with Almonds & Dried Apricots

Herb Seared Chicken Breast with Caramelized Butternut Squash, Sage Demi Sauce

Sautéed Brussel Sprouts with Maple Bacon & Golden Raisins

Cinnamon Rice Pudding with Cabernet Cranberries

Pumpkin Pie Bars with Caramel Whipped Cream Topping

Snack to be ready by 2:30 pm

(2) dozen Jumbo Home Style Cookies @ \$64.00++ per dozen

(1) dozen Chicago Style Giant Warm Pretzels @ \$56.50++ per dozen

Note: All sauces, dressings and mayo on the side.

All prices are subject to 24% service charge and 13% taxes

Friday, October 18, 2019

12:00 PM - 2:00 PM

Council Photo Session

Hyatt McCormick: Adler B, Adler C

Function Type: Other

Estimated Attendance: 25

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-OV200-M851-UR

Contacts

Contact: Dave Shellard

Logistics

Setup - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 11:00 AM

Note

(1) 8'x24'x16" skirted riser against wall with steps.

(24) Chairs. Set (12) on riser and (12) on floor.

(1) easel

Friday, October 18, 2019

7:00 PM - 9:00 PM

NSP Orientation Dinner

Hyatt McCormick: Grant Park A, Grant Park B, Grant Park C, Grant Park D

Function Type: Other

Estimated Attendance: 44

Room Set: Banquet

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MP300-N305-UR

Contacts

Contact: Cashen Almstead

Logistics

Setup - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 6:00 PM

Note

Set Banquet in Rounds for (50) - rounds of 8 or 10

(1) Standing lectern at the front of the room on a riser

(2) Easels at entrance

(1) Skirted Registration Table with (3) chairs at entrance

Iced water and cups at lectern

See floor plan

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, October 18, 2019 @ 6:00 PM

Note

(1) Lectern Microphone at Standing Lectern

(1) Handheld Wireless Microphone

(1) Data/Video Projector with Cart

(1) Screen

Audio for the Computer

Computer - Atlantic Images & Sound - Computers

Ready By:

Friday, October 18, 2019 @ 6:00 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.

Food And Beverage - Hyatt McCormick

Ready By:

Friday, October 18, 2019 @ 6:30 PM

Note

Assorted Soft Drinks (70% diet) @ \$6.75++ each, charged on consumption.

Chilled Bottled Water @ \$6.75++ each, charged on consumption.

Plated Dinner @ \$80.00++ per person

- Creamy Burrata, Slow-Roasted Heirloom Tomatoes, Focaccia

Crostini, Sweet Basil Oil

- Hearts of Romaine, Marinated Grape Tomatoes, Shaved Red Onions, Feta Cheese, Olives, Lemon Oregano Vinaigrette

- Garlic & Herb Marinated All Natural Bone-In Chicken Breast with Wilted Black Kale & Potato Risotto, French Green Beans with Roasted Bell Peppers, Chardonnay-Whole Grain Mustard Pan Jus

- Fresh Fruit Tart, Vanilla Bean Pastry Cream

Note: All Plated Dinners include Bread Service, Coffee, and Tazo Tea Selection

All prices are subject to 24% service charge and 13% taxes

Saturday, October 19, 2019

6:00 AM - 9:00 PM

SfN Hotel Staff Office

Hyatt McCormick: Prairie A

Function Type: Office

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-OV200-M851-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 17 for entire meeting.
SfN staff will require 24 hour access.

Saturday, October 19, 2019

7:00 AM - 12:00 PM

9th Annual Blueprint ENDURE Meeting

Hyatt McCormick: Regency A, Regency B

Function Type: Satellite

Estimated Attendance: 170

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Michelle Jones-London

Organizer Email: jonesmiche@ninds.nih.gov

Logistics

General Notes - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 6:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Saturday, October 19, 2019

8:00 AM - 7:00 PM

Elsevier Setup for Thank You Dinner

Hyatt McCormick: DuSable A, DuSable B, DuSable C

Function Type: Satellite

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Gwendoline Pointereau

Organizer Email: g.pointereau@elsevier.com

Logistics

Setup - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 7:00 AM

Note

Satellite organizer is working with the hotel regarding the setup for the Elsevier Thank You Dinner.

Saturday, October 19, 2019

8:00 AM - 10:30 AM

Exploring Brain Cell Type Diversity with The Allen Brain Explorer and Allen Cell Types Database

Hyatt McCormick: Grant Park A, Grant Park B

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Kaitlyn Cassimo

Organizer Email: kaitlync@alleninstitute.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 7:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Saturday, October 19, 2019

8:30 AM - 4:30 PM

Centers for Excellence Meeting (CoE)

Hyatt McCormick: Adler A, Adler B, Adler C

Function Type: Satellite

Estimated Attendance: 25

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Desmond

Organizer Email: susan.desmond@crl.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 7:30 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Saturday, October 19, 2019

8:30 AM - 7:30 PM

Charles River Internal Filming

Hyatt McCormick: Burnham C

Function Type: Satellite

Estimated Attendance: 4

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Desmond

Organizer Email: susan.desmond@crl.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 7:30 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Saturday, October 19, 2019

8:30 AM - 10:30 AM

Exploring the Mouse Visual System: The Allen Brain Observatory

Hyatt McCormick: Grant Park C, Grant Park D

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Kaitlyn Cassimo

Organizer Email: kaitlync@alleninstitute.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 7:30 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Saturday, October 19, 2019

1:00 PM - 7:00 PM

Elsevier Private Meeting

Hyatt McCormick: Clark A, Clark B, Clark C

Function Type: Satellite

Estimated Attendance: 80

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Gwendoline Pointereau

Organizer Email: g.pointereau@elsevier.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 12:00 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Saturday, October 19, 2019

6:30 PM - 9:30 PM

Diving DEAP into Adolescent Brain and Cognitive Development (ABCD) Study Data

Hyatt McCormick: Regency C

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Steven Grant

Organizer Email: sgrant@nida.nih.gov

Logistics

General Notes - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 5:30 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Saturday, October 19, 2019

7:00 PM - 11:45 PM

Elsevier Thank You Dinner

Hyatt McCormick: DuSable A, DuSable B, DuSable C

Function Type: Satellite

Estimated Attendance: 30

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Gwendoline Pointereau

Organizer Email: g.pointereau@elsevier.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Saturday, October 19, 2019 @ 7:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019
6:00 AM - 9:00 PM
SfN Hotel Staff Office
Hyatt McCormick: Prairie A

Function Type: Office
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: No
Cost Center: A-OV200-M851-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:
Sunday, October 20, 2019 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 17 for entire meeting.
SfN staff will require 24 hour access.

Sunday, October 20, 2019

8:00 AM - 8:00 PM

Elsevier Board Meeting Oct. 20 #1

Hyatt McCormick: Hyde Park A, Hyde Park B

Function Type: Satellite

Estimated Attendance: 30

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Gwendoline Pointereau

Organizer Email: g.pointereau@elsevier.com

Logistics

General Notes - Marquis Chicago

Ready By:

Sunday, October 20, 2019 @ 7:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

8:00 AM - 8:00 PM

Elsevier Board Meeting Oct. 20 #2

Hyatt McCormick: Grant Park A, Grant Park B

Function Type: Satellite

Estimated Attendance: 30

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Gwendoline Pointereau

Organizer Email: g.pointereau@elsevier.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 7:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

8:00 AM - 10:00 AM

Neuroscience Scholars Breakfast

Hyatt McCormick: Jackson Park A, Jackson Park B, Jackson Park C, Jackson Park D

Function Type: Meeting

Estimated Attendance: 100

Room Set: Banquet

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MP-300-N305-UR

Contacts

Contact: Cashen Almstead

Logistics

Setup - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 7:00 AM

Note

Set Banquet Style for (100) - rounds of 8 or 10

(1) Standing lectern with light at the front of the room on a riser

(1) Easel-outside of room

(1) Skirted Registration Table with (3) chairs-outside of the room at the entrance

Iced water and cups at lectern

SEE FLOOR PLAN

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Sunday, October 20, 2019 @ 7:00 AM

Note

(1) Lectern Microphone at Standing Lectern

(2) Handheld Wireless Mics

(1) Data/Video Projector with Cart

(1) Screen

Audio for the Computer

Computer - Atlantic Images & Sound - Computers

Ready By:

Sunday, October 20, 2019 @ 7:00 AM

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.

Food And Beverage - Hyatt McCormick

Ready By:
Sunday, October 20, 2019 @ 7:30 AM

Note

Sunday Second City Breakfast @\$46.75++ per person
Selection of Chilled Juices
Local and Seasonally Inspired Fruit
Freshly Baked Cherry Pound Cake and Croissants
Traditional Steel Cut Oatmeal with Brown Sugar, Raisins, Almonds & Honey
Slow Braised Corned Beef and Swiss Breakfast Sandwich
Fried Egg, Wisconsin Cheddar, and Avocado
Egg Sandwich, Fontina Cheese, Tomato, Lemon Sriracha Spread
Yukon Gold Potato Hash with Mushrooms and Onions
Coffee and Tazo Tea Selections
Michigan Blueberry and Orange Infused Water

All prices are subject to 24% service charge and 13% taxes

Sunday, October 20, 2019

8:30 AM - 6:00 PM

Charles River Meeting Oct. 20

Hyatt McCormick: Michigan

Function Type: Satellite

Estimated Attendance: 8

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Desmond

Organizer Email: susan.desmond@crl.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 7:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

9:00 AM - 1:00 PM

UK-Korea Consortium for Next Generation Brain Imaging and Stimulation Technologies

Hyatt McCormick: Boardroom 1

Function Type: Satellite
Estimated Attendance: 10

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Hyungmin Kim
Organizer Email: hk@kist.re.kr

Logistics

General Notes - Hyatt McCormick

Ready By:
Sunday, October 20, 2019 @ 8:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

11:00 AM - 12:00 PM

NPRC

Hyatt McCormick: Adler B, Adler C

Function Type: Meeting

Estimated Attendance: 25

Room Set: Theater

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: J-SP804

Contacts

Contact: Vicente Carmona

Logistics

Setup - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 10:00 AM

Note

Set theater style for (30)

(1) Easel outside of room.

(1) Head table with (5) chairs

Water and glasses at the head table.

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Sunday, October 20, 2019 @ 10:00 AM

Note

(3) Push-to-Talk Table Microphones

Sunday, October 20, 2019

12:00 PM - 2:00 PM

Plan S Working Group

Hyatt McCormick: Boardroom 2

Function Type: Meeting

Estimated Attendance: 12

Room Set: Conference

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-SP100

Contacts

Contact: Eric Hoffmaster

Logistics

Setup - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 11:00 AM

Note

Set Conference for (12)
Perimeter Seating for (4)
(1) Easel

Electrical - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 11:00 AM

Note

(4) Power Strips

Food And Beverage - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 11:30 AM

Note

Assorted Soft Drinks @ \$6.75++ each, charged on consumption
Bottled Water @ \$6.75++ each, charged on consumption

Bronzeville Buffet @\$65.00++ per person

Creamy Coleslaw

Crunchy Romaine Salad with Corn, Black Beans, Chives, Tomato
& Shredded Cheddar Cheese, Buttermilk Ranch Dressing

Turkey Breast, Crispy Sweet Potato Wedges, Sage Gravy

Barbecue Sliced Beef Brisket with Crispy Onions

White Cheddar Macaroni & Cheese

Spicy Sautéed Green Beans with Caramelized Onions & Bacon

Freshly Baked Corn Bread & Honey Butter

Honey Pecan Bars

Miniature Lemon Meringue Tarts

All prices are subject to 24% service charge and 13% taxes

Sunday, October 20, 2019

1:00 PM - 2:00 PM

Strategic Acquisition Working Group

Hyatt McCormick: Boardroom 3

Function Type: Meeting

Estimated Attendance: 12

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-S900-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 12:00 PM

Note

Set Conference for (12)
Perimeter Seating for (4)
(1) Easel
(1) Wastebasket

Electrical - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 12:00 PM

Note

(3) Power Strips

Food And Beverage - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 12:30 PM

Note

Assorted Soft Drinks (70% diet) @ \$6.75++ each, charged on consumption
Chilled Bottled Water @ \$6.75++ each, charged on consumption

All prices are subject to 24% service charge and 13% taxes

Sunday, October 20, 2019

3:00 PM - 4:00 PM

IBRO-FENS Meeting

Hyatt McCormick: Burnham A, Burnham B

Function Type: Satellite

Estimated Attendance: 15

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Becky Hadid

Organizer Email: rhadid@ibro.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 2:00 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

6:30 PM - 9:00 PM

Human Single Neuron Social

Hyatt McCormick: Regency B

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Florian Solzbacher

Organizer Email: florian.solzbacher@utah.edu

Logistics

Setup - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 5:30 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

6:30 PM - 8:30 PM

Medical College of Georgia at Augusta University Neuroscience Social

Hyatt McCormick: DuSable A, DuSable B, DuSable C

Function Type: Satellite

Estimated Attendance: 120

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: David Blake

Organizer Email: dblake.mcg@gmail.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 5:30 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

6:30 PM - 8:30 PM

NIH Funding and You: A Practical Guide for a Trainee to Survive and Thrive in Your Research Career

Hyatt McCormick: Regency A

Function Type: Satellite

Estimated Attendance: 300

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Michelle Jones-London

Organizer Email: jonesmiche@ninds.nih.gov

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 5:30 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

6:30 PM - 8:30 PM

**Tools & Tech: A BRAIN Initiative Alliance Social
Hyatt McCormick: Regency C, Regency D**

Function Type: Satellite

Estimated Attendance: 150

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Stephanie Albin

Organizer Email: salbin@kavlifoundation.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 5:30 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Sunday, October 20, 2019

7:00 PM - 10:00 PM

Neurosurgical Planning and Navigation Workshop

Hyatt McCormick: Clark A, Clark B, Clark C

Function Type: Satellite

Estimated Attendance: 30

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Robert Prueckl

Organizer Email: prueckl@cortexplore.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 6:00 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019
6:00 AM - 9:00 PM
SfN Hotel Staff Office
Hyatt McCormick: Prairie A

Function Type: Office
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: No
Cost Center: A-OV200-M851-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 17 for entire meeting.
SfN staff will require 24 hour access.

Monday, October 21, 2019

7:00 AM - 3:30 PM

Coe Truman Meeting

Hyatt McCormick: Clark B, Clark C

Function Type: Meeting

Billing Group: Bill Organizer Directly

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Alt Contact: Hillel Levin

Organizer Email: h.levin@ctimeetingtech.com

Logistics

General Notes - SfN

Ready By:

Monday, October 21, 2019 @ 6:00 AM

Note

Organizer will work directly with hotel event manager in planning this event.

Monday, October 21, 2019

7:30 AM - 9:30 AM

Leadership Development Meeting

Hyatt McCormick: Grant Park C, Grant Park D

Function Type: Meeting

Estimated Attendance: 25

Room Set: Banquet

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MP200-S331-UR

Contacts

Contact: Dominique Stilletti

Logistics

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 6:30 AM

Note

Set in banquet rounds for (25) - rounds of 8 or 10

(1) Standing Lectern

(1) Easel placed outside of room

(1) Wastebasket

(1) 6' Registration table with (2) chairs outside of room

SEE FLOOR PLAN

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, October 21, 2019 @ 6:30 AM

Note

(1) Lectern Microphone at Standing Lectern

(1) Floor Microphone

(1) Data/Video Projector with Cart

(1) Screen

Audio for the Computer

Food And Beverage - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

Monday Jump Start Breakfast @\$46.75++ per person

Selection of Chilled Juices

Local and Seasonally Inspired Fruit

Freshly Baked Blueberry Muffins and Whole Wheat Croissants

Traditional Steel Cut Oatmeal served with Brown Sugar, Raisins,

Raw Almonds, and Honey

Baked Egg Bites Two Ways:

Egg White with Roasted Red Peppers, Baby Spinach & Feta Cheese

Whole Egg with Peppered Bacon, Sharp Cheddar, Tomato & Chive

Crispy Potatoes O'Brien

Coffee and Tazo Tea Selections

Honey Dew Cucumber Mint Infused Water

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

7:30 AM - 9:00 AM

Optical Imaging Association Members Breakfast

Hyatt McCormick: Burnham A, Burnham B

Function Type: Satellite

Estimated Attendance: 15

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Clark Mulligan

Organizer Email: cmulligan@lpanet.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 6:30 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

8:00 AM - 5:00 PM

American Brain Coalition (ABC) Meeting

Hyatt McCormick: Hyde Park A, Hyde Park B

Function Type: Meeting

Billing Group: Bill Organizer Directly

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Alt Contact: Sheila Stern

Organizer Email: sstern@americanbraincoalition.org

Logistics

General Notes - SfN

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

Organizer will work directly with hotel event manager in planning this event.

Monday, October 21, 2019

8:00 AM - 8:00 PM

Elsevier Board Meeting Oct. 21 #1

Hyatt McCormick: DuSable A, DuSable B, DuSable C

Function Type: Satellite

Estimated Attendance: 30

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Gwendoline Pointereau

Organizer Email: g.pointereau@elsevier.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

8:00 AM - 8:00 PM

Elsevier Board Meeting Oct. 21 #2

Hyatt McCormick: Grant Park A, Grant Park B

Function Type: Satellite

Estimated Attendance: 30

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Gwendoline Pointereau

Organizer Email: g.pointereau@elsevier.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019
8:00 AM - 10:00 AM
eNeuro Editorial Board
Hyatt McCormick: Regency C

Function Type: Meeting
Estimated Attendance: 45
Room Set: Banquet

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: J-SP401-J804

Contacts

Contact: Kara O'Leary

Logistics

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

Set banquet style for (50) rounds of 8 or 10
(1) Standing lectern
(1) Easel outside of room
Water and glasses at lectern

SEE FLOOR PLAN

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

(1) Screen
(1) Data Projector with Cart
(1) Lectern Microphone at Standing Lectern
(2) Wireless Handheld Mics on Stands

Food And Beverage - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:30 AM

Note

Monday Jump Start Breakfast @\$46.75++ per person
Selection of Chilled Juices
Local and Seasonally Inspired Fruit
Freshly Baked Blueberry Muffins and Whole Wheat Croissants
Traditional Steel Cut Oatmeal served with Brown Sugar, Raisins,
Raw Almonds, and Honey
Baked Egg Bites Two Ways:
Egg White with Roasted Red Peppers, Baby Spinach and Feta
Cheese
Whole Egg with Peppered Bacon, Sharp Cheddar, Tomato & Chive
Crispy Potatoes O'Brien
Coffee and Tazo Tea Selections
Honey Dew Cucumber Mint Infused Water

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

8:00 AM - 10:00 AM

NAS Breakfast

Hyatt McCormick: Jackson Park A, Jackson Park B, Jackson Park C, Jackson Park D

Function Type: Meeting

Estimated Attendance: 50

Room Set: U - Shape

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-A140-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

Set U-Shape for (50), no more than 2 per 6' Table

(1) 6' table for audio tech

(1) Easel outside the room

SEE FLOOR PLAN

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

(1) Screen

(1) Data Projector with Cart

(1) Flip chart

(25) Push-to-talk Microphones; 1 per 2 people

(1) Sound Operator from 7:30am - 10:30am

(1) Gentner box for Skype Call that is routed through the microphone system

Electrical - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

(15) Power Strips

Telecom - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:00 AM

Note

(1) Wired internet connection

25% discount on internet per the contract

Food And Beverage - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 7:30 AM

Note

Monday Jump Start Breakfast @\$46.75++ per person
Selection of Chilled Juices
Local and Seasonally Inspired Fruit
Freshly Baked Blueberry Muffins and Whole Wheat Croissants
Traditional Steel Cut Oatmeal with Brown Sugar, Raisins, Almonds,
& Honey
Baked Egg Bites Two Ways:
Egg White with Red Peppers, Spinach and Feta Cheese
Whole Egg with Peppered Bacon, Cheddar, Tomato and Chive
Crispy Potatoes O'Brien
Coffee and Tazo Tea Selections
Honey Dew Cucumber Mint Infused Water

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

8:30 AM - 6:00 PM

Charles River Meeting Oct. 21

Hyatt McCormick: Michigan

Function Type: Satellite

Estimated Attendance: 8

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Desmond

Organizer Email: susan.desmond@crl.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:30 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019
10:00 AM - 11:00 AM
eNeuro Advisory Board
Hyatt McCormick: Boardroom 4

Function Type: Meeting
Estimated Attendance: 10
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: J-SP401-J804

Contacts

Contact: Kara O'Leary

Logistics

Setup - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 9:00 AM

Note
Conference for (10)
Perimeter Seating for (4)
(1) Easel outside of room
(1) Wastebasket

Food And Beverage - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 9:30 AM

Note
Assorted Soft Drinks (70% diet) @ \$6.75++ each, charged on consumption
Chilled Bottled Water @ \$6.75++ each, charged on consumption
1/2 Gallon Coffee @ \$150.00++ per gallon
1/2 Gallon Decaf @ \$150.00++ per gallon
1/2 Gallon Tea @ \$150.00++ per gallon

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

11:00 AM - 1:00 PM

BRAIN Initiative Alliance Meeting

Hyatt McCormick: Field A, Field B, Field C

Function Type: Satellite

Estimated Attendance: 25

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Sam White

Organizer Email: samantha.white2@nih.gov

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 10:00 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

11:00 AM - 11:15 AM

Past Presidents' Photo

Hyatt McCormick: Adler B, Adler C

Function Type: Other

Estimated Attendance: 30

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-A140-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 10:00 AM

Note

(1) 8'x24'x16" skirted riser against wall with steps on both sides of riser.

(25) Chairs. Set (10) on riser and (10) on floor in front of the riser.

(5) to the side.

(1) easel

Monday, October 21, 2019
11:15 AM - 12:45 PM
Past President Luncheon
Hyatt McCormick: Prairie B

Function Type: Meeting
Estimated Attendance: 30
Room Set: Hollow Square

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OV200-A140-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 10:15 AM

Note
VIP Event
Note: Please use VIP chairs provided by The Expo Group

Set Hollow Square for (30), no more than 2 per 6' Table
(1) Easel outside the room
(1) 6' Registration Table outside the room
(1) 6' table for audio tech

SEE FLOOR PLAN

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Monday, October 21, 2019 @ 10:15 AM

Note
(15) Push-to-Talk Table Microphones, 1 per 2 people
(1) Sound Operator 10:45AM-1:15PM

Electrical - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 10:15 AM

Note
(8) Power Strips - 1 per 4 people

Food And Beverage - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 10:45 AM

Note
VIP Event

Plated Lunch @ \$56.25++ per person
- Mixed Local Green Salad with Midwestern Greens with English Cucumber, Sweet Grape Tomatoes, Shredded Radishes & Toasted Walnuts, Chive Yogurt Dressing.
- Organic Lemon-Herb Marinated Chicken Breast: Pan-Seared with Confit Yukon Gold Potatoes & Caramelized Onions, Haricot Verts & Sweet Peppers, Lemon-Thyme Demi
- Fresh Fruit Tart, Berry Coulis

Note: All sauces, dressings and mayo on the side.

Beverage Service

To remain set for the entire meeting and refreshed as necessary, charge only for beverages not included with meals.

Assorted Soft Drinks (70% diet) @\$6.75++ each, charged on consumption

Chilled Bottled Water @\$6.75++ each, charged on consumption

Pinot Grigio; Canvas by Michael Mondavi @\$46.00++ per bottle

Pinot Noir; Canvas by Michael Mondavi @\$46.00++ per bottle

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

1:00 PM - 2:00 PM

SfN/IBRO Meeting

Hyatt McCormick: Erie

Function Type: Meeting

Estimated Attendance: 17

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MP200-P210

Contacts

Contact: Tania Ballantine

Logistics

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 9:00 AM

Note

Conference for (17)

Perimeter Seating for (4)

(1) Easel outside of room

(1) Wastebasket

Electrical - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 12:00 PM

Note

(4) Power Strips

Food And Beverage - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 12:30 PM

Note

Assorted Soft Drinks (70% diet) @\$6.75++ each, charged on consumption

Chilled Bottled Water @\$6.75++ each, charged on consumption

(1) Dozen Jumbo Home Style Cookies @\$64.00++ per dozen

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

2:00 PM - 4:00 PM

IBRO Publications Meeting

Hyatt McCormick: Boardroom 1

Function Type: Satellite

Estimated Attendance: 12

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Becky Hadid

Organizer Email: ibrobecky@gmail.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 1:00 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

2:00 PM - 5:00 PM

International Brain Initiative Meeting

Hyatt McCormick: Burnham A, Burnham B, Burnham C

Function Type: Satellite

Estimated Attendance: 30

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Caroline Montojo

Organizer Email: cmontojo@kavlifoundation.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 1:00 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency directly for all event costs.

Monday, October 21, 2019

5:45 PM - 6:30 PM

Set Up for Supercharge your Patch Clamp Data Acquisition and Analysis with the NEW pClamp 11 Software

Hyatt McCormick: Field A, Field B, Field C

Function Type: Satellite
Estimated Attendance: 5

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

Contacts

Contact: Sharon Bowles

Alt Contact: Jared Chapa
Organizer Email: jared.chapa@moldev.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 4:45 PM

Note

Set up time-frame. Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

6:30 PM - 8:30 PM

ACD 2019 Neuroscience Symposium: Join us to Learn About the Latest Innovation in Spatial Genomics

Hyatt McCormick: Grant Park C, Grant Park D

Function Type: Satellite

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Sara Saenz

Organizer Email: sara.saenz@bio-techne.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 5:30 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

6:30 PM - 8:00 PM

Supercharge Your Patch-Clamp Data Acquisition and Analysis with the NEW pCLAMP 11 Software

Hyatt McCormick: Field A, Field B, Field C

Function Type: Satellite

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Jared Chapa

Organizer Email: jared.chapa@moldev.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 5:30 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

6:45 PM - 8:45 PM

Chapters Workshop & Reception

Hyatt McCormick: Jackson Park A, Jackson Park B, Jackson Park C, Jackson Park D

Function Type: Reception
Estimated Attendance: 100
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-MP200-P226

Contacts

Contact: Tania Ballantine

Logistics

Setup - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 5:45 PM

Note
See Diagram

- (11) Banquet Rounds of 10
- (1) Standing lectern on a riser.
- (1) Registration table at entrance with (3) chairs
- (1) easel at entrance of room

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Monday, October 21, 2019 @ 5:45 PM

- Note
- (1) Lectern Microphone at Standing Lectern
 - (1) Data Projector
 - (1) Screen
 - (1) Audio DI for computer playback
 - (1) Remote Slide Advancer

Electrical - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 5:45 PM

- Note
- (1) Power Strip

Computer - Atlantic Images & Sound - Computers

Ready By:
Monday, October 21, 2019 @ 5:45 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.

Food And Beverage - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 6:15 PM

Note

(1) Hosted Bar:
Premium & Imported Beer @ \$9.00++ each
Domestic Beer @ \$8.00++ each
Select Wine by the Glass @ \$11.00++ each
Water @ \$6.50++ each
Soft Drinks @ \$6.50++ each

NOTE: Bartender fees waived for SfN functions per the contract

Midwest Cheese Board for (25) @\$20.00++ per person
Selection of Local Cheeses paired with Seasonal Fruit Compote,
Organic Honey Comb, Spiced Pecans, Sliced Baguettes & Artisan
Crackers

Crudites for (25) @\$17.00++ per person
Crisp Broccoli & Cauliflower, Celery, Carrot & Seedless Cucumber
Sticks, Cherry Tomatoes & Bell Peppers
Sun-Dried Tomato Hummus & Spinach-Ranch, Artisan Crackers &
Pita Chips

Midwestern Slider Bar for (70) @\$23.00++ per person
Grass Fed Beef, Aged Cheddar, Peppered Bacon Jam
Amish Ground BBQ Chicken Burger, French Fried Onions & Baby
Arugula
Black Bean Sliders with Barbecue Mayo and Bread & Butter Pickle
Chips
Miniature Brioche Buns, Flavored Kettle Chips

Modern Pasta for (70) @\$23.00++ per person
Three Cheese Ravioli, Whole Wheat & Gluten Free Penne Pasta
Parmesan Crème Sauce, Rich Bolognese, Basil Pesto
Roasted Mushrooms, English Peas, Sweet Bell Peppers, Marinated
Sun-Dried Tomatoes, Fresh Herbs, Shaved Parmesan Cheese

(2) Maple Cider Brined Turkey Breast Carving Stations @\$410.00++
each
Sage & Leek Brioche Stuffing
Autumn Harvest Salad with Baby Arugula, Roasted Apples, Spiced
Pecans, Crumbled Goat Cheese & Proscuitto Crisps, White
Balsamic Dressing
House Made Orange-Cranberry Relish, Rich Herb Gravy
Buttermilk Biscuits & Silver Dollar Rolls

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

6:45 PM - 9:00 PM

Springer Nature Drinks Reception

Hyatt McCormick: Clark A, Clark B, Clark C

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Jaia Barratt

Organizer Email: jaia.barratt@springer.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 5:45 PM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Monday, October 21, 2019

7:00 PM - 8:00 PM

Award Recipients Reception

Hyatt McCormick: Regency A, Regency B

Function Type: Reception

Estimated Attendance: 325

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-XXXX-UR

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By:

Monday, October 21, 2019 @ 6:00 PM

Note

Evenly split between cost centers: z201, z202, z203, z204, z205, z206, z207, z208, z210, z211, z213, z214, z215, z216, z218.

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 6:00 PM

Note

Set Reception Style with scattered cocktail rounds.
(1) Standing lectern on a riser.
(1) easel

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, October 21, 2019 @ 6:00 PM

Note

(1) Lectern Microphone at Standing Lectern

Food And Beverage - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 6:30 PM

Note

NOTE: Do not open doors prior to start time or extend the bar past 8:00pm without approval from Dawn Keane only.

(3) Hosted Bar:

Premium & Imported Beer @ \$9.00++ each

Domestic Beer @ \$8.00++ each

Select Wine by the Glass @ \$11.00++ each

Water @ \$6.50++ each

Soft Drinks @ \$6.50++ each

NOTE: Bartender fees waived for SfN functions per the contract

Midwest Cheese Board for (60) @\$20.00++ per person

Selection of Local Cheeses paired with Seasonal Fruit Compote, Organic Honey Comb, Spiced Pecans, Sliced Baguettes & Artisan Crackers

Crudites for (60) @\$17.00++ per person
Crisp Broccoli & Cauliflower, Celery, Carrot & Seedless Cucumber
Sticks, Cherry Tomatoes & Bell Peppers
Sun-Dried Tomato Hummus & Spinach-Ranch, Artisan Crackers &
Pita Chips

Midwestern Slider Bar for (200) @\$23.00++ per person
Grass Fed Beef, Aged Cheddar, Peppered Bacon Jam
Amish Ground BBQ Chicken Burger, French Fried Onions & Baby
Arugula
Black Bean Sliders with Barbecue Mayo and Bread & Butter Pickle
Chips
Miniature Brioche Buns, Flavored Kettle Chips

Modern Pasta for (200) @\$23.00++ per person
Three Cheese Ravioli, Whole Wheat & Gluten Free Penne Pasta
Parmesan Crème Sauce, Rich Bolognese, Basil Pesto
Roasted Mushrooms, English Peas, Sweet Bell Peppers, Marinated
Sun-Dried Tomatoes, Fresh Herbs, Shaved Parmesan Cheese

(5) Maple Cider Brined Turkey Breast Carving Stations @\$410.00++
each
Sage & Leek Brioche Stuffing
Autumn Harvest Salad with Baby Arugula, Roasted Apples, Spiced
Pecans, Crumbled Goat Cheese & Prosciutto Crisps, White
Balsamic Dressing
House Made Orange-Cranberry Relish, Rich Herb Gravy
Buttermilk Biscuits & Silver Dollar Rolls

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

7:00 PM - 8:00 PM

Diversity Reception

Hyatt McCormick: Regency C, Regency D, Regency E

Function Type: Reception

Estimated Attendance: 240

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MP300-N305-UR

Contacts

Contact: Cashen Almstead

Logistics

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 6:00 PM

Note

Set Reception Style for (240) with scattered cocktail rounds.

(1) Standing Lectern on Riser

(1) Easel

(1) Registration Table with 3 chairs at entrance

SEE FLOOR PLAN

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, October 21, 2019 @ 6:00 PM

Note

(1) Lectern Microphone at Standing Lectern

(1) Data Projector with Cart

(1) Screen

Audio for the Computer

Computer - Atlantic Images & Sound - Computers

Ready By:

Monday, October 21, 2019 @ 6:00 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.

Food And Beverage - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 6:30 PM

Note

NOTE: Do not open doors prior to start time or extend the bar past 8:00pm without approval from Dawn Keane only.

(2) Hosted Bar:

Premium & Imported Beer @ \$9.00++ each

Domestic Beer @ \$8.00++ each

Select Wine by the Glass @ \$11.00++ each

Water @ \$6.50++ each

Soft Drinks @ \$6.50++ each

NOTE: Bartender fees waived for SfN functions per the contract

Midwest Cheese Board for (60) @\$20.00++ per person
Selection of Local Cheeses paired with Seasonal Fruit Compote,
Organic Honey Comb, Spiced Pecans, Sliced Baguettes & Artisan
Crackers

Crudites for (60) @\$17.00++ per person
Crisp Broccoli & Cauliflower, Celery, Carrot & Seedless Cucumber
Sticks, Cherry Tomatoes & Bell Peppers
Sun-Dried Tomato Hummus & Spinach-Ranch, Artisan Crackers &
Pita Chips

Midwestern Slider Bar for (125) @\$23.00++ per person
Grass Fed Beef, Aged Cheddar, Peppered Bacon Jam
Amish Ground BBQ Chicken Burger, French Fried Onions & Baby
Arugula
Black Bean Sliders with Barbecue Mayo and Bread & Butter Pickle
Chips
Miniature Brioche Buns, Flavored Kettle Chips

Modern Pasta for (125) @\$23.00++ per person
Three Cheese Ravioli, Whole Wheat & Gluten Free Penne Pasta
Parmesan Crème Sauce, Rich Bolognese, Basil Pesto
Roasted Mushrooms, English Peas, Sweet Bell Peppers, Marinated
Sun-Dried Tomatoes, Fresh Herbs, Shaved Parmesan Cheese

(4) Maple Cider Brined Turkey Breast Carving Stations @\$410.00++
each
Sage & Leek Brioche Stuffing
Autumn Harvest Salad with Baby Arugula, Roasted Apples, Spiced
Pecans, Crumbled Goat Cheese & Prosciutto Crisps, White
Balsamic Dressing
House Made Orange-Cranberry Relish, Rich Herb Gravy
Buttermilk Biscuits & Silver Dollar Rolls

All prices are subject to 24% service charge and 13% taxes

Monday, October 21, 2019

8:30 PM - 10:30 PM

Lab Reception

Hyatt McCormick: Prairie B

Function Type: Reception

Estimated Attendance: 50

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A702-UR

Contacts

Contact: Dawn Keane

SfN Contact Email: NOT COMPLETED FOR 2019

Logistics

Setup - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 7:30 PM

Note

Set Reception Style with scattered cocktail and banquet rounds.
Ensure plenty of seating.

High Level event, so any special touches would be appreciated.

Food And Beverage - Hyatt McCormick

Ready By:

Monday, October 21, 2019 @ 8:00 PM

Note

VIP Event

Serve food beginning at 8:15pm

Crudites for (30) @ \$17.00++ per person

Crisp Broccoli & Cauliflower, Celery, Carrot & Seedless Cucumber

Sticks, Cherry Tomatoes & Bell Peppers

Sun-Dried Tomato Hummus & Spinach-Ranch

Artisan Crackers & Pita Chips

Tapas for (35) @ \$14.00++ per person

Pita and Crostini, Herbed Ricotta, Tomato Crudo, Artichoke-Olive

Tapenade

Warm Spinach and Artichoke Dip

Hummus, Goat Cheese with Fresh Herbs, Olive Oil and Heirloom

Cherry Tomatoes

Slider Station for (35) @ \$23.00++ per person

Grass Fed Beef, Aged Cheddar, Peppered Bacon Jam

Amish Ground BBQ Chicken Burger, French Fried Onions & Baby

Arugula

Black Bean Sliders with Barbecue Mayo and Bread & Butter Pickle

Chips

Miniature Brioche Buns, Flavored Kettle Chips

Lettuce Wrap Station for (35) @ \$23.00++ per person

Spicy Tuna Poke

Warm Ginger-Hoisin Chicken with Water Chestnuts & Thai Basil
Julienne Cucumber, Bean Sprouts, Shredded Carrots & Crispy Rice
Noodles, Butter Lettuce Cups, Soy Ginger Glaze

(1) Salmon Carving Station @ \$375.00++ per station

Stir-Fried Vegetables

Cucumber Wasabi Sauce, Sriracha Sauce

Steamed Sticky Rice

Sweet Treat Station for (20) @ \$22.75++ per person

Croissant Bread Pudding with Pecan Toffee Sauce

Lemon Cheesecake Mousse Cups with Blueberry Compote and
Crushed Graham Cracker

Chocolate Peanut Butter Ganache Tartlets

Key Lime Pie Bars

Hosted Bar Charged on Consumption

Wine @ \$11.00++ per serving

Domestic Beer @ \$8.00++ per serving

Premium and Imported Beer @ \$9.00++ per serving

Still and Sparkling Water @ \$6.50++ per serving

Soda @ \$6.50++ per serving

Note: All sauces, dressings and mayo on the side.

All prices are subject to 24% service charge and 13% taxes

Tuesday, October 22, 2019

6:00 AM - 11:00 PM

Approved Space Release to Hyatt Regency

Hyatt McCormick: Boardroom 4

Function Type: Other

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Samantha Hall

Organizer Email: Samantha.hall@hyatt.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 6:00 AM

Note

SfN approved space release to the Hyatt Regency.

Tuesday, October 22, 2019
6:00 AM - 9:00 PM
SfN Hotel Staff Office
Hyatt McCormick: Prairie A

Function Type: Office
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: No
Cost Center: A-OV200-M851-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 6:00 AM

Note
Room to remain as set on Thursday, Oct. 17 for entire meeting.
SfN staff will require 24 hour access.

Tuesday, October 22, 2019

6:30 AM - 11:00 PM

Approved Space Release to Hyatt Regency

Hyatt McCormick: Boardroom 5

Function Type: Other

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Samantha Hall

Organizer Email: samantha.hall@hyatt.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 6:00 AM

Note

SfN approved space release to the Hyatt Regency.

Tuesday, October 22, 2019

7:30 AM - 11:00 AM

Committee on Committees

Hyatt McCormick: Prairie B

Function Type: Meeting

Estimated Attendance: 20

Room Set: U - Shape

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M852-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 6:30 AM

Note

Set U-shape for (24); 2 per 6'

(1) 6' table for audio tech

(1) Easel

SEE FLOOR PLAN

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Tuesday, October 22, 2019 @ 6:30 AM

Note

(12) Push-to-Talk Table Microphones, 1 per 2 people

(1) Switcher

(2) Data/video projectors

(2) Screens

*Projecting 2 images at the same time from two different laptops.

Electrical - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 6:30 AM

Note

(8) Power Strips

Telecom - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 6:30 AM

Note

(2) Wired Internet Connections

25% discount on internet per the contract

Food And Beverage - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 7:00 AM

Note

Taco Tuesday Breakfast Buffet @\$46.75++ per person
Selection of Chilled Juices
Local and Seasonally Inspired Fruit
Freshly Baked Marble Loaf Pound Cake and Croissants
Traditional Steel Cut Oatmeal served with Brown Sugar, Raisins,
Raw Almonds, and Honey
Build Your Own Breakfast Tacos with Warm Flour Tortillas,
Scrambled Eggs with Mexican Chorizo, Scrambled Egg Whites,
Crumbled Queso Fresco, Pico de Gallo, Housemade Roasted
Tomato Salsa, Chopped Cilantro and Diced Avocados
Coffee and Tazo Tea Selections
Lime and Mint Infused Water

Note: All sauces, dressings and mayo on the side

All prices are subject to 24% service charge and 13% taxes

Tuesday, October 22, 2019
8:00 AM - 9:00 AM
FENS/SfN Leadership Meeting
Hyatt McCormick: Regency E

Function Type: Meeting
Estimated Attendance: 13
Room Set: Hollow Square

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-MP200-P210

Contacts

Contact: Tania Ballantine

Logistics

Setup - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 7:00 AM

Note
Set Hollow Square for (16); 2 per 6'
(1) Easel
(1) Wastebasket

Food And Beverage - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 7:30 AM

Note
Taco Tuesday Breakfast Buffet @\$46.75++ per person
Selection of Chilled Juices
Local and Seasonally Inspired Fruit
Freshly Baked Marble Loaf Pound Cake and Croissants
Traditional Steel Cut Oatmeal served with Brown Sugar, Raisins,
Raw Almonds, and Honey
Build Your Own Breakfast Tacos with Warm Flour Tortillas,
Scrambled Eggs with Mexican Chorizo, Scrambled Egg Whites,
Crumbled Queso Fresco, Pico de Gallo, Housemade Roasted
Tomato Salsa, Chopped Cilantro and Diced Avocados
Coffee and Tazo Tea Selections
Lime and Mint Infused Water

Note: All sauces, dressings and mayo on the side

All prices are subject to 24% service charge and 13% taxes

Tuesday, October 22, 2019

8:30 AM - 6:00 PM

Charles River Meeting Oct. 22

Hyatt McCormick: Michigan

Function Type: Satellite
Estimated Attendance: 8

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

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Desmond
Organizer Email: susan.desmond@crl.com

Logistics

General Notes - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 7:30 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Tuesday, October 22, 2019

8:45 AM - 11:45 AM

Finance Committee Meeting

Hyatt McCormick: Regency C, Regency D

Function Type: Meeting

Estimated Attendance: 25

Room Set: U - Shape

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: G-FI200-M251-UR

Contacts

Contact: Cori Spencer

Logistics

Setup - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 7:45 AM

Note

Set U Shape for (26); 2 per 6'

(1) 6' table for audio tech

(1) Easel

SEE FLOOR PLAN

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Tuesday, October 22, 2019 @ 7:45 AM

Note

(1) Screen

(1) Data Projector with Cart

(13) Push-to-Talk Table Microphones

Electrical - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 7:45 AM

Note

(7) Power Strips

Computer - Atlantic Images & Sound - Computers

Ready By:

Tuesday, October 22, 2019 @ 7:45 AM

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.

Food And Beverage - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 8:15 AM

Note

Taco Tuesday Breakfast Buffet @\$46.75++ per person

Selection of Chilled Juices

Local and Seasonally Inspired Fruit

Freshly Baked Marble Loaf Pound Cake and Croissants

Traditional Steel Cut Oatmeal served with Brown Sugar, Raisins,

Raw Almonds, and Honey
Build Your Own Breakfast Tacos with Warm Flour Tortillas,
Scrambled Eggs with Mexican Chorizo, Scrambled Egg Whites,
Crumbled Queso Fresco, Pico de Gallo, Housemade Roasted
Tomato Salsa, Chopped Cilantro and Diced Avocados
Coffee and Tazo Tea Selections
Lime and Mint Infused Water

Note: All sauces, dressings and mayo on the side

All prices are subject to 24% service charge and 13% taxes

Tuesday, October 22, 2019

11:00 AM - 2:00 PM

SfN Program Committee Meeting

Hyatt McCormick: Regency A, Regency B

Function Type: Meeting

Estimated Attendance: 84

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-M751

Logistics

Setup - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 6:00 AM

Note

Chevron set for (72) 2 per 6' tables
(1) Skirted Head table for (6) 2 per 6' tables on riser
(2) Skirted Registration/Materials tables near the entrance
(2) Staff tables set to the side with (2) chairs each on a riser
(1) Skirted 6' table for ARS equipment placed next to staff table with (2) chairs on riser
(2) Audio tech tables with (4) chairs
(2) Easels
(1) Attendee requires motorized scooter access to one table

** See Diagram**

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Tuesday, October 22, 2019 @ 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.
Computer Audio Required
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 staff table.

Electrical - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 7:00 AM

Note

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

Telecom - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 9:00 AM

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

Computer - Atlantic Images & Sound - Computers

Ready By:
Tuesday, October 22, 2019 @ 9:00 AM

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.

Food And Beverage - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 10:30 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.
Assorted Soft Drinks (70% diet) @ \$6.75++ each, charged on consumption.
Chilled Bottled Water @ \$6.75++ each, charged on consumption.
Coffee, Decaf and Tea Service @ \$150.00++ per gallon

Lunch Service Starts between 10:30-10:45 a.m.
Autumn Harvest Buffet (84) @ \$65++ per person
Creamy Sweet Potato Soup
Quinoa Salad with Shredded Kale, Walnuts, Chopped Pears & Lemon Dressing
Baby Spinach Salad with Sliced Michigan Apples, Dried Cherries, Crumbled Blue Cheese & Cider Dressing
Today's Catch with Orange & Maple Glaze, Wild Rice Pilaf with Almonds & Dried Apricots
Herb Seared Chicken Breast with Caramelized Butternut Squash, Sage Demi Sauce
Sautéed Brussel Sprouts with Maple Bacon & Golden Raisins
Cinnamon Rice Pudding with Cabernet Cranberries
Pumpkin Pie Bars with Caramel Whipped Cream Topping

Please keep lunch set for as long as possible

Please add food labels to identify ingredients to inform attendees with allergies

****Allergies****

- (1) crustaceans
- (1) garlic
- (1) gluten
- (1) shrimp, crab, lobster
- (1) tomato
- (1) tree nuts

All prices are subject to 24% service charge and 13% taxes

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

Tuesday, October 22, 2019

5:00 PM - 8:15 PM

Graduate Student Reception Set Up

Hyatt McCormick: Regency A, Regency B, Regency C, Regency D, Regency E

Function Type: Reception
Estimated Attendance: 600
Room Set: Reception

Billing Group: SfN Master
Meeting Planner: Christine Corkran
Post: No
Cost Center: A-MO200-A201

Contacts

Contact: Christine Corkran

Logistics

Setup - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 5:00 PM

Note
Install 12' x 16' x 16' skirted stage with steps centered on wall-opposite entrance to room
Install dance floor centered in front of stage measuring a minimum of 50' x 50'
Scattered banquet rounds with chairs
(1) 6' x 30" skirted table on stage
(2) Small Cocktail Rounds on stage
(1) Skirted registration table with (2) chairs

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, October 22, 2019 @ 5:00 PM

Note
Deliver and set up the Jneurosci and eNeuro step and repeat banner

Electrical - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 5:00 PM

Note
(2) 20 Amp circuits on stage.

Food And Beverage - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 8:00 PM

Note
Please serve:
Assorted dry snacks (i.e. potato chips, popcorn, pretzels @ \$4.50++ per bag), should be set up buffet style in the rear of the room.
Budget is \$7000, all-inclusive for snacks

Minimum of (5) Cash Bars offering:
Select Wine @ \$11.50 per drink (\$8.00 to attendee, \$3.50 to Master)
Imported Beer @ \$10.50 per drink (\$6.00 to attendee, \$4.50 to Master)
Domestic Beer @ \$8.00 per drink (\$5.00 to attendee, \$3.00 to

Master)
Soft Drinks and Bottled Water @ \$7.00 per drink (\$4.00 to
attendee, \$3.00 to Master)

NOTE: Attendees of this reception are supplied with one drink ticket
each to obtain a beverage from the cash bar without cost. Samples
of the tickets will be provided. Charge these tickets to the SfN
Master Account.

NOTE: Please provide a report of the number of drinks sold at this
cash bar to SfN at the conclusion of the meeting

Bartender fees waived for SfN functions with attendance of 75 or
more.

Close bars at 11:30 PM.

All prices at subject to 24% service charge and 13% taxes

Tuesday, October 22, 2019

6:30 PM - 9:00 PM

Long-term Memory Encoding and Connectome Decoding Meetup

Hyatt McCormick: Jackson Park A, Jackson Park B

Function Type: Satellite

Estimated Attendance: 50

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Randal Koene

Organizer Email: rkoene@carboncopies.org

Logistics

Tuesday, October 22, 2019

6:30 PM - 9:00 PM

Wearable Sensing Solutions for Integrated Dry Electrode EEG/EXG, Motion Capture, and Eye Tracking

Hyatt McCormick: Adler A, Adler B

Function Type: Satellite
Estimated Attendance: 25

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

Contacts

Contact: Sharon Bowles

Alt Contact: Marissa Elliott
Organizer Email: sales@wearablesensing.com

Logistics

General Notes - Hyatt McCormick

Ready By:
Tuesday, October 22, 2019 @ 5:30 PM

Note
Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Tuesday, October 22, 2019

8:30 PM - 11:45 PM

Graduate Student Reception

Hyatt McCormick: Regency A, Regency B, Regency C, Regency D, Regency E

Function Type: Reception

Estimated Attendance: 600

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Christine Corkran

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Christine Corkran

Logistics

Setup - Hyatt McCormick

Ready By:

Tuesday, October 22, 2019 @ 5:00 PM

Note

As set on Tuesday, October 22

Wednesday, October 23, 2019

6:00 AM - 11:00 PM

Approved Space Release to Hyatt Regency

Hyatt McCormick: Clark A, Clark B, Clark C

Function Type: Other

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Sam Hall

Organizer Email: samantha.Hall@hyatt.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Wednesday, October 23, 2019 @ 6:00 AM

Note

SfN approved space release to the Hyatt Regency.

Wednesday, October 23, 2019

6:00 AM - 9:00 PM

SfN Hotel Staff Office

Hyatt McCormick: Prairie A

Function Type: Office

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:

Wednesday, October 23, 2019 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 17 for entire meeting.
SfN staff will require 24 hour access.

Food And Beverage - Hyatt McCormick

Ready By:

Wednesday, October 23, 2019 @ 7:30 AM

Note

Chilled Bottled Water @ \$6.75++ each, charged on consumption.

1/2 Gallon Coffee @ \$150.00++ per gallon

1/2 Gallon Decaf @ \$150.00++ per gallon

1/2 Gallon Tea @ \$150.00++ per gallon

All prices are subject to 24% service charge and 13% taxes.

Do Not Refresh Unless Requested

Wednesday, October 23, 2019

8:30 AM - 6:00 PM

Charles River Meeting Oct. 23

Hyatt McCormick: Adler A, Adler B

Function Type: Satellite

Estimated Attendance: 8

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Desmond

Organizer Email: susan.desmond@crl.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Wednesday, October 23, 2019 @ 7:30 AM

Note

Event organizer will work directly with the hotel event manager in planning this event, and will pay the Hyatt Regency McCormick Place directly for all event costs.

Wednesday, October 23, 2019

11:30 AM - 6:00 PM

Council Meeting

Hyatt McCormick: Prairie B

Function Type: Meeting

Estimated Attendance: 38

Room Set: Hollow Square

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Dave Shellard

Logistics

Setup - Hyatt McCormick

Ready By:

Wednesday, October 23, 2019 @ 7:00 AM

Note

VIP Event

Staff to set-up between 7am-10am

Note: Please use VIP chairs provided by The Expo Group

Set hollow square for (42). Seat 2 per 6' table

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance

(3) Wastebaskets

Notepads & pens

Ice water and glasses

SEE FLOOR PLAN

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 23, 2019 @ 7:00 AM

Note

(38) VIP Chairs for the Hollow Square

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Wednesday, October 23, 2019 @ 7:00 AM

Note

(2) Screens

(2) Data/Video Projectors

(22) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.

(1) Switcher

(1) XLR Cable for Stenographer

A sound operator is required from 11:00am - 6:00pm.

(1) Laser Pointer

Electrical - Hyatt McCormick

Ready By:
Wednesday, October 23, 2019 @ 7:00 AM

Note
(21) Power strips around the hollow square for laptops, allowing at least two plugs per person
Place (1) Power strip at stenographer table

Telecom - Hyatt McCormick

Ready By:
Wednesday, October 23, 2019 @ 7:00 AM

Note
(1) Wired internet connection at stenographer table

25% discount on internet and phones per the contract

Food And Beverage - Hyatt McCormick

Ready By:
Wednesday, October 23, 2019 @ 10:30 AM

Note
Beverage Service - ready at 10:30 am
To remain set for the entire meeting - Do not refresh without permission
Assorted Soft Drinks (70% diet) @ \$6.75++ each, charged on consumption.
Chilled Bottled Water @ \$6.75++ each, charged on consumption.
Coffee, Decaf and Tea Service @ \$150.00++ per gallon

Lunch to be ready by 11:15 am
Taste of Italy Buffet @\$65.00++ per person
Italian Peasant Soup with Slow-Braised Cabbage, Smoked Bacon, San Marzano Tomatoes & Parmesan Crostinis
Organic Baby Kale with Grape Tomatoes, Shaved Parmesan, Artichoke Hearts, Crispy Chickpeas & White Balsamic Dressing
Vegetable Panzanella Salad with Buffalo Mozzarella, Kalamata Olives, Cherry Tomatoes, Green Beans, Fresh Basil & Crunchy Sour Dough
Croutons, Basil Pesto Dressing
Crispy Chicken Thighs with Cacciatore Jus
Seared Salmon with Lemon-Caper Piccata Sauce
Miniature Chocolate Chip & Pistachio Cannolis
Tiramisu

Please swap for a vegetarian soup

Snack to be ready by 2:30 pm
Fresh Fruit Kabobs for (15) @ \$8.00++ per person
(1) dozen winter bars @ \$61.00++ per dozen
(1) dozen sugar free winter bars @ \$61.00++ per dozen

Note: All sauces, dressings and mayo on the side.

All prices are subject to 24% service charge and 13% taxes

Wednesday, October 23, 2019

7:00 PM - 11:00 PM

Approved Space Release to Hyatt Regency

Hyatt McCormick: Adler A, Adler B, Adler C

Function Type: Other

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Samantha Hall

Organizer Email: samantha.hall@hyatt.com

Logistics

Wednesday, October 23, 2019

8:00 PM - 11:00 PM

Approved Space Release to Hyatt Regency

Hyatt McCormick: Burnham A, Burnham B, Burnham C

Function Type: Other

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Samantha Hall

Organizer Email: samantha.hall@hyatt.com

Logistics

Thursday, October 24, 2019

6:00 AM - 3:30 PM

SfN Hotel Staff Office

Hyatt McCormick: Prairie A

Function Type: Office

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Julia Pergande

Logistics

Setup - Hyatt McCormick

Ready By:

Thursday, October 24, 2019 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 17 for entire meeting.
SfN staff will require 24 hour access.

Food And Beverage - Hyatt McCormick

Ready By:

Thursday, October 24, 2019 @ 7:30 AM

Note

Chilled Bottled Water @ \$6.75++ each, charged on consumption.
1/2 Gallon Coffee @ \$150.00++ per gallon
1/2 Gallon Decaf @ \$150.00++ per gallon
1/2 Gallon Tea @ \$150.00++ per gallon

All prices are subject to 24% service charge and 13% taxes.

Do Not Refresh Unless Requested

Thursday, October 24, 2019

8:00 AM - 1:00 PM

Council Meeting

Hyatt McCormick: Prairie B

Function Type: Meeting

Estimated Attendance: 38

Room Set: Hollow Square

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Dave Shellard

Logistics

Setup - Hyatt McCormick

Ready By:

Thursday, October 24, 2019 @ 6:00 AM

Note

VIP Event

Staff to set-up between 6am-8am

Note: Please use VIP chairs provided by The Expo Group

Set hollow square for (42). Seat 2 per 6' table

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance

(3) Wastebaskets

Notepads & pens

Ice water and glasses

SEE FLOOR PLAN

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, October 24, 2019 @ 6:00 AM

Note

(38) VIP Chairs for the Hollow Square

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Thursday, October 24, 2019 @ 6:00 AM

Note

(2) Screens

(2) Data/Video Projectors

(22) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.

(1) Switcher

(1) XLR Cable for Stenographer

(1) Laser Pointer

A sound operator is required from 7:30am - 12:00pm.

Electrical - Hyatt McCormick

Ready By:
Thursday, October 24, 2019 @ 6:00 AM

Note
(21) Power strips around the hollow square for laptops, allowing at least two plugs per person
Place (1) Power strip at stenographer table

Telecom - Hyatt McCormick

Ready By:
Thursday, October 24, 2019 @ 6:00 AM

Note
(1) Wired internet connection at stenographer table

25% discount on internet per the contract

Food And Beverage - Hyatt McCormick

Ready By:
Thursday, October 24, 2019 @ 7:00 AM

Note
Beverage Service - ready at 7:00 am
To remain set for the entire meeting - Do not refresh without permission
Assorted Soft Drinks (70% diet) @ \$6.75++ each, charged on consumption.
Chilled Bottled Water @\$6.75++ each, charged on consumption.
Coffee, Decaf and Tea Service @ \$150.00++ per gallon

Breakfast to be ready by 7:30 am
Windy City Breakfast Buffet @\$53.50++ per person
Selection of Chilled Organic Juices
Greek Yogurt, Blueberry-Lemon Compote, Crunchy Almond-Pecan Granola
Selection of Freshly Made Bakeries
Fluffy Buttermilk Pancakes, Warm Maple Syrup
Cage Free Scrambled Eggs
Smoked Thick-Cut Bacon & Chicken Sausage
Freshly Brewed Coffee & Teas

Lunch to be ready by 11:45 am
South Loop Deli Buffet @\$65.00++ per person
Creamy Tomato Soup with Cheese Tortellini & Fresh Basil
Penne Pasta Salad with Roasted Vegetables, Sun-Dried Tomatoes, Fresh Mozzarella, Pesto Dressing
Chopped Romaine & Red Cabbage, Peppered Bacon, Heirloom Cherry Tomatoes, Hard Boiled Eggs, Scallions, Crumbled Blue Cheese & White Balsamic Dressing
Deli Board of Warm Herb Roasted Turkey, Muenster Cheese, Sliced Tomato, Butter Lettuce & Whole Grain Mustard Mayo
Shaved Roast Beef, Aged Cheddar Cheese,
Rosemary-Horseradish Mayo & Marinated Red Onions
Vegan Lentil Wraps with Garlic Hummus, Baby Spinach & Roasted Red Peppers
Brioche & Pretzel Buns
Individual Bags of Kettle Chips
Triple Chocolate Cookies, Blondies & Brownies

Note: Please have the bacon on the side for the Chopped Salad
Note: All sauces, dressings and mayo on the side.

Note: Please have "to-go" boxes ready for those with early flights.

All prices are subject to 24% service charge and 13% taxes