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Tuesday, October 15, 2019 - Thursday, October 24, 2019
7:30 AM - 5:00 PM
AIS Storage Room #2
McCormick Place: S4000

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: No

Logistics

Setup - McCormick Place

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

Note

2-6' tables skirted
4-6' tables not skirted
5- chairs

Remain as set on an 24-hour basis through Thursday, October 24 at 5:00pm

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
8:00 AM - 8:00 PM
AIS Storage Room #1
McCormick Place: N429

2 - 1

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

Contacts

Alt Contact: Eric Berry

Logistics

Setup - McCormick Place

Ready By:
Tuesday, October 15, 2019 @ 7:00 AM

Note

(3) 6' tables skirted
(6) 6' tables - not skirted
(5) chairs

Remain as set on an 24-hour basis through Wednesday, October 23 at 7:00pm

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, October 15, 2019 @ 7:00 AM

Note

Electric 1-110V 20amp

Remain as set on an 24-hour basis through Wednesday, October 23 at 7:00pm

Telecom - McCormick Place

Ready By:
Tuesday, October 15, 2019 @ 10:30 AM

Note

(1) telephone line and handset with local and 800 access, number per Telephone Roster

Remain as set on an 24-hour basis through Wednesday, October 23 at 7:00pm

Tuesday, October 15, 2019 - Wednesday, October 16, 2019
8:00 AM - 5:00 PM
Staff Meal Room Set-up
McCormick Place: Staff Meal Room - Hall A

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

Contacts

Contact: Christine Corkran

Logistics

Setup - McCormick Place

Ready By:	Note
Wednesday, October 16, 2019 @ 2:30 PM	Max room with banquet rounds and chairs, leaving room for buffets.
	Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Tuesday, October 15, 2019 @ 3:00 PM	Build staff meal room per diagram.

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
8:00 AM - 6:00 PM
Staff Work/Storage Room
McCormick Place: Staff Work Room - Hall A

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

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, October 15, 2019 @ 11:00 AM

Note
Build wall with interior door per diagram.
(8) 6'x30" Skirted Tables
(10) Chairs
(1) Storage Cabinet with lock for supplies in Work area.
(3) Storage Cabinets with locks in Storage area.
(4) Wastebaskets
(2) Coat Racks
(20) Two-way radios on repeater

Remain as set on an 24-hour basis through Wednesday, Oct 23 at 6:00pm

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, October 15, 2019 @ 2:00 PM

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

Please provide five power strips for charging devices.

Remain as set on an 24-hour basis through Wednesday, October 23 at 6:00pm

Telecom - McCormick Place

Ready By:
Tuesday, October 15, 2019 @ 2:00 PM

Note
Staff Work Room
(2) SfN Staff VLAN drops - one for computers and one at copier location (with SMTP capability)
(9) additional IP addresses

Remain as set on an 24-hour basis through Wednesday, October 23 at 6:00pm

Computer - Atlantic Images & Sound - Computers

Ready By:
Tuesday, October 15, 2019 @ 5:00 PM

Note

Staff Work Room
NOTE: Please be sure to add Dreamweaver software to order for all computers in this room.

(4) Computers and monitors with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Pro, Quicktime and Flash Software, Dreamweaver.
The USB ports must be located in the front of the CPU.

(2) iMAC computer w/Adobe Creative Cloud for Teams
NOTE;: Please ensure software is loaded in advance of delivery (trial license is okay)

(1) Printer - network all computers in the workroom to this printer. AIS to network all computers to printer.

Remain as set on an 24-hour basis through Wednesday, October 23 at 6:00pm

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
9:00 AM - 6:00 PM
Exhibitor Lead Retrieval
McCormick Place: Lead Retreival Desk - Hall A

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:
Tuesday, October 15, 2019 @ 5:00 PM

Note

Hours: Wed, Oct. 16 - Sat, Oct. 19, 8:00 am - 6:00 pm, Sun, Oct. 20, - Tues, Oct. 22, 8:30 am - 5:00 pm, Wed, Oct. 23, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, October 15, 2019 @ 5:00 PM

Note

Use existing layout
(3) Counters

Headers to read:
Lead Retrieval

(1) 10'x 10' hard wall room for lead retrieval equipment
(4) 6' x 30" draped tables
(8) 6' x 30" tables - no drape
(6) Chairs - 2 at each counter

Remain as set on an 24-hour basis through Wednesday, October 23 at 9:00 pm

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, October 15, 2019 @ 5:00 PM

Note

(6) 2000 watt outlets under each counter

(2) 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 Wednesday, October 23 at 9:00 pm

Telecom - McCormick Place

Ready By:
Tuesday, October 15, 2019 @ 5:00 PM

Note

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

(1) DHCP drop on the CDS VLAN

Remain as set on an 24-hour basis through Wednesday, October 23 at 9:00 pm

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
9:00 AM - 6:00 PM
Exhibitor Lounge
McCormick Place: Exhibitor Lounge - Hall A

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: No
	Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns / Jennifer Gross

Logistics

General Notes - The Expo Group (TEG)

Ready By:
Thursday, October 17, 2019 @ 5:00 PM

Note

Please monitor room on a regular basis to empty trash cans. Vacuum room every day between 5:00 pm - 6:00 pm beginning Thursday, October 17 - Wednesday, October 23, room is locked at 6:00 pm.

Setup - McCormick Place

Ready By:
Wednesday, October 16, 2019 @ 5:00 PM

Note

Provide a few cocktail rounds and chairs per diagram to compliment the furniture provided by TEG.

(2) 6ft. draped tables for Food & Beverage Station

Remain as set on a 24-hour basis through Thursday, October 24 at 6:00 a.m.

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, October 16, 2019 @ 5:00 PM

Note

Build wall per diagram - color white

(1) 6' draped table for computers

Please provide furniture per diagram. Leave space for cocktail rounds with chairs.

**Remain as st on a 24-hour basis through Thursday, October 24 at noon.

Audio/Visual - Atlantic Images & Sound - AV

Ready By: **Thursday, October 17, 2019 @ 2:00 PM**	Note
	(1) Television with cart - set per diagram
	Remain as set on a 24-hour basis through Wednesday, October 23 at 8:00 pm

Electrical - The Expo Group (TEG)

Ready By: **Thursday, October 17, 2019 @ 12:00 PM**	Note
	(2) 500 watt outlets for 1 TV and 2 laptop computers to be placed per diagram
	Remain as set on a 24-hour basis through Wednesday, October 23 at 8:00 pm

Telecom - McCormick Place

Ready By: **Thursday, October 17, 2019 @ 3:00 PM**	Note
	(1) Cable Television Connection set per diagram.
	Remain as set on a 24-hour basis through Thursday, October 23 at 8:00 pm

Computer - Atlantic Images & Sound - AV

Ready By: **Friday, October 18, 2019 @ 10:00 AM**	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.
	NOTE: Laptops will need to be locked down.
	Remain as set on a 24-hour basis through Wednesday, October 23 at 8:00 pm

Food And Beverage - Savor

Ready By: **Thursday, October 17, 2019 @ 12:00 PM**	Note
	(1) Water cooler with disposable cups. Replenish as needed throughout the week.
	Remain as set on a 24-hour basis through Wednesday, October 23 at 8:00 pm

Ready By: **Sunday, October 20, 2019 @ 8:00 AM**	Note
	Food and beverage is to be provided on show days only, Sunday - Wednesday. Do not refresh without permission from Exhibit Management team
	Morning service 8:30 am COFFEE (gallon) $54.50 TEA (gallon) $45.00 Freshly Brewed Coffee, Decaffeinated Coffee and Hot Teas Serve the following each morning: (10) Gallons of regular coffee (1) Gallons of decaf coffee (3) Gallons of tea

Mid-morning service 10:30 am refresh coffee
(4) Gallons of regular coffee
(1) Gallons of decaf coffee
(1) Gallons of tea

Afternoon service 3:00 pm
COFFEE (gallon) $54.50
TEA (gallon) $45.00
LEMONADE (gallon) $40.00
Freshly Brewed Coffee, Decaffeinated Coffee, Hot Teas and
Lemonade
Serve the following each afternoon:
(14) Gallons of regular coffee
(2) Gallons of decaf coffee
(4) Gallons of tea (gallon)
(14) Gallons - lemonade (gallon)
(12) Dozen Whole Fruit (dozen) $32.00

Additional items by day for PM Service
SUNDAY
(34) Dozen - Assorted Freshly Baked Cookies
$35.00 per dozen

MONDAY
(34) Dozen - Fudge and Blondie Brownies
$40 per dozen

TUESDAY
(34) Dozen - BREAKFAST BREADS
$41.50 per dozen

WEDNESDAY
(34) Dozen - Assorted Freshly Baked Cookies
$35.00 per dozen

Note: Please have room cleaned before 6 pm each evening.
Room is locked at 6 pm.

All prices are subject to 21.5% service charge and 13% taxes.

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
9:00 AM - 6:00 PM
Exhibitor Registration
McCormick Place: Exhibitor Registration - Hall A

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:	Note
Tuesday, October 15, 2019 @ 8:00 AM	Hours: Wed. Oct. 16 - Sat., Oct. 19, 8:00 am - 6:00 pm, Sun. Oct. 20 - Wed. Oct 23, 7:00 am - 5:00 pm

General Contractor - The Expo Group (TEG)

Ready By:	Note
Tuesday, October 15, 2019 @ 2:00 PM	(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, Oct. 23 at 5:00 pm **
Ready By:	Note
Thursday, October 17, 2019 @ 5:00 PM	Rope & Stanchion
	**Remain as set on a 24-hour basis through Tuesday, Oct. 22 at 5:00 pm.

Electrical - The Expo Group (TEG)

Ready By:	Note
Tuesday, October 15, 2019 @ 5:00 PM	(3) Quad boxes – one under each counter.
	Remain as sat on a 24-hour basis through Wednesday. Oct. 23 at 5:00 pm

Telecom - McCormick Place

Ready By:
Tuesday, October 15, 2019 @ 4:00 PM

Note

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

CDS to route from CDS Office

**Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm

Other - Convention Data Services (CDS)

Ready By:
Wednesday, October 16, 2019 @ 8:00 AM

Note

CDS to be ready to open at 8:00 am, Wed., Oct. 16 – 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 prepared to hand write SET UP ONLY on blank badge stock with black marker.
Have computers and printers ready by 7:00 am, Thurs. Oct.17 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, Oct. 23, at 5:00 pm

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
9:00 AM - 6:00 PM
Grad School Fair
McCormick Place: Grad School Fair - Hall A

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-AT200-A173-UR

Contacts

Contact: Pauline Charbogne

Logistics

General Notes - McCormick Place

Ready By:
Thursday, October 17, 2019 @ 12:00 PM

Note

Hours:
Saturday, Oct. 19 from 1 – 3 pm
Sunday, Oct. 20 from 12 – 2 pm
Monday, Oct. 21 from 12 – 2 pm
Tuesday, Oct. 22 from 12 – 2 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 17, 2019 @ 12:00 PM

Note

Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths per diagram.
Set (98) 8 X 10 booths as follows:
Carpet the entire area with blue jay carpet
White Back drape
Gold Side rail
(1) 7" x 44" sign
(1) 6' table
(2) Chairs

(1) Registration Information Counter - header text, "Graduate School Fair Information"
(2) Task chairs at counter
(3) Easels
(1) Wastebaskets
Extra "S" hooks

NOTE: A few booths are switching between Sat./Sun. and Mon./Tue.

Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm

Audio/Visual - Atlantic Images & Sound - AV

Ready By: **Friday, October 18, 2019 @ 10:00 AM**	Note (1) 42" Plasma screen with stand (1) VGA cable to connect laptop to the plasma screen **Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm**

Electrical - The Expo Group (TEG)

Ready By: **Thursday, October 17, 2019 @ 12:00 PM**	Note Registration Information Counter (1) 1000 watt outlet for Plasma screen and laptop (1) power strip **Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm**

Computer - Atlantic Images & Sound - Computers

Ready By: **Tuesday, October 15, 2019 @ 12:00 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. **Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm** Note: Please deliver laptop computer 10/16 to Allison Burns/Jennifer Gross in Exhibit Management Office, Hall A, when computers are delivered for Exhibit Management Office.

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
9:00 AM - 6:00 PM
Neurojobs
McCormick Place: Neurojobs - Hall A

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: G-MP200-P162

Contacts

Contact: Kelsey King

Logistics

General Notes - McCormick Place

Ready By:
Saturday, October 19, 2019 @ 8:00 AM

Note

Hours: Sat, Oct. 19 – Tues, Oct. 22, 8:00 am -5:00 pm, Wed, Oct. 23, 8:00 am – 3:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, October 16, 2019 @ 5:00 PM

Note

HANGING SIGN: NEUROJOBS (use logo)
(On Paula's Banner order)

(4) Computer kiosks. Build (1) kiosk that is wheelchair accessible.
(2) Printer Stations

INTERVIEW ROOMS – See diagram
(10) 10 x 10 Hard wall
(10) 6' x 30" skirted tables – set (1) per interview room
(30) Chairs – (3) per interview room

(2) 6' Registration Counters. Header Copy: NeuroJobs (logo)
(2) Task chairs at counters
(2) Wastebaskets

Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 16, 2019 @ 5:00 PM

Note

(4) 20 amp quad boxes – (2) placed at kiosks, and (2) at registration counters

Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm

Telecom - McCormick Place

Ready By:
Wednesday, October 16, 2019 @ 5:00 PM

Note

(1) Internet drops on the SfN Staff VLAN
AIS to provide secured wired network and network computers and printers.

Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm

Computer - Atlantic Images & Sound - AV

Ready By:
Thursday, October 17, 2019 @ 1:00 PM

Note

(4) Computers and monitors with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Microsoft Internet Explorer – set one at each kiosk
(2) Printers

AIS to provide secured wired network and network computers and printers.

NOTE: Computers must have a flash drive port in the front as attendees and employers bring their resumes and job listings on a flash drive to upload.

NOTE: Be sure to place CPU on the counter of the kiosks and then the monitors goes on top of the CPU.

Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
9:00 AM - 6:00 PM
Neuroscience Meeting Planner Viewing Area
McCormick Place: NMP Viewing Room - Hall A

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-MA200-133-UR

Contacts

Contact: Kyle Hayden

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, October 16, 2019 @ 4:00 PM

Note

HANGING SIGN: NEUROSCIENCE MEETING PLANNER
VIEWING AREA (On Paula's Banner Order)

Set area per diagram.
(2) Counter-Height Registration Counters – header text,
"NMP/Mobile App Help Desk"
(15) 6' x 30" x 42" skirted tables – white tops/black skirts
(1) 6' x 30" skirted tables – white tops/gray skirts for ADA
(2) Large bins for recycling paper
(4) Tall Stools

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

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 16, 2019 @ 10:00 AM

Note

(26) 1000 watt outlets, per diagram
(1) quad box at registration Counter
(1) power strip at registration counter

**Remained as set on 24-hour basis through Wednesday, Oct.
23 at 5:00 pm**

Telecom - McCormick Place

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

Note

(1) Internet drop on the SfN Staff VLAN drop
(2) Drops required from the 1 VLAN, see floor plan for
locations.
(34) IP Addresses

**Remained as set on 24-hour basis through Wednesday, Oct.
23 at 5:00 pm**

Computer - Atlantic Images & Sound - Computers

Ready By:
Thursday, October 17, 2019 @ 5:00 PM

Note

(26) PC Computers and monitors – Monitors are to face out towards attendee traffic
Please add IE and Google Chrome to computers

NOTE: CPUs are to be placed under tables and monitors on top only. See floor plan for exact placement of this section.

(6) Duplex printers
NOTE: AIS to configure computers to only access www.sfn.org/NMP.

Remain as set on a 24-hour basis through Wednesday, Oct. 23 at 5:00 pm

Tuesday, October 15, 2019 - Wednesday, October 23, 2019
12:00 PM - 10:00 PM
AIS Storage Hall A
McCormick Place: AIS Storage - Hall A

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: No

Contacts

Alt Contact: Eric Berry

Logistics

General Notes - McCormick Place

Ready By:
Tuesday, October 15, 2019 @ 12:00 PM

Note

(3) 6' tables w/ skirts
(5) 8' tables No skirts
(10) chairs
(3) Keys
Remain as set on a 24-hour basis through Wednesday, October 23 at 10:00pm

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, October 15, 2019 @ 10:00 AM

Note

Build AIS storage room with locking door per diagram.

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, October 15, 2019 @ 12:00 PM

Note

Electric 1-110V 20amp drop

Remain as set on a 24-hour basis through Wednesday, October 23 at 10:00 pm