

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

SEPTEMBER 9 UPDATE

ADD SPARKLING WATER TO BEVERAGE STATION @ \$6.75++ EACH, CHARGED ON CONSUMPTION

Friday, October 18, 2019

1:15 PM - 1:40 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

General Notes - SfN

Ready By:

Friday, October 18, 2019 @ 1:15 PM

Note

SEPT 6 REVISION

1:15pm-1:40pm UPDATED TIME FRAME

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

Saturday, October 19, 2019

7:00 AM - 12:00 PM

9th Annual Blueprint ENDURE Breakout Room

Hyatt McCormick: Regency D

Function Type: Satellite
Estimated Attendance: 50

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

**SEPT 15 ADDITION
NEW SATELLITE EVENT ASSIGNMENT**

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

4:00 PM - 6:00 PM

Neuropixels Founders Update Meeting

Hyatt McCormick: Field A

Function Type: Satellite
Estimated Attendance: 15

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

Contacts

Contact: Sharon Bowles

Alt Contact: Tim Harris
Organizer Email: harrist@janelia.hhmi.org

Logistics

General Notes - Hyatt McCormick

Ready By:
Saturday, October 19, 2019 @ 3:00 PM

Note

SEPT 23 ADDITION
NEW SATELLITE EVENT ASSIGNMENT

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 AM - 7:00 PM

ZEISS Microscopy

Hyatt McCormick: Lincoln Boardroom

Function Type: Satellite
Estimated Attendance: 10

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

Contacts

Contact: Sharon Bowles

Alt Contact: Karin Salerno
Organizer Email: karin.salerno@zeiss.com

Logistics

General Notes - Hyatt McCormick

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

Note

SEPT 19 ADDITION
NEW SATELLITE EVENT ASSIGNMENT

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

10:00 AM - 3:00 PM

Kavli Meeting

Hyatt McCormick: DuSable A, DuSable B, DuSable C

Function Type: Satellite

Estimated Attendance: 25

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:

Sunday, October 20, 2019 @ 9:00 AM

Note

SEPT 25 ADDITION

NEW SATELLITE EVENT ASSIGNMENT

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

10:30 AM - 11:30 AM

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

General Notes - SfN

Ready By:

Sunday, October 20, 2019 @ 9:30 AM

Note

**SEPTEMBER 18 CHANGE:
MEETING NOW STARTS AT 10:30**

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.

**SEPTEMBER 18 CHANGE
PLEASE HAVE ROOM READY BY 9:30**

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Sunday, October 20, 2019 @ 10:00 AM

Note

(3) Push-to-Talk Table Microphones

**SEPTEMBER 18 CHANGE
PLEASE HAVE ROOM READY BY 9:30**

Sunday, October 20, 2019

12:00 PM - 3:00 PM

Journal of Neurochemistry Editorial Board Luncheon

Hyatt McCormick: Grant Park C

Function Type: Satellite

Estimated Attendance: 20

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Laura Hausmann

Organizer Email: lhausmann@ukaachen.de

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 11:00 AM

Note

SEPT 15 ADDITION

NEW SATELLITE EVENT ASSIGNMENT

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

2:00 PM - 3:00 PM

Global Engagement Committee Meeting

Hyatt McCormick: Adler A

Function Type: Satellite

Estimated Attendance: 15

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Rebecca Hadid

Organizer Email: ibrobecky@gmail.com

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 1:00 PM

Note

SEPT 15 ADDITION

NEW SATELLITE EVENT ASSIGNMENT

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

3:00 PM - 6:00 PM

SPARC Bladder PI meeting

Hyatt McCormick: Jackson Park A

Function Type: Satellite

Estimated Attendance: 20

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Tim Bruns

Organizer Email: bruns@umich.edu

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 2:00 PM

Note

SEPT 19 ADDITION

NEW SATELLITE EVENT ASSIGNMENT

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

5:30 PM - 7:00 PM

Neurophotonics Journal Editorial Board Meeting

Hyatt McCormick: Boardroom 4

Function Type: Satellite

Estimated Attendance: 12

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Karolyn Labes

Organizer Email: karolyn@spie.org

Logistics

General Notes - Hyatt McCormick

Ready By:

Sunday, October 20, 2019 @ 4:30 PM

Note

SEPT 15 ADDITION

NEW SATELLITE EVENT ASSIGNMENT

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 PM - 7:00 PM

Setup for 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 @ 5:00 PM

Note

**SEPT 15 ADDITION
ADDED EVENT SETUP TIME FROM 6-7 PM**

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 AM - 7:00 PM
ZEISS Microscopy
Hyatt McCormick: Lincoln Boardroom

Function Type: Satellite
Estimated Attendance: 10

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

Contacts

Contact: Sharon Bowles

Alt Contact: Karin Salerno
Organizer Email: karin.salerno@zeiss.com

Logistics

General Notes - Hyatt McCormick

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

Note

SEPT 19 ADDITION
NEW SATELLITE EVENT ASSIGNMENT

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
12:00 PM - 2:30 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

SEPT 15 ADDITION
EVENT MOVED FROM 2-4:00 P.M. TO 12:00 P.M. -2:30 P.M.

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
1:00 PM - 2:00 PM
SfN/IBRO Meeting
Hyatt McCormick: Regency B

Function Type: Meeting
Estimated Attendance: 22
Room Set: As Set

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

Contacts

Contact: Tania Ballantine

Logistics

General Notes - SfN

Ready By:
Monday, October 21, 2019 @ 12:00 PM

Note
SEPTMBER 12 UPDATE:
CHANGED ROOM TO REGENCY B

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

SEPTMBER 12 UPDATE:
CHANGE TO HOLLOW SQUARE FOR (22)

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

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

**SEPT 6 UPDATE:
CANCEL COMPUTER AUDIO**

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

6:30 PM - 10:00 PM

Advancing Neuroscience with Sim4Life and Neuro-Functionalized Phantoms

Hyatt McCormick: Adler A, Adler B, Adler C

Function Type: Satellite
Estimated Attendance: 40

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

Contacts

Contact: Sharon Bowles

Alt Contact: Michael Oberle
Organizer Email: oberle@zmt.swiss

Logistics

General Notes - Hyatt McCormick

Ready By:
Monday, October 21, 2019 @ 5:30 PM

Note

**SEPT 15 ADDITION
NEW SATELLITE EVENT ASSIGNMENT**

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

7:00 AM - 11:00 PM

Approved Space Release Back to the Hyatt

Hyatt McCormick: Hyde Park A, Hyde Park B

Function Type: Other

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 @ 7:00 AM

Note

SEPT 25 ADDITION

APPROVED SPACE RELEASE BACK TO THE HYATT

Tuesday, October 22, 2019

7:00 AM - 11:00 PM

Approved Space Release Back to the Hyatt

Hyatt McCormick: Burnham A, Burnham B, Burnham C

Function Type: Other

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 @ 7:00 AM

Ends On:

Tuesday, October 22, 2019 @ 11:00 PM

Note

SEPT 25 ADDITION

APPROVED SPACE RELEASE BACK TO THE HYATT

Tuesday, October 22, 2019

7:00 AM - 7:00 PM

ZEISS Microscopy

Hyatt McCormick: Lincoln Boardroom

Function Type: Satellite
Estimated Attendance: 10

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

Contacts

Contact: Sharon Bowles

Alt Contact: Karin Salerno
Organizer Email: karin.salerno@zeiss.com

Logistics

General Notes - Hyatt McCormick

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

Note

SEPT 19 ADDITION
NEW SATELLITE EVENT ASSIGNMENT

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

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

**SEPTEMBER 16 UPDATE:
CANCEL THE 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

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

SEPTEMBER 9 UPDATE
ADD SPARKLING WATER TO BEVERAGE STATION @ \$6.75++ EACH, CHARGED ON CONSUMPTION

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

SEPTEMBER 9 UPDATE

ADD SPARKLING WATER TO BEVERAGE STATION @ \$6.75++
EACH, CHARGED ON CONSUMPTION