

S504

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ENTRANCE

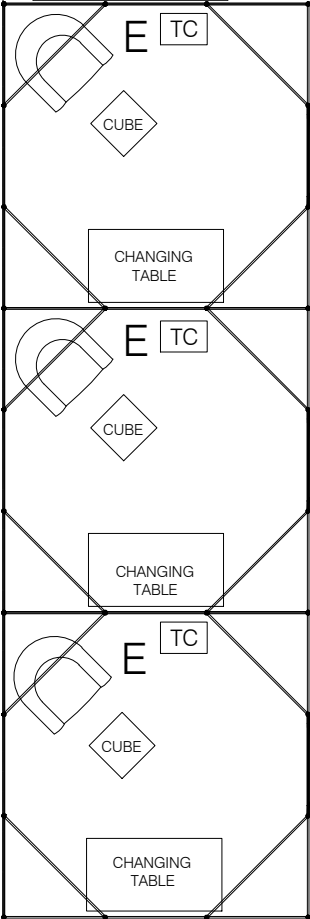
Water Cooler

DIAPER PAIL

CHANGING TABLE

75x21x73

LOCKER



3m x 3m

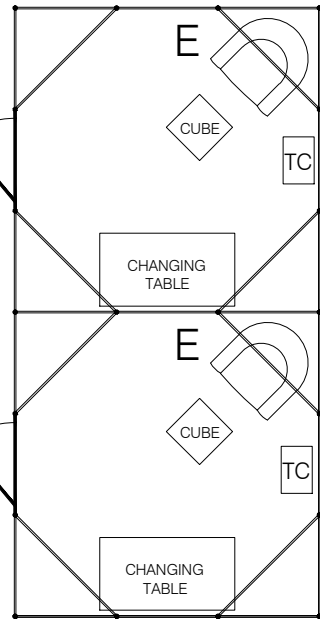
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5

2

4

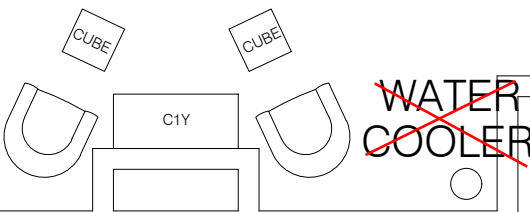
1



INFANT CARE

LEGEND

TC - TRASH CAN



~~WATER COOLER~~

*This floor plan is subject to fire marshal approval.

- Current As Of: 08-28-2019
- Job No.: 910002
- Drawn By: SA
- Scale: Fit To Page

Neuroscience 2019
 Meeting Dates - October 19 - 23
 McCormick Place
 South Building Level 5 - Room 504D
 Chicago, Illinois

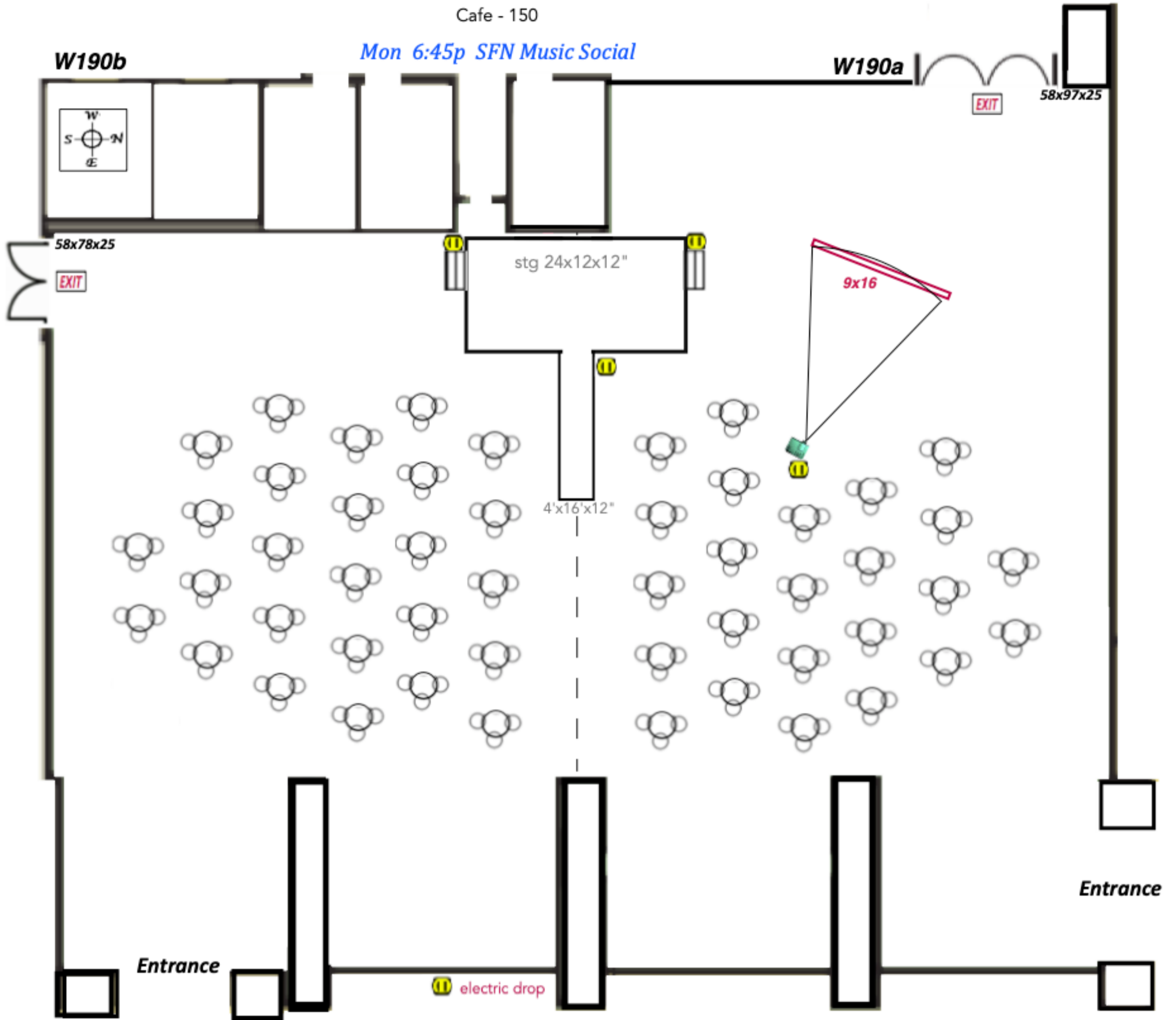
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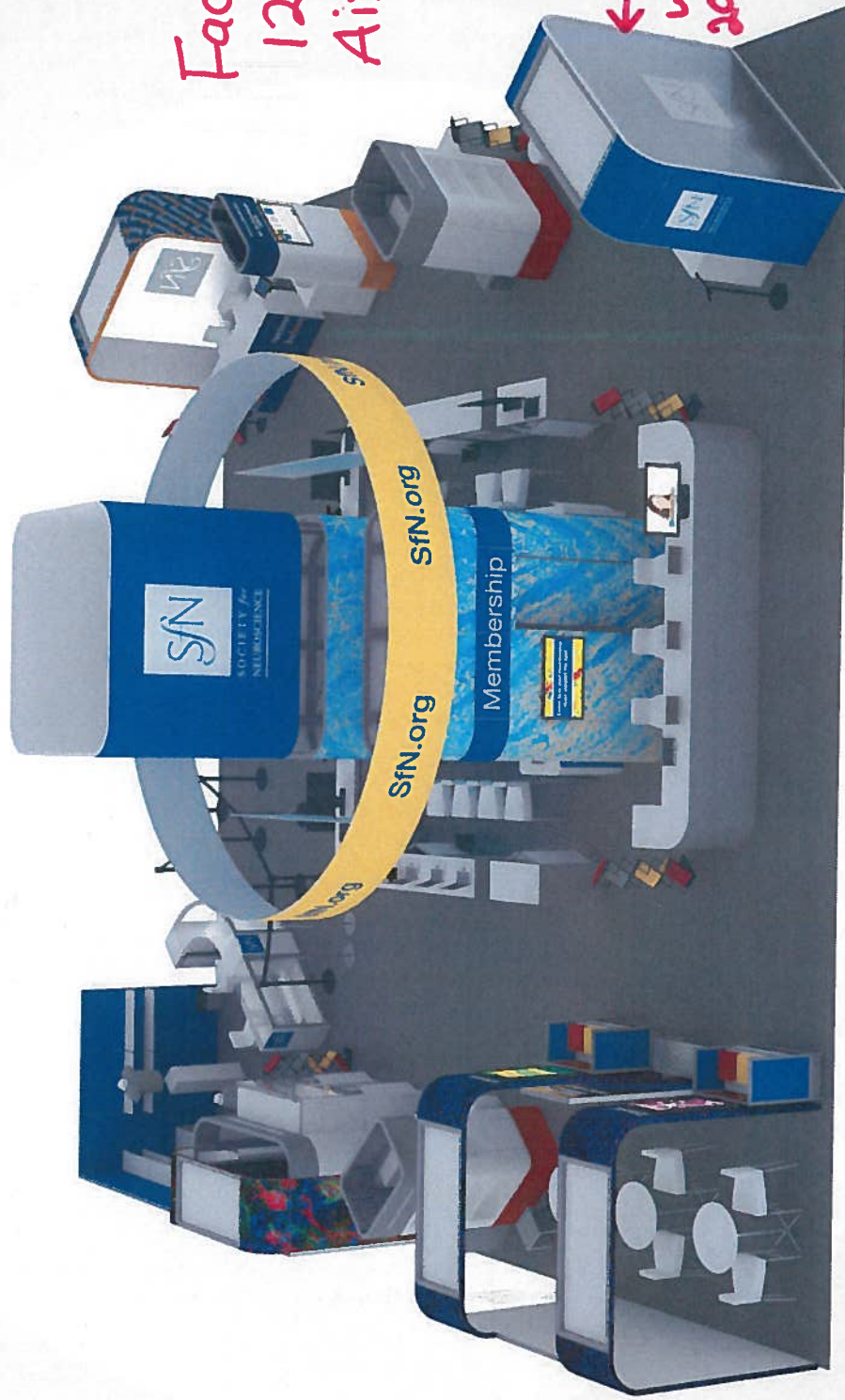
W190

Cafe - 150

Mon 6:45p SFN Music Social



Facing Poster Boards



Facing
1200
Aisle

← wrapped
w/
2010 Logo

Facing
800
Aisle

Society for Neuroscience 2018
711008_SfN_ShowMgmt_V2.pdf
Revised: 09/28/2018

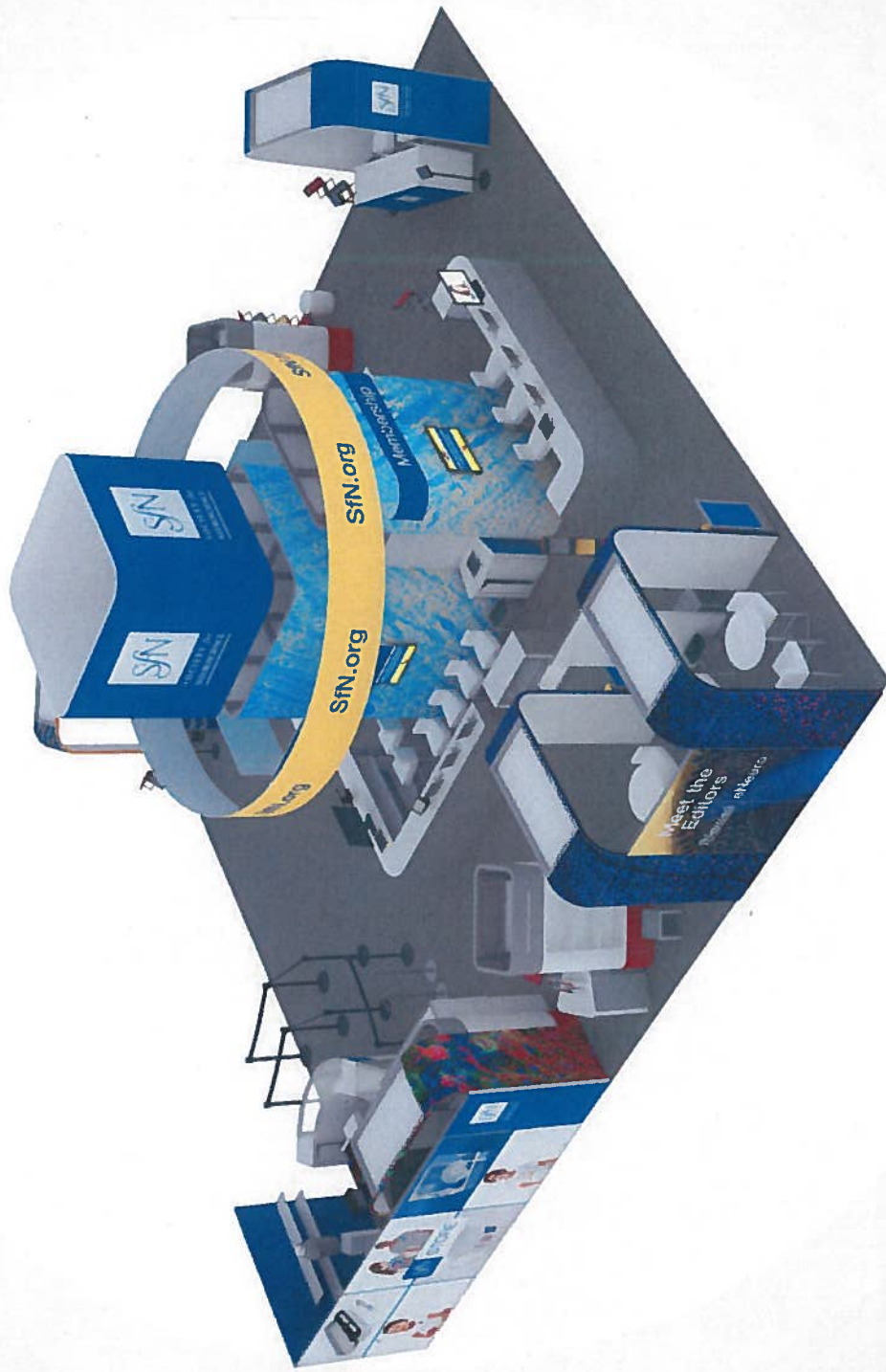
Show Management Booth 50x50

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Facing Entrance to Hall A



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Text change to:
50 Years of
Scientific
Collaboration

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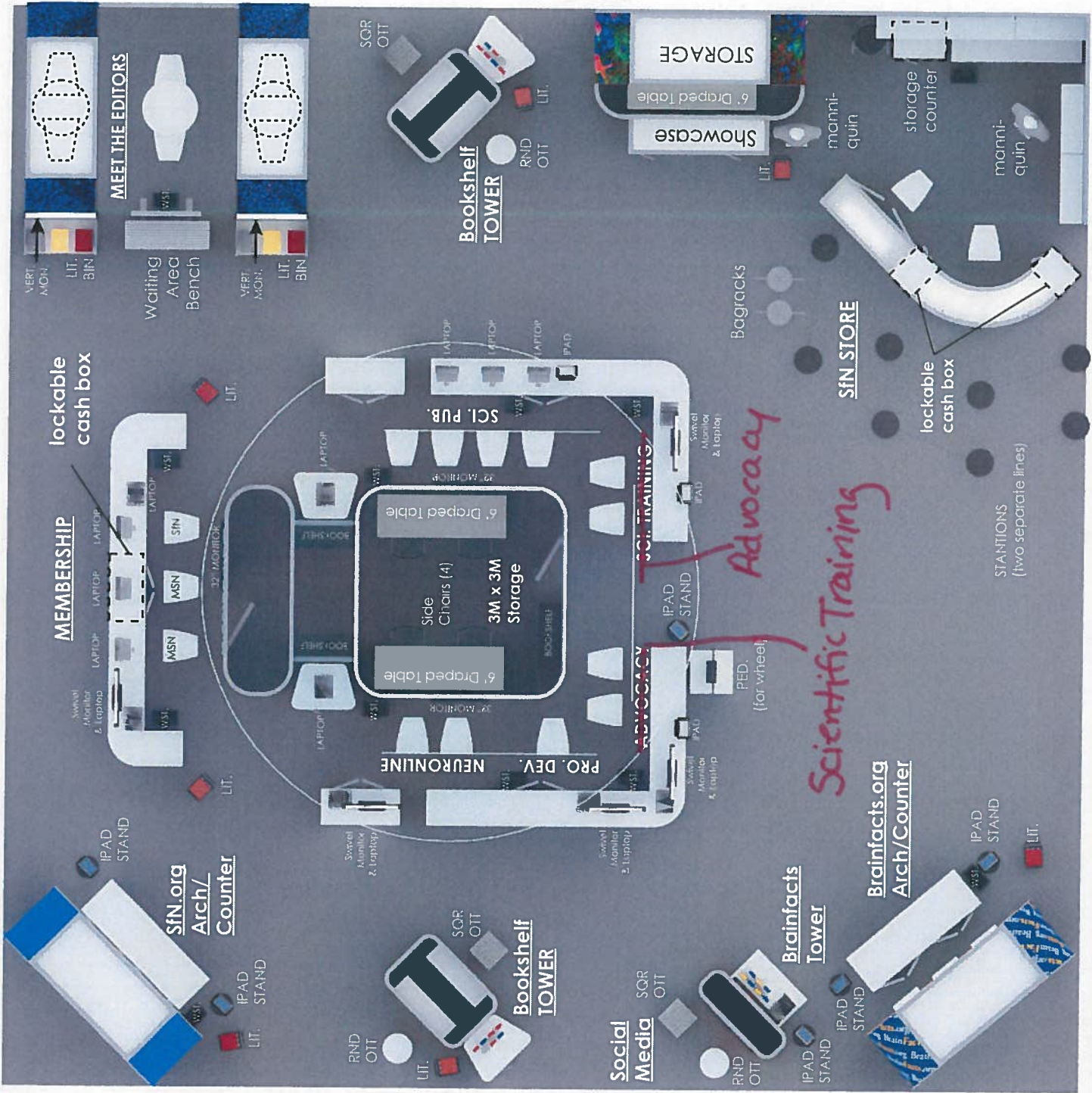
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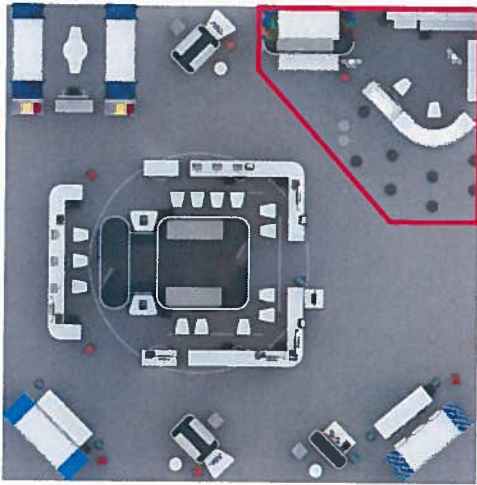
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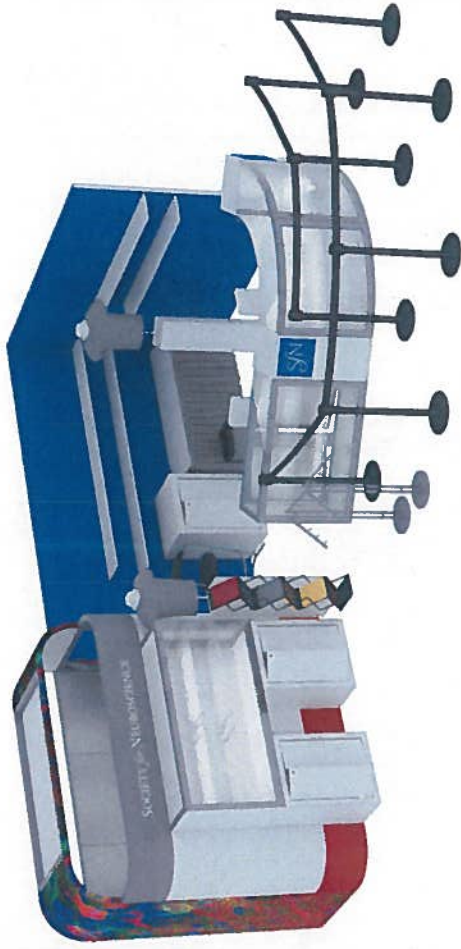
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SfN Store:

- (2) Mannequins with pedestals
- (2) High stools
- (1) Black banana stool
- (2) Wastebaskets
- (2) Bag holder stands
- (2) Sets rope and stanchion
- (2) 6' Draped Tables (1 inside storage)
- (1) Accordion Lit
- (7) 1M Shelving sets (2 inside storage)
- (2) Lockable Cash boxes
- (3) Lockable 1M Tall BeMatrix Counters
- (1) Plexi front display case (on storage)
- Main Counter:
 - Plexiglass tops and fronts
 - Plexiglass shelving inside
 - Interior Uplighting
 - Rear Door Access on all counters

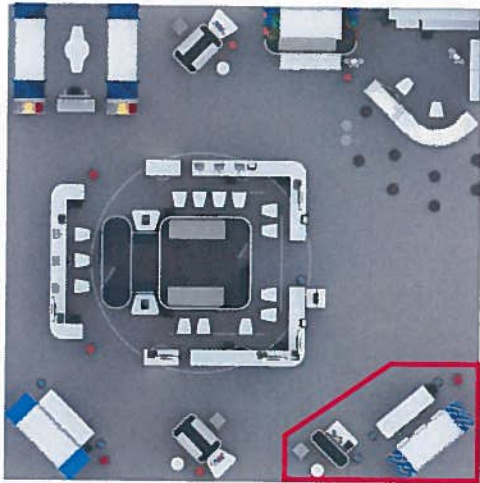


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Text change to:
50 Years of Scientific Collaboration

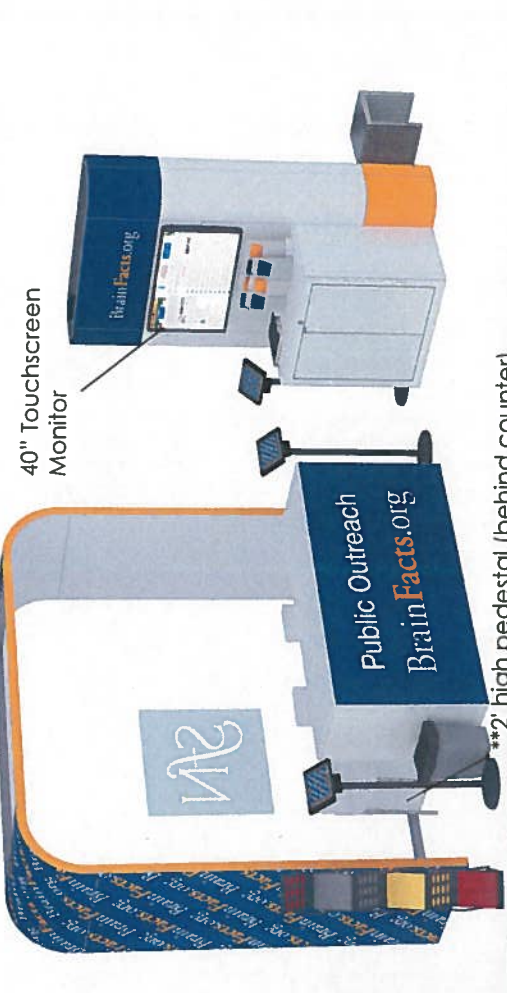


BrainFacts Area:

- (3) High stools
- (3) Floor model iPad stands
- (1) Accordion literature stand
- (1) Wastebasket
- (1) 2' high pedestal **
- (1) 40" Touchscreen Monitor
- Counter
- Interior shelving
- Graphic Kick Panel

Social Media Tower

- (1) Round ottoman
- (1) Square ottoman
- (1) iPadZilla (horiz.)w/Laptop
- (1) 1M counter w/ internal shelf (lockable)



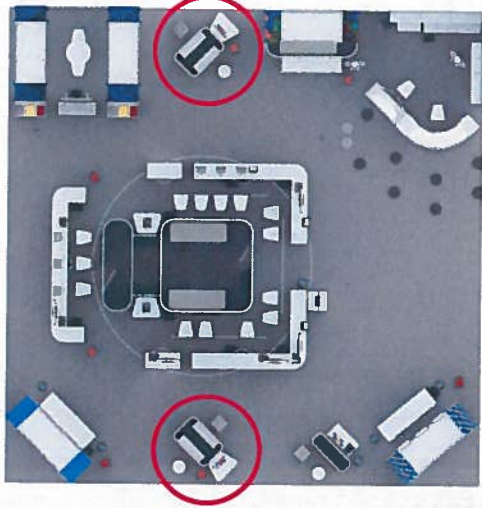
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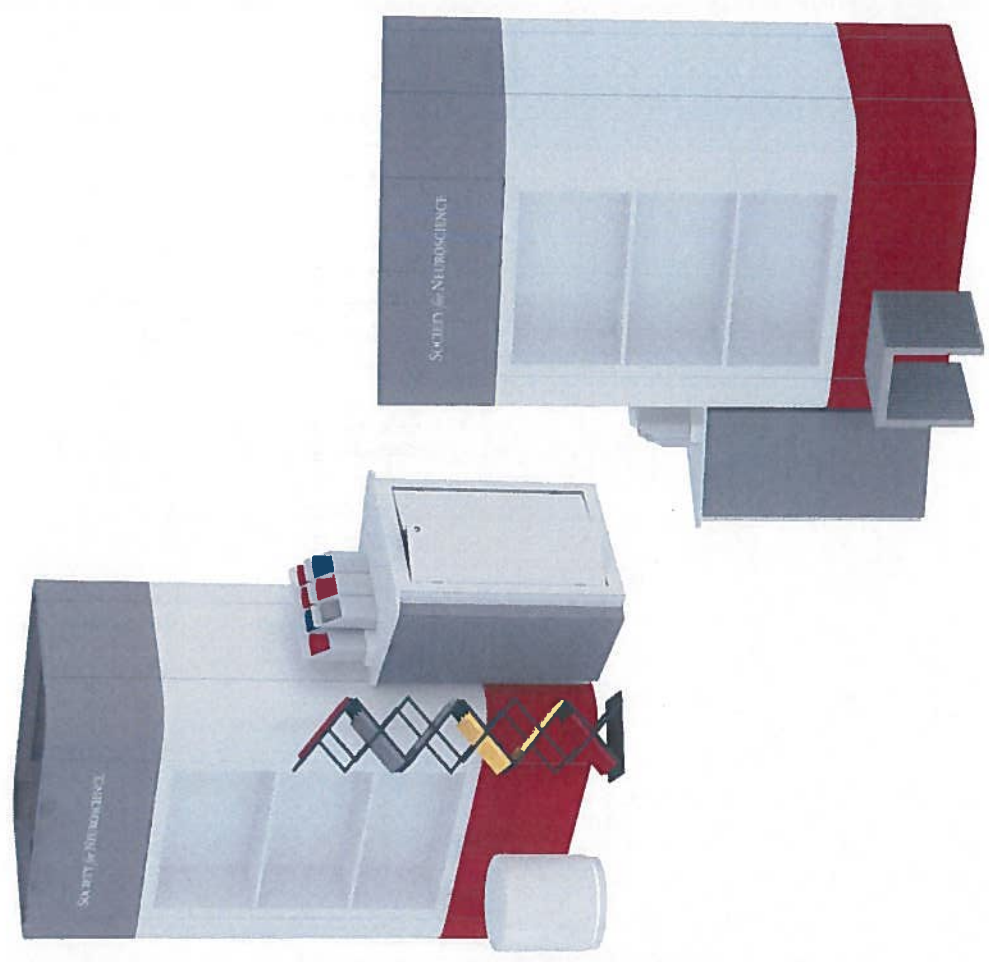
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Bookcases (2 SETS)

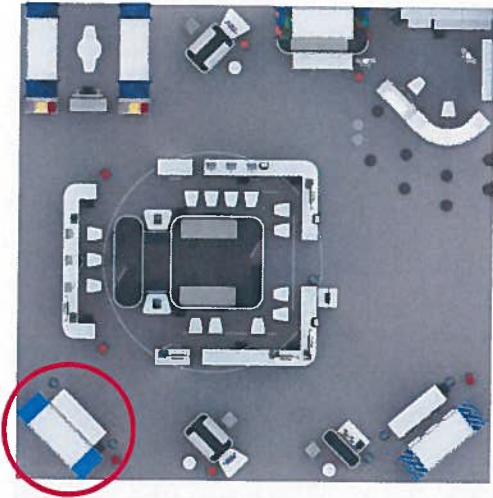
- (1) Round ottoman
- (1) Square ottoman
- (1) Accordion literature stand
- (1) Angle top counter w/internal shelf (lockable)



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SfN.org Counter

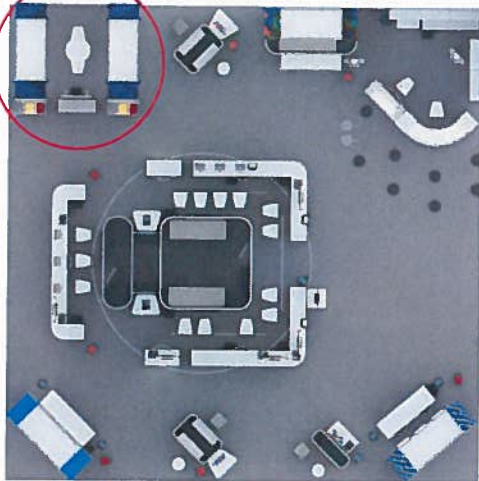
- (3) High stools
- (2) Floor model iPad stands
- (1) Accordion literature stand
- (1) Wastebasket
- Counter
- Interior shelving
- Graphic Kick Panel



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Meet the Editors

- (2) Journal distribution bins
- (3) High cocktail rounds
- (6) High stools - 2 at each table
- (1) Bench
- (1) Wastebasket
- (2) 40" plasma screens w/ USB - display orientation will be portrait

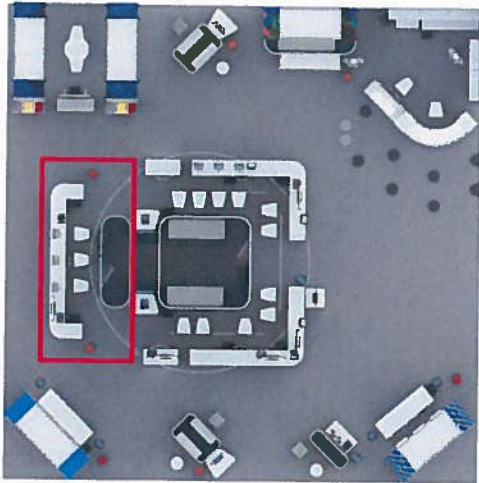


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 Revised: 09/28/2018

Show Management Booth 50x50

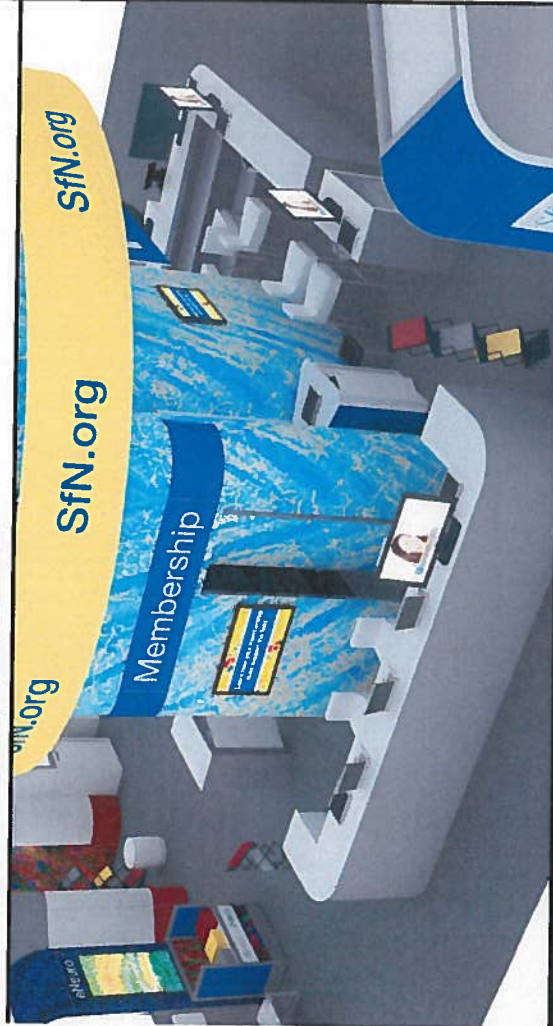
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Membership:

- (1) Lockable Cash box
 - (2) Accordion literature stands
 - (3) High stools
 - (2) Wastebaskets
 - (1) 40" plasma screen
 - (5) Laptops
 - (1) 32" monitor with swivel
- Counters
 - Interior shelving
 - Graphic Kick Panel (SfN Steel Gray)





Scientific Publications:

- (4) High stools
 - (1) 1M counter w/Plexiglass front, interior plex shelf and uplighting
 - (1) 32" plasma screen w/ speakers
 - (4) Laptops
 - (1) iPad in swivel stand on counter
 - (1) Wastebasket
- Counters
 - Interior shelving
 - Graphic Kick Panel (SfN Steel Gray)



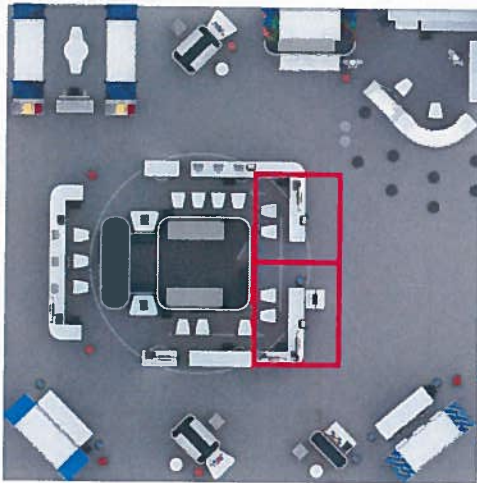
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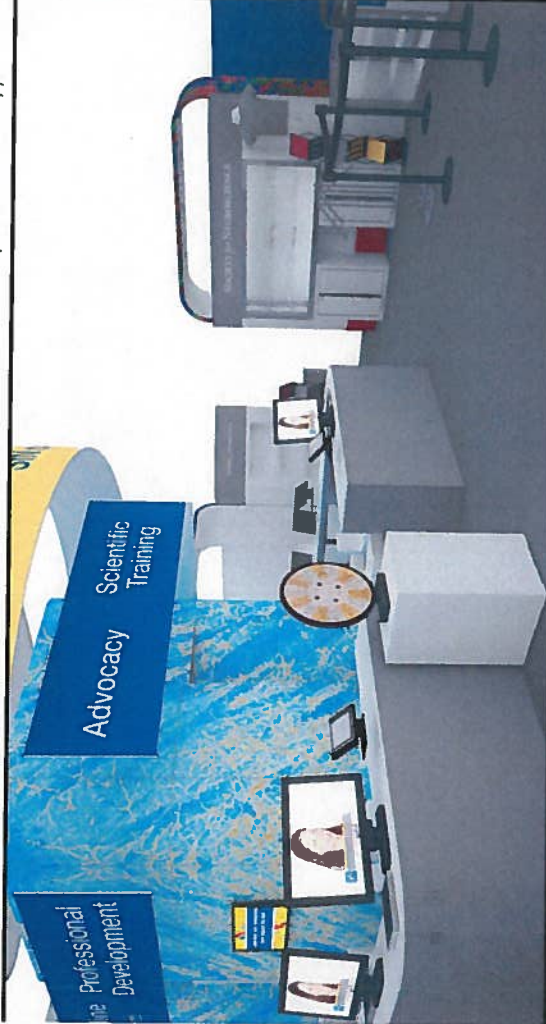


Advocacy:

- (2) High stools
- (1) Wastebasket
- (1) Pedestal (for Advocacy wheel)
- (1) 32" monitor w/ swivel
- (1) Laptop
- (1) iPad in swivel stand on counter
- (1) iPad (TEG to provide floor stand)

Scientific Training

- (2) High stools
- (1) Wastebasket
- (1) 32" monitor w/ swivel
- (1) Laptop
- (1) iPad in swivel stand on counter
- ALL Counters
- Interior shelving
- Graphic Kick Panel (SfN Steel Gray)



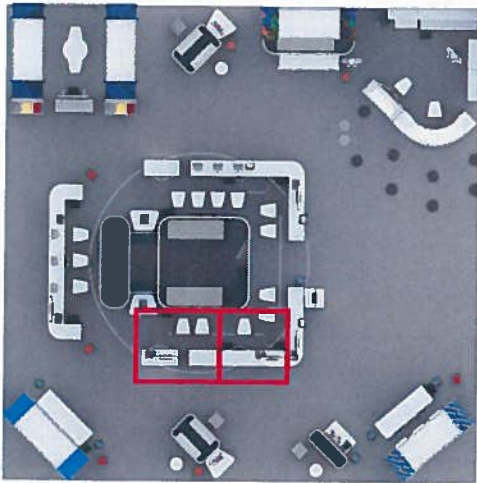
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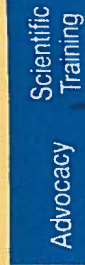
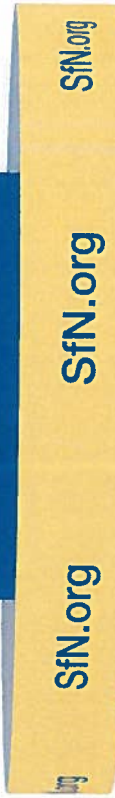


Neuronline

- (1) 1M counter w/Plexiglass front, interior plex shelf and uplighting
- (2) High stools
- (1) Wastebasket
- (1) 32" plasma; mount on tower wall
- (2) Laptops
- (1) 32" monitor w/ speakers & swivel

Professional Development

- (1) High stool
- (1) Wastebasket
- (1) Laptop
- (1) 32" monitor w/ speakers & swivel



*Reverse Signs:
Scientific Training
Advocacy*

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Facing Entrance to Hall A

Facing
800
Aisle

Facing
1200
Aisle

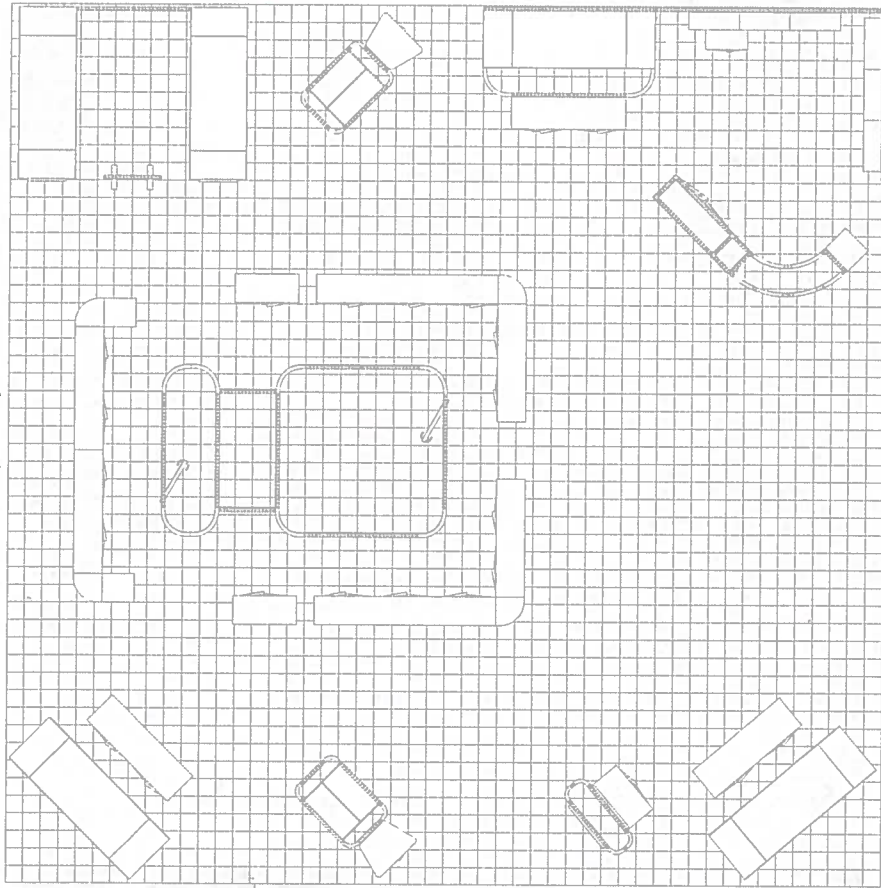
Facing Poster Boards

Project Manager: CHRIS BALAK		Date: 12/14/2018
Drawn by: ERIC YOHNAN		
Client: Neuroscience 2019		
Project: Show Mgmt Booth		
Quotation/Order:		
Description: Overview		

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Today. Tomorrow. Together.®

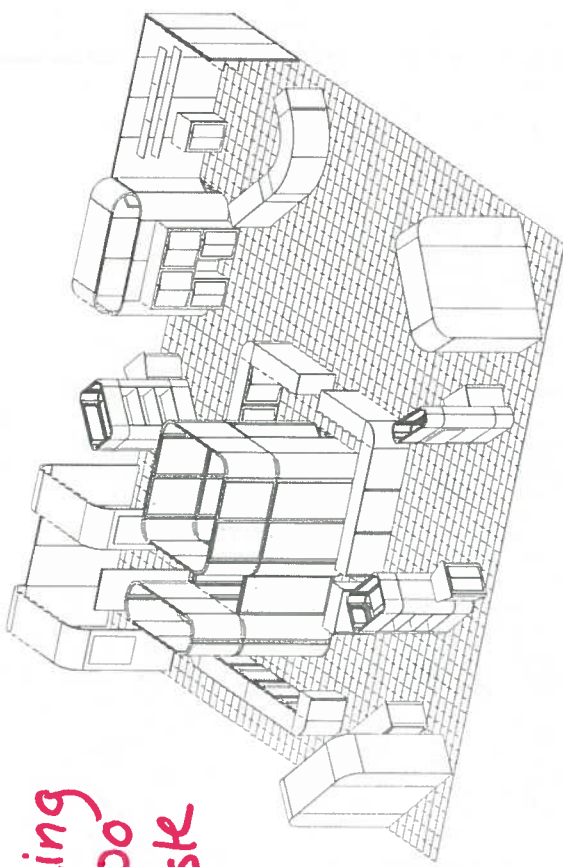
Facing Entrance to Hall A

B (1/60)



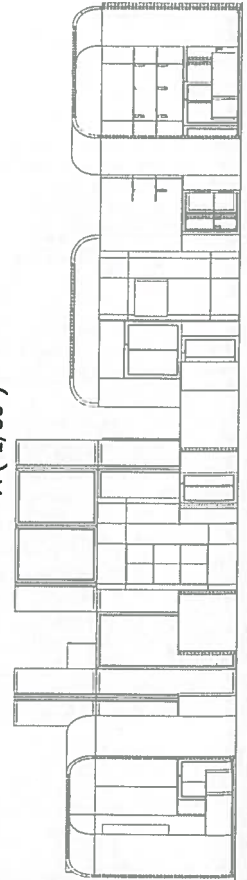
Facing 1200 Aisle

Facing 800 Aisle



Facing Poster Boards

A (1/60)



THE EXPO GROUP today, tomorrow, together.®		Project Manager: CHRIS BALAK	Date: 12/14/2018
		Drawn by: ERIC YOHNAN	
		Client: Neuroscience 2019	
		Project: Show Mgmt Booth	
		Quotation/Order:	
		Description: Dimensions	
			2 / 6

Monday, October 14, 2019 - Tuesday, October 15, 2019

9:00 AM - 5:00 PM

Headquarters - Logistics & Program Office Set-up

McCormick Place: Headquarters Office - Hall A

Function Type: Office
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Monday, October 14, 2019 @ 5:00 PM

Note

HEADQUARTERS:

Install walls per attached diagram. The walls on both sides of the center two offices AND the back of offices facing Reception Area are to be smoke plexi on the top half.

Please put low drape around the exterior of the build-outs.

NOTE - Need to lock doors between offices and staff meal room.

(11) Keys - NOTE: Need to ensure lock and keys work properly

Logistics Office:

- (16) Executive desks with drawers that lock.
- (16) Executive swivel chairs
- (22) Chairs (2) in front of desks as drawn on diagram
- (1) Conference table with (6) chairs
- (17) 6'x30" skirted tables
- (3) Chairs - along wall for waiting area
- (17) Wastebaskets

NOTE: (65) Clear literature pockets mounted on the wall facing registration.

SIGN ROOM

Build room w/door per diagram.

- (3) 6'x30" Skirted Tables
- (1) Wastebasket
- (20) Two-way radios on repeater

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

**SEPTEMBER 10 CHANGE:
CANCEL (20) TWO WAY RADIOS**

Monday, October 14, 2019 - Wednesday, October 23, 2019

9:00 AM - 5:00 PM

SfN Booth

McCormick Place: SfN Booth #1005

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Paula Kara
Post: Yes
Cost Center: A-MK200-A108

Contacts

Contact: Petra Charters

Logistics

General Notes - The Expo Group (TEG)

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

Note

SEPT 25 ADDITION:

THE EXPO GROUP

• INCLUDED FLOORPLANS W/ BOOTH ORIENTATION INDICATED

• CHANGE TEXT AS INDICATED ON FLOORPLAN TO "50 YEARS OF SCIENTIFIC COLLABORATION"

• ADD A LITERATURE STAND NEXT TO THE STRUCTURE THAT HAS THE TEXT CHANGE

AIS

ADD (1) 32" MONITOR IN THE ADVOCACY SECTION OF THE BOOTH

General Contractor - The Expo Group (TEG)

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

Note

IMPORTANT:

• AIS & TEG will coordinate mounting brackets for monitors: AIS was told not to provide stands or brackets for the hanging monitors/screens because TEG will take care of mounting them. Please confirm that this is correct.

• Please ensure that all counters/cabinets include shelving underneath for storage.

• Please ensure all cabinets can be locked. NOTE ADDITIONAL LOCKABLE AREAS REQUIRED FOR CASH BOXES IN MEMBERSHIP AND SfN STORE (see specs below).

• Please note which cabinets are glass (with display lighting), as diagrammed on rendering.

• Install carpet and extra padding per diagram ONLY AFTER internet and video cables are in place. (SfN staff to arrive by Monday, October 14 at 9:00 AM for internet cable placement.)

- Please place small vases with flowers on counters throughout the booth.

Membership - facing front of hall

**** IMPORTANT: MEMBERSHIP MUST HAVE ENCLOSED, HARDWALL, LOCKABLE AREA FOR CASH BOX. ****

- (2) High stools
- (2) Accordion literature stands
- (2) Wastebaskets
- (1) Mounting bracket for plasma screen - Please coordinate with AIS.

Meet-the-Editors

Signage Placement: The two arches around the Meet-the-Editors area where plasma screens are mounted should display a sign with the journal name above imagery: "eNeuro" and "JNeurosci".

- (2) Journal distribution bins
- (3) High cocktail rounds
- (6) High stools – 2 at each table
- (1) Bench
- (1) Wastebasket
- (2) Mounting brackets for plasma screens - Please coordinate with AIS. - Please mount both vertically (portrait), one on each arch.

Scientific Publications

Note: Small counter closest to membership section should be glassed-in shelves with display lighting.

- (3) High stools
- (1) Round ottoman – near bookcase
- (1) Square ottoman – near bookcase
- (1) Accordion literature stand
- (1) Wastebasket
- (1) Mounting bracket for plasma screen - Please coordinate with AIS. - Please mount horizontally (landscape).

Ready By:

Thursday, October 17, 2019 @ 12:00 PM

Note

SfN Store

**** IMPORTANT: STORE MUST HAVE AN ENCLOSED, HARDWALL, LOCKABLE AREA FOR CASH BOXES. ****

Note: Store counter and cabinet next to store should have lockable glassed-in shelves with display lighting. Please make the top of the counter wood instead of glass.

- (2) High stools
- (2) Wastebaskets
- (2) Bag holder stands
- (2) Mannequins – headless torsos
- (4) Shelves installed on back and side wall of booth, behind store counter (2 rows per wall)

Rope and stanchion - place in the draped storage area so that it can be accessed and set up easily when we see how traffic flows and lines form.

Advocacy - facing posters

Signage Placement: There are 2 separate signs over the Scientific Training/Advocacy side of the booth. Please note placement (should be reversed from 2018):

- LEFT SIDE (as you face the Scientific Training/Advocacy counter — i.e., the side nearest BrainFacts & Professional Development): "Scientific Training"
- RIGHT SIDE (as you face the Scientific Training/Advocacy counter — i.e., the side nearest store & Scientific Publications): "Advocacy"
- (2) High stools
- (1) Wastebasket
- (1) Side table (to hold Advocacy wheel)
- (1) Floor model iPad stand placed next to side table. Please coordinate with AIS to ensure stand fits iPad model/size.

Scientific Training

Signage Placement: See note above under "Advocacy."

- (2) High stools
- (1) Wastebasket

Ready By:

Thursday, October 17, 2019 @ 12:00 PM

Note

Outreach & BrainFacts.org

Signage Placement: "Public Outreach and BrainFacts.org" sign mounted on counter kick panel

- (3) High stools
- (1) Accordion literature stand
- (1) Wastebasket
- (1) ~2' high stand (to give extra height to a pull-up banner that will be displayed behind the counter)
- (1) Mounting bracket for plasma screen
- Should extend out/pull monitor away from structure (so it's easier to reach the touchscreen)
- Please coordinate with AIS.
- (2) Floor model iPad stands
- Please coordinate with AIS to ensure stand fits iPad model/size.
- Place both to the left of the BrainFacts counter (the side closest to the store).

Social Media Area

Signage Placement: "Join the Conversation #SfN19" sign mounted above plasma screen

- (1) Round ottoman – near monitor tower
- (1) Square ottoman – near monitor tower
- (1) Mounting bracket for plasma screen
- Please coordinate with AIS.
- Note that a laptop to operate the plasma screen will be stored inside the tower structure (rather than in the cabinet).

Professional Development

- (1) High stool
- (1) Wastebasket

Neuronline

Note: Small counter closest to membership section should be glassed-in shelves with display lighting.

- (2) High stools
- (1) Wastebasket
- (1) Mounting bracket for plasma screen - Please coordinate with AIS. - Please mount horizontally (landscape).

Neuroscience 2020 - in 2019 this area was branded for sfn.org.

Signage Note: Wraparound signage and kick panel will be Neuroscience 2020 logo.

- (2) High stools
- (1) Wastebasket

Center of Tower

- (3) Tall bookcases/shelving units (for store inventory)
- (3) 6' tables (for computers)
- (3) Chairs

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 PM

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Friday, October 18, 2019 @ 11:00 AM

Note

Neuronline

- (1) Handheld audio recording device – cost center: A-DN200-P112. Give to Nelson Miranda.

Screens included in computer rental section.

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 PM

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 16, 2019 @ 2:00 PM

Note

NOTE: SfN will provide its own power strips.

Please advise if there are ways to revise the electrical order to reduce expenses.

Membership

- (3) 120v 20 amp drops, as diagrammed
- Power for 5 laptops, 1 plasma screen

Meet-the-Editors

- (5) 120v 20 amp drops, as diagrammed
- Outlets at each cocktail round (for editors to power their personal laptops)
- Power for editors' personal laptops, 2 plasma screens

Scientific Publications

- (1) 120v 20 amp drops, as diagrammed
- Power for 1 laptop (+ 3 staff personal laptops), 1 plasma screen, 2 iPads

SfN Store

- (3) 120v 20 amp drops, as diagrammed
- Power for 2 iPad stations, 2 credit card readers, 2 receipt printers

Advocacy

- (1) 120v 20 amp drop, as diagrammed
- Power for 1 laptop (+ 2 staff personal laptops), 1 monitor, 2 iPads

Scientific Training

(1) 120v 20 amp drop, as diagrammed

Power for 1 laptop (+ 2 staff personal laptops), 1 monitor, 1 iPad

Outreach & BrainFacts.org

(2) 120v 20 amp drops, as diagrammed

Power for 1 laptop (+ 2 staff personal laptops), 1 plasma screen, 2 iPads

Social Media Area

Will use power from the BrainFacts area for 1 laptop, 1 plasma screen

Professional Development

(1) 120v 20 amp drop, as diagrammed

Power for 1 laptop, 1 monitor

Neuronline

(1) 120v 20 amp drop, as diagrammed

Power for 3 laptops, 1 monitor, 1 plasma screen, 1 recording device

Neuroscience 2020

(1) 120v 20 amp drop

Power for 2 staff personal laptops

Center of Tower

(1) Quad box in the large center tower

(1) 120v 20 amp in the smaller section behind the membership counter

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 PM

Telecom - McCormick Place

Ready By:

Monday, October 14, 2019 @ 9:00 AM

Note

(22, possibly 24) Additional IP addresses

(1) VLAN drop (in center tower)

• Must be in place by 9:00 AM Monday, October 14, in order to run cables before the carpet is laid.

Remain as set on a 24-hour basis through Wednesday, October 23 at 5:00 PM

Computer - Atlantic Images & Sound - AV

Ready By:

Friday, October 18, 2019 @ 12:00 PM

Note

NOTE:

• Please send network cable in advance, by October 7.

• Order for cables to be placed by Nelson Miranda.

• AIS to network computers.

• All computers require:

o Microsoft Windows 10 Pro

o Office 2016 Pro

- o Adobe Acrobat Reader
- o Quicktime
- o Flash
- o USB ports

Membership

- (1) 40" plasma screen, w/
 - USB
 - Please mount horizontally (landscape) on tower wall behind counter.
 - Please coordinate with TEG — TEG to install mounting bracket.
- (1) Laptop to operate plasma, w/
 - (1) Mouse
- (3) Laptops (for staff processing renewals), w/
 - (3) Mice
 - (3) Keyboards
 - Software: Personify
 - SfN (ISBA) will provide numeric keypads for attendees to enter credit card numbers.
- (1) Laptop (for displaying membership directory and/or chapter video challenge videos), w/
 - (1) Mouse

Meet-the-Editors

- (2) 40" plasma screens
 - Both w/USB
 - Please mount both vertically (portrait), one on each arch.
 - Please coordinate with TEG — TEG to install mounting brackets.

Scientific Publications

- (1) 40" plasma screen (for History of Neuroscience PPT) w/
 - Speakers
 - USB
 - Please mount horizontally (landscape).
 - Please coordinate with TEG — TEG to install mounting bracket.
- (1) Laptop to operate plasma, w/
 - (1) Mouse
- (2) iPads in swivel stand secured to the counter

SfN Store

N/A: Equipment provided by [VENDOR TBD].

Advocacy

- (1) 32" monitor w/ swivel capability, facing outward
- (1) Laptop to operate monitor, including:
 - (1) Mouse
 - (1) Keyboard
- (1) iPad in swivel stand secured to the counter
- (1) iPad in floor stand
 - TEG to provide floor stand — please coordinate with TEG to ensure iPad size/model fits stand.

Scientific Training

- (1) 32" monitor w/ swivel capability, facing outward
- (1) Laptop to operate monitor, including:
 - (1) Mouse
 - (1) Keyboard
- (1) iPad in swivel stand secured to the counter

Ready By:
Friday, October 18, 2019 @ 12:00 PM

Note

Outreach & BrainFacts.org

(1) 40" plasma screen (for displaying BrainFacts.org) - touchscreen and extending arm NOT needed this year.

- Please mount horizontally (landscape).
- Please coordinate with TEG — TEG to install mounting bracket.

(1) Laptop to operate plasma

(2) iPads in floor stands

• TEG to provide floor stands — please coordinate with TEG to ensure iPad size/model fits stands.

- Both should be placed on the side nearest the SfN store.

Social Media Area

(1) 40" plasma screen (for displaying social media feed)

- Please mount horizontally (landscape).
- Please coordinate with TEG — TEG to install mounting bracket.

(1) Laptop (must be a newer model) to operate plasma

• Will be stored inside the structure (rather than inside the cabinet)

Professional Development

(1) 32" monitor with swivel capability, facing outward

(1) Laptop to operate monitor

Neuronline

(1) 40" plasma screen, w/

• USB (for PPT display)

• Please mount horizontally (landscape).

• Please coordinate with TEG — TEG to install mounting bracket.

(1) Laptop to operate plasma

(1) 32" monitor with swivel capability, facing outward, w/

• Speakers

(1) Laptop to operate monitor, w/

• (1) Mouse

• (1) Keyboard with long cord

(1) Additional laptop

Neuroscience 2020

none

Other - Convention Data Services (CDS)

Ready By:
Friday, October 18, 2019 @ 10:00 AM

Note

(7) Lead retrieval machines

Included on order from Stephanie Embrey, do not duplicate.

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

Food And Beverage - Savor

Ready By:
Thursday, October 17, 2019 @ 3:00 PM

Note

Center of Tower

(1) Water cooler with cups — refill as needed

**Remain as set on a 24-hour basis through Wednesday,
October 23 at 5:00 p.m.**

Wednesday, October 16, 2019 - Wednesday, October 23, 2019

8:00 AM - 7:00 PM

CDS Office

McCormick Place: CDS Office - Hall A

Function Type: Office
Set For: 5
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Stephanie Embrey
Post: No
Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Contractor - The Expo Group (TEG)

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

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

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

Electrical - The Expo Group (TEG)

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

Note
(2) 20 amp circuits with power strips.

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

Telecom - McCormick Place

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

Note
(1) Internet drop on the CDS VLAN
(10) IP addresses
(10) IP addresses to run Exhibitor Registration, Express Badge pick-up and Press Registration.
CDS will create local network for registration and connect to areas throughout the building.

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

**SEPTEMBER 13 UPDATE:
CHANGE TO (4) ADDITIONAL IP ADDRESSES**

Friday, October 18, 2019 - Wednesday, October 23, 2019

7:00 AM - 5:00 PM

S100 Lobby - Seating Area

McCormick Place: S100 Lobby

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Logistics

Setup - McCormick Place

Ready By:

Thursday, October 17, 2019 @ 3:00 PM

Note

Please provide banquet rounds with chairs and linens.

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, October 17, 2019 @ 12:00 PM

Note

**SEPTEMBER 16 UPDATE:
ADD LOUNGE FURNITURE PER THE FLOOR PLAN**

Friday, October 18, 2019

8:00 AM - 5:00 PM

Donor and Volunteer Lounge Set-Up

McCormick Place: Level 2.5 Lounge

Function Type: Office

Estimated Attendance: 20

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-DV200-A150

Contacts

Contact: Regan Lear

Logistics

General Notes - SfN

Ready By:

Friday, October 18, 2019 @ 8:00 AM

Note

**SEPTEMBER 12 UPDATE:
UPDATED NAME TO DONOR AND VOLUNTEER LOUNGE**

Setup - McCormick Place

Ready By:

Wednesday, October 16, 2019 @ 8:00 AM

Note

- (1) 6'x30" skirted table for coffee/food & beverage
- (2) Wastebaskets
- (2) Easels
- (3) Keys

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

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 16, 2019 @ 12:00 PM

Note

VIP area so please use nice comfy furniture.

- (6) Seating areas with (1) Love Seat and (2) Comfy chairs and
- (1) Coffee table in each area

- (1) Conference style table for 10 with chairs
- (2) Task Chairs for the Entrance area
- (1) Wastebasket
- (1) Recycling bin
- (2) Easels

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

Food And Beverage - Savor

Ready By:
Friday, October 18, 2019 @ 8:00 AM

Note

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$54.50 per gallon - - PLEASE SERVE IN SMALL URN OR CARAFE FOR SMALL GROUP

Bottled Water @ \$3.25++ each, charged on consumption
Assorted Sodas @ \$3.25++ each, charged on consumption
Please provide cups and ice

Plus 21.5% service charge and 13% sales taxes.

Friday, October 18, 2019 - Wednesday, October 23, 2019

8:00 AM - 5:00 PM

President's Room

McCormick Place: N126

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Logistics

General Notes - SfN

Ready By:

Friday, October 18, 2019 @ 8:00 AM

Note

SEPTEMBER 23 UPDATE:
FUNCTION CANCELLED
CANCEL ALL LOGISTICS

Setup - McCormick Place

Ready By:

Thursday, October 17, 2019 @ 8:00 AM

Note

(2) Keys

Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm

SEPTEMBER 23 UPDATE:
FUNCTION CANCELLED
CANCEL ALL LOGISTICS

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, October 17, 2019 @ 2:00 PM

Note

(1) Comfy couch
(1) Comfy chair
(1) Coffee table

Remain as set on an 24-hour basis through Wednesday, October 23 at 5:00pm

SEPTEMBER 23 UPDATE:
FUNCTION CANCELLED
CANCEL ALL LOGISTICS

Friday, October 18, 2019

1:00 PM - 6:00 PM

Short Course 3: Cultivating Professionalism and Excellence in the Research Landscape

McCormick Place: S106a, S106b

Function Type: Workshop
Estimated Attendance: 100
Set For: 100
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Burns
Post: Yes
Cost Center: A-AT200-A174-UR

Contacts

Contact: Maya Sapiurka

Logistics

Setup - McCormick Place

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

Note
Set stage per diagram

Head Table for (4), no more than 3 per 8' table
Crescent Round Style for (100)

(1) Standing Lectern
(2) Easels
(1) 6'x30" skirted registration tables with (2) chairs outside room
(2) Wastebaskets. Place outside room by registration tables

Riser in the back of room so cameraman is level with the speakers in front, set per diagram

(1) Water cooler in rear of meeting room with disposable cups

Ice water and glasses at standing lectern and head table

Lights: preset room lights out over screen

General Contractor - The Expo Group (TEG)

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

Note
(1) 6' x 24"x 42' table, white top/black skirt set perpendicular between head table and standing lectern.

NOTE: Place navy drape on stage for video recording

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Friday, October 18, 2019 @ 12:00 PM

Note
(1) Screen
(1) Data Projector
100' vga

(1) Flipchart w/markers

(1) Projectionist @12:30 pm - 6:00 pm

NOTE: Stage lighting and up-lighting on a dimmer

Audio/Visual - McCormick Place

Ready By:
Friday, October 18, 2019 @ 12:00 PM

Note
(1) Lectern microphone
(2) Table microphones at head table
(2) Floor microphones
(2) Handheld wireless microphones
(1) Audio DI for Computer Playback under 6' table for computer
Computer audio required

(1) Sound operator @ 12:30 pm - 6:00 pm

Audio to the camera riser. Audio connection should not be run next other cables.

SEPTEMBER 18 CHANGE:
(1) TABLE MICROPHONE AT HEAD TABLE
(1) FLOOR MICROPHONE

Audio/Visual - Vendor - Other

Ready By:
Friday, October 18, 2019 @ 12:00 PM

Note
Session will be video recorded

SEE RECORDING SPREADSHEET FOR DETAILS To be recorded by M2.

Electrical - The Expo Group (TEG)

Ready By:
Friday, October 18, 2019 @ 2:00 PM

Note
(1) 110V, 20amp drop at camera riser
(1) 110V, 20amp drop at headtable
(1) 110V, 20amp drop at projector

Computer - Atlantic Images & Sound - Computers

Ready By:
Friday, October 18, 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.

Friday, October 18, 2019

3:30 PM - 6:00 PM

Short Course 2 - Breakout Session 3: Methods in Behavioral Analysis I

McCormick Place: S404bc

Function Type: Workshop

Estimated Attendance: 50

Set For: 50

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Maya Sapiurka

Logistics

Setup - McCormick Place

Ready By:

Thursday, October 17, 2019 @ 12:00 PM

Note

Theater Seating, see diagram

(1) Easel

(1) Wastebasket in back of room

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, October 18, 2019 @ 3:00 PM

Note

(5) 55" LCD screens with 16:9 aspect ratio, see diagram for exact location

(5) VGA cables to connect screens to laptops

(5) Stands for screen and laptop

SEPTEMBER 10 UPDATE:

CHANGE TO (4) 55" LCD SCREENS, CABLES, AND STANDS

Electrical - McCormick Place

Ready By:

Thursday, October 17, 2019 @ 12:00 PM

Note

(5) Electrical drops for HD screens and laptops, (1) at each Dynamic Poster area

Friday, October 18, 2019

7:00 PM - 9:00 PM

Informal Council Gathering

McCormick Place: Artechouse Exhibit - B1 Foyer

Function Type: Reception

Estimated Attendance: 50

Set For: 50

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Cost Center: A-MO200-A702-UR

Contacts

Contact: Julia Pergande

Logistics

General Notes

Ready By:

Friday, October 18, 2019 @ 6:45 PM

Setup - McCormick Place

Ready By:

Friday, October 18, 2019 @ 12:00 PM

Note

VIP Event

Set reception style with a combination of high and low cocktail rounds with seating.

Please use black linens and votives, if possible.

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, October 18, 2019 @ 5:00 PM

Note

(1) Audio system with a handheld microphone.

Food And Beverage - Savor

Ready By:

Friday, October 18, 2019 @ 7:00 PM

Note

**SEPT 10 ADDITION:
BEO #4S7599-3**

Working with Savor on a custom menu.

Hosted bar - beer/wine only.

Glassware service @ \$3.00/person

(1) Bartender @ \$275

Charge on consumption:

Tier 3 Wines @ \$11/glass

Domestic Beer @ \$6.50 each

Import Beer @ \$7.00 each

Bottled Water @ \$3.25 each

Soft Drinks @ \$3.00 each

Saturday, October 19, 2019

7:30 AM - 10:00 AM

The Need for Translational and Basic Research in Migraine

McCormick Place: N230A

Function Type: Satellite

Estimated Attendance: 40

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Alicia Toress

Organizer Email: aliciatoress@gmail.com

Logistics

Setup - McCormick Place

Ready By:

Saturday, October 19, 2019 @ 6:30 AM

Note

As set on Sunday, October 20 at 6:45 p.m.

SEPT 25 ADDITION

ADD (2) SKIRTED MATERIALS TABLES W/4 CHAIRS IN THE REAR OF THE ROOM

Add:

(1) 6' Skirted registration table w/(2) chairs outside of room

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Saturday, October 19, 2019 @ 6:30 AM

Note

Organizer will use the preset items:

(1) Screen

(1) Date Projector w/cart

Audio/Visual - McCormick Place

Ready By:

Saturday, October 19, 2019 @ 6:30 AM

Note

SEPT 25 ADDITION

ORGANIZER IS CANCELING

(1) FLOOR MICROPHONE

(1) LAVALIER MICROPHONE

Organizer will use the preset items:

(1) Lectern microphone

Add:

(1) Lavalier microphone

(1) Floor microphone

Food And Beverage - Savor

Saturday, October 19, 2019 - Wednesday, October 23, 2019

8:00 AM - 5:00 PM

Science Knows No Borders Room

McCormick Place: Science Knows No Borders Room - Hall A

Function Type: Office

Estimated Attendance: 5

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Morrow

Post: Yes

Cost Center: A-MO200-A201

Logistics

Setup - McCormick Place

Ready By:

Friday, October 18, 2019 @ 8:00 AM

Note

SEPTEMBER 10 UPDATE:
ADD (1) BANQUET ROUND

General Contractor - The Expo Group (TEG)

Ready By:

Friday, October 18, 2019 @ 8:00 AM

Note

(1) banquet round for 8
(3) 6' tables
(3) chairs

SEPTEMBER 10 UPDATE:
CANCEL BANQUET ROUND

Electrical - The Expo Group (TEG)

Ready By:

Thursday, October 17, 2019 @ 7:30 AM

Note

(1) electrical drop at table, per diagram

Saturday, October 19, 2019 - Wednesday, October 23, 2019

1:00 PM - 5:00 PM

Dynamic Posters

McCormick Place: Dynamic Posters - Hall A

Function Type: Posters
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Allison Morrow
Post: Yes
Cost Center: A-MA200-A135

Logistics

General Notes - SfN

Ready By:
Saturday, October 19, 2019 @ 12:00 PM

Note
Hours: Sat, Oct. 19, 1:00pm - 5:00pm
Sun, Oct. 20 - Wed, Oct. 23, 8:00am - 12pm & 1:00pm - 5pm

General Contractor - The Expo Group (TEG)

Ready By:
Friday, October 18, 2019 @ 12:00 PM

Note
(15) bar stools, (1) at each Dynamic Poster Location

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Friday, October 18, 2019 @ 11:00 AM

Note
(15) 55" LCD screens with 16:9 aspect ratio, see diagram for exact location

(15) Stands for screen and laptop

NOTE: (2) Designated technicians to assist presenters

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

SEPT 24 ADDITION
DP STATION #12 NEEDS A HEADPHONE JACK

Electrical - The Expo Group (TEG)

Ready By:
Friday, October 18, 2019 @ 10:00 AM

Note
(15) Electrical drops for HD screens and laptops, (1) at each Dynamic Poster area

Saturday, October 19, 2019

1:15 PM - 2:15 PM

Council Lunch w/ Dialogues Speaker

McCormick Place: N136

Function Type: Other

Estimated Attendance: 50

Set For: 50

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MA200-A130

Contacts

Contact: Julia Pergande

Logistics

General Notes - SfN

Ready By:

Saturday, October 19, 2019 @ 12:45 PM

Setup - McCormick Place

Ready By:

Friday, October 18, 2019 @ 5:00 PM

Note

VIP Event

Set reception style with a combination of high and low cocktail rounds with chairs and seating for 50.

Please use black linens and votives, if possible

Food And Beverage - Savor

Ready By:

Saturday, October 19, 2019 @ 12:45 PM

Note

**SEPT 10 ADDITION:
BEO #4S7599-2**

VIP Event - China Service

Please set up in stations rather than one long buffet.

Working with Savor on a custom menu.

Include bottles of red & white wine, estimate 5.

Assorted sodas & bottled water, charged on consumption.

Monday, October 21, 2019

9:00 AM - 10:00 AM

TEG Move Out Meeting

McCormick Place: N128

Function Type: Meeting

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Logistics

General Notes - SfN

Ready By:

Monday, October 21, 2019 @ 8:00 AM

Note

SEPTEMBER 10 ADD:

NEW EVENT

USING ROOM AS SET

Monday, October 21, 2019

6:30 PM - 8:30 PM

NIDA Early Careers Symposium

McCormick Place: S104a, S104b

Function Type: Satellite

Estimated Attendance: 100

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Susan Holbrooke

Organizer Email: sholbrook@seiservices.com

Logistics

Setup - McCormick Place

Ready By:

Monday, October 21, 2019 @ 5:30 PM

Note

As set on Saturday, October 19 at 1:00 p.m.

SEPT 25 ADDITION

ADD (1) SKIRTED REGISTRATION TABLE W/(2) CHAIRS IN THE REAR OF THE ROOM

Add:

(2) 6' Skirted registration tables w/(2) chairs outside of room

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, October 21, 2019 @ 5:30 PM

Note

Organizer will use the preset items:

(1) Screen

(1) Data projector w/cart

Audio/Visual - McCormick Place

Ready By:

Monday, October 21, 2019 @ 5:30 PM

Note

Organizer will use the preset items:

(1) Lectern microphone

(1) Table microphone

(1) Floor microphone

Food And Beverage - Savor

Ready By:

Monday, October 21, 2019 @ 5:30 PM

Note

Please contact satellite organizer directly for food and beverage requirements. Organizer to pay Savor directly for all f&b charges.
