

Monday, 11/06/2023	1%	5	5						10
Tuesday, 11/07/2023	1%	5	5	5					15
Wednesday, 11/08/2023	3%	5	15	10					30
Thursday, 11/09/2023	20%	69	108	20		1	2	4	204
Friday, 11/10/2023	60%	230	338	20	5	1	2	20	616
Saturday, 11/11/2023	100%	402	550	20	5	1	2	20	1,000
Sunday, 11/12/2023	100%	402	550	20	5	1	2	20	1,000
Monday, 11/13/2023	100%	402	550	20	5	1	2	20	1,000
Tuesday, 11/14/2023	85%	333	471	20	5	1	2	18	850
Wednesday, 11/15/2023	30%	89	175	20	5	1	2	8	300
Thursday, 11/16/2023	3%	6	16	5		1	2	0	30
Friday, 11/17/2023	1%	5	5	0					10
Total		1953	2788	160	30	8	16	110	5,065

Single Occupancy	\$369.00
Double Occupancy	\$384.00
Triple Occupancy	\$399.00
Quad Occupancy	\$414.00
Regular Suites	\$776.00-\$3000
Government	Prevailing Per Diem Rate
Extra Person	\$15.00

Rates listed above are 5% commissionable to Convention Management Resources (CMR). Rates above also include an \$18 per night, per room shuttle rebate payable to the Society for Neuroscience.

COMPLIMENTARY/SPECIAL CONSIDERATIONS

The Hotel shall provide the following complimentary accommodations to SfN:

4.2 The following complimentary accommodations shall be provided to the SfN over and above the one per fifty (50) noted in Article 4.1. Complimentary accommodations must be utilized during the inclusive dates listed in Article 1.2 and do not have a monetary value.

1. One (1) Presidential Suite and two (2) Marquis Suites will be provided. They will be allocated by SfN and will be provided for eight (8) nights beginning Thursday, November 9, 2023. These rooms will also have complimentary internet and concierge access.
2. Two (2) Standard complimentary single rooms for SfN designation throughout the inclusive dates listed in Article 1.2 with the following concessions:
 - a. No charge for internet access.
 - b. Complimentary concierge level access throughout the inclusive dates listed in Article 1.2.
3. A single or double rate of 50% off the lowest single or double confirmed SfN group rate will apply for twenty (20) staff rooms. Staff rooms are net non-commissionable and rebates do not apply to Staff Rated Rooms
4. All SfN staff will receive complimentary access to the Hotel Health Club.
5. The Hotel will upgrade five (5) rooms, to the Concierge level of the hotel for SfN Staff and VIPs with a predetermined amenity of the Hotel's choice. They will be allocated by SfN and will be provided for six (6) nights during the inclusive dates listed in Article 1.2.
6. Three (3) complimentary valet parking spaces will be extended to SfN during the inclusive dates listed in Article 1.2.
7. Up to ten (10) amenities selected by SfN shall be provided by the Hotel at a 30% discount from

regular pricing.

8. The Hotel agrees to provide, at no charge to SfN, three (3) roundtrip airport transfers for SfN VIPs as designated by SfN.
9. One (1) bar set up (using premium brands) shall be provided on a complimentary basis for SfN President or designate. Refreshes are the responsibility of SfN.

VIP AND MASTER ACCOUNT RESERVATIONS – Will provide under separate cover.

AMENITY PACKAGES– Will provide under separate cover.

SPECIAL ATTENTION/VIP STATUS

The following individuals are to be given VIP status:

Oswald Steward, PhD	President
Marina Picciotto, PhD	President-Elect
John Morrison, PhD	Incoming Present-Elect
Gina Turrigiano, PhD	Past President
Ken Maynard, PhD	Treasurer
Quentin Pittman, PhD	Treasurer-Elect
Cheryl Sisk, PhD	Incoming Treasurer-Elect
Julio Ramirez, PhD	Past Treasurer
Patricia Janka, PhD	Secretary
Katherine Roche, PhD	Secretary-Elect
Marty Saggese	Executive Director

MASTER ACCOUNT

Please establish a Master Account in the name of the Society for Neuroscience. At the conclusion of the meeting, forward the Master Account along with backup for all charges to:

Society for Neuroscience
Attention: Dawn Keane, CMP
Director, Meeting Operations
1121 14th Street, NW, Suite 1010
Washington, DC 20005
dkeane@sfn.org

AUTHORIZED SIGNATURES

Individuals listed in the resume may sign for charges incurred for their events. Individuals below are additional authorized signatures to the Society for Neuroscience Master Account.

Paula Kara, CMP, Senior Director, Meeting Services
Dawn Keane, CMP, Director, Meeting Operations
Sharon Kerley Bowles, CEM, Senior Meeting Planner
Allison Burns, CEM, Senior Operations Manager
Jennifer Gross, CEM, Meeting Operations Specialist
Kendra Brown, Meeting Service Assistant
Tim Pontrelli, Logistics Consultant
Marty Saggese, Executive Director
Oswald Steward, PhD, SfN President

SIGNS/LITERATURE

Lobby and directional signs will be delivered by The Expo Group and placed beginning on Tuesday, November 7 – Friday, November 10. Only official Society signs may be placed at the Marriott Marquis DC. Organizers of ancillary events may only place a sign outside the entrance to their function room on the day of their function only. Exhibitors may

only distribute literature from their booths at the Walter E. Washington Convention Center. Under no circumstances may any other individuals place signs of any nature or distribute literature of any kind at the Marriott Marquis DC without prior written approval from the Society for Neuroscience. Sleeping room deliveries are not permitted. (1) easel is required outside the entrance to each Society event 45 minutes prior to the start of the event.

HOTEL READER BOARDS

List only those events sponsored by the Society under the Society for Neuroscience. All other events may be listed under the heading “Events Sponsored by Other Organizations during the Society for Neuroscience Annual Meeting”.

ROOM SERVICE/RESTAURANTS/FOOD AND BEVERAGE OUTLETS

Sessions are 8:00 a.m. - 6:30 p.m. daily at the Walter E. Washington Convention Center beginning Saturday, November 11 at 10:00 a.m. through 5:00 p.m. on Wednesday, November 15. Exhibits are open 9:30 a.m.-5:00 p.m. daily from Sunday, November 12 - Wednesday, November 15. Room service and restaurant traffic could be heavy early in the morning. The daily lunch break is between 11:30 a.m.-1:00 p.m. Sessions and exhibits end between 5:00 – 6:30 p.m. Saturday - Wednesday. Traffic will be heavy in lounges from 5:30 p.m. into the evening. Keep bars and lounges stocked for heavy beer and wine consumption.

ROOM SERVICE AND HOUSEKEEPING SPECIAL NOTE

PLEASE red flag the Presidential Suite occupied by Dr. Steward for **SPEEDY SERVICE**. Please schedule cleaning of the suite and nightly turn-down service as follows: **Please clean suite each morning at 9:30 a.m.**

Please schedule nightly turn-down at 6:00 p.m.

FRONT DESK

Please have the Front Desk staffed to maximum capacity for heavy arrivals on Friday-Sunday, November 10-12. Anticipate average arrival on Thursday, November 9 (note VIPs begin arriving on Thursday, please have Front Desk heavily staffed so they do not have to wait in lines). Heavy checkout is anticipated Tuesday afternoon and Wednesday morning, November 14-15. **Note: Please be sure to instruct personnel to only charge VIPs as outlined in the reservations provided by CMR.**

BELL STAND

Please have bell stand staffed to maximum capacity for arrivals on Friday-Sunday, November 10-12. Likewise for heavy checkout on Tuesday afternoon and Wednesday morning, November 14-15. Many of the guests will check out early and leave luggage with the bell stand or take it with them to the Walter E. Washington Convention.

AUDIO VISUAL and COMPUTER RENTAL

The Society for Neuroscience official audio visual and computer company is Atlantic Images and Sound, Inc. (AIS). The contact is Eric Berry, President. The AIS office will be located in Room 158 at the Walter E. Washington Convention Center and staffed Saturday, November 11 - Wednesday, November 15, 7:00 a.m.-5:00 p.m.

MEETING ROOM TEMPERATURE

Preset all session rooms for 71 F. Temperature should not go above 75 F. Note: Please do not set computers for air conditioning to be turned off precisely at ending time of each event as many run overtime. In addition, please be sure to have air conditioning on in the meeting rooms in enough time to sufficiently cool the rooms prior to the meeting start times.

WALK POLICY

6.1 Should the Hotel find itself in a “walk situation,” it must first notify SfN and SfN’s designated housing bureau agent so that measures may be taken to protect SfN VIPs and Meeting attendees. “Walking” terms shall apply to relocation of guests who were previously guaranteed a room, whether in a pre-walk situation prior to the actual Meeting or in a walk situation occurring over the Meeting dates. Hotel guests who are not part of the SfN official room block will be the first to be relocated prior to the relocation of any SfN guests. If relocation of SfN Meeting attendees is inevitable, the Hotel will provide the following arrangements:

1. Alternate accommodations at a comparable property approved by SfN, using hotels that are part

Saturday, November 11	7:00 a.m. - 6:00 p.m.
Sunday, November 12	7:00 a.m. - 6:00 p.m.
Monday, November 13	7:00 a.m. - 6:00 p.m.
Tuesday, November 14	7:00 a.m. - 6:00 p.m.
Wednesday, November 15	7:00 a.m. - 6:00 p.m.

EXPOSITION

Exhibits are located in Halls A-C of the Walter E. Washington Convention Center. Exhibit Management Office is located in Show Office B.

Exhibit Management Contacts: Allison Burns, CEM, Senior Operations Manager
Jennifer Gross, Meetings Operations Specialist
Official Service Contractor: The Expo Group

Move In for Exhibitors: Wednesday, November 8 6:00 a.m. - 7:00 p.m.
Thursday, November 9 6:00 a.m. - 7:00 p.m.
Friday, November 10 6:00 a.m. - 7:00 p.m.
Saturday, November 11 6:00 a.m. - 7:00 p.m.

Exhibit Hours: Sunday, November 12 9:30 a.m. - 5:00 p.m.
Monday, November 13 9:30 a.m. - 5:00 p.m.
Tuesday, November 14 9:30 a.m. - 5:00 p.m.
Wednesday, November 15 9:30 a.m. - 5:00 p.m.

Move Out for Exhibitors: Wednesday, November 15 5:00 p.m. - Midnight
Thursday, November 16 8:00 a.m. - Midnight

ADDITIONAL TELEPHONE NUMBERS

Please refer to the telephone list on the Neuroscience 2023 resume website for additional telephone numbers.

SESSIONS

All SfN sessions (with exception of a few workshops) are located at the Walter E. Washington Convention Center and held Saturday, November 11 – Wednesday, November 15. A detailed schedule is included in the resume and at <http://www.sfn.org/am2023>.

POSTER SESSIONS

Poster sessions are located throughout Halls A-C of the Walter E. Washington Convention Center.

Saturday, November 11 1:00 p.m. - 5:00 p.m.
Sunday, November 12 – Wednesday, November 15 8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 5:00 p.m.

SATELLITE/ANCILLARY EVENTS

Satellite Symposia and Ancillary Events are non-SfN sponsored events, meetings, socials, etc., and SfN Annual Meeting attendees may attend these events. Satellite events are approved and scheduled through SfN so not to conflict with SfN scientific sessions. Satellite events are held Wednesday, November 8 – Wednesday, November 15.

Satellite/Ancillary Event contact information, logistics, and billing information are detailed in the resume. The hotel is to obtain specific catering requirements for satellite/ancillary events directly from the organizers listed on each logistics sheet. Please note special billing instructions contained in this resume. Organizers have been advised they must set-up individual accounts for their events. Requests for poster boards should be directed to The Expo Group.

BADGE PICK-UP

Badge pick-up is located in West Salon of the Walter E. Washington Convention Center. Badge Pick-up is open on the following dates and hours.

Friday, November 10 12:00 p.m. - 5:00 p.m.

Saturday, November 11	7:30 a.m. - 5:00 p.m.
Sunday, November 12	7:30 a.m. - 5:00 p.m.
Monday, November 13	7:30 a.m. - 5:00 p.m.
Tuesday, November 14	7:30 a.m. - 5:00 p.m.
Wednesday, November 15	7:30 a.m. - 5:00 p.m.

Note: Above are published hours. The registration area will close at the published hours. Attendees remaining in line at closing will be processed.

SHUTTLE SERVICE

Shuttle service has been arranged through Production Transport. Production Transport will also operate a service desk for attendees located in the L Street Concourse. Telephone: 202-249-4050. Shuttle Bus service will be available from the official convention hotels to the Walter E. Washington Convention Center except for the hotels which are within walking distance.

KEYS

High Security keys are required for the rooms listed below. Note that all locks requiring high security should be reset and only Society staff will be issued keys below. In addition, please key rooms with more than one door the same. If doors cannot be keyed the same, provide the number of keys listed for each door below. If the doors can be keyed the same then just provide the number of keys requested (not for each door).

AIS Storage	American & Woodley Park	3 keys for each door
SfN Staff Office	Gallaudet	6 keys for each door

Note: The Society for Neuroscience must review event orders prior to them being distributed to hotel personnel.

MARQUIS DC HOTEL SCHEDULE OF EVENTS/SETUP RESUME

The Society events, as well as special group meetings (satellite/ancillary events) scheduled at the Renaissance Washington DC Downtown may be viewed and downloaded from our website at <https://www.sfn.org/meetings/neuroscience-2023/at-the-meeting/neuroscience-2023-resumes>. Please note that events listed have been scheduled to begin and end according to the scheduled times listed; however, some of the sessions and lectures may end prior to, or run about 15-30 minutes longer than the listed time. If a session is continuing past the listed time, do not interrupt to begin room clean-up.

Shuttle Schedule

Date	Times	Service
Saturday, November 11	7:00 AM – 4:00 PM 4:00 PM - 10:00 PM	20 minute service 10 minute service
Sunday, November 12	6:30 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
Monday, November 13	7:00 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
Tuesday, November 14	7:00 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service

Wednesday, November 15	7:00 AM - 10:30 AM 10:30 AM - 3:30 PM 3:30 PM - 6:00 PM	10 minute service 20 minute service 10 minute service
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Hotel Boarding Locations

Hotel	Route	Pick-Up Point
Marriott Marquis Washington, DC	Walk	Walk to Washington Convention Center
Renaissance Washington, DC Downtown	Walk	Walk to Washington Convention Center
AC Hotel DC Convention Center	Walk	Walk to Washington Convention Center
Beacon Hotel & Corporate Quarters	6 - Pink	Front Entrance on Rhode Island Ave
Cambria Suites Convention Center	Walk	Walk to Washington Convention Center
Canopy by Hilton Embassy Row	6 - Pink	Walk to the Beacon - Front Entrance on Rhode Island Ave
Capital Hilton	3 - Yellow	On K St at 16th St NW
Comfort Inn Convention Center	4 - Green	Walk to Washington Plaza - Front Entrance on Vermont Ave
Courtyard Convention Center	Walk	Walk to Washington Convention Center
Courtyard Washington, D.C./US Capitol	2 - Blue	Front of hotel on 2nd St NE
Darcy Washington, D.C.	6 - Pink	Front of Hotel on Rhode Island Ave
Eaton Washington, D.C.	Walk	Walk to Washington Convention Center
Embassy Suites Convention Center	Walk	Walk to Washington Convention Center
Fairfield Inn & Suites Downtown	Walk	Walk to Washington Convention Center
Grand Hyatt Washington	Walk	Walk to Washington Convention Center
Hamilton Hotel Washington, D.C.	3 - Yellow	On K St at 14th St NW
Hampton Inn Convention Center	Walk	Walk to Washington Convention Center
Henley Park Hotel	Walk	Walk to Washington Convention Center
Hilton Garden Inn Downtown	4 - Green	Curbside on 14th St NW
Hilton Garden Inn - US Capitol	2 - Blue	Walk to Courtyard US Capitol - Front of hotel on 2nd St NE
Holiday Inn Express Downtown	Walk	Walk to Washington Convention Center
Homewood Suites Convention Center	Walk	Walk to Washington Convention Center
Homewood Suites Downtown	5 - Orange	Access Road in front of Hotel
Hotel George	1 - Red	Walk to Hyatt Regency - Front of hotel on New Jersey Ave
Hotel Monaco Washington, D.C.	Walk	Walk to Washington Convention Center
Hotel Zena Washington, D.C.	4 - Green	Walk to Residence Inn Vermont - Curbside on Vermont Ave

Hyatt Place Washington/US Capitol	2 - Blue	Curbside on New York Ave
Hyatt Place White House	3 - Yellow	Walk to Capitol Hilton - On K St at 16th St NW
Hyatt Regency Washington Capitol Hill	1 - Red	Front of hotel on New Jersey Ave
Kimpton Banneker	6 - Pink	Walk to The Darcy - Front of Hotel on Rhode Island Ave
Madison Hotel	5 - Orange	Corner of 15th St and M St
Mayflower Hotel, Autograph Collection	3 - Yellow	Desales St Entrance
Morrison-Clark Inn	Walk	Walk to Washington Convention Center
Motto Washington, DC, City Center	Walk	Walk to Washington Convention Center
Moxy Washington, D.C. Downtown	Walk	Walk to Washington Convention Center
Phoenix Park Hotel	1 - Red	Walk to Hyatt Regency - Front of hotel on New Jersey Ave
Residence Inn Convention Center	Walk	Walk to Washington Convention Center
Residence Inn Downtown	4 - Green	Curbside on Vermont Ave
Washington Marriott at Metro Center	Walk	Walk to Washington Convention Center
Washington Marriott Capitol Hill	2 - Blue	Front of the hotel on L St
Washington Plaza	4 - Green	Front Entrance on Vermont Ave
Westin Washington, D.C. City Center	5 - Orange	Corner of 15th St and M St
YOTEL Washington, D.C.	1 - Red	Walk to Hyatt Regency - Front of hotel on New Jersey Ave