

Table of Contents

Council Office	1
AIS Storage #1 - Marquis	2
AIS Storage #1 - Marquis	3
Council Office	4
Pre-SfN Motor Systems Symposium	5
Council Meeting	6
Council Photo	7
Connector Hours	8
Informal Gathering	9
AIS Storage #1 - Marquis	10
Council Office	11
FNIH Steering Committee Meetings Office Setup	12
Setup for FNIH Steering Committee Meetings	13
Setup for FNIH Steering Committee Meetings Reception	14
AIS Storage #1 - Marquis	15
Council Office	16
FNIH Steering Committee Office/Internal Interviews	17
Alzheimer's Association Staff Meeting Room	18
FNIH Steering Committee Meetings	19
FNIH Steering Committee Reception Setup	20
Elsevier - IBRO Annual Meeting	21
FNIH Steering Committee Reception	22
U.S.-Japan Brain Research Cooperative Program (BRCP) Networking Session	23
AIS Storage #1 - Marquis	24
Council Office	25
OPIA Membership Breakfast Meeting	26
Past Presidents Photo	27
Past Presidents Luncheon	28
Alzheimer's Association Fellows Luncheon	29
ALBA-IBRO Session: Deconstructing Colonial and Historical Biases in Neuroscience	30
ISSTART Reception	31
Learn to Use the International Brain Laboratory (IBL) Brainwide Map Dataset	32
Long-term Memory Encoding and Connectome Decoding Meetup	33
Science Journals: Meet our Editors	34
Awards Reception	35
Diversity Reception	36
Lab Reception	37
AIS Storage #1 - Marquis	38
Council Office	39

BRAIN Initiative Alliance Executive Committee Meeting	40
AIS Storage #1 - Marquis	41
Council Office	42
International Brain Bee	43
Council Meeting	44
Council Office	45
Council Meeting	46

Thursday, November 9, 2023

8:00 AM- 9:00 PM

Council Office

Marriott Marquis Washington, DC Hotel: Gallaudet University

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Thursday, November 9, 2023 @ 6:00 AM

Note

- (6) 6'x30" skirted tables on the perimeter of room
- (2) Low cocktail rounds
- (10) Chairs
- (2) Wastebaskets
- (3) Easels - SfN staff will place.
- (6) High Security Keys

** Remain as set through Thursday, Nov. 16th at 4:00pm **

Electrical - Marriott Marquis DC

Ready By:

Thursday, November 9, 2023 @ 6:00 AM

Note

- (1) Power for 2 computers, 1 printer and a few laptops.

** Remain as set through Thursday, Nov. 16th at 4:00pm **

Telecom - Marriott Marquis DC

Ready By:

Thursday, November 9, 2023 @ 9:00 AM

Note

- (1) Wired internet line for laptops and printer
- (1) Wireless Connection

** Remain as set through Thursday, Nov. 16th at 4:00pm **

Computer - Atlantic Images & Sound - Computers

Ready By:

Thursday, November 9, 2023 @ 9:00 AM

Note

- (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports
- (1) Color printer networked to both 2 laptops

** Remain as set through Thursday, Nov. 16th at 4:00pm **

Thursday, November 9, 2023

5:00 PM- 9:00 PM

AIS Storage #1 - Marquis

Marriott Marquis Washington, DC Hotel: American University

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 4:00 PM

Note

Please provide 3 keys, 1 table, and 3 chairs for this room.

Please clean and clear this room.

Friday, November 10, 2023

6:00 AM- 9:00 PM

AIS Storage #1 - Marquis

Marriott Marquis Washington, DC Hotel: American University

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

As set on Thursday, November 9th

Friday, November 10, 2023

6:00 AM- 9:00 PM

Council Office

Marriott Marquis Washington, DC Hotel: Gallaudet University

Function Type: Office

Estimated Attendance: 5

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

Room to remain as set on Thursday, Nov. 9 for entire meeting.
SfN staff will require 24 hour access.

Telecom - Marriott Marquis DC

Ready By:

Thursday, November 9, 2023 @ 9:00 AM

Note

(1) additional wireless connection for Friday November 10th only

Friday, November 10, 2023

8:30 AM- 7:00 PM

Pre-SfN Motor Systems Symposium

Marriott Marquis Washington, DC Hotel: Liberty Salon I, Liberty Salon J, Liberty Salon K

Function Type: Satellite

Estimated Attendance: 200

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Ariel Levine

Organizer Email: ariel.levine@nih.gov

Logistics

General Notes - SfN

Ready By:

Friday, November 10, 2023 @ 7:30 AM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Friday, November 10, 2023

11:30 AM- 6:00 PM

Council Meeting

Marriott Marquis Washington, DC Hotel: Catholic University, University of DC

Function Type: Meeting

Estimated Attendance: 37

Set For: 38

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Thursday, November 9, 2023 @ 7:00 PM

Note

VIP Event

Staff to set-up between 7am-10am

Note: Please use VIP chairs provided by The Expo Group

Set Hollow Square for (44) - SEE FLOOR PLAN

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

** Remain as set through Thursday, Nov. 16th at 4:00pm **

General Contractor - The Expo Group (TEG)

Ready By:

Friday, November 10, 2023 @ 8:00 AM

Note

(39) VIP Chairs for the Hollow Square

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, November 10, 2023 @ 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) 6x1 Switcher

(1) XLR Cable for Stenographer

(1) Audio DI for computer playback

The ability to run the audio line from the microphones to Zoom and back

(1) Laser pointer

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

Electrical - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

(2) 110v, 20amp drops - one at the audio tech table and one at the projectors
(20) Power strips around the U-Shape for laptops, allowing at least two plugs per person

Telecom - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

(1) Wired internet connection at stenographer table
(1) Wired internet connection for ZOOM call
(35) wireless connections

Computer - Atlantic Images & Sound - Computers

Ready By:

Friday, November 10, 2023 @ 7:00 AM

Note

(1) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports

Food And Beverage - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 10:30 AM

Note

Beverage Service - ready at 10:30 am
To remain set for the entire meeting and refreshed as necessary
Assorted Soft Drinks @ \$7.00++ each, charged on consumption.
Chilled Bottled Water @ \$7.00++ each, charged on consumption.
Flavored Sparkling Waters @ \$7.00++ each, charged on consumption.

Coffee, Decaf, and Tea Service @ \$135.00++ per gallon
Please check with onsite contact before refreshing Coffee or Tea

Lunch to be ready by 12:00 pm
WEST COAST USA LUNCH BUFFET @ \$73++ per Person
Lyon Bakery Rustic Sourdough (v)
Mini Avocado Toast (vegan)
California Cobb Salad
Watercress and Arugula Salad (vegan)
Pulled Chicken Tortilla Soup (gf)
Crispy Brussels Sprouts (gf)
Grilled Chicken Breast (gf)
Cioppino (gf)
Bistro Tender
Blackberry Cobbler & Meyer Lemon Cake
Avocado Mousse (v) (gf)

Break - Ready at 3:30 pm
FRIDAY PM BREAK (27) @ \$23++ per person
Loaded Brownies
Hummus Spoons (v)
Route "11" Chesapeake Chips (gf) (v)
Craft Root Beer (gf) (v)

All prices subject to 26% service charge & SfN is tax exempt in the District.

Friday, November 10, 2023

12:00 PM- 2:00 PM

Council Photo

Marriott Marquis Washington, DC Hotel: Howard University

Function Type: Other

Estimated Attendance: 20

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 10:30 AM

Note

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

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

(1) Easel

Friday, November 10, 2023- Wednesday, November 15, 2023

7:00 PM- 12:00 AM

Connector Hours

Marriott Marquis Washington, DC Hotel

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: DawnKeane

Logistics

General Notes - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 7:00 AM

Note

Please have the connector between the WCC and the Marquis open for the following hours:

Friday November 10: 7 am - 7 pm

Saturday November 11: 7 am - 7:30 pm

Sunday November 12: 7 am - 7:30 pm

Monday November 13: 7 am - 7:30 pm

Tuesday November 14: 7 am - 8:30 pm

Wednesday November 15: 7 am - 7 pm

Friday, November 10, 2023

7:00 PM- 9:00 PM

Informal Gathering

Marriott Marquis Washington, DC Hotel: Magnolia

Function Type: Reception

Estimated Attendance: 45

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A702-UR

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - Vendor - Other

Ready By:

Friday, November 10, 2023 @ 6:45 PM

Note

SfN has contracted a guitar player to perform background music.

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 12:00 PM

Note

VIP Event

Set Reception Style with high and low cocktail rounds. Ensure plenty of seating.

Please use black linens and votives, if possible.

(1) Easel at room entrance

Food And Beverage - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:30 PM

Note

VIP Event

Serve food beginning at 6:45 pm

LOCAL & DOMESTIC CHEESE DISPLAY for (20) @ \$28++ per Person
Chapels Creamery Talbot Reserve, Goat Cheese, Soft Ripened Cheese ,
Lyon Bakery Lavash, Honeycomb, Spiced Nuts (gf) (v)

VEGETABLE DISPLAY for (20) @ \$23++ per Person
Two Seasonal Raw, Two Pickled, Two Roasted, Curried Carrot Dip,
Traditional Hummus (vegan)

SUSHI DISPLAY for (60) @ \$29++ per Person
Traditional Sushi Rolls and Nigiri, Wasabi, Pickled Ginger, Soy Sauce,
Seaweed Salad

CEDAR ROASTED SALMON CARVING STATION for (35) @ \$33++
per Person
Potato & Cress Salad (gf) (vegan), Lemon Vinaigrette (gf) (vegan),
Flatbread Crackers, Chilled Brussels Sprouts & Grape Salad (gf) (vegan)

FAR EAST CHESAPEAKE STATION for (35) @ \$33++ per Person

Maryland Style Crab Fried Rice

Duck Ravioli

Shrimp & Pork Shumai

Edamame Vegetable Dumpling

Black Vinegar

Sweet Chili Sauce

Soy Sauce

Fortune Cookies

MIDDLE EAST PITA STATION for (35) @ \$31++ per Person

Lamb Pita Bar "Shawarma Style"

Tabouli, Pickled Beet (vegan)

Feta Cheese (gf)

Accompaniments: Tatziki, Mint and Cucumber, Spiced Falafel, Hummus (vegan)

MINI DESSERT STATION for (20) @ \$23++ per Person

Crème Brûlée

Tiramisu | Chocolate Cup

Carrot Cakes

Hosted Bar Charged on Consumption

Top Shelf Wine by the Glass @ \$16.00++ each

Domestic Light & Premium Beer @ \$11.00++ per serving

Imported, Craft & Regional Beer @ \$12.00++ per serving

Angry Orchard Hard Cider @ \$11.00++ per bottle

Still Water @ \$7.00++ per serving

Sparkling Water @ \$7.00++ per serving

Soda @ \$7.00++ per serving

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

All prices are subject to 26% service charge and SfN is tax exempt in the District.

Saturday, November 11, 2023

6:00 AM- 9:00 PM

AIS Storage #1 - Marquis

Marriott Marquis Washington, DC Hotel: American University

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

As set on Thursday, November 9th

Saturday, November 11, 2023

6:00 AM- 9:00 PM

Council Office

Marriott Marquis Washington, DC Hotel: Gallaudet University

Function Type: Office

Estimated Attendance: 5

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

Room to remain as set on Thursday, Nov. 9 for entire meeting.
SfN staff will require 24 hour access.

Saturday, November 11, 2023

5:00 PM- 9:00 PM

FNIH Steering Committee Meetings Office Setup

Marriott Marquis Washington, DC Hotel: Supreme Court

Function Type: Satellite
Estimated Attendance: 10

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

Contacts

Contact: Sharon Bowles

Alt Contact: Terry Kerere
Organizer Email: tkerere@fnih.org

Logistics

General Notes - SfN

Ready By:
Sunday, November 12, 2023 @ 6:00 AM

Note
Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Saturday, November 11, 2023

5:00 PM- 9:00 PM

Setup for FNIH Steering Committee Meetings

Marriott Marquis Washington, DC Hotel: Liberty Salon N, Liberty Salon O

Function Type: Satellite
Estimated Attendance: 10

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

Contacts

Contact: Sharon Bowles

Alt Contact: Terry Kerere
Organizer Email: tkerere@fnih.org

Logistics

General Notes - SfN

Ready By:
Saturday, November 11, 2023 @ 5:00 PM

Note
Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Saturday, November 11, 2023

5:00 PM- 9:00 PM

Setup for FNIH Steering Committee Meetings Reception

Marriott Marquis Washington, DC Hotel: Liberty Salon P

Function Type: Satellite

Estimated Attendance: 10

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Terry Kerere

Organizer Email: tkerere@fnih.org

Logistics

General Notes - SfN

Ready By:

Saturday, November 11, 2023 @ 5:00 PM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Sunday, November 12, 2023

6:00 AM- 9:00 PM

AIS Storage #1 - Marquis

Marriott Marquis Washington, DC Hotel: American University

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

As set on Thursday, November 9th

Sunday, November 12, 2023

6:00 AM- 9:00 PM

Council Office

Marriott Marquis Washington, DC Hotel: Gallaudet University

Function Type: Office

Estimated Attendance: 5

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

Room to remain as set on Thursday, Nov. 9 for entire meeting.
SfN staff will require 24 hour access.

Sunday, November 12, 2023

6:00 AM- 9:00 PM

FNIH Steering Committee Office/Internal Interviews

Marriott Marquis Washington, DC Hotel: Supreme Court

Function Type: Satellite
Estimated Attendance: 10

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

Contacts

Contact: Sharon Bowles

Alt Contact: Terry Kerere
Organizer Email: tkerere@fnih.org

Logistics

General Notes - SfN

Ready By:
Sunday, November 12, 2023 @ 6:00 AM

Note
Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Sunday, November 12, 2023- Tuesday, November 14, 2023

7:00 AM- 6:00 PM

Alzheimer's Association Staff Meeting Room

Marriott Marquis Washington, DC Hotel: Marquis Salon 15

Function Type: Satellite

Estimated Attendance: 12

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Jamie Young

Organizer Email: jlyoung@alz.org

Logistics

General Notes - SfN

Ready By:

Sunday, November 12, 2023 @ 6:00 AM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Sunday, November 12, 2023

8:00 AM- 6:00 PM

FNIH Steering Committee Meetings

Marriott Marquis Washington, DC Hotel: Liberty Salon N, Liberty Salon O

Function Type: Satellite
Estimated Attendance: 35

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

Contacts

Contact: Sharon Bowles

Alt Contact: Terry Kerere
Organizer Email: tkerere@fnih.org

Logistics

General Notes - SfN

Ready By:
Sunday, November 12, 2023 @ 7:00 AM

Note
Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Sunday, November 12, 2023

8:00 AM- 6:00 PM

FNIH Steering Committee Reception Setup

Marriott Marquis Washington, DC Hotel: Liberty Salon P

Function Type: Satellite

Estimated Attendance: 10

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Terry Kerere

Organizer Email: tkerere@fnih.org

Logistics

General Notes - SfN

Ready By:

Sunday, November 12, 2023 @ 7:00 AM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Sunday, November 12, 2023

9:00 AM- 11:00 AM

Elsevier - IBRO Annual Meeting

Marriott Marquis Washington, DC Hotel: Silver Linden

Function Type: Satellite

Estimated Attendance: 10

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Cassandra Ciuchina-Szabo

Organizer Email: c.ciuchinaszabo@elsevier.com

Logistics

General Notes - SfN

Ready By:

Sunday, November 12, 2023 @ 8:00 AM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Sunday, November 12, 2023

6:30 PM- 9:00 PM

FNIH Steering Committee Reception

Marriott Marquis Washington, DC Hotel: Liberty Salon P

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Terry Kerere

Organizer Email: tkerere@fnih.org

Logistics

General Notes - SfN

Ready By:

Sunday, November 12, 2023 @ 7:00 AM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Sunday, November 12, 2023

6:30 PM- 8:30 PM

U.S.-Japan Brain Research Cooperative Program (BRCP) Networking Session

Marriott Marquis Washington, DC Hotel: Marquis Salon 1

Function Type: Satellite
Estimated Attendance: 50

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

Contacts

Contact: Sharon Bowles

Alt Contact: Stacey Chambers

Organizer Email: chambers@ninds.nih.gov

Logistics

General Notes - SfN

Ready By:
Sunday, November 12, 2023 @ 5:30 PM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, November 13, 2023

6:00 AM- 9:00 PM

AIS Storage #1 - Marquis

Marriott Marquis Washington, DC Hotel: American University

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

As set on Thursday, November 9th

Monday, November 13, 2023

6:00 AM- 9:00 PM

Council Office

Marriott Marquis Washington, DC Hotel: Gallaudet University

Function Type: Office

Estimated Attendance: 5

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

Room to remain as set on Thursday, Nov. 9 for entire meeting.
SfN staff will require 24 hour access.

Monday, November 13, 2023

7:30 AM- 9:00 AM

OPIA Membership Breakfast Meeting

Marriott Marquis Washington, DC Hotel: Scarlet Oak

Function Type: Satellite

Estimated Attendance: 15

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Clark Mulligan

Organizer Email: cmulligan@lpanet.org

Logistics

General Notes - SfN

Ready By:

Monday, November 13, 2023 @ 6:30 AM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, November 13, 2023

11:00 AM- 11:15 AM

Past Presidents Photo

Marriott Marquis Washington, DC Hotel: Howard University

Function Type: Other

Estimated Attendance: 35

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-A140-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Monday, November 13, 2023 @ 9:30 AM

Note

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

(25) Chairs. Set (10) on riser, (10) on floor in front of the riser and (5) to the side.

(1) Easel

Monday, November 13, 2023

11:15 AM- 12:45 PM

Past Presidents Luncheon

Marriott Marquis Washington, DC Hotel: Catholic University, University of DC

Function Type: Meeting

Estimated Attendance: 35

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-A140-UR

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By:

Monday, November 13, 2023 @ 10:15 AM

Note

As set on Friday, November 10

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, November 13, 2023 @ 10:00 AM

Note

(17) Push to talk table microphones

A sound operator is required from 10:45am - 12:45pm.

Food And Beverage - Marriott Marquis DC

Ready By:

Monday, November 13, 2023 @ 11:00 AM

Note

VIP Event - China Service

Please use linens to drape the tops of tables for this event

Plated Lunch @ \$62.00++ per person

- Curry Cauliflower Soup (GF, V)

- Olli Salumeria Toscano Salad with Baby Greens, Pickled Fennel, Grilled Parmesan Sourdough, and Pickled Gardenia Vegetables (GF, V)

- Rosemary Seared Chicken with Lemon, Couscous, Sundried Tomato, and Spiced Heirloom Cauliflower

- Apple Tart with Salted Caramel Cream, Roasted Apple, and Brown Butter Crumble

Campo Di Fiori, Pinot Grigio @ \$58.00++ per bottle

Line 39, Pinot Noir @ \$62.00++ per bottle

Angry Orchard Hard Cider @ \$11.00++ per bottle

Assorted Soft Drinks @ \$7.00++ each, charged on consumption.

Chilled Bottled Water @ \$7.00++ each, charged on consumption.

All prices subject to 26% service charge & SfN is tax exempt in the District.

Monday, November 13, 2023

12:00 PM- 1:30 PM

Alzheimer's Association Fellows Luncheon

Marriott Marquis Washington, DC Hotel: Marquis Salon 12, Marquis Salon 13

Function Type: Satellite
Estimated Attendance: 50

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

Contacts

Contact: Sharon Bowles

Alt Contact: Jamie Young
Organizer Email: jlyoung@alz.org

Logistics

General Notes - SfN

Ready By:
Monday, November 13, 2023 @ 11:00 AM

Note
Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, November 13, 2023

6:30 PM- 9:30 PM

ALBA-IBRO Session: Deconstructing Colonial and Historical Biases in Neuroscience

Marriott Marquis Washington, DC Hotel: Marquis Salon 3, Marquis Salon 4

Function Type: Satellite

Estimated Attendance: 200

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Mathilde Maughan

Organizer Email: mathilde.maughan@fens.org

Logistics

General Notes - SfN

Ready By:

Sunday, November 12, 2023 @ 5:30 PM

Note

Satellite organizer will work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services

Monday, November 13, 2023

6:30 PM- 8:30 PM

ISSTART Reception

Marriott Marquis Washington, DC Hotel: Marquis Salon 5

Function Type: Satellite

Estimated Attendance: 700

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Jamie Young

Organizer Email: jlyoung@alz.org

Logistics

General Notes - SfN

Ready By:

Monday, November 13, 2023 @ 5:30 PM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, November 13, 2023

6:30 PM- 8:00 PM

Learn to Use the International Brain Laboratory (IBL) Brainwide Map Dataset

Marriott Marquis Washington, DC Hotel: Marquis Salon 1, Marquis Salon 2

Function Type: Satellite

Estimated Attendance: 125

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Hannah Bayer

Organizer Email: hannah.bayer@internationalbrainlab.org

Logistics

General Notes - SfN

Ready By:

Monday, November 13, 2023 @ 5:30 PM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, November 13, 2023

6:30 PM- 9:00 PM

Long-term Memory Encoding and Connectome Decoding Meetup

Marriott Marquis Washington, DC Hotel: Chinatown

Function Type: Satellite
Estimated Attendance: 60

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

Contacts

Contact: Sharon Bowles

Alt Contact: Ken Hayworth

Organizer Email: kenneth.hayworth@gmail.com

Logistics

General Notes - SfN

Ready By:

Monday, November 13, 2023 @ 5:30 PM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, November 13, 2023

6:30 PM- 8:30 PM

Science Journals: Meet our Editors

Marriott Marquis Washington, DC Hotel: Marquis Salon 10, Marquis Salon 9

Function Type: Satellite

Estimated Attendance: 150

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Lisa Roebeck

Organizer Email: lroeback@cell-associates.com

Logistics

General Notes - SfN

Ready By:

Monday, November 13, 2023 @ 5:30 PM

Note

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, November 13, 2023

7:00 PM- 8:00 PM

Awards Reception

Marriott Marquis Washington, DC Hotel: Independence Salon A, Independence Salon B, Independence Salon C

Function Type: Reception

Estimated Attendance: 225

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-DV200-Z900-UR

Contacts

Contact: Lisa Adler-Golden

Logistics

Setup - Marriott Marquis DC

Ready By:

Monday, November 13, 2023 @ 6:00 PM

Note

Set Reception Style for (225) with scattered cocktail rounds.

(1) Standing lectern on a riser

(4) Easels

(1) Skirted 6' table and (2) chairs outside of room

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, November 13, 2023 @ 6:00 PM

Note

(1) Screen

(1) Data Projector

(1) Lectern microphone

Food And Beverage - Marriott Marquis DC

Ready By:

Monday, November 13, 2023 @ 6:30 PM

Note

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

(2) Hosted Bars:

Top Shelf Wine by the Glass @ \$16.00++ each

Domestic Light & Premium Beer @ \$11.00++ per serving

Imported, Craft & Regional Beer @ \$12.00++ per serving

Still Water @ \$7.00++ per serving

Sparkling Water @ \$7.00++ per serving

Soda @ \$7.00++ per serving

VEGETABLE DISPLAY for (60) @ \$23++ per Person

Two Seasonal Raw, Two Pickled, Two Roasted, Curried Carrot Dip,

Traditional Hummus (vegan)

LOCAL & DOMESTIC CHEESE DISPLAY for (60) @ \$28++ per Person

Chapels Creamery Talbot Reserve, Goat Cheese, Soft Ripened Cheese ,

Lyon Bakery Lavash, Honeycomb, Spiced Nuts (gf) (v)

GNOCCI STATION (gf) for (120) @ \$29++ per Person
Pulled Chicken and Cheddar Cheese Sauce with Toasted Bread Crumbs
Sweet Potato with Brown Butter, Sage, and Goat Cheese
Accompaniments: Pecorino Cheese, Red Chili Flake, Pepper Sauces,
Country Toast

MIDDLE EAST PITA STATION for (120) @ \$31++ per Person
Lamb Pita Bar "Shawarma Style"
Tabouli, Pickled Beet (vegan)
Feta Cheese (gf)
Accompaniments: Tatziki, Mint and Cucumber, Spiced Falafel, Hummus
(vegan)

BONE-IN SHORT RIB CARVING STATION for (100) @ \$39++ per
Person
Baked Mac and Cheese (v), Grilled Lyon Bakery Sourdough (gf)

MINI DESSERT STATION for (75) @ \$23++ per Person
Cheesecake
Apple Crisp with Oatmeal Crumble (vegan)
Tiramisu

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

All prices are subject to 26% service charge and Sfn is tax exempt in the
District.

Monday, November 13, 2023

7:00 PM- 8:00 PM

Diversity Reception

Marriott Marquis Washington, DC Hotel: Liberty Salon I, Liberty Salon J, Liberty Salon K, Liberty Salon L

Function Type: Reception

Estimated Attendance: 300

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT300-N309-UR

Contacts

Contact: Cashen Almstead

Logistics

Setup - Marriott Marquis DC

Ready By:

Monday, November 13, 2023 @ 6:00 PM

Note

Set Reception Style for (300) with scattered cocktail rounds.

(1) Standing lectern on a riser

(1) Easel

(2) Skirted 6' table and (4) chairs outside of room

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, November 13, 2023 @ 6:00 PM

Note

(1) Screen

(1) Data Projector

(1) Lectern microphone

Computer - Atlantic Images & Sound - Computers

Ready By:

Monday, November 13, 2023 @ 6:00 PM

Note

(1) Laptop computer with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports

Food And Beverage - Marriott Marquis DC

Ready By:

Monday, November 13, 2023 @ 6:30 PM

Note

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

(3) Hosted Bars:

Top Shelf Wine by the Glass @ \$16.00++ each

Domestic Light & Premium Beer @ \$11.00++ per serving

Imported, Craft & Regional Beer @ \$12.00++ per serving

Still Water @ \$7.00++ per serving

Sparkling Water @ \$7.00++ per serving

Soda @ \$7.00++ per serving

VEGETABLE DISPLAY for (100) @ \$23++ per Person
Two Seasonal Raw, Two Pickled, Two Roasted, Curried Carrot Dip,
Traditional Hummus (vegan)

LOCAL & DOMESTIC CHEESE DISPLAY for (100) @ \$28++ per Person
Chapels Creamery Talbot Reserve, Goat Cheese, Soft Ripened Cheese ,
Lyon Bakery Lavash, Honeycomb, Spiced Nuts (gf) (v)

GNOCCI STATION (gf) for (175) @ \$29++ per Person
Pulled Chicken and Cheddar Cheese Sauce with Toasted Bread Crumbs
Sweet Potato with Brown Butter, Sage, and Goat Cheese
Accompaniments: Pecorino Cheese, Red Chili Flake, Pepper Sauces,
Country Toast

MIDDLE EAST PITA STATION for (175) @ \$31++ per Person
Lamb Pita Bar “Shawarma Style”
Tabouli, Pickled Beet (vegan)
Feta Cheese (gf)
Accompaniments: Tatziki, Mint and Cucumber, Spiced Falafel, Hummus
(vegan)

BONE-IN SHORT RIB CARVING STATION for (175) @ \$39++ per
Person
Baked Mac and Cheese (v), Grilled Lyon Bakery Sourdough (gf)

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

All prices are subject to 26% service charge and SfN is tax exempt in the
District.

Monday, November 13, 2023

8:30 PM- 10:30 PM

Lab Reception

Marriott Marquis Washington, DC Hotel: Dogwood

Function Type: Reception

Estimated Attendance: 50

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A702-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Monday, November 13, 2023 @ 7:30 PM

Note

Set Reception Style with high and low cocktail rounds. Ensure plenty of seating.

(1) Easel at room entrance

Food And Beverage - Marriott Marquis DC

Ready By:

Monday, November 13, 2023 @ 8:00 PM

Note

VIP Event

Serve food beginning at 8:15pm

LOCAL & DOMESTIC CHEESE DISPLAY for (25) @ \$28++ per Person
Chapels Creamery Talbot Reserve, Goat Cheese, Soft Ripened Cheese ,
Lyon Bakery Lavash, Honeycomb, Spiced Nuts (gf) (v)

LOCAL CHARCUTERIES DISPLAY for (25) @ \$29++ per Person
Olli Virginia Salami, Prosciutto, Duck Prosciutto, Mortadella, Grain
Mustard, Cornichons, Country Bread, Pickled Vegetables

VEGETABLE DISPLAY for (25) @ \$23++ per Person
Two Seasonal Raw, Two Pickled, Two Roasted, Curried Carrot Dip,
Traditional Hummus (vegan)

GNOCCI STATION (gf) for (30) @ \$29++ per Person
Pulled Chicken and Cheddar Cheese Sauce with Toasted Bread Crumbs
Sweet Potato with Brown Butter, Sage, and Goat Cheese
Accompaniments: Pecorino Cheese, Red Chili Flake, Pepper Sauces,
Country Toast

MIDDLE EAST PITA STATION for (30) @ \$31++ per Person

Lamb Pita Bar "Shawarma Style"

Tabouli, Pickled Beet (vegan)

Feta Cheese (gf)

Accompaniments: Tatziki, Mint and Cucumber, Spiced Falafel, Hummus

(vegan)

MINI DESSERT STATION for (20) @ \$23++ per Person
Cheesecake
Apple Crisp with Oatmeal Crumble (vegan)
Ruby Torch Cake

Hosted Bar Charged on Consumption
Top Shelf Wine by the Glass @ \$16.00++ each
Domestic Light & Premium Beer @ \$11.00++ per serving
Imported, Craft & Regional Beer @ \$12.00++ per serving
Still Water @ \$7.00++ per serving
Sparkling Water @ \$7.00++ per serving
Soda @ \$7.00++ per serving

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

All prices are subject to 26% service charge and SfN is tax exempt in the District.

Tuesday, November 14, 2023

6:00 AM- 9:00 PM

AIS Storage #1 - Marquis

Marriott Marquis Washington, DC Hotel: American University

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

As set on Thursday, November 9th

Tuesday, November 14, 2023

6:00 AM- 9:00 PM

Council Office

Marriott Marquis Washington, DC Hotel: Gallaudet University

Function Type: Office

Estimated Attendance: 5

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

Room to remain as set on Thursday, Nov. 9 for entire meeting.
SfN staff will require 24 hour access.

Tuesday, November 14, 2023

1:00 PM- 2:00 PM

BRAIN Initiative Alliance Executive Committee Meeting

Marriott Marquis Washington, DC Hotel: Marquis Salon 10, Marquis Salon 9

Function Type: Satellite
Estimated Attendance: 40

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

Contacts

Contact: Sharon Bowles

Alt Contact: Diana Andriola
Organizer Email: diana.andriola@nih.gov

Logistics

General Notes - SfN

Ready By:
Tuesday, November 14, 2023 @ 12:00 PM

Note
Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Wednesday, November 15, 2023

6:00 AM- 5:00 PM

AIS Storage #1 - Marquis

Marriott Marquis Washington, DC Hotel: American University

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

As set on Thursday, November 9th

Wednesday, November 15, 2023

6:00 AM- 9:00 PM

Council Office

Marriott Marquis Washington, DC Hotel: Gallaudet University

Function Type: Office

Estimated Attendance: 5

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

Room to remain as set on Thursday, Nov. 9 for entire meeting.
SfN staff will require 24 hour access.

Telecom - Marriott Marquis DC

Ready By:

Wednesday, November 15, 2023 @ 8:00 AM

Note

(1) additional wireless connection for Wednesday and Thursday

Wednesday, November 15, 2023

9:00 AM- 10:00 AM

International Brain Bee

Marriott Marquis Washington, DC Hotel: George Washington University

Function Type: Meeting

Estimated Attendance: 12

Billing Group: Bill Organizer Directly

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: David Shellard

Alt Contact: Astrid Eberhart

Organizer Email: astrid.eberhart@thebrainbee.org

Logistics

General Notes - SfN

Ready By:

Wednesday, November 15, 2023 @ 8:00 AM

Note

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

Wednesday, November 15, 2023

11:00 AM- 5:30 PM

Council Meeting

Marriott Marquis Washington, DC Hotel: Catholic University, University of DC

Function Type: Meeting
Estimated Attendance: 37
Set For: 38
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:
Wednesday, November 15, 2023 @ 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 (44) - SEE FLOOR PLAN
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

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, November 15, 2023 @ 7:00 AM

Note
(39) VIP Chairs for the Hollow Square

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Wednesday, November 15, 2023 @ 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) 6x1 Switcher
(1) XLR Cable for Stenographer
(1) Audio DI for computer playback
The ability to run the audio line from the microphones to Zoom and back
(1) Laser pointer

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

Electrical - Marriott Marquis DC

Ready By:

Wednesday, November 15, 2023 @ 7:00 AM

Note

(2) 110v, 20amp drops - one at the audio tech table and one at the projectors
(20) Power strips around the table for laptops, allowing at least two plugs per person

** Remain as set through Thursday, Nov. 16th at 4:00pm **

Telecom - Marriott Marquis DC

Ready By:

Wednesday, November 15, 2023 @ 7:00 AM

Note

(1) Wired internet connections at stenographer table
(1) Wired internet connection for ZOOM call
(35) wireless connections

** Remain as set through Thursday, Nov. 16th at 4:00pm **

Computer - Atlantic Images & Sound - Computers

Ready By:

Wednesday, November 15, 2023 @ 7:00 AM

Note

(1) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports

Food And Beverage - Marriott Marquis DC

Ready By:

Wednesday, November 15, 2023 @ 10:00 AM

Note

Beverage Service - ready at 10:30 am
To remain set for the entire meeting and refreshed as necessary
Assorted Soft Drinks @ \$7.00++ each, charged on consumption.
Chilled Bottled Water @ \$7.00++ each, charged on consumption.
Flavored Sparkling Waters @ \$7.00++ each, charged on consumption.

Coffee, Decaf, and Tea Service @ \$135.00++ per gallon
Please check with onsite contact before refreshing Coffee or Tea

Lunch to be ready by 12:00 pm
MID ATLANTIC LUNCH BUFFET @ \$76++ per Person
Sweet Potato and Whole Wheat Rolls (v)
Mini Philly Cheese steak Rolls
Green Beans Salad (gf)
Baby Kale Salad
Maryland Corn and Crab Soup (gf)
Broiled Maryland Crabcakes
Rock Fish
Mambo Glazed Chicken Thighs (gf)
Roasted Heirloom Carrots (gf) (v)
Fresh Fruit Tart
Canoli
NY Cheesecake

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

Break - Ready at 2:45 pm
Tortilla Chips, Guacamole & Salsa for (25) @ \$12.00++ per Person
(2) Assorted Homemade Cookies @ \$75.00++ per dozen

All prices subject to 26% service charge & SfN is tax exempt in the District.

Thursday, November 16, 2023

6:00 AM- 4:00 PM

Council Office

Marriott Marquis Washington, DC Hotel: Gallaudet University

Function Type: Office

Estimated Attendance: 5

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:00 AM

Note

Room to remain as set on Thursday, Nov. 9 for entire meeting.
SfN staff will require 24 hour access.

Thursday, November 16, 2023

8:30 AM- 12:00 PM

Council Meeting

Marriott Marquis Washington, DC Hotel: Catholic University, University of DC

Function Type: Meeting
Estimated Attendance: 37
Set For: 38
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By: Note
Thursday, November 16, 2023 @ 6:00 AM As set from Wednesday November 15

Audio/Visual - Atlantic Images & Sound - AV

Ready By: Note
Thursday, November 16, 2023 @ 6:00 AM As set from Wednesday November 15

A sound operator is required from 8:15am - 12:00 pm.

Food And Beverage - Marriott Marquis DC

Ready By: Note
Thursday, November 16, 2023 @ 7:30 AM

Beverage Service - ready at 7:30 am
To remain set for the entire meeting and refreshed as necessary
Assorted Soft Drinks @ \$7.00++ each, charged on consumption.
Chilled Bottled Water @ \$7.00++ each, charged on consumption.
Flavored Sparkling Waters @ \$7.00++ each, charged on consumption.

Coffee, Decaf, and Tea Service @ \$135.00++ per gallon
Please check with onsite contact before refreshing Coffee or Tea

Breakfast - ready at 8:00 am
ESSENTIAL BREAKFAST BUFFET @ \$54++ per Person
Juices
Seasonal Fruits (gf) (vegan)
Baked Goods (v)
Steel Cut Oatmeal (vegan)
Brown Sugar, Nuts, Berries, Dried Fruits (v)
Cage Free Scrambled Eggs (gf)
Pecan Wood Smoked Bacon (gf)
Spiced Chicken Sausage (gf)
Mixed Breakfast Potatoes (gf) (v)
Assorted Chobani Greek Yogurts | House Made Granola (gf)
Fresh Brewed Coffee | Decaf | Tazo Tea

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

Lunch- ready at 11:30 am

TO-GO LUNCH @ \$56++ per Person

Vegan Salad - Mixed Greens with Grape Tomatoes, Carrots, Cucumber, Red Onion, and Black Olives with Italian Vinaigrette

Turkey Wrap - Apple Cranberry Compote, Greens, Roma Tomatoes & Whole Grain Mustard Aioli in a Whole Wheat Tortilla

Vegan Primavera Sandwich - Grilled Eggplant, Peppers, Onions & Zucchini with Herbed White Bean Puree on a Ciabatta Roll

Roast Beef & Cheddar with Lettuce, Tomato & Horseradish Sauce on a Roll

Brownies

Whole Fruit

Chips

All prices are subject to 26% service charge and Sfn is tax exempt in the District.