

**Saturday, November 11, 2023- Tuesday, November 14, 2023**

**3:00 PM- 8:00 PM**

**SfN Comfort Room**

**Marriott Marquis Washington, DC Hotel**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** No

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**Logistics**

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**Sunday, November 12, 2023**

**9:00 AM- 11:00 AM**

**Journal of Neuroinflammation Editorial Board Meeting Breakfast**

**Marriott Marquis Washington, DC Hotel: Maple**

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**Function Type:** Satellite  
**Estimated Attendance:** 10

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

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Michelle Joseph  
**Organizer Email:** mitchelle.joseph@springer.com

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**  
**Sunday, November 12, 2023 @ 8:00 AM**

Note

**NOV 2 UPDATE**  
**NEW SATELLITE EVENT ASSIGNMENT**

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**

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**Function Type:** Other

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** No

**Cost Center:** A-MO200-A201

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### **Contacts**

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**Contact:** Eric Berry

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### **Logistics**

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**Setup - Marriott Marquis DC**

**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**

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**Function Type:** Office

**Estimated Attendance:** 5

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** G-OV200-M851

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### **Contacts**

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**Contact:** Stephanie Schlueter

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### **Logistics**

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#### **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.

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#### **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**

**11:00 AM- 5:30 PM**

**Council Meeting**

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

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**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:** G-OV200-M851

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**Contacts**

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**Contact:** Stephanie Schlueter

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**Logistics**

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**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

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**General Contractor - The Expo Group (TEG)**

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

Note  
(39) VIP Chairs for the Hollow Square

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**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.

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## 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 \*\*

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## 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 \*\*

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## 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

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## 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**

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**Function Type:** Office

**Estimated Attendance:** 5

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** G-OV200-M851

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### **Contacts**

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**Contact:** Stephanie Schlueter

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### **Logistics**

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#### **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**

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**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:** G-OV200-M851

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### Contacts

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**Contact:** Stephanie Schlueter

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### Logistics

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#### General Notes - SfN

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

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#### 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.

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#### 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.

**Ready By:**

**Thursday, November 16, 2023 @ 11:30 AM**

Note

OCTOBER 11 UPDATE:

PLEASE CHANGE THE LUNCH MENU TO:

Union Market Deli Buffet @ \$65.00++ per person

Daily Crafted Soup

Mixed Greens with Bacon, Cherry Tomatoes, Shaved Heirloom Carrots, Citrus Vinaigrette or Creamy Balsamic Dressing (gf, vegan)

Chopped Romaine, Shaved Parmesan, Garlic Croutons, House Made Lemon Caesar

BLT Pasta Salad - Watercress, Tomatoes, Smoked Bacon, Orzo

Garlic Roasted Chicken Salad (gf)

Hand Carved Meats | Honey Ham | Shaved Turkey | Artisanal Salami and Coppa (gf)

Sliced Cheddar | Provolone | Swiss | Pepper Jack (gf, v)

Assorted Lyon Bakery Breads

Leafy Greens | Sliced Tomato | Red Onions | Mustards and Spreads

Assorted Route "11" Potato Chips (gf)

Assorted Cookies & Brownies

NOTE: Please have "to-go" boxes ready for those with early flights.