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Monday, November 6, 2023- Friday, November 17, 2023

6:00 AM- 6:00 PM

Gender Neutral Bathrooms

Walter E. Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Contact: DawnKeane

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 8:00 AM

Note

Please convert the women's restroom near Room 103B to a gender neutral restroom.

Monday, November 6, 2023- Friday, November 17, 2023

6:00 AM- 5:00 PM

Wireless Internet Buyout

Walter E. Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

Telecom - Smart City - WCC

Ready By:

Monday, November 6, 2023 @ 7:00 AM

Note

Wireless Internet Buyout for 12,500 consecutive Users in all Meeting Rooms and Public Areas and in Exhibit Halls A , B, C, D & E (entire building)

SSID: Neuroscience

Additional requirements: Local landing (redirect) page

4 Separate VLANs:

Wireless Buyout - Exhibit Floor and all WCC

Convention Data Services (CDS) for registration

SfN Staff - Headquarters/Neurojobs/SfN Booth/Staff Work Room

Session Moderator Wireless Network – no more than 30 connections

Membership - Sales

Daily Reports for each VLAN detailing hourly concurrent users, unique devices and bandwidth consumption. Access to monitoring system to view real-time statistics throughout the day.

Frequencies for Public Space/Meeting Rooms – 2.4/5.0 GHz 802.11 a/g/n

Exhibit Halls – 5.0 GHz only

Speed - 1.5Mbps up/down (throughout the entire convention center) up to 3.0 Mbps

Access Points Connections - 75 Concurrent Connections per Access Point at 1.5Mbps per connection/device, up to 3.0 Mbps

DHCP lease will be set 12 hours and will be adjusted according to load on system.

Wireless buyout to include Exhibit Halls A-E, all Meeting Rooms and Public Space, per discussions with SmartCity.

NOTE: Scott Moore and Harjit Jathoul have the authority to request restarts of the VLAN in the event we need to do so. No changes to the wireless buyout that have a financial consequence may be made without approval of Paula Kara

Monday, November 6, 2023- Thursday, November 16, 2023

7:00 AM- 11:30 PM

First Aid Services

Walter E. Washington Convention Center: First Aid - Hall A, First Aid - Hall D

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:

Monday, November 6, 2023 @ 6:00 AM

Note

First Aid Services for Neuroscience 2023 will be provided by GW Medical.

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 6:00 AM

Note

The permanent First Aid rooms are equipped with furniture

Events DC will provide an AED and building radio to the medical provider upon check-in

The EMT providers will bring the necessary medical supplies

(4) Keys

Contact: Sharon Bowles, SfN

****Remain as set through Friday, November 17 at 7:00 pm ****

****See attachment for the First Aid daily schedule****

Telecom - Smart City - WCC

Ready By:

Monday, November 6, 2023 @ 6:00 AM

Note

(1) Single phone line and handset - numbers per Telephone Roster:

Hall A – 202/249-4010

Hall D – 202/249-4012

Calls for local and 800 only

****Remain as set through Friday, November 17 at 7:00 pm****

Monday, November 6, 2023- Thursday, November 16, 2023

7:00 AM- 8:00 PM

Security Office

Walter E. Washington Convention Center: 155

Function Type: Office

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact: Allison Burns

Alt Contact: Rosby Jones (Lincoln Security)

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 7:00 AM

Note

Tables and chairs around the perimeter of the room

Rounds and chairs in the center

****Remain as set through Friday, November 17 at 7:00 pm ****

Telecom - Smart City - WCC

Ready By:

Monday, November 6, 2023 @ 8:00 AM

Note

(1) Single phone line and hand set, number per Telephone Roster at table in front of room. Calls for local and 800 calls only.

****Remain as set through Friday, November 17 at 7:00 pm ****

Monday, November 6, 2023- Thursday, November 16, 2023

7:30 AM- 9:00 PM

Freight/Shipping Room

Walter E. Washington Convention Center: 160

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Paul Troxell

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 7:00 AM

Note

- (2) 6' tables w/ skirts
- (3) 8' tables No skirts
- (5) chairs
- (3) Keys

****Remain as set through Thursday, November 16 at 7:00pm****

Monday, November 6, 2023- Thursday, November 16, 2023

8:00 AM- 8:00 PM

The Expo Group

Walter E. Washington Convention Center: Show Office C

Function Type: Office

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Chris Balak

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 8:00 AM

Note

Clean and clear room

Monday, November 6, 2023- Thursday, November 16, 2023

9:00 AM- 5:00 PM

AIS Storage - Room 1

Walter E. Washington Convention Center: 158A, 158B

Function Type: Other

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 9:15 AM

Note

4 - 6' tables skirted

9 - 6' tables no Skirts

10 - chairs

****Remain as set through Thursday, November 16 at 6:00pm****

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 6, 2023 @ 12:00 PM

Note

(1) Poster Board

Monday, November 6, 2023- Thursday, November 16, 2023

9:00 AM- 5:00 PM

AIS Storage - Room 2

Walter E. Washington Convention Center: 159A, 159B

Function Type: Other

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 9:00 AM

Note

(2) 6' tables w/ skirts

(10) 6' tables No skirts

(4) chairs

****Remain as set through Thursday, November 16 at 6:00pm****

Monday, November 6, 2023- Thursday, November 16, 2023

9:00 AM- 5:00 PM

AIS Storage - Room 3

Walter E. Washington Convention Center: 210

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 9:00 AM

Note

2-6' tables skirted

3-6' tables (no skirts)

5- chairs

****Remain as set through Thursday, November 16 at 6:00pm****

Electrical - Hi-Tech Electric

Ready By:

Monday, November 6, 2023 @ 9:00 AM

Note

(1) 20 amp drop at skirted tables

****Remain as set through Thursday, November 16 at 6 pm****

Monday, November 6, 2023- Saturday, November 11, 2023

9:00 AM- 6:00 PM

Exhibit Hall Move In

Walter E. Washington Convention Center: Hall A, Hall B, Hall C

Function Type: Exhibits

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Wednesday, November 8, 2023 @ 8:00 AM

Note

DECORATOR MOVE-IN

Mon, Nov. 6 - Sat., Nov. 11

EXHIBITOR MOVE-IN

Wed, Nov. 8 - Sat, Nov. 11, 8:00am - 6:00pm

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 6, 2023 @ 12:00 PM

Note

(5) Electric Carts

(4) 8" x 5" signs with show logo for electric carts (signs are not on Paula's order) – Signs to read:

SfN Allison

SfN #1

SfN #2

SfN #3

SfN Floor Manager

Ready By:

Tuesday, November 7, 2023 @ 5:00 PM

Note

NOTE: Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths.

CARPET:

Gray carpet in exhibit aisles

Black carpet in power aisles (Main, Front, Back)

Pepper carpet in poster area

BOOTHS

Set 10 X 10 booths as follows:

White Back drape

White Side rail

SIGNS:

Hang double-sided aisle sign per drawing (on Paula's Banner order).

(1) Double-sided sign to read: INSTITUTES/NONPROFITS

CAUTION TAPE:

Please cordon off the aisles into three sections (see diagram).
Aisles 100-1400 and Aisles 1500 - 3500

Saturday at 11:00 a.m., put caution tape around exhibit areas and then remove the caution tape beginning at 9:20am Sunday morning.
Sunday, Monday and Tuesday after exhibit closing put caution tape around exhibit areas at 5:00pm and remove beginning at 9:20am Monday, Tuesday and Wednesday morning.

****Remain as set through Wednesday, November 15 at 5:00 pm****

Other - Aramark - WCC

Ready By:
Saturday, November 11, 2023 @ 9:30 PM

Note

Vacuum all booths.

NOTE: Please do not vacuum until after 9:30pm Saturday evening poster session (ends at 9:30pm).

Monday, November 6, 2023- Thursday, November 16, 2023

9:00 AM- 5:00 PM

Exhibits Management Office

Walter E. Washington Convention Center: Show Office B

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: MO-200-A705

Contacts

Contact: Allison Burns

Logistics

General Notes - SfN

Ready By:

Tuesday, November 7, 2023 @ 12:00 PM

Note

Exhibit Management Office Hours:

Mon., Nov. 6 - Sat., Nov. 11, 8:00 am - 6:00 pm

Sun., Nov. 12 - Tue., Nov. 15, 7:00 am - 6:00 pm

Wed., Nov. 16, 7:00 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 7, 2023 @ 12:00 PM

Note

Set per diagram

(4) 6' x 30" skirted tables with white drape (3 desks and 1 printer)

(1) 4' x 30" skirted table with white drape - (1) Reception

(4) Executive Swivel Chairs

(5) Wastebaskets

(10) Armchairs

*Remain as set through Thursday, November 16 at 6:00 am**

Audio/Visual - Projection AV

Ready By:

Tuesday, November 7, 2023 @ 12:00 PM

Note

(1) Standing Microphone to make daily announcements in the exhibit hall (Halls ABC).

Remain as set through Thursday, November 16 at 6:00 am

Electrical - Hi-Tech Electric

Ready By:

Tuesday, November 7, 2023 @ 12:00 PM

Note

(5) 1000 Watt Outlet with 25 ft. Multi Strip/each - (1) Allison's Desk, (1) Jen's desk, (1) Jim's desk (1) Reception Desk and (1) printer table

NOTE: Will plug in (1) small heater at Allison's Desk, will need enough power for that as well.

****Remain as set through Thursday, November 16 at 6:00 am****

Telecom - Smart City - WCC

Ready By:

Tuesday, November 7, 2023 @ 5:00 PM

Note

(1) Internet drop on SfN Staff VLAN with 2 dhcp addresses. Place internet drop at 6' table with printer.

SfN staff to network laptop computers and printer, including SfN (Allison and Jen) laptops.

(3) Multi Lines, unrestricted, with instrument rollover feature. Extensions per Telephone Roster for Receptionist, Jennifer and Allison.

****Remain as set through Thursday, November 16 at 6:00 am****

Computer - Atlantic Images & Sound - Computers

Ready By:

Tuesday, November 7, 2023 @ 2:00 PM

Note

(2) 22" Monitors to connect to Jen and Allison's laptop

(1) Printer (b/w) - network laptops to this printer.

(1) iPad for Receptionist (please deliver to Exhibit Management, when the printer is delivered).

SfN staff to network laptop computers and printer.

****Remain as set through Wednesday, November 15 at 5:00 pm****

Monday, November 6, 2023- Wednesday, November 15, 2023

9:00 AM- 5:00 PM

Senior Staff Office

Walter E. Washington Convention Center: Salon E

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: No

Cost Center: A-MO200-A201

Logistics

Setup - Washington Convention Center

Ready By:

Monday, November 6, 2023 @ 9:00 AM

Note

This will be a temporary working space until Exhibits Management and the HQ Office are ready. After that, it will be a senior staff office.

(5) 6' draped tables with one chair at each around the perimeter.

Note: will need keycard access

Monday, November 6, 2023

10:00 AM- 11:00 AM

Push to Talk Microphones

Walter E. Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: DawnKeane

Logistics

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Monday, November 6, 2023 @ 10:00 AM

Note

Please ensure that all the push to talk microphones set to “push to talk, push to turn off” not “hold to talk”.

Audio/Visual - Projection AV

Ready By:

Monday, November 6, 2023 @ 10:00 AM

Note

Please ensure that all the push to talk microphones set to “push to talk, push to turn off” not “hold to talk”.