

## Table of Contents

---

CDS Office	1
Press Room Set Up	2

**Tuesday, November 7, 2023- Wednesday, November 15, 2023**

**8:00 AM- 5:00 PM**

**CDS Office**

**Walter E. Washington Convention Center: CDS Office - West Salon**

---

**Function Type:** Registration

**Estimated Attendance:** 5

**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:**

**Monday, November 6, 2023 @ 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 through Wednesday, November 15 at 7:00pm\*\***

---

#### Electrical - Hi-Tech Electric

**Ready By:**

**Monday, November 6, 2023 @ 5:00 PM**

Note

(2) 20-amp circuits with Quad Boxes

**\*\*Remain as set through Wednesday, November 15 at 7:00pm\*\***

---

#### Telecom - Smart City - WCC

**Ready By:**

**Monday, November 6, 2023 @ 5:00 PM**

Note

(1) Internet drop on the CDS VLAN  
(3) IP Addresses to run Registration Area  
CDS will create local network for registration

**\*\*Remain as set through Wednesday, November 15 at 7:00pm\*\***

**Tuesday, November 7, 2023- Friday, November 10, 2023**

**10:00 AM- 5:00 PM**

**Press Room Set Up**

**Walter E. Washington Convention Center: 202A**

**Function Type:** Other  
**Estimated Attendance:** 80  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** No  
**Cost Center:** A-NL200-P150

---

### Contacts

---

**Contact:** Matt Windsor

---

### Logistics

---

#### Setup - Washington Convention Center

**Ready By:**

**Tuesday, November 7, 2023 @ 3:00 PM**

Note

- (19) 6'x30" tables as diagrammed
- (20) Chairs as diagrammed.
- (10) Banquet Rounds, with (8) chairs at each, spread evenly throughout the room.
- (2) Easels
- (8) Wastebaskets
- (5) Keys

(1) Water Cooler w/disposable cups. Refresh throughout the week

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

---

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

**Ready By:**

**Wednesday, November 8, 2023 @ 5:00 PM**

Note

- (1) Poster Board with push pins
- (5) Task Chairs
- (1) Coat Rack

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

---

#### Electrical - Hi-Tech Electric

**Ready By:**

**Wednesday, November 8, 2023 @ 3:00 PM**

Note

(3) 110 V AC drops; (1) under each table with computers and at the U shaped staff area.

Power at each of the round tables with a power strip.

(2) Extra power strips to staff - please give to staff.

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

---

#### Telecom - Smart City - WCC

**Ready By:**  
**Thursday, November 9, 2023 @ 10:00 AM**

Note

(1) VLAN with (2) drops. See diagram for locations. On the SfN Staff VLAN. SfN staff to provide secured wireless network and to network computers and printers.

(1) Single line with instrument, unrestricted, at staff area. Phone numbers per Telephone Roster, see diagram for placement.

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

---

## **Computer - Atlantic Images & Sound - Computers**

**Ready By:**  
**Thursday, November 9, 2023 @ 4:00 PM**

Note

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

(1) Black & White Printer

(1) Color Printer in staff area

SfN staff to provide secured wireless network and network computers and printers.

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