

Table of Contents

Exhibitor Lead Retrieval & Service Desk	1
Headquarters Office	2
Press Conference Set Up	3

Wednesday, November 8, 2023- Wednesday, November 15, 2023

8:00 AM- 6:00 PM

Exhibitor Lead Retrieval & Service Desk

Walter E. Washington Convention Center: Exhibitor Service Center - Concourse B

Function Type: Exhibits

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 @ 5:00 PM

Note

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

Sun, Nov. 12, -Tues, Nov. 14, 8:30 am - 5:00 pm

Wed, Nov. 16, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 7, 2023 @ 5:00 PM

Note

Set-up per diagram.

(3) Counters

Headers to read: LEAD RETRIEVAL

(3) 6' x 30" draped tables

(4) Chairs

STORAGE AREA

Setup per diagram.

(2) 6' x 30" draped tables

(8) 6' x 30" tables - no drape

(4) Chairs

****Remain as set through Wednesday, November 15 at 9:00 pm****

Electrical - Hi-Tech Electric

Ready By:

Tuesday, November 7, 2023 @ 5:00 PM

Note

(4) 20 amp drops - (1) inside Storage Room, (1) under each counter

All circuits should be 24-hour dedicated.

****Remain as set through Wednesday, November 15 at 9:00 pm****

Telecom - Smart City - WCC

Ready By:
Tuesday, November 7, 2023 @ 5:00 PM

Note

(1) Single line with instrument. Restricted and 800 calls only, number per Telephone Roster.

(1) DHCP drop

****Remain as set through Wednesday, November 15 at 9:00 pm****

Wednesday, November 8, 2023- Wednesday, November 15, 2023

9:00 AM- 6:00 PM

Headquarters Office

Walter E. Washington Convention Center: 102A, 102B

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 7, 2023 @ 12:00 PM

Note

HEADQUARTERS:

LOGISTICS OFFICE:

(33) 6' skirted tables with white drape, (16) to be used as desks with (16) behind the desks, as drawn on diagram

(16) Executive swivel chairs

(22) Chairs (2) in front of desks, as drawn on diagram

(3) Chairs - along wall for waiting area

(17) Wastebaskets

CONFERENCE ROOM

(4) 6' draped tables to make Conference Table, per diagram

(6) chairs

(1) Wastebasket

TRUNK / SIGN ROOM

Build room w/door per diagram.

(3) 6'x30" Skirted tables with white drape

(1) Wastebasket

(2) Coat Racks with hangers

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

Electrical - Hi-Tech Electric

Ready By:

Tuesday, November 7, 2023 @ 5:00 PM

Note

(16) 120v/15 amp drops, see diagram for placement

(2) Power Strips per Diagram.

NOTE: If possible, please don't install breaker boxes in offices.

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

Telecom - Smart City - WCC

Ready By:
Tuesday, November 7, 2023 @ 5:00 PM

Note

(1) VLAN with (2) static drop locations per diagram in Paula's area and Steph C's area on the SfN Staff VLAN (15) additional dhcp IP addresses
(1) CDS VLAN drop at Stephanie's area

NOTE: SfN staff will create a secured wireless network and network all computers and printers

(5) Multi-lines, unrestricted, with instruments and rollover, numbers per attached Telephone Roster. See diagram for placements.

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

Computer - Atlantic Images & Sound - Computers

Ready By:
Tuesday, November 7, 2023 @ 5:00 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.

(1) iPad (please deliver to Headquarters, when computers are delivered).

(1) Mouse for Laptop

(1) Black & White Printer behind Kendra's desk

(1) Color Printer on the corner of Paula's desk

NOTE: SfN staff to network all computers to printers.

NOTE: Laptop and iPad for Tim

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

Wednesday, November 8, 2023- Saturday, November 11, 2023

12:30 PM- 5:00 PM

Press Conference Set Up

Walter E. Washington Convention Center: 202B

Function Type: Other
Estimated Attendance: 52
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:
Wednesday, November 8, 2023 @ 10:00 AM

Note

Set room theater style with center aisle for (48)
32' x 12' x 24" Stage - set per diagram
Head table for (6) - (2) 8' Tables with 3 chairs each

- (1) Standing Lectern
- (1) 6' skirted table and (2) chairs for materials and staff
- (1) 6' skirted table and (2) chairs for Multiview (web casting vendor)
- (1) 6' skirted table with (1) chair for audio tech
- (2) Easels
- (1) Wastebasket
- (5) Keys

Water service at the head table for each press conference. A schedule will be provided closer to the meeting.

Preset room lights out over screen

8' x 6' x 24" riser in the back of the room so cameraman is level with the speakers in front.

****Remain as set through Tuesday, November 14 at 8:00pm****

Audio/Visual - Atlantic Images & Sound - AV

Ready By:
Thursday, November 9, 2023 @ 3:00 PM

Note

- (1) Screen
- (1) Data Video Projector
- (1) Laser Pointer
- (1) Remote to advance slides
- (1) Speaker Timer

(2) Light trees (additional room lighting for filming).

NOTE: PLEASE HAVE A TECH NEARBY IN CASE ONE IS

NEEDED DURING THE RECORDING TIMES

Preset Room Lights out over Screen

NOTE: Video recording will be done by MultiView.

****Remain as set through Tuesday, November 14 at 8:00 pm****

Audio/Visual - Projection AV

Ready By:
Thursday, November 9, 2023 @ 3:00 PM

Note

- (1) Lectern Microphone
- (1) Lavalier Microphone (front, stage left)
- (6) Table Microphones, push to talk
- (2) Floor Microphones in center aisle

- (1) Mult box (6 channel)

Audio DI for computer playback at lectern.

Sound operator will be required, times TBD.

****Remain as set through Tuesday, November 14 at 8:00pm.****

Electrical - Hi-Tech Electric

Ready By:
Wednesday, November 8, 2023 @ 3:00 PM

Note

- (1) 20amp drop at camera platform,
- (1) 20amp drop at Light trees
- (1) 20amp drop at audio table
- (1) 20amp drop stage left
- (1) 20 amp drop at projector

- (1) Power strip - leave at SfN table

****Remain as set through Tuesday, November 14 at 8:00pm****

Telecom - Smart City - WCC

Ready By:
Thursday, November 9, 2023 @ 8:00 AM

Note

- (5) additional IP addresses

- (1) Wired connection at webcasting table.
g NetDedicated (Dedicated 6 Mbps w/5 IP addresses) - for web casting.

****Remain as set through Tuesday, November 14 at 8:00pm.****

Computer - Atlantic Images & Sound - Computers

Ready By:
Thursday, November 9, 2023 @ 5:15 PM

Note

- (1) Laptop computer with Microsoft Windows 10 Pro, Office 2016 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.

Please ensure that the laptop has Zoom on it

****Remain as set through Tuesday, November 14 at 8:00 pm****