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Thursday, November 9, 2023- Wednesday, November 15, 2023
6:00 AM- 7:00 PM
Shuttle Office
Walter E. Washington Convention Center: 157

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Jennifer Gross
	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Jennifer Gross

Logistics

Setup - Washington Convention Center

Ready By:
Wednesday, November 8, 2023 @ 12:00 PM

Note

(3) Keys for door
(Contact: Jenni Sanders, Production Transport)

(4) 6'x30" Tables
(6) Chairs
(2) Wastebaskets

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

Thursday, November 9, 2023- Wednesday, November 15, 2023
7:00 AM- 7:00 PM
DLM Office/Storage
Walter E. Washington Convention Center: 301

Function Type: Office	**Billing Group:** SfN Master
Estimated Attendance: 8	**Meeting Planner:** Jennifer Gross
Room Set: Hollow Square	**Post:** No
	Cost Center: A-DL200-P205

Contacts

Contact: Taylor Johnson

Logistics

Setup - Washington Convention Center

Ready By:
Wednesday, November 8, 2023 @ 12:00 PM

Note

(4) 6' tables
(11) chairs
(2) low cocktail rounds
(7) Easels
(1) Wastebasket

Need 6 keys

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

Electrical - Hi-Tech Electric

Ready By:
Wednesday, November 8, 2023 @ 2:00 PM

Note

(3) Power Strips

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

Thursday, November 9, 2023- Wednesday, November 15, 2023
8:00 AM- 6:00 PM
Business Office
Walter E. Washington Convention Center: Business Office - East Salon

Function Type: Office	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Stephanie Embrey
	Post: Yes
	Cost Center: A-MO200-A708

Contacts

Contact: Cori Spencer

Logistics

General Notes - SfN

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

Note

Hours: Sat., November 11 – Wednesday, November 15, 7:30 am – 6:00 pm

**Remain as set through Wednesday, November 15 at 6:00 pm *

General Contractor - The Expo Group (TEG)

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

Note

Install walls with locking door per diagram.
(2) Keys required
(6) 6'x30" skirted tables
(4) Chairs
(2) wastebaskets

Remain as set through Wednesday, November 15 at 6:00pm

Electrical - Hi-Tech Electric

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

Note

Electrical at the 6' tables for staff laptops

Remain as set through Wednesday, November 15 at 6:00pm

Computer - Atlantic Images & Sound - Computers

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

Note

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

**Remain as set through Wednesday, November 15 at 6:00 pm *

Thursday, November 9, 2023
8:00 AM- 5:00 PM
Committee Room #1 Set Up
Walter E. Washington Convention Center: 209A

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 30	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 9, 2023 @ 10:30 AM

Note

U-Shape set for 30 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel
(1) Wastebasket

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

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

Electrical - Hi-Tech Electric

Ready By:
Thursday, November 9, 2023 @ 12:00 PM

Note

(1) 110 drop at projector
(10) Power strips around the u-shape set-up for attendees to use for laptops

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

Thursday, November 9, 2023
8:00 AM- 5:00 PM
Committee Room #2 Set Up
Walter E. Washington Convention Center: 209B

Function Type: Meeting	**Billing Group:** SfN Master
Set For: 30	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 9, 2023 @ 10:30 AM

Note

U-Shape set for 30 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel
(1) Wastebasket

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

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

Electrical - Hi-Tech Electric

Ready By:
Thursday, November 9, 2023 @ 12:30 PM

Note

(1) 110 drop at projector
(10) Power strips around the u-shape set-up for attendees to use for laptops

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

Thursday, November 9, 2023
8:00 AM- 5:00 PM
Committee Room #3 Set Up
Walter E. Washington Convention Center: 209C

Function Type: Meeting	**Billing Group:** SfN Master
Set For: 30	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

Ready By:
Thursday, November 9, 2023 @ 10:30 AM

Note

U-Shape set for 30 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel
(1) Wastebasket

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

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

Electrical - Hi-Tech Electric

Ready By:
Thursday, November 9, 2023 @ 12:30 PM

Note

(1) 110 drop at projector
(10) Power strips around the u-shape set-up for attendees to use for laptops

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

Thursday, November 9, 2023
8:00 AM- 5:00 PM
Committee Room #4 Set Up
Walter E. Washington Convention Center: 304

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 16	**Meeting Planner:** Dawn Keane
Room Set: Conference	**Post:** No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

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

Note

Conference set for 16 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel
(1) Wastebasket

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

Electrical - Hi-Tech Electric

Ready By:
Thursday, November 9, 2023 @ 12:00 PM

Note

(1) 110 drop at projector
(4) Power strips around the table set-up for attendees to use for laptops

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

Thursday, November 9, 2023

8:00 AM- 5:00 PM

Committee Room #5 Set Up

Walter E. Washington Convention Center: 305

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 16	**Meeting Planner:** Dawn Keane
Room Set: Conference	**Post:** No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

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

Note

Conference set for 16 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel
(1) Wastebasket

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

Electrical - Hi-Tech Electric

Ready By:
Thursday, November 9, 2023 @ 2:00 PM

Note

(4) Power strips around the table set-up for attendees to use for laptops

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

Thursday, November 9, 2023

8:00 AM- 5:00 PM

Committee Room #6 Set Up

Walter E. Washington Convention Center: 306

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 16	**Meeting Planner:** Dawn Keane
Room Set: Conference	**Post:** No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

Setup - Washington Convention Center

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

Note

Conference set for 16 ppl, no more than 2 ppl per 6' table or 3 per 8' table.

(1) Easel
(1) Wastebasket

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

Electrical - Hi-Tech Electric

Ready By:
Thursday, November 9, 2023 @ 12:00 PM

Note

(4) Power strips around the table set-up for attendees to use for laptops

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

Thursday, November 9, 2023
11:30 AM- 2:00 PM
Staff Meal Room
Walter E. Washington Convention Center: 101

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 50	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** No
	Cost Center: A-MO200-A201

Logistics

Setup - Washington Convention Center

Ready By:
Wednesday, November 8, 2023 @ 5:00 PM

Note

Max room with banquet rounds and chairs, leaving room for buffets.

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

General Contractor - The Expo Group (TEG)

Ready By:
Wednesday, November 8, 2023 @ 2:00 PM

Note

Hardwall and door per diagram.

Food And Beverage - Aramark - WCC

Ready By:
Thursday, November 9, 2023 @ 11:15 AM

Note

Lunch @ $36.00+ per person
Lunch Items Served Daily: Assorted Rolls and Breads;
Fresh Fruit and Whole Fruit; Garden Salad; Freshly Brewed
Coffee, Decaffeinated Coffee, Hot Tea and Iced Tea

Lunch Menu # 1
Rotini Pasta Salad with Baby Tomatoes, Feta
Cheese, Cucumber and a Lite Vinaigrette; Red Bliss Potato
Salad; Roasted Turkey, Roast Beef, & Ham;
Farmhouse Cheddar, Swiss and Provolone; Sliced
Red Onions, Red Leaf Lettuce and Sliced Tomatoes; Dijon Mustard,
Whole Grain Mustard, Herb Mayonnaise;
Marble Rye, Country White, and Multi Grain Breads;
New York Cheesecake, Éclairs and Mini Fruit Tart

Assorted Canned Soda @ $5.50+ each, charged on consumption.

Note: Requesting Coke products throughout the week - please :)

(1) Water cooler with disposable cups and replenish as needed.

Plus 24% service charge, SfN is tax exempt in DC

Thursday, November 9, 2023- Wednesday, November 15, 2023
12:00 PM- 5:00 PM
Lead Retrieval Rentals
Walter E. Washington Convention Center

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Stephanie Embrey
	Post: No

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - Convention Data Services (CDS)

Ready By:
Thursday, November 9, 2023 @ 3:30 PM

Note

Please provide a short training on how to use the scanners with the staff picking them up.

Other - Convention Data Services (CDS)

Ready By:
Thursday, November 9, 2023 @ 3:30 PM

Note

(3) Scanners for the events below from 11/11 to 11/15 at 5pm. Please contact Bria Ward at bward@sfn.org. Please program all devices for the SfN Booth.

Cost center for 3 scanners: A-MK200-A108

SfN Booth

Ready By:
Thursday, November 9, 2023 @ 3:30 PM

Note

(9) Scanners for the events below from 11/10 to 11/15 at 5pm. Please contact Eiman Abdelgadir at eabdelgadir@sfn.org. Please program all devices for the following Scientific Training events.

Cost center: A-AT200-A168

PDW: Advancing Your Career Through Effective Science Writing for the Public and Creating Clear, Eye-Catching Research Statements
PDW: "Building Up the Nerve" to Develop Your NIH Training Application
PDW: Doing Our Part to Change the Culture of Science: Becoming a Champion for Rigor
PDW: Ensuring All Your Students Know They Belong in Neuroscience
PDW: Escape from Academia-Alternative Careers: Is There Life After the PhD?
PDW: How I Survived Grad School: Perspectives from Black in Neuro
PDW: Inclusion in Higher Education: Designing Training Environments to Serve All Students
PDW: Make a Greater Impact Using Clear and Accessible Scientific Writing
PDW: Neuroethics from the Bench to the Classroom: Tools to Enhance Your Experiments, Curriculum and Communication

PDW: Practical Guide to Data Management and Sharing Mandates
PDW: Pursuing the Start Up Dream: Career Journeys of Neuroscientists Turned Neurotech Founders
PDW: Teaching Neuroscience: New Approaches to Electrophysiology Lab

Neurojobs Career Center
Career Development Topics
Training Booth

(1) Scanners for the events below from 11/10 to 11/15 at 5pm.
Cost center: A-AT200-P162

Responsible Conduct of Research (RCR) Short Course: Responsible Use of AI in Neuroscience Research and Education

Graduate School Fair
NDP: Neuroscience Departments and Programs Workshop

Ready By: **Thursday, November 9, 2023 @ 3:30 PM**	Note

Please program the following sessions into all of the Scientific Training and Advocacy Scanners.

Ask Anything - Haber
Ask Anything - MacVicar
Ask Anything - Morrison
Ask Anything - Roche
Ask Anything - Woolley
Ask Anything - Poe
Ask Anything - Rosa-Molinar
Ask Anything - Ruffin
Ask Anything - 1
Ask Anything - 2

Ready By: **Thursday, November 9, 2023 @ 3:30 PM**	Note

(2) Scanners for the events below from 11/10 to 11/15 at 5pm. Please contact Katherine Bloom at kbloom@sfn.org. Please program all devices for the following Advocacy events.

Cost center: A-AT200-A176

Advocacy Booth
Animals in Research
Advocacy Forum/Congressional Briefing PTSD

Ready By: **Thursday, November 9, 2023 @ 3:30 PM**	Note

Adam Katz would like to use his personal cell phone to scan the events below instead of using a scanner. He would need a license to do so. Please program his phone with the following event:

AMK Follow Up

Ready By: **Thursday, November 9, 2023 @ 3:30 PM**	Note

(5) Scanners for the events below from 11/10 to 11/15 at 5pm. Please contact Cashen Almstead at calmstead@sfn.org. Please program all devices for the following Scientific Training events.

Cost center: A-AT300-G309

Diversity Poster Session

Diversity Reception
NSP Mentoring Event
CWIN

Ready By:
Tuesday, November 14, 2023 @ 4:00 PM

Note

PRESIDENTIAL RECEPTION
(8) scanners for the Presidential Reception on Tuesday, Nov. 14

We will use the access control option to record who attends. Please deliver scanners to the Headquarters office @4:45 pm on Tuesday. At this time, we would also like for CDS to hold a short training on how to use the scanners with the staff working the reception.

For questions, contact Paula.

Thursday, November 9, 2023- Wednesday, November 15, 2023
12:00 PM- 5:00 PM
Staff Work Room
Walter E. Washington Convention Center: 101 - Staff Work Room

Function Type: Office	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

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

Note

(8) 6'x30" Skirted Tables
(10) Chairs
(4) Wastebaskets

(9) Two Way Radios on Repeater

Remain as set through Wednesday, November 15 at 6:00pm

Electrical - Hi-Tech Electric

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

Note

(6) Quad Boxes, see floor plan for placement.
NOTE: One is for copier, need to ensure we have enough power. Please provide five power strips for charging devices.

Remain as set through Wednesday, November 15 at 6:00pm

Telecom - Smart City - WCC

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

Note

(2) SfN Staff VLAN drops - one for computers/printer and one at copier location (with SMTP capability allowing port 25 and 587 for copier drop)
(10) additional DHCP IP addresses

Remain as set through Wednesday, November 15 at 6:00pm

Computer - Atlantic Images & Sound - Computers

Ready By:
Wednesday, November 8, 2023 @ 5:00 PM

Note

STAFF WORK ROOM
(2) Computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Pro, Quicktime and Flash Software, Dreamweaver. The USB ports must be located in the front of the CPU.
(2) Monitors

(1) iMAC computer w/Adobe Creative Cloud for Teams
(1) Printer

NOTE: Please be sure to add Dreamweaver software to order for all computers in this room.
NOTE: Please ensure software is loaded in advance of delivery (trial license is okay)

DLM
(2) Monitors (side by side)
(1) Keyboard
(1) Wireless mouse.

NOTE: Amanda will provide a sign indicating when the space is reserved for DLM staff to monitor the virtual component.

NOTE: SfN staff to network all computers to this printer.

Remain as set through Wednesday, November 15 at 6:00pm

Thursday, November 9, 2023
2:00 PM- 3:00 PM
Citywide Hotel Pre-Con
Walter E. Washington Convention Center: 207B

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 75	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

General Notes - SfN

Ready By:
Thursday, November 9, 2023 @ 1:00 PM

Note

As set on Saturday, November 11 at noon

Audio/Visual - Projection AV

Ready By:
Thursday, November 9, 2023 @ 1:00 PM

Note

(1) Lectern microphone

Food And Beverage - Aramark - WCC

Ready By:
Thursday, November 9, 2023 @ 1:30 PM

Note

Assorted Soft Drinks @ $5.50++ each, charged on consumption
Bottled Water @ $4.50++ each, charged on consumption

Plus 24% service charge, SfN is tax exempt in DC

Thursday, November 9, 2023

2:00 PM- 5:00 PM

Testing Virtual

Walter E. Washington Convention Center: Ballroom A, Ballroom B, Hall D

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 15	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** No
	Cost Center: A-DL200-V170 A-DL200-V170

Contacts

Contact: Amanda Kimball

Logistics

General Notes - SfN

Ready By:

Thursday, November 9, 2023 @ 10:00 AM

Note

Please have room fully set as listed on Saturday, November 11 at 2 pm

This will be a full rehearsal of the pass through for the live streaming with our virtual partner, CTI.

Thursday, November 9, 2023
4:00 PM- 5:00 PM
Staff Tours
Walter E. Washington Convention Center

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 100	**Meeting Planner:** Paula Kara
	Post: Yes
	Cost Center: A-MO200-A201

Logistics

Setup - Washington Convention Center

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

Note

Staff tours will be conducted at the following times:
Thursday, 4:00 pm
Friday, 10:00 am
Please ensure all escalators are turned on.