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Friday, November 10, 2023

8:00 AM- 5:00 PM

Molecular and Cellular Cognition Symposium (MCCS)

Walter E. Washington Convention Center: 145A, 145B

Function Type: Satellite

Estimated Attendance: 400

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Sheena Josselyn

Organizer Email: sheena.josselyn@sickkids.ca

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 10, 2023 @ 7:00 AM

Note

As set Saturday, November 11 at 2 p.m.

Satellite organizer also requests the following items:

(2) Skirted registration tables with (4) chairs at the entrance to the room.

(1) Easel

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, November 10, 2023 @ 7:00 AM

Note

As set Saturday, November 11 at 2 p.m.

Satellite organizer will use the following existing items:

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

Audio/Visual - Projection AV

Ready By:

Friday, November 10, 2023 @ 7:00 AM

Note

As set Saturday, November 11 at 2 p.m.

Satellite organizer will use the following items:

(1) Lectern microphone

(3) Head table microphones

(1) DI under 6' table for computer

Food And Beverage - Aramark - WCC

Ready By:

Friday, November 10, 2023 @ 7:00 AM

Note

Please contact the organizer directly for food and beverage requirements. Organizer will pay Aramark directly for all f/b costs.

Friday, November 10, 2023- Wednesday, November 15, 2023

8:00 AM- 5:00 PM

Registration Temporary Staff Lounge

Walter E. Washington Convention Center: Registration Temp Lounge - West Salon

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Thursday, November 9, 2023 @ 8:00 AM

Note

Hours: Friday, November 10, 8:00 am – 5:00 pm

Saturday, November 11 – Wednesday, November 15, 7:30 am – 5:00 pm

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 1:00 PM

Note

(2) Banquet rounds with tablecloths and chairs

(2) 6' tables one for beverage service and one for phone/work area

(1) Large trashcan

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

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, November 7, 2023 @ 5:00 PM

Note

Build room as diagrammed

(1) Coat rack with hangers

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

Electrical - Hi-Tech Electric

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

Place one electrical drop at 6" table with telephone per diagram.

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

Telecom - Smart City - WCC

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

Note
(1) Single line with instrument, restricted and 800 calls only, numbers per Telephone roster

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

Food And Beverage - Aramark - WCC

Ready By:
Saturday, November 11, 2023 @ 7:00 AM

Note
Saturday through Wednesday: Serve coffee from 7:00 am – 8:00 am.
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas
@ \$74.00++ per gallon

Refresh as needed until end time.

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

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

Friday, November 10, 2023- Wednesday, November 15, 2023

8:00 AM- 6:00 PM

Scooter Storage

Walter E. Washington Convention Center: 153

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 10, 2023 @ 12:00 PM

Note

There is no room setup.

Scooters and wheelchairs will be stored in this room from

Friday, November 10 through Wednesday, November 15 at 6:00 p.m.

Electrical - Hi-Tech Electric

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

(4) Power cords to charge electric scooters

Friday, November 10, 2023

9:00 AM- 1:00 PM

Temporary Personnel Training

Walter E. Washington Convention Center: 207B

Function Type: Meeting

Estimated Attendance: 100

Set For: 100

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Friday, November 10, 2023 @ 8:00 AM

Note

As set Saturday, November 11 at 12:00 pm

Audio/Visual - Projection AV

Ready By:

Friday, November 10, 2023 @ 8:00 AM

Note

(1) Lectern microphone

Friday, November 10, 2023

11:00 AM- 3:00 PM

Production Transport Staff Training Meeting

Walter E. Washington Convention Center: 209B

Function Type: Meeting

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 10, 2023 @ 10:00 AM

Note

As set Thursday, November 9.

Friday, November 10, 2023

11:30 AM- 2:00 PM

Staff Meal Room

Walter E. Washington Convention Center: 101

Function Type: Other

Estimated Attendance: 70

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Logistics

Food And Beverage - Aramark - WCC

Ready By:

Friday, November 10, 2023 @ 11:15 AM

Note

Morning Service from 7:00am - 9:00am

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ \$74 per gallon

Refresh as needed until 9:00am

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

Lunch Service from 11:30am – 2:00 pm:

Lunch @ \$36.00+ per person

Lunch Items Served Daily: Assorted Rolls and Breads Sliced; Fresh Fruit and Whole Fruit; Garden Salad; Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea and Iced Tea

Lunch Menu #8

Roasted Vegetable Couscous Salad

Chef's Choice Fresh Fish

Roasted Chicken Breast with Garlic and Herbs Herbed Fingerling Potatoes

Petite Ratatouille

Selection of Gourmet Breads Chocolate Brownies

Open Faced Apple Tart with Whipped Cream

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

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

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

Friday, November 10, 2023

12:00 PM- 7:30 PM

Advances in Motor Learning and Motor Control

Walter E. Washington Convention Center: 140A, 140B

Function Type: Satellite

Estimated Attendance: 250

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Maurice Smith

Organizer Email: mas@seas.harvard.edu

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 10, 2023 @ 11:00 AM

Note

As set for Saturday, November 11 at 1 p.m.

Satellite organizer also requests the following items:

(2) Skirted registration tables with (4) chairs at the entrance to the room.

(1) Easel

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Friday, November 10, 2023 @ 11:00 AM

Note

As set on Saturday, November 11 at 1 p.m.

Satellite organizer will use the following existing items:

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

Audio/Visual - Projection AV

Ready By:

Friday, November 10, 2023 @ 11:00 AM

Note

As set Saturday, November 11 at 1 p.m.

Satellite organizer will use the following items:

(1) Lectern microphone

(1) Head table microphone

(1) DI under 6' table for computer

Food And Beverage - Aramark - WCC

Ready By:

Friday, November 10, 2023 @ 11:00 AM

Note

Please contact the organizer directly for food and beverage requirements. Organizer will pay Aramark directly for all f/b costs.

Friday, November 10, 2023- Wednesday, November 15, 2023

12:00 PM- 5:00 PM

Badge Pick Up

Walter E. Washington Convention Center: Badge Pick-up - West Salon

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Tuesday, November 7, 2023 @ 5:00 PM

Note

Hours for Badge Pick-Up

Fri, Nov 10 - 12:00pm - 5:00pm

Sat, Nov 11- Wed, Nov. 15 - 7:30am - 5:00pm

**** Note:** Please have three counters with scanners/printers and one Customer Services kiosk open for Exhibitor Badge Pick-Up on 11/8 & 11/9**

****Note:** Please have four counters and two Customer Service kiosks open for Short Course participants and exhibitors on the morning of 11/10.**

****NOTE:** PLEASE KEEP ONE COUNTER OPEN FOR THE SATURDAY NIGHT 11/11 POSTER SESSION UNTIL 8:00 PM. AREA WILL BE MANNED BY A TEMP.**

General Contractor - The Expo Group (TEG)

Ready By:

Monday, November 6, 2023 @ 2:00 PM

Note

West Salon

Counters 1-5

Signage on Structural Rendering: BADGE PICK-UP

Scan & Go Counters

(5) Counters to accommodate five printers facing outward

3' high black pipe and drape or rope to create five lines in front of counters

Rope and stanchion to create serpentine line

(1) High stool for line monitor

(2) High stools, one at each end on counter.

Counters 6-15

Signage on Structural Rendering: BADGE PICK-UP

(10) Counters to accommodate two laptops, one printer and one orbital scanner facing outward

3' high black pipe and drape or rope to create 10 lines in front of counters.

Rope and stanchion to create serpentine waiting line.

(2) High stools for each line monitor

(4) High stools, one at each end on counters.

Counters 16-18

Signage on Structural Rendering: CUSTOMER SERVICE

(3) counters to accommodate two computers & one printers facing inward on each counter

(6) Task chairs, (2) behind each counter

(3) Tables behind the kiosks for admin laptops and printers

3' high black pipe and drape or rope to create four lines in front of counters

Rope and stanchion to create serpentine waiting line.

(1) High stool for line monitor

(1) High Stool placed to the side of the counter.

Attendee Look Up Counter

(1) 6" Skirted Table

****Please place several trash cans/recycle bins in this area.****

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

Ready By:

Wednesday, November 8, 2023 @ 12:00 PM

Note

SET PER DIAGRAM

(1) Pronoun Sticker Counter with 1 ADA side

(2) acrylic holders back-to-back on each counter

Meetings Assistant will monitor and replace empty rolls of stickers as needed.

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

Electrical - Hi-Tech Electric

Ready By:

Monday, November 6, 2023 @ 5:00 PM

Note

Badge Pick Up - Total AMPS (150)

2 AMPS = 60 and 6 AMPS = 90

Total Quad Boxes: 15

Place quad boxes with power strips under each counter.

Customer Service - Total AMPS (20)

2 AMPS = 8 and 6 AMPS = 12

Total Quad Boxes: 3

Place quad boxes with power strips under each counter and back table.

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

Telecom - Smart City - WCC

Ready By:

Monday, November 6, 2023 @ 5:00 PM

Note

(4) CDS VLAN drops

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

Computer - Convention Data Services (CDS)

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

Note

West Salon - Counters 1-15
(3) CDS Admin Terminals
(30) CDS Self-registration Terminals
(30) Orbital Scanners
(15) CDS Printers for Badges
(5) Scan and Go Handheld Scanners

Customer Service - Counters 16-18
(6) CDS Workstations
(6) Orbital Scanners
(1) CDS Admin Terminal
(1) Abstracts Online Terminal
(3) CDS Printers for Badges
(1) Receipt Printer

Attendee Lookup Table
(1) Workstation
(1) Orbital Scanner

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

Friday, November 10, 2023- Wednesday, November 15, 2023

12:00 PM- 6:00 PM

Convention Center Cleaning

Walter E. Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

Other - Aramark - WCC

Ready By:

Friday, November 10, 2023 @ 7:30 PM

Note

MOVE-IN – Ensuring the halls stay clean and clear during the move-in process.

HALLS D and E, Nov. 6 – 10

HALLS A - C, Nov. 6 - 11

MOVE-OUT – (11/15 - 17) - Disposing of all trash and debris related to move-out process.

HALLS A - C, D, and E

EVENT DAYS – Event porter service, clean show management areas, aisle vacuuming and/or scrubbing (post show), trash and debris removal from the show floor.

HALLS A – C, D and E, Nov. 11 – 15

****Exhibit Halls Aisles (front, back and 1500 Aisle) and Poster Area****

- 11/11/23 - Vacuum to finish before 11:30am. Poster Session begins at 1:00pm with attendees permitted in the hall beginning at 12:00pm.

****Exhibit Booths (Saturday Night ONLY)****

- Vacuum all exhibit booths prior to Exhibit Hall opening on Sunday.

Note: Please do not start to vacuum before 9:30pm, we have an event in the hall on Saturday that ends at 9:30pm.

****Sunday - Tuesday****

- Vacuum Sunday - Tuesday after 6:00pm

****Exhibitor Lounge, Show Office A****

- Vacuum prior to 6:00pm everyday beginning 11/9 as the doors are locked at 6:00pm

****Halls D, E and East and West Salons****

- Vacuum these areas after 7:30pm and prior to 7:00am beginning 11/11
-

Other - Lincoln Security

Ready By:

Saturday, November 11, 2023 @ 9:30 PM

Note

Halls A - C

Saturday, 9:30pm - Sunday, 1:30am

Sunday - Tuesday , 6:00pm - 10:00pm

Friday, November 10, 2023- Wednesday, November 15, 2023

12:00 PM- 6:30 PM

Infant Care Room

Walter E. Washington Convention Center: 204A

Function Type: Other
Estimated Attendance: 10
Room Set: See Diagram

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:
Friday, November 10, 2023 @ 11:00 AM

Note
Infant Care Room Hours:
Friday, November 10: 12:00 p.m.- 6:30 p.m.
Saturday, November 11 - Wednesday, November 15: 7:00 a.m. - 6:30 p.m.

Setup - Washington Convention Center

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

Note
(3) Large Trash Cans with Liners
(1) Water Cooler with Cups -Do not plug in - water cannot be cold
Refill as needed
Tape or cover electrical outlets
Empty diaper pails every 2-3 hours

Check trash twice a day. Vacuum each evening.

****See Diagram****

****Remain as set through Wednesday, November 15 at 6:00 p.m.****

General Contractor - The Expo Group (TEG)

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

Note
(3) 10'x10' Hard-walled cubicles (lockable from inside)
(1) Trash Can in common area
(7) Arm Chairs – 1 placed inside each cubicle, and 4 in the common area
(7) Vibe cubes – 1 placed inside each cubicle, and 4 in the common area
(4) Large diaper pails– (1) placed next to changing table in common area, (1) in each cubicle
(2) 6'x36" skirted tables in common area, see diagram for placement
(4) 6'x36" skirted tables. Install padding (extra padding) under white plastic tops before topping. Please be sure there are no staples, etc. anywhere near the top or sides of the tables. Place one (1) padded table in each cubicle, and one (1) padded table in the common area next to the

diaper pail.

(4) Changing pads - place one (1) pad on top of table in each cubicle, and one (1) pad on top of the table in the common area next to the diaper pail.

Keyed lockers - placed along wall in common area

****See Diagram****

****Remain as set through Wednesday, November 15 at 6:00 p.m.****

Electrical - Hi-Tech Electric

Ready By:

Thursday, November 9, 2023 @ 7:00 AM

Note

(3) Electrical outlets - place one (1) in each cubicle

(3) Power cords - place one (1) in each cubicle

****Remain as set through Wednesday, November 15 at 6:00 p.m.****

Friday, November 10, 2023

1:00 PM- 5:30 PM

Responsible Conduct of Research Short Course: Responsible Use of AI

Walter E. Washington Convention Center: 150A, 150B

Function Type: Workshop

Estimated Attendance: 300

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: A-AT200-A174

Contacts

Contact: Ambika Mathur

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 10:00 AM

Note

Set stage per diagram.

Head Table for 6

Rounds for (300)

(1) Standing Lectern

(2) Easels

(1) 6'x30" skirted AV Tech table with (1) chair, set per diagram

(1) 6'x30" skirted registration tables with (2) chairs outside room

(5) 6'x30" skirted material tables outside of room near registration table

(2) Wastebaskets, place outside room by registration tables

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Thursday, November 9, 2023 @ 2:00 PM

Note

(1) Screen

(1) Data Projectors

(1) 4x1 switcher

(1) Timer

Audio/Visual - Projection AV

Ready By:

Friday, November 10, 2023 @ 12:00 PM

Note

(1) Lectern microphone

(3) Table microphones (PTT) at head table

(2) Floor microphones

(1) Handheld wireless microphone

(1) DI at lectern (mic level) for computer playback

NOTE: Audio tech required

Electrical - Hi-Tech Electric

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

Note
(1) 110v/20amp drop at projector
(1) 110v/20amp drop at lectern

Computer - Atlantic Images & Sound - Computers

Ready By:
Friday, November 10, 2023 @ 1:00 PM

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

Friday, November 10, 2023- Wednesday, November 15, 2023

2:00 PM- 5:00 PM

Attendee Seating Areas & Public Spaces

Walter E. Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 2:30 PM

Note

Please place as many tables and chairs as possible in public areas as seating areas for attendees. Seating should be placed in areas not already utilized and so that they don't interfere with traffic flow.

Place rounds along the west side of the L St Bridge for additional seating.

Place additional tables along Halls D/E corridor, nooks on the concourse level, and on the ballroom pre-function area by windows.

Place rounds in Halls A & C per diagram.

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

Friday, November 10, 2023- Monday, November 13, 2023

2:00 PM- 5:00 PM

Badge Pick Up

Walter E. Washington Convention Center: Badge Pick Up - 151 Concourse

Function Type: Registration

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Stephanie Embrey

Post: Yes

Cost Center: A-MO200-A708

Contacts

Contact: Stephanie Embrey

Logistics

General Notes - SfN

Ready By:

Thursday, November 9, 2023 @ 8:00 AM

Note

Hours for Badge Pick-up in the 151 Concourse
Sat, Nov 11 - Mon, Nov 13 - 7:30am - 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 9, 2023 @ 8:00 AM

Note

151 Concourse
METER BOARD SIGN: BADGE PICK-UP

(4) 1M counters and (1) 2M to accommodate two computers, one printer and two orbital scanners facing outward at each counter. Note: please extend the counter surface out to accommodated printer.

3' high black pipe and drape or rope to create three lines in front of counters. Note: please extend the counter surface out to accommodated printer - approximate space need 18".

Rope and stanchion to create serpentine waiting line.

(2) High stools for line monitor

(2) high stools at each end of the counter.

Customer Service

(2) Task chairs

(1) Table behind the kiosks for admin laptops and printers

****Please place several trash cans/recycle bins in this area.****

****Remain as set through Monday, November 13, at 5:00 pm***

Ready By:

Thursday, November 9, 2023 @ 12:00 PM

Note

SET PER DIAGRAM

(1) Pronoun Sticker Counter with 1 ADA side.

Kendra Brown will monitor and replace empty rolls of stickers as needed.

****Remain as set through Monday, November 13 at 5:00 pm****

Electrical - Hi-Tech Electric

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

Note
151 Concourse - total AMPS 42
(5) Quad boxes with power strips - one under each counter

Remain as set through Monday, November 13 at 5:00pm

Telecom - Smart City - WCC

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

Note
(1) CDS VLAN drops

Remain as set through Monday, November 13 at 5:00pm

Computer - Convention Data Services (CDS)

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

Note
Counters 1-4
(1) CDS Admin Terminal
(4) CDS Self-registration Terminals
(4) Orbital scanners
(4) CDS printers for Badges
(4) Scan and Go handheld scanners

Customer Service - Counters 5
(2) Workstations
(2) Orbital Scanners
(1) CDS Printer for Badges

Remain as set through Monday, November 13 at 5:00pm

Friday, November 10, 2023- Wednesday, November 15, 2023

2:00 PM- 5:00 PM

Charging Stations

Walter E. Washington Convention Center

Function Type: Other

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Contacts

Contact: Allison Burns

Logistics

General Notes - The Expo Group (TEG)

Ready By:

Thursday, November 9, 2023 @ 1:00 PM

Note

SEE DIAGRAM FOR LOCATION

(1) Charging Station (tower) in Concourse A

(1) Charging Station (tower) in East Salon

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

Electrical - Hi-Tech Electric

Ready By:

Thursday, November 9, 2023 @ 3:00 PM

Note

(1) 110V 20 amp drops at each charging station (tower).

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

Friday, November 10, 2023- Wednesday, November 15, 2023

2:00 PM- 5:00 PM

Exhibitor Directory, Lanyard Pickup and Badge Recycle Locations

Walter E. Washington Convention Center

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Logistics

Setup - Washington Convention Center

Ready By:

Thursday, November 9, 2023 @ 12:00 PM

Note

Please provide a large trash can in the below areas next to the Lanyard Bin.

SEE DIAGRAM FOR EXACT LOCATIONS

BADGE LANYARDS BINS

(2) West Salon

(1) East Salon

(1) 151 Badge Pickup area

Please monitor and empty on a regular basis.

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

General Contractor - The Expo Group (TEG)

Ready By:

Thursday, November 9, 2023 @ 5:00 PM

Note

SEE DIAGRAM FOR EXACT LOCATIONS

LANYARD BINS (Thursday, November 9, 5:00pm)

(2) West Salon

(1) East Salon

(1) 151 Foyer

EXHIBIT HALL DIRECTORY

PROGRAM and EXHIBIT GUIDE PICK-UP

(8' H x 10' W with Exhibit Guide bins)

(1) West Salon (Friday, 12:00pm)

(1) L Street Bridge (Friday, 12:00pm)

(1) Concourse A (Friday, 12:00pm)

(1) Concourse B (Friday, 5:00pm)

BADGE RECYCLE BIN (locked)

Monday, November 13, 7:30 am

(1) Grand Lobby Concourse, near L Street Doors

(1) L Street Side Doors

(1) Grand Lobby

(1) Metro Entrance

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

Friday, November 10, 2023- Wednesday, November 15, 2023

2:00 PM- 5:00 PM

SfN Information Booths

Walter E. Washington Convention Center: SfN Info Booth - Grand Lobby, SfN Info Booth - L St. Concourse/Middle Bldg

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes
Cost Center: A-MO200-A201

Contacts

Contact: Egle Derkintyte

Logistics

General Notes - SfN

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

Note
Friday Nov. 10, 2:00pm - 6:00pm
Saturday Nov. 11 - Tuesday Nov 14, 7:30am - 6:00pm
Wednesday Nov. 15, 8:00am - 5:00pm

General Contractor - The Expo Group (TEG)

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

Note
(2) Information Booths per diagram. Please provide cabinet space for staff personal items. Info booth in the Grand Lobby has display cabinets. Access display cabinet from the inside, not the top.

Header copy: Annual Meeting Information

(3) Stools at each booth
(2) Wastebaskets at each booth

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

Electrical - Hi-Tech Electric

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

Note
Electrical for computer and monitor at each location.
(1) Power strip at each location

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

Telecom - Smart City - WCC

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

Note

(2) Single lines with instrument, with Local calls only, numbers per phone roster. One at each location.

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

Computer - Atlantic Images & Sound - Computers

Ready By:
Friday, November 10, 2023 @ 12:00 PM

Note

(2) Computers with wireless card and monitors set on the counter, one at each location.

(2) iPads. Secure iPads on top of the counter so that attendee and staff can view. Please ensure case matches the size of iPad. One at each location.

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