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**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**6:00 AM- 7:00 PM**

**Shuttle Drop Off Area**

**Walter E. Washington Convention Center**

---

**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-MO200-A201

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### **Contacts**

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**Contact:** Jennifer Gross

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### **Logistics**

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

**Ready By:**

**Saturday, November 11, 2023 @ 6:00 AM**

Note

(6) 6' Tables with (2) chairs each in the driveway area for the shuttle staff to use as desks.

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**6:00 AM- 7:00 PM**

**Shuttle Information**

**Walter E. Washington Convention Center: Shuttle Info - L St. Concourse/Middle Bldg**

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**Function Type:** Other

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-MO200-A201

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**Contacts**

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**Contact:** Jennifer Gross

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**Logistics**

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

**Ready By:**

**Wednesday, November 8, 2023 @ 7:00 AM**

Note

- (1) Custom Counter - see structural renderings
- (2) 6'x30" skirted tables
- (3) chairs
- (2) wastebaskets

Header to read: Shuttle Information

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

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**Electrical - Hi-Tech Electric**

**Ready By:**

**Wednesday, November 8, 2023 @ 7:00 AM**

Note

- (1) 120v/20 amp circuits with power strips

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

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**Telecom - Smart City - WCC**

**Ready By:**

**Wednesday, November 8, 2023 @ 7:00 AM**

Note

- (1) mutli-line phone with instruments (one at each counter), restricted and 800 calls only, numbers per Telephone Roster.

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

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**7:00 AM- 5:00 PM**

**Attendee Services**

**Walter E. Washington Convention Center: Attendee Services - East Salon**

---

**Function Type:** Other

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-MA200-A202

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### Contacts

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**Contact:** Allison Morrow

**Alt Contact:**

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Thursday, November 9, 2023 @ 5:00 PM**

Note

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

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

**Ready By:**

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

Note

Attendee Services:

Signage on Structural Rendering

(9) 2M registration counters with headers

(9) 6'x30" skirted tables

(9) wastebaskets

(18) task chairs

3' high pipe and drape on sides

HEADERS:

1. Ribbon Pick-Up & Lost & Found

2. Award Travel Fund Check-In

3. Membership

4. Certificate of Attendance

5. Certificate of Attendance

6. Certificate of Attendance

7. Certificate of Attendance

8. Housing

9. App Support Wireless and Mobile

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

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#### Electrical - Hi-Tech Electric

**Ready By:**

**Thursday, November 9, 2023 @ 5:00 PM**

Note

(9) 20 amp circuits with power strips- one under each counter/kiosks.

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

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#### Telecom - Smart City - WCC

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note

INTERNET:

CDS VLAN with drops to be located as listed below.

(1) CDS VLAN drop for Certificate of Attendance

SfN Staff VLAN with drops to be located as below:

(1) Award/Travel Fund Check-in (Counter 2)

(1) drop with (5) additional dhcp IP addresses at the Housing Counter (Counter 8)

Membership VLAN

(1) drop at the Membership (Counter 3)

PHONES:

Lost & Found Counter (Counter 1)

(1) single-line with telephone, unrestricted, number per Telephone Roster.  
Housing Counter (Counter 8)

(1) single-line with telephone, unrestricted, number per Telephone Roster.

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

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## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note

Attendee Services -

Located at the Housing Counter (9)

(1) Monitor and connection cables

Certificate of Attendance Counters (4, 5, 6, 7)

(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.

Membership Counters (3)

(1) laptop w/ mouse - Laptop computer and Monitor with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software, Protech UX. Must be equipped with USB ports.

(1) Lay Flat Monitor (flat on the counter) – 19” w/ privacy screen

Connect each laptop to the monitors for the counter

SfN Staff to network computers and printer

**\*\*Remain as set through Wednesday, Nov. 16 at 5:00 pm\*\***

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## Computer - Convention Data Services (CDS)

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note

Located at the CERTIFICATE OF ATTENDANCE (Counters 4,5,6,7)

(4) CDS terminals

(2) CDS printer for Certificate of Attendance

(1) Administrative terminal

(2) Scanners

Located at the RIBBON PICK-UP / LOST & FOUND Counter

(1) CDS terminal

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

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**7:00 AM- 6:00 PM**

**Coat & Luggage Check**

**Walter E. Washington Convention Center: 154A, 154B**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MO200-A201

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### Contacts

---

**Contact:** DawnKeane

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### Logistics

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#### General Notes - Washington Convention Center

**Ready By:**

**Friday, November 10, 2023 @ 9:00 AM**

Note

Please ensure that all doors to this room are secured & locked and that security cameras are on.

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#### Setup - Aramark - WCC

**Ready By:**

**Friday, November 10, 2023 @ 9:00 AM**

Note

Hours:

Sat, Nov 11- Tues, Nov 14, 7:30am - 7:00pm

Wed, Nov 15, 7:30am - 6:00pm

Cash Coat /Luggage Check Services:

- No attendant fee for the first (8) hours. \$185 per attendant for each additional 4 hour minimum
- \$5.00 per each item checked

Room 154 location:

(2) 6' ft skirted tables

(2) chairs

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**7:00 AM- 5:00 PM**

**KiddieCorp Child Care**

**Walter E. Washington Convention Center: 204B, 204C**

---

**Function Type:** Other  
**Estimated Attendance:** 40

**Billing Group:** SfN Master  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes  
**Cost Center:** A-MA200-A202

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Janelle Mendoza

**Organizer Email:** janelle@kiddiecorp.com

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 5:00 PM**

Note

Registration area - right outside the entrance of 204C:

- (1) 6'x30" skirted table (no pins) with (2) chairs
- (1) Small trash can next to table

\*Provided by KiddieCorp

Rear of Room 204C: (ages 6 months-2 years old)

(1) Covered diaper pail or lined trash can with cover, with extra trash bags

(1) Large trash can

(2) Cribs with bedding\*

(2) High chairs\*

(4) 6'x30" skirted tables (no pins) placed against the wall

(5) Large sheets\*

(5) Chairs

Empty diaper pail every 2-3 hours

Front of Room 204C: (ages 3-12 years old)

(3) 5' round tables (covered with taped down plastic)

(8) Chairs around each table

(4) 6'x30" skirted tables (no pins) placed against the wall

(2) Large trash cans

Check trash twice a day. Vacuum each evening.

Please keep air wall between 204 B and C 3/4 open

Active Room - 204B

(1) 6'x30" skirted table (no pins) placed against the wall

(1) Large trash can

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

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



**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
Cover the (3) 5' round tables with taped down plastic

Rear of Room 204C  
(2) Mini-refrigerators

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

---

### **Audio/Visual - Atlantic Images & Sound - Computers**

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
Room 204B  
(1) Flip chart with paper and marking pens  
(1) TV/DVD Player

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

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### **Electrical - Hi-Tech Electric**

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
Front of Room 204C  
(4) power strips, one placed on each 6' table against the wall to charge devices

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

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### **Telecom - Smart City - WCC**

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
(1) Single line telephone  
Call hold and transfer service required. Local and 800 calls only.  
204B= (202) 249-4400

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

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### **Food And Beverage - Aramark - WCC**

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
Rear of Room 204C  
(1) Water station (ice, water, napkins, and paper cups)  
(2) Hot Water Airpots replenished every 2-3 hours for warming up bottles  
(4) Bowls for warming up bottles  
(3) Tablecloths (5' round)

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

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**7:00 AM- 5:00 PM**

**Speaker Ready Room**

**Walter E. Washington Convention Center: 156**

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**Function Type:** Office

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Kyle Hayden

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 6:00 AM**

Note

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

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#### Setup - Washington Convention Center

**Ready By:**

**Wednesday, November 8, 2023 @ 12:00 PM**

Note

(10) 6'x30" skirted tables  
(20) Chairs  
(4) Keys

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

---

#### Electrical - Hi-Tech Electric

**Ready By:**

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

Note

10-110V AC 4-outlet drops - (1) under each table

**\*\*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

(8) PC laptops - must be the same as in the session rooms  
(1) Mac PC & Monitor - NOTE: Must be full size Macs

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

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**7:30 AM- 5:00 PM**

**SfN Pop-up Store**

**Walter E. Washington Convention Center: Satellite Store - East Salon**

**Function Type:** Other  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** Yes

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### Contacts

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**Contact:** Cynthia Fischer

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### Logistics

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#### General Notes - SfN

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

Note  
Additional storage will be in the Trunk and Storage Room in the Headquarters and Logistics Office, if needed.

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

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

Note  
SET PER DIAGRAM

HEADER  
SfN Pop-up Store

(2) Glass display counters  
(2) Stools  
Shelving on the structure  
(1) Bookshelf with storage

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

---

#### Electrical - Hi-Tech Electric

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

Note  
SET PER DIAGRAM  
(1) 120v 20 amp drop

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

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#### Telecom - Smart City - WCC

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

Note  
SET PER DIAGRAM  
(1) drop on the SfN Staff VLAN

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

**Saturday, November 11, 2023**

**8:00 AM- 10:00 AM**

**CAR Meeting**

**Walter E. Washington Convention Center: 209B**

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**Function Type:** Meeting  
**Estimated Attendance:** 30

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** G-AT200-M604

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**Contacts**

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**Contact:** Katherine Bloom

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**Logistics**

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**General Notes - SfN**

**Ready By:** Note  
**Saturday, November 11, 2023 @ 7:00 AM** As set Thursday, November 9

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**Audio/Visual - Atlantic Images & Sound - AV**

**Ready By:** Note  
**Saturday, November 11, 2023 @ 7:00 AM** (1) Screen  
(1) Data Projector with Cart  
(15) Push to talk table microphones

---

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

**Ready By:** Note  
**Saturday, November 11, 2023 @ 7:00 AM** (1) Laptop computer with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports

---

**Food And Beverage - Aramark - WCC**

**Ready By:** Note  
**Saturday, November 11, 2023 @ 7:30 AM** Hot Breakfast Buffett @ \$32.00++ per person  
Apple, Cranberry and Orange Juices  
Seasonal Sliced Fruit and Berries  
Assorted Freshly Baked Pastries and Muffins  
Fruit Preserves, Honey and Sweet Butter  
Applewood Smoked Bacon and Pork Sausage  
Cage Free Scrambled Eggs with Salsa and Cheddar Cheese  
Home-Fried Potatoes  
Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Hot Tea, Dairy and Soy Milk Creamers  
  
Plus 24% service charge, SfN is tax exempt in DC

**Saturday, November 11, 2023- Sunday, November 12, 2023**

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

**Donor & Volunteer Lounge**

**Walter E. Washington Convention Center: Salon F**

---

**Function Type:** Other

**Estimated Attendance:** 25

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-DV200-A150

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### Contacts

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**Contact:** Katie Collins

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 7:30 AM**

Note

Hours: Sat, Nov 11 - Wed, Nov 15, 8 am - 5:00 pm

---

#### Setup - Washington Convention Center

**Ready By:**

**Wednesday, November 8, 2023 @ 4:00 PM**

Note

(1) 6'x30" skirted table inside the doors for a reception desk  
(4) chairs at the reception desk  
(1) 6'x30" skirted table for coffee/food & beverage  
(1) 6'x30" skirted table for materials  
(2) Wastebaskets  
(4) Easels  
(2) Keys - on key list  
Room is carpeted.

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

---

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

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

VIP area so please use nice comfy furniture.

(1) Seating area with (1) Love Seat and (2) Comfy chairs and (1) Coffee table

(4) Seating areas (3) Comfy chairs and (1) Coffee table in each area

(4) Cocktail rounds with 4 chairs at each table

Provide nice greenery for room once room is set

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

---

#### Electrical - Hi-Tech Electric

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

Note  
Power at each of the seating areas with a power strip.  
Power at the reception desk.  
(2) Extra power strips - please give to staff.

---

**Food And Beverage - Aramark - WCC**

**Ready By:**  
**Saturday, November 11, 2023 @ 7:45 AM**

Note  
Beverage service required Saturday - Sunday  
Beverages to be set all day:  
  
NOTE: VIP ROOM - please check room frequently throughout the day to ensure beverages do not run out  
  
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas  
@ \$74.00++ per gallon  
BOTTLED WATER \$4.50 each, charged on consumption  
  
Plus 24% service charge, SfN is tax exempt in DC

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**8:00 AM- 3:00 PM**

**Neurojobs Career Center**

**Walter E. Washington Convention Center: NeuroJobs - East Salon**

---

**Function Type:** Other

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-P162

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### Contacts

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**Contact:** Eiman Abdelgadir

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 8:00 AM**

Note

Hours: Sat. Nov. 11 – Tue. Nov. 14, 8:00 am - 5:00 pm

Wed. Nov. 15, 8:00 am - 3:00 pm

---

#### Setup - Washington Convention Center

**Ready By:**

**Friday, November 10, 2023 @ 12:00 PM**

Note

(4) Cocktail tables (draped) as per diagram.

\*\*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

(4) Computer kiosks. Build (1) kiosk that is wheelchair accessible.

(2) Kiosks on both ends for printers

INTERVIEW ROOMS – See diagram.

(5) 10 x 10 Hard wall

(5) 6' x 30" skirted tables – set (1) per interview room

(15) Chairs – (3) per interview room

(1) 2M Registration Counter.

Header Copy: NeuroJobs (logo)

(2) Task chairs at counter

(2) Wastebaskets

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

---

**Ready By:**

**Thursday, November 9, 2023 @ 5:00 PM**

Note

(65) Clear literature pockets mounted on the Neurojobs backwall facing Art of Neuroscience.

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

---

## Electrical - Hi-Tech Electric

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
(3) 20 amp quad boxes – (2) at counters for printers and computers, (1) at the registration counter.

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

---

## Telecom - Smart City - WCC

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
(1) Internet drop on the SfN Staff VLAN

SfN staff to network computers and printers

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
(4) Desktop computers and monitors with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Microsoft Internet Explorer – set one at each kiosk.  
(2) Printers

NOTE: Computers must have a flash drive port in the front as attendees and employers bring their resumes and job listings on a flash drive to upload.

NOTE: Be sure to place CPU on the counter of the kiosks and the monitor goes on top of the CPU.

SfN staff to network computers and printers.

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

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**Saturday, November 11, 2023- Wednesday, November 15, 2023**

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

**Prayer Room**

**Walter E. Washington Convention Center: 142**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MO200-A201

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### **Contacts**

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**Contact:** Sharon Bowles

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### **Logistics**

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#### **Setup - Washington Convention Center**

**Ready By:**

**Friday, November 10, 2023 @ 2:00 PM**

Note

Hours -

Saturday, Nov 11 - Tuesday, Nov 15, 8:00am - 6:00pm

Wed, Nov 15, 8:00am - 5:00pm

(4) 6' ft skirted tables

(10) chairs

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

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

**Press Room**

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

---

**Function Type:** Other

**Estimated Attendance:** 80

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-NL200-P150

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### **Contacts**

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**Contact:** Matt Windsor

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### **Logistics**

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#### **Food And Beverage - Aramark - WCC**

**Ready By:**

**Saturday, November 11, 2023 @ 7:45 AM**

Note

Beverages to be provided each day Saturday - Wednesday

(100) Assorted Canned Sodas @ \$5.50 each charged on consumption.

(10) gallons @ \$74.00 per gallon Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas

Do NOT refresh once this is depleted

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

**Saturday, November 11, 2023**

**9:00 AM- 11:00 AM**

**International Fellows Orientation**

**Walter E. Washington Convention Center: 149A, 149B**

---

**Function Type:** Meeting

**Estimated Attendance:** 30

**Room Set:** Banquet

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-OV200-P210

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### Contacts

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**Contact:** MariaNajjar

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

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

Note

Head Table for 3  
Rounds for (70)  
(1) Standing Lectern  
(2) Easels

NOTE: Preset room lights out over screen

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

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#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 8:00 AM**

Note

(1) Screen (7' x 12')  
(1) Data Projector

---

#### Audio/Visual - Projection AV

**Ready By:**

**Saturday, November 11, 2023 @ 8:00 AM**

Note

(1) Lectern Microphone

---

#### Electrical - Hi-Tech Electric

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) 110V, 20 amp drops at projector  
(1) 110V, 20 amp drops at upstage right

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

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

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

**Art of Neuroscience**

**Walter E. Washington Convention Center: Art of NS - East Salon**

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**Function Type:** Exhibits

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Jennifer Gross

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

Exhibit Dates and Hours

Saturday, November 11 – Wednesday, November 15, 10:00am – 4:00 pm

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

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(12) 10' x 10' draped booths (White back and side rail)

Please provide the following at each booth:

(1) 42" - 6' draped table

(2) Stools

(1) Wastebasket

ID signs per list provided in advance

NOTE: Please check with exhibitors that furniture above is needed

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

---

#### Electrical - Hi-Tech Electric

**Ready By:**

**Thursday, November 9, 2023 @ 2:00 PM**

Note

(1) 500 watt electrical drop at each booth

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

**Saturday, November 11, 2023**

**10:00 AM- 12:00 PM**

**Dialogues Between Neuroscience and Society**

**Walter E. Washington Convention Center: Hall D**

---

**Function Type:** Lecture

**Estimated Attendance:** 7200

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MA200-A130

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### Contacts

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**Contact:** Kyle Hayden

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Wednesday, November 8, 2023 @ 12:00 PM**

Note

(1) 40'x16'x42" Stage

(1) Standing Lectern with light stage right - NOT PRESIDENTIAL  
PODIUM

Note: After this event, please move podium to the center of stage.

Set Room theater style for 7200 as diagrammed or max seating

(2) 6' tables to the right of the stage with (3) chairs, per diagram for the  
Q&A moderators

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

---

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

**Ready By:**

**Wednesday, November 8, 2023 @ 4:00 PM**

Note

8'x8 pipe and drape AV Booth per John Berry, please use black drape.

(1) 6'x 24"x 42" table, white top/black skirt set perpendicular to podium.  
High Black Drape behind the stage

Lighted Fire Exit Signs per diagram

AV CONTROL ROOM - area behind stage, see diagram for exact  
location 14' x 10' Black drape area

FLORAL

(8) 4-5' tall Areca Palms (also called Cat Palms).

(1) Low Cocktail Round for Awards

GREEN ROOM

Build room 15' x 15' with door

Sofa, (2) side tables, (2) chairs and coffee table

(2) Lamps

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

---

## Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

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

Note

Teleprompter installed at Lectern

(1) Push to talk microphone at the moderator table for Q&A

**Ready By:**

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

Note

Closed Captioning:

(2) monitors to view the speaker

(2) monitors to view the speaker's power point presentation

(1) XLR feed

(2) Connections to an encoder via HDMI

(4) 6' tables to accommodate the (4) monitors and (2) laptops

**Ready By:**

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

Note

Video Projection

4 13'x24' screens ( floor program screens )

4 9'x16' stumpfl screens ( flown delay screens )

2 9'x16' stumpfl screens ( imag flown screen )

30 10'(12"x12")Box Truss

6 10'(corner block)

5 10'(12"x12")Box Truss

1 5'(12"x12") Corner Blocks (Logo Projector)

20 1/2 ton motors

2 55" Samsung MD55C LED Monitor

1 Jelco EZ Tilt Monitor Stand

5 Panasonic PT-RZ12KU HD Projector

4 Panasonic ET-D75LE6 0.9-1.1:1 HD Lens

4 48" video carts

6 Panasonic PT-RZ12KU HD Projector (Delays & Imags)

1 Panasonic PT-RZ12KU HD Projector (Logo)

Projector Flyware

1 Panasonic AK-HC 3800 HD Camera

1 Sachtler V-18 Tripod Package

1 Canon HJ40x10B IASD-V HD Zoom Lens

1 Panasonic AK-HC 3800 HD Camera

1 Sachtler V-18 Tripod Package

1 Canon HJ40x10B IASD-V HD Zoom Lens

3 AJA Ki-Pro Go 4-Ch Recorder

30 Decimator MD-HX HDMI/SDI Cross Conv-Scaling

11 Aja FIDO 3G 4-Channel - ST TX/RX HD-SDI ST Fiber Pkg

1 Kramer VM-4HDCP XL 1x4 DVI DA

2 Indu 200 Amp Powr Distro Pkg (included Indu Spider Box to Edison

3x Breakered Nema 5-20 Duplex,all L21-30,ac ext cables, etc.)

1 Tektronix WFM-1760 Waveform Vectorscope

1 Barco E2 Gen 2 Switcher

1 Barco E2 Gen 2- Spare

1 Barco EC-50 Contoller

2 Alienware M15 with VMIX & Accessories

1 Sewell Splitdeck 1x4 HDMI DA

3 Samsung ME32C LED Monitor

1 Flanders CM171 17" Production Monitor

2 50m DVI (m-m) Fiber Optic Cable w/power supply

24 200 SDI Cable

2 Yellobrik T/R Ethernet - LC Fiber  
4 300 Meter TAC12 Reel Singlemode ST  
12 200 Meter Tac4 Reel Singlemode ST  
1 Mackie 1604 16 Channel Mixer  
1 16 Space Engineering Rack  
1 Sony MDR-7506 Stereo Headphones  
2 Marshall Dual 7" Marshall Lynx 702v3 3G-SDI/HDMI  
2 2TB Hard Drive - PK  
25 Thumb Drives for recordings  
20 BNC Barrel (f-f)  
1 60' Boom Aerial lift (week)  
1 45' Boom Aerial lift (week)  
2 Apple MacBook Pro 13" M1  
3 Lenovo ThinkPad P51 I7

**Ready By:**

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

Note

Lighting

1 High End Systems Wholehog iPC Lighting Console  
1 Leprachaun Dimmer Rack  
26 ETC S4 Par, 750w - Black Barndoors: S4  
14 10' (12"x12")Box Truss Lighting plus cable run off  
10 1/2 ton motors  
1 Rigging Steel Pkg  
6 100' Socapex Cables / Fanouts  
6 50' Socapex Cables / Fanouts  
1 Three Phase Power Drop / Distro  
5 Black Encore: 22'w x 39'h drape  
6 Martin MAC Aura

Hall D Audio

1 Yamaha QL1 Digital Console  
1 Professional power distro system  
1 Yamaha Rio  
20 JBL VRX932 Line Array Speakers  
32 JBL VerTec 4886 Line Array Speaker  
8 JBL VRX928 Line Array Speaker  
8 JBL AC26 Front Fill Speakers  
8 Fostex 6301B Program Speakers  
1 Audio Rack (2 Lake Mesa EQ, Tablet PC & RF Network)  
1 Dolby 413 Noise Reduction Unit  
2 Earthworks fm500 low profile podium mic  
1 Shure sm58s vog mic  
1 Shure UHF Antenna System  
2 Shure Axient AD4Q Quad Receiver  
8 Shure Axient AD1 Beltpack TX w/lav  
5 Shure Axient AD2 Handheld TX  
4 DI's for PC  
4 DPA 4066 Headset Mic \$ 160.00  
1 ClearCom FreeSpeak II 4 Drop System Package  
1 ClearCom FreeSpeak II 4 Drop Expansion Package  
1 60' Boom Lift (week)  
8 1 ton chain motors

**Ready By:**  
**Tuesday, November 7, 2023 @ 4:00 PM**

Note  
100 amp 3 phase for video  
60 amp 3 phase for audio  
100 amp service for lighting  
  
Drop electrical behind the stage  
  
Electrical for the lighted Exit Signs  
  
NO DROPS NEEDED under screens

GREEN ROOM  
(1) 500 Watt drop for (2) lamps

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

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## Telecom - Smart City - WCC

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

Note  
10Mbps Dedicated Drop w/5 Static IP Addresses, behind the stage in the AV Control area

This room will be live streamed through out the meeting.

This room will use a moderated Q&A that works over the wifi, so please ensure there are enough access points.

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## Computer - Atlantic Images & Sound - Computers

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

Note  
At the moderator table for Q&A:

(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) Computer mouse

---

## Food And Beverage - Aramark - WCC

**Ready By:**  
**Saturday, November 11, 2023 @ 9:00 AM**

Note  
(3) Cases of bottled water at podium for the week

Please provide 2 drinking glasses for the Dialogues lecture

(1) drinking glass for all other presentations.

Service: 9:15am - 1:30pm

GREEN ROOM - located in the built room behind the stage - see diagram

Small Beverage Service

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

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

Bottled Water @ \$4.50+ each, charged on consumption.

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



**Saturday, November 11, 2023**

**11:15 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

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## Logistics

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### Food And Beverage - Aramark - WCC

**Ready By:**

**Wednesday, November 15, 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 #4**

Asian Salad with Shredded Cabbage, Asian Vegetables, Fried Wontons with Sesame Dressing  
Lo Mein Noodle Salad with Ginger and Honey Teriyaki Chicken  
Pepper Steak with Jasmine Rice  
Vegetable Fried Rice  
Fortune Cookie, Lemon Cake

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

**Saturday, November 11, 2023- Tuesday, November 14, 2023**

**12:00 PM- 2:00 PM**

**Graduate School Fair**

**Walter E. Washington Convention Center: Hall E - Grad Fair**

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**Function Type:** Exhibits

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-AT200-A172

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### Contacts

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**Contact:** Jennifer Gross

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

Hours:

Saturday, November 11 - Tuesday, November 14, 1 pm - 3 pm

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

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

- (1) Registration Information Counter
- (2) Task chairs at counter
- (1) Wastebasket
- (1) Easel
- Extra "S" hooks

Prepare exhibitor floor for exhibitor move-in and deliver freight to exhibit booths as follows:

Booth # ending with A: Friday, November 10

Booth # ending with B: Sunday, November 12 between 2 p.m. and end of day

All other GSF exhibitor freight can be delivered on Friday, November 10.

Set (96) 8 X 10 booths as follows:

Carpet the entire area with red carpet

White Back drape

Gold Side rail

(1) 7' x 44" sign

(1) 6' skirted table

(2) Chairs

(1) Waste Basket

---

#### Electrical - Hi-Tech Electric

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

- (1) 20 amp electrical drop at the Registration Information Counter

**Saturday, November 11, 2023**

**12:00 PM- 2:00 PM**

**PDW: Doing Our Part to Change the Culture of Science Becoming a Champion for Rigor**

**Walter E. Washington Convention Center: 207B**

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**Function Type:** Workshop

**Estimated Attendance:** 290

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A168

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### Contacts

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**Contact:** Eiman Abdelgadir

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 9:00 AM**

Note

Set room per diagram  
Theater style for (170)  
Rounds for (120)

Set stage per diagram  
Head table with (8) chairs on stage  
(1) Standing lectern with light  
(1) Skirted 6'x36" table and (1) chair for AV tech table per diagram

(1) Easel outside of room  
(5) Wastebasket  
(1) Skirted 6' table and (3) chairs outside of room

Lights: preset room lights out over screen

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

---

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

**Ready By:**

**Thursday, November 9, 2023 @ 3:00 PM**

Note

(1) 6'x18" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 11:00 AM**

Note

(1) Screen  
(1) Data Projector  
(1) 4x1 switcher  
(1) Digital Timer

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

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## Audio/Visual - Projection AV

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

Note  
(1) Lectern microphone  
(4) Table microphones (PTT) at head table  
(2) Floor Mics  
(1) DI at lectern (mic level) for computer playback  
NOTE: Audio tech required

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

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## Electrical - Hi-Tech Electric

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

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

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

---

## Computer - Atlantic Images & Sound - Computers

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

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.

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

**Saturday, November 11, 2023**

**12:00 PM- 2:00 PM**

**PDW: Advancing your Career through Effective Science Writing for the Public and Creating Clear, Eye-catching Research Statements**

**Walter E. Washington Convention Center: 207A**

**Function Type:** Workshop  
**Estimated Attendance:** 400  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** Yes  
**Cost Center:** A-AT200-A168

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## Contacts

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**Contact:** Eiman Abdelgadir

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 8:00 AM**

**Note**

Set room per diagram  
Theater style for (400)

Set stage per diagram  
Head table with (8) chairs on stage  
(1) Standing lectern with light  
(1) Skirted 6'x36" table and (1) chair for AV tech table per diagram

(1) Easel outside of room  
(5) Wastebasket  
(1) Skirted 6' table and (3) chairs outside of room

Lights: preset room lights out over screen

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

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

**Ready By:**

**Thursday, November 9, 2023 @ 3:00 PM**

**Note**

(1) 6'x18" table, white top/black skirt set perpendicular between head table and standing lectern.

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

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### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 11:00 AM**

**Note**

(1) Screen  
(1) Data Projector  
(1) 4x1 switcher  
(1) Digital Timer

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

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## Audio/Visual - Projection AV

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

Note  
(1) Lectern microphone  
(4) Table microphones (PTT) at head table  
(2) Floor Mics  
(1) DI at lectern (mic level) for computer playback  
NOTE: Audio tech required

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

---

## Electrical - Hi-Tech Electric

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

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

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

---

## Computer - Atlantic Images & Sound - Computers

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

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

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

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**12:00 PM- 5:00 PM**

**Press Interview Room**

**Walter E. Washington Convention Center: 203A, 203B**

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**Function Type:** Other  
**Estimated Attendance:** 10

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** A-NL200-P150

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### Contacts

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**Contact:** Matt Windsor

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### Logistics

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#### General Notes - SfN

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

Note  
Hours: Saturday, Nov. 11 - 12:00pm - 5:00pm  
Sunday, Nov 12 - Wednesday, Nov. 15, 8:00am - 5:00pm

---

#### Setup - Washington Convention Center

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
(3) interview tables of (1) 6'x30" skirted and (3) chairs each along one wall  
(5) perimeter chairs along the facing wall  
(1) Wastebasket

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

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#### Electrical - Hi-Tech Electric

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

Note  
(1) Power Strip

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**12:00 PM- 4:00 PM**

**Society Executive Conference Room**

**Walter E. Washington Convention Center: Salon D**

---

**Function Type:** Office

**Estimated Attendance:** 12

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-OV200-A140

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### Contacts

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**Contact:** Stephanie Schlueter

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 2:30 PM**

Note

Set conference style for (12)

Please use table clothes to cover tables

(6) Chairs set to the side

(1) waste basket

(1) 6' table to the side for a materials table

(2) Easels

Will be used for high level meetings

**\*\*Remain as set through Wednesday, November 15 at 4:00pm\*\***

---

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

**Ready By:**

**Saturday, November 11, 2023 @ 8:00 AM**

Note

Provide nice greenery for room once room is set.



**Saturday, November 11, 2023**

**12:00 PM- 2:15 PM**

**TENTATIVE: Council lunch with Dialogues Speaker**

**Walter E. Washington Convention Center: 208A, 208B**

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**Function Type:** Reception

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** Yes

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## **Logistics**

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### **General Notes - SfN**

***Ready By:***

**Saturday, November 11, 2023 @ 11:00 AM**

**Note**

This event is currently tentative. Updates or a cancellation will come with the first event updates later in October.

**Saturday, November 11, 2023**

**1:00 PM- 3:00 PM**

**Clinical and Pre-Clinical Imaging Studies in Alzheimer's Disease #NANO03**

**Walter E. Washington Convention Center: 146C**

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**Function Type:** Nanosymposium

**Estimated Attendance:** 420

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (420)  
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

---

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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

---

## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 2:45 PM**

**Effects of COVID-19: Physiology and Cognition #NANO02**

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

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**Function Type:** Nanosymposium

**Estimated Attendance:** 540

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (540)  
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

---

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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

---

## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 3:30 PM**

**Mapping and Probing Cell Types Across Scales #NANO10**

**Walter E. Washington Convention Center: 147B**

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**Function Type:** Nanosymposium

**Estimated Attendance:** 260

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (260)  
(1) Standing lectern with light stage right

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

---

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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

---

## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 3:00 PM**

**Mechanisms of Attention: Human Studies #NANO09**

**Walter E. Washington Convention Center: 201**

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**Function Type:** Nanosymposium

**Estimated Attendance:** 375

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (375)  
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

---

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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



---

## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 3:30 PM**

**Neural Control of Chewing and Swallowing #NANO06**

**Walter E. Washington Convention Center: 152A**

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**Function Type:** Nanosymposium

**Estimated Attendance:** 234

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (234)  
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

---

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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

---

## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (1) Floor microphone
- (1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 3:15 PM**

**Neurodevelopmental Disorders: Genetic and Molecular Mechanisms #NANO01**

**Walter E. Washington Convention Center: 143A, 143B, 143C**

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**Function Type:** Nanosymposium

**Estimated Attendance:** 480

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

- (1) Set stage per diagram
- Skirted Head table with (7) chairs
- (1) Chair on side of head table

Set room theater style for (480)

- (1) Standing lectern with light stage left

- (1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

- (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Screen, set per diagram
- (1) Data/video projector w/cart
- (1) 4x1 Switcher
- (1) Laser Pointer
- (1) Projectionist
- (1) Digital Timer

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

---

## Audio/Visual - Projection AV

***Ready By:***

**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

***Ready By:***

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

***Ready By:***

**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 3:00 PM**

**Neuroethology of the Sensorimotor System #NANO07**

**Walter E. Washington Convention Center: 147A**

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**Function Type:** Nanosymposium

**Estimated Attendance:** 260

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (260)  
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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

---

## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 3:15 PM**

**Parkinson's Disease: Cellular and Molecular Mechanisms #NANO04**

**Walter E. Washington Convention Center: 144A, 144B, 144C**

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**Function Type:** Nanosymposium

**Estimated Attendance:** 508

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (508)  
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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



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## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 2:45 PM**

**Physiology and Pharmacology of Serotonin and Hallucinogens #NANO08**

**Walter E. Washington Convention Center: 152B**

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**Function Type:** Nanosymposium

**Estimated Attendance:** 234

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (234)  
(1) Standing lectern with light stage right

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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

---

## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (1) Floor microphone
- (1) DI under 6' table for computer

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

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## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer at Podium 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 5 pm\*\***

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**1:00 PM- 5:00 PM**

**Poster Sessions**

**Walter E. Washington Convention Center: Hall ABC- Poster Session**

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**Function Type:** Posters

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** MA200-A135

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### Contacts

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**Contact:** Kyle Hayden

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 1:00 PM**

Note

Hours:

Sat, Nov. 11, 1:00 pm – 5:00 pm

Sun, Nov. 12 – Wed, Nov. 15, 8:00 am–12:00 pm & 1:00 pm–5:00 pm

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#### Setup - Washington Convention Center

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

SET PER DIAGRAM

Set and place 1,000 chairs in groups of four or six throughout the poster floor.

Ensure that there are chairs in every poster aisle, with multiple sets in the longer aisles.

The Expo Group will provide zip ties to WCC for the set up of the chair groupings.

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

**Ready By:**

**Thursday, November 9, 2023 @ 3:00 PM**

Note

Install Pepper carpet in entire poster session area.

Install poster boards as diagrammed on floor plan, with 25” aisles.

Large trash cans placed evenly in the aisles

(1,340) Posterboard faces

Poster signs on each board

(60,000) Push pins

(1,500) Small Dixie Cups

(5) 2M Registration counters for poster attendants per diagram

(1) at each station

Header to read: POSTER ATTENDANT STATION

(1) Chair at each station

---

(1) Wastebasket at each station

Locations: SET PER DIAGRAM

#1 - Front Hall C, near A1

#2 - Back Hall C, between Poster Rows E and F

#3 - Back Hall B, between Poster Rows X and Y

#4 - Back Hall A between Poster Rows OO and PP

#5 - Front Hall A, near Poster Area

Install crowd control tape at cross aisles leading from exhibits to poster sessions after setup is complete for Saturday 1:00 pm poster session.

Leave double-wide aisles open

See the attachments tab for additional requirements.

Provide zip ties to WCC to zip tie chairs in groups.

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

***Ready By:***

**Wednesday, November 15, 2023 @ 5:00 PM**

Note

Cut the zip ties from the chair groupings so chairs can be removed by WCC.

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## Telecom - Smart City - WCC

***Ready By:***

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

Note

(5) VLAN drops

(1) at each Poster Attendant Station, see diagram for locations.

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

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## Computer - Atlantic Images & Sound - Computers

***Ready By:***

**Friday, November 10, 2023 @ 12:00 PM**

Note

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

SfN staff to network all computers.

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

**Saturday, November 11, 2023- Wednesday, November 15, 2023**

**1:00 PM- 5:00 PM**

**Product Theater**

**Walter E. Washington Convention Center**

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**Function Type:** Exhibits

**Set For:** 150

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** MO-200-A705

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### Contacts

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**Contact:** Allison Burns

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Friday, November 10, 2023 @ 12:00 PM**

Note

500 - 4" x 6" Index cards for Q & A

100 - Pencils / 100 - Black Pens

450 - Quart Size sip lock bags for clean headsets.

450 - green Stickers

Sanitizing wipes to clean headsets after each session

**Ready By:**

**Saturday, November 11, 2023 @ 8:30 AM**

Note

Schedule (15 Confirmed - 5 each day)

Sunday, Nov. 12 - Tuesday, Nov. 14

10:00 AM EST; 11:30 AM EST; 1:00 PM EST; 2:30 PM EST; 4:00 PM EST

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#### Setup - The Expo Group (TEG)

**Ready By:**

**Friday, November 10, 2023 @ 12:00 PM**

Note

Set per diagram

Stage for 4

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

**Ready By:**

**Wednesday, November 8, 2023 @ 12:00 AM**

Note

Set as per diagram.

50 x 50 Black carpet

8ft. white drape on back by column

3ft white drape side rail on three sides with an opening

STAGE

(2) 6x30 draped table

(2) Cort WD3 Table for stage

(4) Cort XCHR Chair for stage

(150) Side chairs (150 of up to 200 at NC per agreement)

(4) 42" High Ped Table

- (1) 6' skirted table with (2) chairs for SfN staff.
- (1) 6' skirted table with (2) chairs for AV Tech.

BANNER: PRODUCT THEATER (on Rendering)  
(1) 15' W x 6' H ' SS Backdrop Banner, please use image

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

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### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Thursday, November 9, 2023 @ 5:00 PM**

- Note
- (2) Screens
  - (1) Data Projector
  - (1) 4x1 switcher
  - (1) Digital Timer
  - (350) Wireless headsets
  - Set 1 - 175, Set 2 - 175

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

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### Electrical - Hi-Tech Electric

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

- Note
- (1) Electrical at Lectern
  - (1) Electrical at (2 ) projectors

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

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### Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 AM**

- 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.

NOTE:  
Sunday, Nov. 12 - Tue. Nov. 14, please have set by 8:00am.

SfN will provide a daily schedule slide to project between presentations.

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

**Saturday, November 11, 2023**

**1:00 PM- 3:30 PM**

**Representation of Faces and Bodies #NANO05**

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

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**Function Type:** Nanosymposium

**Estimated Attendance:** 335

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
8' Skirted Head table with (3) chairs

Set room theater style for (335)  
(1) Standing lectern with light stage right

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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



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## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Lectern microphone
- (1) Table microphone handheld wireless in stand at head table
- (2) Floor microphones
- (1) DI under 6' table for computer

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

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## Electrical - Hi-Tech Electric

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

Note

- (1) drop at projector
- (1) drop at lectern

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

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## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 12:00 PM**

Note

- (1) Laptop computer and mouse at Podium 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 5 pm\*\***

**Saturday, November 11, 2023**

**1:00 PM- 2:00 PM**

**Special Lecture: The Neuroscience of Dynamic Social Behavior: Uncovering Circuit Mechanisms: Mechanisms In Drosophila — Mala Murthy #LEC02**

**Walter E. Washington Convention Center: Hall D**

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**Function Type:** Lecture

**Estimated Attendance:** 7600

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MA200-A130

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### Contacts

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**Contact:** Kyle Hayden

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 12:00 PM**

Note

As set Saturday, November 11 at 10 a.m.

**Saturday, November 11, 2023**

**1:30 PM- 3:00 PM**

**Journal of Neuroscience Senior & Reviewing Editors Meeting**

**Walter E. Washington Convention Center: 149A, 149B**

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**Function Type:** Meeting  
**Estimated Attendance:** 35  
**Room Set:** As Set

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** J-SP401-J804

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### Contacts

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**Contact:** Vince Carmona

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### Logistics

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#### General Notes - SfN

**Ready By:** Note  
**Saturday, November 11, 2023 @ 12:30 PM** As set Saturday, November 11 @ 9 am

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#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:** Note  
**Saturday, November 11, 2023 @ 12:30 PM** (1) Screen  
(1) Data Projector with Cart

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#### Audio/Visual - Projection AV

**Ready By:** Note  
**Saturday, November 11, 2023 @ 12:30 PM** (1) Lectern Microphone  
(2) Handheld Microphones  
Computer audio required

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#### Food And Beverage - Aramark - WCC

**Ready By:** Note  
**Saturday, November 11, 2023 @ 1:15 PM** Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas  
@ \$74.00++ per gallon  
Assorted Soft Drinks @ \$5.50++ each, charged on consumption.  
Chilled Bottled Water @ \$4.50++ each, charged on consumption.

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

**Saturday, November 11, 2023**

**1:30 PM- 2:30 PM**

**Meet-the-Clinician-Expert: Feldman — Somewhere Over the Rainbow #MTCE01**

**Walter E. Washington Convention Center: 103A, 103B**

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**Function Type:** Workshop

**Estimated Attendance:** 390

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A167

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
Skirted Head table with (1) chair

Set room theater for (390)  
(1) Standing lectern with light stage left

(1) Skirted 6'x30" table and (1) chair for AV tech table per diagram

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

**\*\*Remain as set through Wednesday, November 15 at 5 p.m.\*\***

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#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:30 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

**\*\*Remain as set through Wednesday, November 15 at 5 p.m.\*\***

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#### Audio/Visual - Projection AV

**Ready By:**

**Saturday, November 11, 2023 @ 12:30 PM**

Note

(1) Lectern microphone  
(1) Table microphone hand-held wireless in stand at head table  
(2) Floor microphones  
(1) DI under 6' table for computer

**\*\*Remain as set through Wednesday, November 15 at 5 p.m.\*\***

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## Electrical - Hi-Tech Electric

***Ready By:***

**Thursday, November 9, 2023 @ 12:00 PM**

Note

- (1) drop at projector
- (1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

***Ready By:***

**Saturday, November 11, 2023 @ 12:30 PM**

Note

- (1) Laptop computer and mouse 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 5 p.m.\*\***

**Saturday, November 11, 2023**

**2:00 PM- 4:30 PM**

**Advances in Deep Brain Stimulation: From Mechanisms to Applications #MIN04**

**Walter E. Washington Convention Center: Ballroom C**

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**Function Type:** Minisymposium

**Estimated Attendance:** 1373

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

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

Note

(1) Set 30'x8'x24" stage per diagram.

Skirted Head table with (7) chairs

(1) Chair on side of head table

(1) Skirted 6'x30" table and (1) chair for AV tech table per diagram

(1) Set 6'x8'x24" camera platform in rear of room per diagram

Set room max theater style for (1,373)

(1) Standing lectern with light stage right

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

---

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

**Ready By:**

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

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

NOTE: Place 12' navy drape behind stage for live streaming

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

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

- Note
- (1) Screen, set per diagram
  - (1) Data/video projector w/cart
  - (1) 4x1 Switcher
  - (1) Laser Pointer
  - (1) Projectionist
  - (1) Digital Timer

Stage wash and LED up lighting.

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

---

### **Audio/Visual - Projection AV**

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

- Note
- (1) Lectern microphone
  - (3) Head table microphones
  - (2) Floor microphones
  - (1) DI under 6' table for computer

Audio to the camera riser. Audio connection should not be run next other cables.

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

---

### **Electrical - Hi-Tech Electric**

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

- Note
- (1) drop at projector
  - (1) drop at lectern
  - (1) drop at camera riser

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

---

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

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

- Note
- (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
  - (1) Laptop placed at Podium
  - (1) Laptop computer and (1) Computer mouse placed at Head Table

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

**Saturday, November 11, 2023**

**2:00 PM- 4:30 PM**

**Advances in the Neuroscientific Study of Consciousness #SYM01**

**Walter E. Washington Convention Center: 151A, 151B**

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**Function Type:** Symposium

**Estimated Attendance:** 520

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

- (1) Set stage per diagram
- Skirted Head table with (7) chairs
- (1) Chair on side of head table

Set room theater style for (520)

- (1) Standing lectern with light stage left

- (1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

- (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 1:00 PM**

Note

- (1) Screen, set per diagram
- (1) Data/video projector w/cart
- (1) 4x1 Switcher
- (1) Laser Pointer
- (1) Projectionist
- (1) Digital Timer

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

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## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note  
(1) Lectern microphone  
(3) Head table microphones  
(2) Floor microphones  
(1) DI under 6' table for computer

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

---

## Electrical - Hi-Tech Electric

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

Note  
(1) drop at projector  
(1) drop at lectern

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

---

## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note  
(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.  
(1) Laptop placed at Podium.  
(1) Laptop and (1) Computer Mouse placed at Head Table.

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

**Saturday, November 11, 2023**

**2:00 PM- 4:30 PM**

**Hypothalamic Supramammillary Control of Cognition and Motivation #MIN01**

**Walter E. Washington Convention Center: 146A, 146B**

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**Function Type:** Minisymposium

**Estimated Attendance:** 790

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

(1) Set stage per diagram  
Skirted Head table with (7) chairs  
(1) Chair on side of head table

Set room theater style for (790)  
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 1:00 PM**

Note

(1) Screen, set per diagram  
(1) Data/video projector w/cart  
(1) 4x1 Switcher  
(1) Laser Pointer  
(1) Projectionist  
(1) Digital Timer

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

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## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note  
(1) Lectern microphone  
(3) Head table microphones  
(2) Floor microphones  
(1) DI under 6' table for computer

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

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## Electrical - Hi-Tech Electric

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

Note  
(1) drop at projector  
(1) drop at lectern

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

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## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note  
(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.  
(1) Laptop placed at Podium.  
(1) Laptop and (1) Computer Mouse placed at Head Table.

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

**Saturday, November 11, 2023**

**2:00 PM- 4:30 PM**

**Learning From Doing #MIN02**

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

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**Function Type:** Minisymposium

**Estimated Attendance:** 560

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

**Thursday, November 9, 2023 @ 12:00 PM**

Note

- (1) Set stage per diagram
- Skirted Head table with (7) chairs
- (1) Chair on side of head table

Set room theater style for (560)

- (1) Standing lectern with light stage left
- (1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

- (1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

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

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#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 1:00 PM**

Note

- (1) Screen, set per diagram
- (1) Data/video projector w/cart
- (1) 4x1 Switcher
- (1) Laser Pointer
- (1) Projectionist
- (1) Digital Timer

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

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## Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note  
(1) Lectern microphone  
(3) Head table microphones  
(2) Floor microphones  
(1) DI under 6' table for computer

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

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## Electrical - Hi-Tech Electric

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

Note  
(1) drop at projector  
(1) drop at lectern

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

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## Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note  
(2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.  
(1) Laptop placed at Podium.  
(1) Laptop and (1) Computer Mouse placed at Head Table.

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

**Saturday, November 11, 2023**

**2:00 PM- 4:30 PM**

**Suppression and Variability in Visual Cortex #MIN03**

**Walter E. Washington Convention Center: Ballroom B**

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**Function Type:** Minisymposium

**Estimated Attendance:** 1296

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

---

**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

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

Note

(1) Set 30'x8'x24" stage per diagram.

Skirted Head table with (7) chairs

(1) Chair on side of head table

(1) Skirted 6'x30" table and (1) chair for AV tech table per diagram

(1) Set 6' 8'x24" camera platform in rear of room per diagram

(1) Skirted 6'x30" table and (2) chairs placed next to camera platform in rear

Set room max theater style for (1,296)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

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

**Ready By:**

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

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

NOTE: Place 12' navy drape behind stage for live streaming

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note

- (1) Screens, set per diagram
- (1) Data/video projectors w/cart
- (1) 4x1 Switchers
- (1) Laser Pointer
- (1) Projectionist
- (1) Digital Timer
- (1) Alienware M15 with VMIX & Accessories
- (1) Panasonic Camera w/ 40x Lens not standard
- (1) AJA Ki Pro Go
- (1) Roland V60 Switcher
- (1) Mixer 1402

Stage wash and LED up lighting.

This room will be live streamed through out the meeting.

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

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### Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note

- (1) Lectern microphone
- (3) Head table microphones
- (2) Floor microphones
- (1) DI under 6' table for computer

This room will be live streamed through out the meeting.

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

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### Electrical - Hi-Tech Electric

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

Note

- (1) 110- 20amp drop at projector
- (1) 110- 20amp drop at lectern
- (1) 110- 20amp drop at camera riser

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

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### Telecom - Smart City - WCC

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

Note

10Mbps Dedicated Drop w/5 Static IP Addresses, at streaming table next to camera riser

This room will be live streamed through out the meeting.

---

### Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note

- (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
- (1) Laptop at Podium
- (1) Laptop computer and (1) Computer mouse placed at Head Table

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





**Saturday, November 11, 2023**

**2:00 PM- 4:30 PM**

**The Nanoscale Organization of Synapses: Tuning Function and Plasticity #SYM02**

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

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**Function Type:** Symposium

**Estimated Attendance:** 1386

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**

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

Note

(1) Set 30'x8'x24" stage per diagram

Skirted Head table with (7) chairs

(1) Chair on side of head table

(1) Skirted 6'x30" table and (1) chair for AV tech table per diagram

(1) Set 6'x8'x24" camera platform in rear of room per diagram

(1) Skirted 6'x30" table and (2) chairs placed next to camera platform in rear

Set room max theater style for (1,386)

(1) Standing lectern with light stage left

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

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

---

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

**Ready By:**

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

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern

NOTE: Place 12' navy drape behind stage for live streaming

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

---

#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note

- (1) Screen, set per diagram
- (1) Data/video projector w/cart
- (1) 4x1 Switchers
- (1) Laser Pointer
- (1) Projectionist
- (1) Digital Timer
- (1) Alienware M15 with VMIX & Accessories
- (1) Panasonic Camera w/ 40x Lens not standard
- (1) AJA Ki Pro Go
- (1) Roland V60 Switcher
- (1) Mixer 1402

Stage wash and LED up lighting.

This room will be live streamed through out the meeting.

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

---

### Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note

- (1) Lectern microphone
- (3) Head table microphones
- (1) Table microphone at moderator table in front of room
- (2) Floor microphones
- (1) DI under 6' table for computer

This room will be live streamed through out the meeting.

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

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### Electrical - Hi-Tech Electric

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

Note

- (1) 110- 20amp drop at projector
- (1) 110- 20amp drop at lectern
- (1) 110- 20amp drop at camera riser

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

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### Telecom - Smart City - WCC

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

Note

10Mbps Dedicated Drop w/5 Static IP Addresses, at camera riser

This room will be live streamed through out the meeting.

---

### Computer - Atlantic Images & Sound - Computers

**Ready By:**  
**Saturday, November 11, 2023 @ 1:00 PM**

Note

- (2) Laptop computers with Microsoft Windows 10 Pro, Office 2019 Pro, Adobe Acrobat Reader, Quicktime and Flash Software. Must be equipped with USB ports.
- (1) Laptop placed at Podium
- (1) Laptop computer and (1) Computer Mouse placed at Head Table

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

**Saturday, November 11, 2023**

**2:30 PM- 4:00 PM**

**Brain Awareness Campaign Event**

**Walter E. Washington Convention Center: Hall E**

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**Function Type:** Workshop

**Estimated Attendance:** 200

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** NL200-A106

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## Contacts

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**Contact:** Lisa Chiu

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## Logistics

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### Setup - Washington Convention Center

**Ready By:**

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

Note

Set 12'x24'x24" stage and room per diagram

(1) Standing Lectern on stage

(1) 6' table on stage

Set front or room theater style for 36 - space the rows of chairs with extra room between, to allow for people to walk through the rows while others are sitting.

(1) Skirted 6' table & (1) Chair next to poster #1.

(1) Skirted 6' table & (1) Chair next to poster #42.

Place items below between poster area and the center of Hall E, per diagram.

(1) Skirted 6' table

(1) chair

(1) Easel

(2) Wastebasket at registration tables

---

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

**Ready By:**

**Thursday, November 9, 2023 @ 3:00 PM**

Note

This event will use 42 poster faces in back of seating per diagram.

Please provide push pins and dixie cups for the posters.

Rope & Stanchion to block access to posters.

\*\*\* Navy drape on stage for Video Recording\*\*\*

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### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 1:00 PM**

Note

(1) Data Video Projector

(1) Screen

(1) Switcher

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## Audio/Visual - Projection AV

***Ready By:***

**Saturday, November 11, 2023 @ 1:30 PM**

Note

(1) Microphone at lectern  
(1) Floor mic  
Computer audio required.

Sound Operator 2:00p.m. - 4:00p.m.

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## Computer - Atlantic Images & Sound - Computers

***Ready By:***

**Saturday, November 11, 2023 @ 1:30 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.

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## Other - SfN

***Ready By:***

**Saturday, November 11, 2023 @ 2:00 PM**

Note

SfN staff to video record.

**Saturday, November 11, 2023**

**3:00 PM- 5:00 PM**

**PDW: Escape From Academia-Alternative Careers: Is There Life After the PhD?**

**Walter E. Washington Convention Center: 207A**

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**Function Type:** Workshop

**Estimated Attendance:** 400

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A168

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### **Contacts**

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**Contact:** Eiman Abdelgadir

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**

**Saturday, November 11, 2023 @ 2:00 PM**

Note

As set on Saturday, November 12 at noon

**Saturday, November 11, 2023**

**3:00 PM- 5:00 PM**

**PDW: Practical Guide to Data Management and Sharing Mandates**

**Walter E. Washington Convention Center: 207B**

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**Function Type:** Workshop

**Estimated Attendance:** 290

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A168

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### **Contacts**

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**Contact:** Eiman Abdelgadir

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**

**Saturday, November 11, 2023 @ 2:00 PM**

Note

As set on Saturday, November 11 at noon

**Saturday, November 11, 2023**

**3:00 PM- 4:00 PM**

**SfNova Lecture: Ishmail Abdus-Saboor; Kanaka Rajan #LEC03**

**Walter E. Washington Convention Center: Hall D**

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**Function Type:** Lecture

**Estimated Attendance:** 7600

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MA200-A130

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### Contacts

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**Contact:** Kyle Hayden

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 2:00 PM**

Note

As set Saturday, November 11 at 10 a.m.

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

**Ready By:**

**Saturday, November 11, 2023 @ 2:00 PM**

Note

Add (1) Head table and (2) chairs to center of stage for this lecture only.  
Remove at conclusion of this lecture.

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#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**

**Saturday, November 11, 2023 @ 2:00 PM**

Note

Add (2) Hand-held wireless microphones to the head table in the center of the stage - for this lecture only. Remove microphones at conclusion of this lecture.

**Saturday, November 11, 2023**

**3:30 PM- 5:00 PM**

**Journal of Neuroscience Senior Editors Meeting**

**Walter E. Washington Convention Center: 304**

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**Function Type:** Meeting

**Estimated Attendance:** 13

**Room Set:** Conference

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** J-SP401-J804

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### Contacts

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**Contact:** Vince Carmona

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### Logistics

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#### General Notes - SfN

*Ready By:*

**Saturday, November 11, 2023 @ 2:30 PM**

Note

As set Thursday, November 9



**Saturday, November 11, 2023**

**3:30 PM- 4:30 PM**

**Meet-the-Expert: Moser — My Journey to Find the Neural Basis of Space, Time, and Memory #MTE01**

**Walter E. Washington Convention Center: 103A, 103B**

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**Function Type:** Workshop

**Estimated Attendance:** 390

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A167

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## Contacts

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**Contact:** Sharon Bowles

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## Logistics

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### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 2:30 PM**

**Note**

As set Saturday, November 11 at 1:30 p.m.

This session is expected to be very popular and is likely to require crowd control.

**Saturday, November 11, 2023**

**3:30 PM- 4:30 PM**

**SfN, Canadian Assoc for Neuroscience, and Mexican Chapter Meeting**

**Walter E. Washington Convention Center: 305**

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**Function Type:** Meeting

**Estimated Attendance:** 15

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-OV200-P210

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### Contacts

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**Contact:** CatBlack

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 2:30 PM**

Note

As set Thursday, November 9

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#### Food And Beverage - Aramark - WCC

**Ready By:**

**Saturday, November 11, 2023 @ 3:15 PM**

Note

PM Beverage Package @ \$14.00++ Per Person  
Bottled Water, Sparkling Water, Soda, and Lemonade

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

**Saturday, November 11, 2023**

**5:15 PM- 6:30 PM**

**Presidential Special Lecture: New Genetic Therapies for Huntington's Disease and Other Neurodegenerative Diseases — Sarah J. Tabrizi #LEC04**

**Walter E. Washington Convention Center: Hall D**

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**Function Type:** Lecture

**Estimated Attendance:** 7600

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MA200-A130

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### Contacts

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**Contact:** Kyle Hayden

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 4:15 PM**

Note

As set Saturday, November 11 at 10 a.m.

**Saturday, November 11, 2023**

**6:30 PM- 9:30 PM**

**Diversity, Int'l Fellows, TPDA, Early Career Policy Ambassador & FUN Poster Sessions & Career Development: A Networking Event**

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

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**Function Type:** Posters

**Estimated Attendance:** 1500

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A166

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### Contacts

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**Contact:** Cashen Almstead

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Saturday, November 11, 2023 @ 6:00 PM**

Note

Sat, Nov 11, 6:30pm - 8:30pm

Diversity Fellows, International Fellows, Early Careers,  
Trainee Professional Development, FUN Poster Sessions

Sat, Nov 11, 7:30pm - 9:30pm

Career Development: A Networking Event, Sat, Nov 11, 7:30pm - 9:30pm

**Ready By:**

**Saturday, November 11, 2023 @ 6:00 PM**

Note

SfN staff to scan badges at the Concourse A and Concourse B escalators  
and stairs

SfN staff to hand out sponsor and session labels to pin to poster board.

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#### Setup - Washington Convention Center

**Ready By:**

**Saturday, November 11, 2023 @ 6:00 PM**

Note

NETWORKING AREA

Set area per diagram

(28) Banquet rounds for 10 with table card holders

Please clean this area and replace table linens if needed by 6:00pm

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

**Ready By:**

**Saturday, November 11, 2023 @ 6:00 PM**

Note

(4) 6' skirted tables in Concourse A (2) and Concourse B (2) for  
Information and poster pins.

(4) 6' skirted tables at the bottom of escalators in Hall A (2) and Hall B (2)  
for information and poster pins.

Please also provide (3500 pins and 900 cups), place at the program pickup  
tables in Concourse A and B check-in.

NOTE: Poster sessions will use existing poster board numbers  
(30/53) Poster Board Faces - FUN Session (Additional), using existing poster rows W - X  
(422/449) Poster Board Faces - Trainee Prof. Dev. Awards Poster Session, using existing poster rows Y - PP  
(30/48) Poster Board Faces - International Poster Session, using existing poster rows  
(6/48) Poster Board Faces - Early Career Policy Ambassador Poster Session, using existing poster rows QQ - RR  
Note: International and ECPA will share QQ - RR  
(208/228) Poster Board Faces - Diversity Poster Session, using existing poster rows SS - WW  
(116/130) Poster Board Faces - FUN Session, using existing poster rows XX - YY

(XX) 1M Boards (ordered separately) to be placed around the Poster Area, locations TBD

#### SEE DIAGRAM

At 5 pm, CAUTION TAPE and 8ft. DRAPE

Booth 1538 to Poster Row S (8ft. DRAPE)

Row S - Row V, also put tape at the break V16 - V17, and from V12 to the back wall (CAUTION TAPE)

#### NETWORKING AREA

3' drape around the 28 rounds with 2 openings.

(1) chair at each opening of the 3' drape

Remove pipe and drape & rope and stanchion after these sessions end.

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### Audio/Visual - Atlantic Images & Sound - AV

***Ready By:***

**Saturday, November 11, 2023 @ 6:00 PM**

Note

(1) Handheld Wireless Microphone for the Networking Area - at 28 banquet rounds.

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### Other - Lincoln Security

***Ready By:***

**Saturday, November 11, 2023 @ 6:00 PM**

Note

Security around the exhibit hall in the XXX-XXX

Note: Caution tape will be around the perimeter of the hall.

Attendees are not permitted in the exhibit area.

Security request is posted on the security schedule

Security from 6:00 pm - 10:00 pm

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### Food And Beverage - Aramark - WCC

***Ready By:***

**Saturday, November 11, 2023 @ 6:00 PM**

Note

(2) cases of bottled water, please deliver at 6 pm to the check in desk at the base of the escalator going into Hall A.

**Saturday, November 11, 2023**

**6:30 PM- 9:30 PM**

**g.tec BCI Workshop**

**Walter E. Washington Convention Center: 103A, 103B**

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**Function Type:** Satellite  
**Estimated Attendance:** 50  
**Room Set:** As Set

**Billing Group:** SfN Master  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes  
**Cost Center:** A-MA200-A701

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Christoph Guger  
**Organizer Email:** guger@gtec.at

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### Logistics

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#### Setup - Washington Convention Center

**Ready By:**  
**Saturday, November 11, 2023 @ 5:30 PM**

Note  
As set Saturday, November 11 at 1:30 p.m.

Satellite organizer also requests the following items:  
(1) Skirted registration table with (2) chairs at the entrance to the room.

(1) Easel

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#### Audio/Visual - Atlantic Images & Sound - AV

**Ready By:**  
**Friday, November 10, 2023 @ 5:30 PM**

Note  
As set Saturday, November 11 at 1:30 p.m.

Satellite organizer will use the following existing items:  
(1) Screen, set per diagram  
(1) Cart

Note: Organizer will bring his own projector

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#### Audio/Visual - Projection AV

**Ready By:**  
**Saturday, November 11, 2023 @ 5:30 PM**

Note  
As set Saturday, November 11 at 1:30 p.m.

Satellite organizer will use the following items:  
(1) Lectern microphone  
(1) Head table microphone  
(1) DI under 6' table for computer

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#### Food And Beverage - Aramark - WCC

***Ready By:***  
**Saturday, November 11, 2023 @ 5:30 PM**

Note

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