

**NEUROSCIENCE 2023 RESUME  
WALTER E. WASHINGTON CONVENTION CENTER**

**TO:** Paula Hagan Senior Event Manager, Events DC, WCC  
Natalie Goodell, Catering Sales Manager, Aramark  
Eric Berry, President, Atlantic Images & Sound  
Jeff Sweeney, Senior Account Manager, PROjection Presentation Technology  
Chris Balak, National Accounts Director, The Expo Group  
Julie Nelson, Account Executive, Convention Data Services

**FROM:** Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Meetings Operations Manager  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, CEM, Meeting Operations Specialist  
Kendra Brown, Meeting Services Assistant  
Tim Pontrelli, Logistics Consultant

**SUBJECT:** Neuroscience 2023  
November 11-15, 2023

**ANTICIPATED ATTENDANCE**

The SfN annual meeting has typically drawn 28,000- 30,000 attendees each year. Attendees from North America have comprised 65% and international attendees from approximately 80 countries have represented 35% of the total attendance. Exhibit personnel has included 3,300 – 3,500 people.

**PURPOSE:**

The Society for Neuroscience is the world's largest organization of scientists and physicians dedicated to understanding the brain, spinal cord and peripheral nervous system. Founded in 1969, the Society has grown from 500 charter members to nearly 35,000 members. The purposes of the Society are to (a) advance the understanding of the nervous system by bringing together scientists from various backgrounds and by encouraging research in all aspects of neuroscience; (b) promote education in the neurosciences; and (c) inform the general public about results and implications of new research. The exchange of scientific information occurs at the Annual Meeting that includes nearly 14,000 reports of new scientific findings and estimated 28,000 – 30,000 participants. The Society's Annual Meeting is the largest of its kind in the world and is considered the arena for the presentation of new results in neuroscience.

**MEETING LOCATION**

Headquarters offices, scientific sessions, symposia, nanosymposia, mini-symposia, exhibits, and registration will be located at the Walter E. Washington Convention Center. Daytime special and presidential special lectures will be held in Hall D. SfN-Sponsored Socials will be held at the Renaissance Washington DC Hotel.

**GENERAL SCHEDULE OF MEETING**

A number of satellite events are scheduled on Wednesday, November 8 through Wednesday, November 15 at the Walter E. Washington Convention Center, Marriott Marquis Washington DC, the Renaissance Washington DC Downtown Hotel and other Washington, DC area facilities. The Society sponsors a Short Course at the Walter E. Washington Convention Center on Friday, November 10. Badge Pickup opens in West Salon at the Walter E. Washington Convention Center at 2 p.m. on Friday, November 10 and closes at 5:00 p.m. on Wednesday, November 15. See registration schedule for dates and hours. The official meeting opens at 10:00 a.m. on Saturday, November 11 and closes at 5:00 p.m. on Wednesday, November 15. Exhibits will open at the Walter E. Washington Convention Center at 9:30 a.m. on Sunday, November 12 and close at 5:00 p.m. on Wednesday, November 15. Daily exhibit hours are 9:30 a.m.-5:00 p.m.

**OFFICES**

**Annual Meeting Headquarters Office--Logistics**

The Annual Meeting Logistics Headquarters Office is located in Room 102 of the Walter E. Washington Convention Center. On-site telephone number is (202) 249-4300. This office handles all logistics and advance registration related questions. Annual Meeting Logistics staff are:

Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Operations Manager  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, CEM, Meeting Operations Specialist  
Kendra Brown, Meeting Service Assistant  
Tim Pontrelli, Logistics Consultant

The Annual Meeting Headquarters Office is open during the following hours:

Friday, November 10	8:00 a.m. - 5:00 p.m.
Saturday, November 11	7:00 a.m. - 6:00 p.m.
Sunday, November 12	7:00 a.m. - 6:00 p.m.
Monday, November 13	7:00 a.m. - 6:00 p.m.
Tuesday, November 14	7:00 a.m. - 6:00 p.m.
Wednesday, November 15	7:00 a.m. - 6:00 p.m.

## **EXPOSITION**

Exhibits are located in Halls A-C of the Walter E. Washington Convention Center. Exhibit Management Office is located in Show Office B.

Exhibit Management Contacts: Allison Burns, CEM, Senior Operations Manager  
Official Service Contractor: The Expo Group

### **Move-in** (Halls B-H)

Decorator: Monday, November 6 – Thursday, November 9 - 6:00 a.m. – 7:00 p.m.

### **Move-out**

Decorator: Wednesday, November 15 5:00 p.m. - Midnight  
Thursday, November 16 8:00 a.m. – Midnight  
Friday, November 17 6:00 a.m. – Midnight

## **TELEPHONE NUMBERS**

Please refer to the telephone list on the Neuroscience 2023 resume website for telephone numbers.

## **SESSIONS**

All SfN sessions (with exception of a few workshops) are located at the Walter E. Washington Convention Center and held Saturday, November 11 – Wednesday, November 15. A detailed schedule is included in the resume and at <http://www.sfn.org/am2023>.

## **SATELLITE/ANCILLARY EVENTS**

Satellite Symposia and Ancillary Events are non-SfN sponsored events, meetings, socials, etc., and SfN Annual Meeting attendees may attend these events. Satellite events are approved and scheduled through SfN so not to conflict with SfN scientific sessions. Satellite events are held Wednesday, November 8 – Wednesday, November 15. Satellite/Ancillary Event contact information, logistics, and billing information are detailed in the resume. The facility is to obtain specific catering requirements for satellite/ancillary events directly from the organizers listed on each logistics sheet. Please note the special billing instructions contained in this resume. Organizers have been advised they must set-up individual accounts for their events. Requests for poster boards should be directed to The Expo Group.

## **SHUTTLE SERVICE**

Shuttle service has been arranged through Production Transport. Production Transport will also operate a service desk for

attendees located in the L Street Concourse. Telephone: 619/525-5715. Shuttle Bus service will be available from the official convention hotels to the Walter E. Washington Convention Center except for the hotels which are within walking distance.

### **MASTER ACCOUNT**

Please establish a Master Account in the name of the Society for Neuroscience. At the conclusion of the meeting, forward the Master Account along with backup for all charges to:

Society for Neuroscience  
Attention: Paula Kara, CMP, Senior Director, Meeting Services  
1121 14<sup>th</sup> Street, NW, Suite 1010  
Washington, DC 20005  
paula@sfn.org

### **AUTHORIZED SIGNATURES**

Individuals listed in the resume may sign for charges incurred for their events. Individuals below are additional authorized signatures to the Society for Neuroscience Master Account.

Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Kyle Hayden, CMP, Director, Meeting Programs & Attendee Services  
Sharon Kerley Bowles, Senior Meeting Planner  
Allison Burns, CEM, Senior Meetings Operations Manager  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, CEM, Meeting Operations Specialist  
Kendra Brown, Meeting Service Assistant  
Tim Pontrelli, Logistics Consultant  
Marty Saggese, Executive Director  
Oswald Steward, PhD, Sfn President

### **ACCOUNTING**—Washington Convention Center and Aramark Food Services

Identify each charge. Enclose all banquet checks, accounting of cash bar receipts, and backup for all charges.

In the individual resume sheets, you will notice we have included cost center information. If it is possible to include this information on your final bill, it will speed the coding and processing of the bill.

### **EQUIPMENT DELIVERY**

The Expo Group and Society for Neuroscience materials (boxes and trunks) will arrive at the Walter E. Washington Convention Center loading docks on Monday, November 6 at 6:00 a.m. Boxes and trunks will be marked for placement within the Walter E. Washington Convention Center.

Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Tuesday, November 7. Eric Berry is in charge of distribution.

Office machines, copy machines, etc. for offices will be delivered on Wednesday, November 8. Convention Data Services equipment will arrive on Tuesday, November 7.

### **SECURITY**

The Society's Security Provider is Lincoln Security. The Society for Neuroscience security contacts are Paula Kara and Allison Burns. There is the potential for demonstrations by animal rights activists during the Animals in Research Workshop on Monday, November 13 (1:30 pm in Room 206) and during the nanosymposia and poster sessions Saturday, November 11 – Wednesday, November 15. A separate security order is available on our website.

### **BUILDING ACCESS**

Please arrange to have a door open at the Grand Lobby for Sfn staff to gain early access to the building. Please be sure doors are open each morning at the following times:

Monday, November 6 – Thursday, November 9  
Friday, November 10 – Wednesday, November 15  
Friday, November 10  
Saturday, November 11 - Wednesday, November 15

8:00 a.m. - Staff Only  
6:00 a.m. - Staff Only  
7:00 a.m. - All Entrances Open  
7:00 a.m. - All Entrances Open

Please instruct building security that Society for Neuroscience staff with badges and staff ribbons only may enter through these entrances on a 24-hour basis. Please advise procedures that SfN staff must use to gain access to the building during closed hours.

### **SIGNS/LITERATURE**

Lobby and directional signs will be delivered by The Expo Group and placed beginning on Tuesday, November 7 – Friday, November 10. Only official Society signs may be placed in the Walter E. Washington Convention Center. Organizers of ancillary events may only place a sign outside the entrance to their function room on the day of their function only. Exhibitors may only distribute literature from their booths. Under no circumstances may any other individuals place signs of any nature or distribute literature of any kind in the Walter E. Washington Convention Center without prior written approval from the Society for Neuroscience. (1) easel is required outside the entrance to each Society event 45 minutes prior to the start of the event.

### **COMMUNICATIONS/TELEPHONE/INTERNET CONNECTIONS**

See telephone & internet orders included in this resume.

### **WATER IN SESSION ROOMS/COMMITTEE MEETINGS**

Water service will be required for sessions and committee meetings as outlined in the resume. Please have water delivered promptly (no later than 20 minutes prior to the start of each session listed in resume).

### **AUDIO VISUAL & COMPUTER RENTAL**

The Society for Neuroscience official audio visual and computer rental company is Atlantic Images and Sound (AIS). The contact is Eric Berry, President. Visual support will be provided by Atlantic Images and Sound. Audio support will be provided by PROjection of the Walter E. Washington Convention Center. The AIS office will be located in Room 158 in the Walter E. Washington Convention Center and staffed Saturday, November 11 - Wednesday, November 15, 7:00 a.m.-5:00 p.m.

### **REMOTE DIMMER SWITCHES**

Provide in each meeting room used for scientific sessions if available.

### **MEETING ROOM TEMPERATURE**

Preset all session rooms for 69-71 F. Temperature should not go above 75 F. Note: Please do not set computers for air conditioning to be turned off precisely at ending time of each event as many run overtime. In addition, please be sure to have air conditioning on in the meeting rooms in enough time to sufficiently cool the rooms prior to the meeting start times.

### **FOOD SERVICE – Aramark**

Please open concessions and restaurants beginning Thursday, November 9 (minimal service for exhibitor move-in), Friday, November 10 at 7:00 a.m. thru Wednesday, November 15 at 5:00 p.m. Please have healthy food available, as well as the favorite non-healthy foods. Have outlets open during registration hours with maximum staffing. Please keep exhibit hall concessions staffed to capacity during the breakfast and lunch hours. Place as many portable concessions as is possible in lobbies and hallways. Please provide final concession schedule by October 13, 2023.

### **SERVICE DESK**

The Expo Group, Inc will operate a service desk located in Concourse B.

### **IMPORTANT SOCIETY FOR NEUROSCIENCE POLICIES**

#### **Audio/Video Reproductions**

The Society for Neuroscience reserves the rights to audio and video reproduction of all presentations at Neuroscience

2023. Individuals may not patch into house sound systems.

### SCHEDULE OF PRE-CONVENTION MEETINGS

Washington Convention Center  
City-Wide Hotel Pre-Con Meeting

Wednesday, November 8  
Thursday, November 9

3:30 p.m.  
2:00 p.m.

### Shuttle Schedule

Date	Times	Service
<b>Saturday, November 11</b>	7:00 AM – 4:00 PM 4:00 PM - 10:00 PM	20 minute service 10 minute service
<b>Sunday, November 12</b>	6:30 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Monday, November 13</b>	7:00 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Tuesday, November 14</b>	7:00 AM - 10:30 AM 10:30 AM - 4:00 PM 4:00 PM - 8:00 PM 8:00 PM - 9:30 PM	10 minute service 20 minute service 10 minute service 20 minute service
<b>Wednesday, November 15</b>	7:00 AM - 10:30 AM 10:30 AM - 3:30 PM 3:30 PM - 6:00 PM	10 minute service 20 minute service 10 minute service

### Hotel Boarding Locations

Hotel	Route	Pick-Up Point
<b>Marriott Marquis Washington, DC</b>	Walk	Walk to Washington Convention Center
<b>Renaissance Washington, DC Downtown</b>	Walk	Walk to Washington Convention Center
<b>AC Hotel DC Convention Center</b>	Walk	Walk to Washington Convention Center
<b>Beacon Hotel &amp; Corporate Quarters</b>	6 - Pink	Front Entrance on Rhode Island Ave
<b>Cambria Suites Convention Center</b>	Walk	Walk to Washington Convention Center
<b>Canopy by Hilton Embassy Row</b>	6 - Pink	Walk to the Beacon - Front Entrance on Rhode Island Ave
<b>Capital Hilton</b>	3 - Yellow	On K St at 16th St NW
<b>Comfort Inn Convention Center</b>	4 - Green	Walk to Washington Plaza - Front Entrance on Vermont Ave
<b>Courtyard Convention Center</b>	Walk	Walk to Washington Convention Center
<b>Courtyard Washington, D.C./US Capitol</b>	2 - Blue	Front of hotel on 2nd St NE
<b>Darcy Washington, D.C.</b>	6 - Pink	Front of Hotel on Rhode Island Ave
<b>Eaton Washington, D.C.</b>	Walk	Walk to Washington Convention Center
<b>Embassy Suites Convention Center</b>	Walk	Walk to Washington Convention Center

<b>Fairfield Inn &amp; Suites Downtown</b>	Walk	Walk to Washington Convention Center
<b>Grand Hyatt Washington</b>	Walk	Walk to Washington Convention Center
<b>Hamilton Hotel Washington, D.C.</b>	3 - Yellow	On K St at 14th St NW
<b>Hampton Inn Convention Center</b>	Walk	Walk to Washington Convention Center
<b>Henley Park Hotel</b>	Walk	Walk to Washington Convention Center
<b>Hilton Garden Inn Downtown</b>	4 - Green	Curbside on 14th St NW
<b>Hilton Garden Inn - US Capitol</b>	2 - Blue	Walk to Courtyard US Capitol - Front of hotel on 2nd St NE
<b>Holiday Inn Express Downtown</b>	Walk	Walk to Washington Convention Center
<b>Homewood Suites Convention Center</b>	Walk	Walk to Washington Convention Center
<b>Homewood Suites Downtown</b>	5 - Orange	Access Road in front of Hotel
<b>Hotel George</b>	1 - Red	Walk to Hyatt Regency - Front of hotel on New Jersey Ave
<b>Hotel Monaco Washington, D.C.</b>	Walk	Walk to Washington Convention Center
<b>Hotel Zena Washington, D.C.</b>	4 - Green	Walk to Residence Inn Vermont - Curbside on Vermont Ave
<b>Hyatt Place Washington/US Capitol</b>	2 - Blue	Curbside on New York Ave
<b>Hyatt Place White House</b>	3 - Yellow	Walk to Capitol Hilton - On K St at 16th St NW
<b>Hyatt Regency Washington Capitol Hill</b>	1 - Red	Front of hotel on New Jersey Ave
<b>Kimpton Banneker</b>	6 - Pink	Walk to The Darcy - Front of Hotel on Rhode Island Ave
<b>Madison Hotel</b>	5 - Orange	Corner of 15th St and M St
<b>Mayflower Hotel, Autograph Collection</b>	3 - Yellow	Desales St Entrance
<b>Morrison-Clark Inn</b>	Walk	Walk to Washington Convention Center
<b>Motto Washington, DC, City Center</b>	Walk	Walk to Washington Convention Center
<b>Moxy Washington, D.C. Downtown</b>	Walk	Walk to Washington Convention Center
<b>Phoenix Park Hotel</b>	1 - Red	Walk to Hyatt Regency - Front of hotel on New Jersey Ave
<b>Residence Inn Convention Center</b>	Walk	Walk to Washington Convention Center
<b>Residence Inn Downtown</b>	4 - Green	Curbside on Vermont Ave
<b>Washington Marriott at Metro Center</b>	Walk	Walk to Washington Convention Center
<b>Washington Marriott Capitol Hill</b>	2 - Blue	Front of the hotel on L St
<b>Washington Plaza</b>	4 - Green	Front Entrance on Vermont Ave
<b>Westin Washington, D.C. City Center</b>	5 - Orange	Corner of 15th St and M St
<b>YOTEL Washington, D.C.</b>	1 - Red	Walk to Hyatt Regency - Front of hotel on New Jersey Ave