

Tuesday, November 7, 2023

8:00 AM- 6:00 PM

Hold for WCC Site Visit

Walter E. Washington Convention Center: 303

Function Type: Meeting

Post: No

Logistics

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

12:30 PM- 5:00 PM

Press Conference Set Up

Walter E. Washington Convention Center: 202B

Function Type: Other
Estimated Attendance: 52
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-NL200-P150

Contacts

Contact: Matt Windsor

Logistics

Setup - Washington Convention Center

Ready By:
Wednesday, November 8, 2023 @ 10:00 AM

Note

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

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

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

Preset room lights out over screen

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

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

OCTOBER 24 UPDATE
PLEASE ADD A SMALL TABLE TO THE BACK OF THE RISER
FOR THE LIVE STREAM GEAR

Audio/Visual - Atlantic Images & Sound - AV

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

Note

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

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

NOTE: PLEASE HAVE A TECH NEARBY IN CASE ONE IS NEEDED DURING THE RECORDING TIMES

Preset Room Lights out over Screen

NOTE: Video recording will be done by MultiView.

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

Audio/Visual - Projection AV

Ready By:

Thursday, November 9, 2023 @ 3:00 PM

Note

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

- (1) Mult box (6 channel)

Audio DI for computer playback at lectern.

Sound operator will be required, times TBD.

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

Electrical - Hi-Tech Electric

Ready By:

Wednesday, November 8, 2023 @ 3:00 PM

Note

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

- (1) Power strip - leave at SfN table

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

Telecom - Smart City - WCC

Ready By:

Thursday, November 9, 2023 @ 8:00 AM

Note

- (5) additional IP addresses

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

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

**OCTOBER 23 UPDATE:
PLEASE INCREASE TO A 10 MBPS DEDICATED LINE**

Computer - Atlantic Images & Sound - Computers

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

Note

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

Please ensure that the laptop has Zoom on it

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

Friday, November 10, 2023

9:00 AM- 3:00 PM

Production Transport Staff Training Meeting

Walter E. Washington Convention Center: 209B

Function Type: Meeting

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Logistics

Setup - Washington Convention Center

Ready By:

Friday, November 10, 2023 @ 8:00 AM

Note

As set Thursday, November 9.

**NOVEMBER 1 UPDATE:
START TIME CHANGED TO 9 AM**

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

Contacts

Contact: Sharon Bowles

Alt Contact: Janelle Mendoza

Organizer Email: janelle@kiddiecorp.com

Logistics

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.

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.****

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.****

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.****

Food And Beverage - Aramark - WCC

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

Note
OCT 24 UPDATE
REMOVE ORDERS FOR (2) HOT WATER AIRPOTS AND WATER

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.****

Sunday, November 12, 2023

12:00 PM- 1:30 PM

USA Brain Bee Chapter Coordinators' Meeting

Walter E. Washington Convention Center: 209C

Function Type: Satellite

Estimated Attendance: 24

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Norbert Myslinski

Organizer Email: Nmyslinski@umaryland.edu

Logistics

General Notes - SfN

Ready By:

Sunday, November 12, 2023 @ 10:30 AM

Note

As set Thursday, November 9

OCT 23 UPDATE

SATELLITE EVENT ASSIGNMENT

ORGANIZER WILL USE ROOM AS SET

NO ADDITIONAL ITEMS REQUESTED

Monday, November 13, 2023

10:30 AM- 12:30 PM

Hold for DNC (Paula)

Walter E. Washington Convention Center: 209B

Function Type: Meeting

Billing Group: Bill Organizer Directly

Meeting Planner: Paula Kara

Post: Yes

Logistics

Tuesday, November 14, 2023

3:00 PM- 3:30 PM

Alan/Marty Meeting

Walter E. Washington Convention Center: 306

Estimated Attendance: 3

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Paula Kara

Post: Yes

Logistics

Tuesday, November 14, 2023

6:45 PM- 7:30 PM

Members Business Meeting

Walter E. Washington Convention Center: 202B

Function Type: Meeting

Estimated Attendance: 150

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-OV200-A140

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By:

Tuesday, November 14, 2023 @ 2:30 PM

Note

NOVEMBER 1 UPDATE:

THE LAST PRESS CONFERENCE IN THIS ROOM ENDS AT 2 PM -

RESET CAN BEGIN AT 3 PM

Setup - Washington Convention Center

Ready By:

Tuesday, November 14, 2023 @ 5:45 PM

Note

Set room theater style with center aisle for (100)

Stage per diagram

Head table for (10) - (2) 8' Tables with 3 chairs each and (2) 6' Tables with 2 chairs each

(1) Standing Lectern

(1) 6' skirted table and (2) chairs for materials outside of room

(1) 6' skirted table with (1) chair for audio tech

(1) Easel

(1) Wastebasket

Water service at the head table.

Audio/Visual - Projection AV

Ready By:

Tuesday, November 14, 2023 @ 5:45 PM

Note

(1) Lectern Microphone

(6) Table Microphones, push to talk

(1) Floor microphone in center aisle

(1) Sound Operator 6:15pm - 8:00pm