

**NEUROSCIENCE 2023 MEETING RESUME
RENAISSANCE DOWNTOWN DC HOTEL**

TO: Claire VanBrakle, Renaissance Downtown DC
Eric Berry, President, Atlantic Images & Sound
Chris Balak, Vice President, National Accounts, The Expo Group

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 Operations Manager
Stephanie Embrey, CEM, Registration Manager
Jennifer Gross, CEM, Meeting Operations Specialist
Kendra Brown, Meeting Service 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.

CITY WIDE ROOM BLOCK: 7,000

RENAISSANCE WASHINGTON DC DOWNTOWN: 650

Day/Date	% of Peak Night	Room Units	Staff	Upgrades	Comp VP Suite	Comp Exec Suite	Total Units
Monday, 11/06/2023	1%	7					7
Tuesday, 11/07/2023	1%	7	5				12
Wednesday, 11/08/2023	3%	10	10				20
Thursday, 11/09/2023	20%	114	13		1	2	130
Friday, 11/10/2023	60%	354	13	20	1	2	390
Saturday, 11/11/2023	100%	614	13	20	1	2	650
Sunday, 11/12/2023	100%	614	13	20	1	2	650
Monday, 11/13/2023	100%	614	13	20	1	2	650
Tuesday, 11/14/2023	85%	517	13	20	1	2	553
Wednesday, 11/15/2023	30%	159	13	20	1	2	195
Thursday, 11/16/2023	3%	15	5		1	2	23
Friday, 11/17/2023	1%	7	0				7
Total		3032	111	120	8	16	3,287

Single Occupancy	\$360.00
Double Occupancy	\$375.00
Triple Occupancy	\$390.00
Quad Occupancy	\$405.00
Regular Suites	\$710-\$1900
Presidential Suite	\$2700.00
Extra Person	\$15.00

Rates listed above are 5% commissionable to Convention Management Resources (CMR). Rates above also include a \$18 per night, per room shuttle rebate payable to the Society for Neuroscience.

COMPLIMENTARY/SPECIAL CONSIDERATIONS

The Hotel shall provide the following complimentary accommodations to SfN:

- 4.1 One (1) complimentary guest room night for every fifty (50) guest room nights occupied on a cumulative basis. Earned complimentary room nights must be utilized during the inclusive dates listed in Article 1.2 and do not have a monetary value.
- 4.2 The following complimentary accommodations shall be provided to the SfN over and above the one per fifty (50) noted in Article 4.1. Complimentary accommodations must be utilized during the inclusive dates listed in Article 1.2 and do not have a monetary value.
 1. One (1) Vice President Suite and two (2) Executive Suites will be provided. They will be allocated by SfN and will be provided for eight (8) nights beginning Thursday, November 9, 2023. These rooms will also have complimentary internet and concierge access.
 2. One (1) Standard complimentary single rooms for SfN designation throughout the inclusive dates listed in Article 1.2 with the following concessions:
 - a. No charge for internet access.
 - b. Complimentary concierge level access throughout the inclusive dates listed in Article 1.2.
 3. A single or double rate of 50% off the lowest single or double confirmed SfN group rate will apply for twenty (20) staff rooms. Staff rooms are net non-commissionable and rebates do not apply to Staff Rates Rooms.

4. All SfN staff will receive complimentary access to the Hotel Health Club.
5. The Hotel will upgrade twenty (20) rooms, to the Concierge level of the hotel for SfN Staff and VIPs with a predetermined amenity of the Hotel's choice. They will be allocated by SfN and will be provided for eight (8) nights during the inclusive dates listed in Article 1.2.
6. Three (3) complimentary Valet parking spaces will be extended to SfN during the inclusive dates listed in Article 1.2.
7. Up to ten (10) amenities selected by SfN shall be provided by the Hotel at a 30% discount from regular pricing.
8. The Hotel agrees to provide, at no charge to SfN, two (2) roundtrip airport transfers for SfN VIPs as designated by SfN.

VIP AND MASTER ACCOUNT RESERVATIONS – Will provide under separate cover.

AMENITY PACKAGES– Will provide under separate cover.

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: Dawn Keane, CMP,
 Director, Meeting Operations
 1121 14th Street, NW, Suite 1010
 Washington, DC 20005
 dkeane@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
 Sharon Kerley Bowles, CEM, Senior Meeting Planner
 Allison Burns, CEM, Senior Operations Manager
 Tim Pontrelli, Logistics Consultant
 Marty Saggese, Executive Director
 Oswald Steward, PhD, SfN President

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 at the Renaissance Washington DC. 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 at the Walter E. Washington Convention Center. Under no circumstances may any other individuals place signs of any nature or distribute literature of any kind at the Renaissance Washington DC without prior written approval from the Society for Neuroscience. Sleeping room deliveries are not permitted. (1) easel is required outside the entrance to each Society event 45 minutes prior to the start of the event.

HOTEL READER BOARDS

List only those events sponsored by the Society under the Society for Neuroscience. All other events may be listed under the heading “Events Sponsored by Other Organizations during the Society for Neuroscience Annual Meeting”.

ROOM SERVICE/RESTAURANTS/FOOD AND BEVERAGE OUTLETS

Sessions are 8:00 a.m. - 6:30 p.m. daily at the Walter E. Washington Convention Center beginning Saturday, November 11 at 10:00 a.m. through 5:00 p.m. on Wednesday, November 15. Exhibits are open 9:30 a.m.-5:00 p.m. daily from Sunday, November 12 - Wednesday, November 15. Room service and restaurant traffic could be heavy early in the morning. The daily lunch break is between 11:30 a.m.-1:00 p.m. Sessions and exhibits end between 5:00 – 6:30 p.m. Saturday - Wednesday. Traffic will be heavy in lounges from 5:30 p.m. into the evening. Keep bars and lounges stocked for heavy beer and wine consumption.

FRONT DESK

Please have the Front Desk staffed to maximum capacity for heavy arrivals on Friday-Sunday, November 10-12. Anticipate average arrival on Thursday, November 9 (note VIPs begin arriving on Thursday, please have Front Desk heavily staffed so they do not have to wait in lines). Heavy checkout is anticipated Tuesday afternoon and Wednesday morning, November 14-15. **Note: Please be sure to instruct personnel to only charge VIPs as outlined in the reservations provided by CMR.**

BELL STAND

Please have bell stand staffed to maximum capacity for arrivals on Friday-Sunday, November 10-12. Likewise for heavy checkout on Tuesday afternoon and Wednesday morning, November 14-15. Many of the guests will check out early and leave luggage with the bell stand or take it with them to the Walter E. Washington Convention.

AUDIO VISUAL and COMPUTER RENTAL

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

MEETING ROOM TEMPERATURE

Preset all session rooms for 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.

WALK POLICY

Should the Hotel find itself in a “walk situation,” it must first notify SfN and SfN’s designated housing bureau agent so that measures may be taken to protect SfN VIPs and Meeting attendees. “Walking” terms shall apply to relocation of guests who were previously guaranteed a room, whether in a pre-walk situation prior to the actual Meeting or in a walk situation occurring over the Meeting dates. Hotel guests who are not part of the SfN official room block will be the first to be relocated prior to the relocation of any SfN guests. If relocation of SfN Meeting attendees is inevitable, the Hotel will provide the following arrangements:

1. Alternate accommodations at a comparable property approved by SfN, using hotels that are part of the SfN official block as first walk choice, however should SfN Hotels not be available, an alternative comparable location will be used with the approval of SfN.
2. Pay the first night’s room and tax at the comparable property and a three-minute long distance telephone call.
3. Pay the transportation costs to and from the comparable property for all Meeting events scheduled on the day and evening following relocation (if hotel is not an official SfN hotel on the SfN shuttle route), as well as the return to the Hotel the following day. The Hotel will accommodate the guest for the remainder of the Meeting at the negotiated SfN Meeting Rate.
4. If the Hotel is unable to accommodate the guest for the remainder of the Meeting, the Hotel will provide the following arrangements. If, however, the relocated guest chooses to remain at the alternate hotel, then the following concession will be null and void.

a. Hotel agrees to pay the alternate hotel directly for the difference in room rate and tax between the Hotel's confirmed SfN rate and tax and the room rate and tax charged by the alternate hotel. Hotel will work directly with the alternate hotel to set up a separate folio to which the rate differential is charged.

b. Pay all fees that the guest incurs for transportation for all Meeting events during the hours that the SfN shuttle operates, if the reassigned hotel is not an official SfN hotel on the shuttle route.

5. Any rooms walked will be included in the count for complimentary room credits. The Hotel agrees to pay to SfN's designated housing bureau agent one night's housing service fee and shuttle rebate to SfN for each guest relocation whereby the Hotel pays room and tax for alternate hotel accommodations unless the hotel that the guest was relocated to is part of the contracted SfN room block and the relocated guest is included in final housing data by the hotel.

Under no circumstances will the Hotel relocate SfN Meeting attendees without first consulting with SfN and SfN's designated housing bureau agent.

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.

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
Jennifer Gross, CEM, Meetings Operations Specialist
Official Service Contractor: The Expo Group

Move In for Exhibitors:	Wednesday, November 8	6:00 a.m. - 7:00 p.m.
	Thursday, November 9	6:00 a.m. - 7:00 p.m.
	Friday, November 10	6:00 a.m. - 7:00 p.m.
	Saturday, November 11	6:00 a.m. - 7:00 p.m.
Exhibit Hours:	Sunday, November 12	9:30 a.m. - 5:00 p.m.
	Monday, November 13	9:30 a.m. - 5:00 p.m.
	Tuesday, November 14	9:30 a.m. - 5:00 p.m.
	Wednesday, November 15	9:30 a.m. - 5:00 p.m.
Move Out for Exhibitors:	Wednesday, November 15	5:00 p.m. - Midnight
	Thursday, November 16	8:00 a.m. - Midnight

ADDITIONAL TELEPHONE NUMBERS

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

POSTER SESSIONS

Poster sessions are located throughout Halls A-C of the Walter E. Washington Convention Center.

Saturday, November 11	1:00 p.m. - 5:00 p.m.
Sunday, November 12 – Wednesday, November 15	8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 5:00 p.m.

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 hotel is to obtain specific catering requirements for satellite/ancillary events directly from the organizers listed on each logistics sheet. Please note 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.

BADGE PICK-UP

Badge pick-up is located in the West Salon of the Walter E. Washington Convention Center. Badge Pick-up is open on the following dates and hours.

Friday, November 10	12:00 p.m. - 5:00 p.m.
Saturday, November 11	7:30 a.m. - 5:00 p.m.
Sunday, November 12	7:30 a.m. - 5:00 p.m.
Monday, November 13	7:30 a.m. - 5:00 p.m.
Tuesday, November 14	7:30 a.m. - 5:00 p.m.
Wednesday, November 15	7:30 a.m. - 5:00 p.m.

Note: Above are published hours. The registration area will close at the published hours. Attendees remaining in line at closing will be processed.

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: 202-249-4050. 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.

Note: The Society for Neuroscience must review event orders prior to them being distributed to hotel personnel.

**RENAISSANCE DOWNTOWN DC HOTEL
SCHEDULE OF EVENTS/SETUP RESUME**

The Society events, as well as special group meetings (satellite/ancillary events) scheduled at the Renaissance Washington DC Downtown may be viewed and downloaded from our website at <https://www.sfn.org/meetings/neuroscience-2023/at-the-meeting/neuroscience-2023-resumes>. Please note that events listed have been scheduled to begin and end according to the scheduled times listed; however, some of the sessions and lectures may end prior to, or run about 15-30 minutes longer than the listed time. If a session is continuing past the listed time, do not interrupt to begin room clean-up.

Shuttle Schedule

Date	Times	Service
Saturday, November 11	7:00 AM – 4:00 PM 4:00 PM - 10:00 PM	20 minute service 10 minute service
Sunday, November 12	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
Monday, November 13	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
Tuesday, November 14	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
Wednesday, November 15	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
Marriott Marquis Washington, DC	Walk	Walk to Washington Convention Center
Renaissance Washington, DC Downtown	Walk	Walk to Washington Convention Center
AC Hotel DC Convention Center	Walk	Walk to Washington Convention Center
Beacon Hotel & Corporate Quarters	6 - Pink	Front Entrance on Rhode Island Ave
Cambria Suites Convention Center	Walk	Walk to Washington Convention Center
Canopy by Hilton Embassy Row	6 - Pink	Walk to the Beacon - Front Entrance on Rhode Island Ave
Capital Hilton	3 - Yellow	On K St at 16th St NW

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

Washington Marriott at Metro Center	Walk	Walk to Washington Convention Center
Washington Marriott Capitol Hill	2 - Blue	Front of the hotel on L St
Washington Plaza	4 - Green	Front Entrance on Vermont Ave
Westin Washington, D.C. City Center	5 - Orange	Corner of 15th St and M St
YOTEL Washington, D.C.	1 - Red	Walk to Hyatt Regency - Front of hotel on New Jersey Ave