

Friday, November 10, 2023

9:00 AM- 8:00 PM

Space Release to the Hotel

Renaissance Washington, DC Downtown Hotel: Foundry Branch

Post: No

Logistics

Sunday, November 12, 2023

6:45 PM- 8:45 PM

Spinal Cord Injury and Repair Social #SOC09

Renaissance Washington, DC Downtown Hotel: Rock Creek Ballroom C

Function Type: Social

Estimated Attendance: 100

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A134

Contacts

Contact: Sharon Bowles

Logistics

Setup - Renaissance DC

Ready By:

Sunday, November 12, 2023 @ 5:45 PM

Note

Reception style for (100), scattered cocktail rounds with seating.

*Please provide ample space in between tables and throughout the room to accommodate wheelchairs.

(1) Podium

(1) Easel

Audio/Visual - Atlantic Images & Sound - AV

Ready By:

Sunday, November 12, 2023 @ 5:45 PM

Note

OCT 26 UPDATE

ADD (1) SPEAKER AND (1) MICROPHONE TO PLAY MUSIC

(1) Podium microphone

Food And Beverage - Renaissance DC

Ready By:

Sunday, November 12, 2023 @ 6:15 PM

Note

Bags of assorted chips, popcorn, pretzels and granola bars @ \$7.00++ per bag. Budget is \$13,000 all-inclusive for snacks to be divided among the (10) Socials on Sunday.

Snacks are not to be replenished.