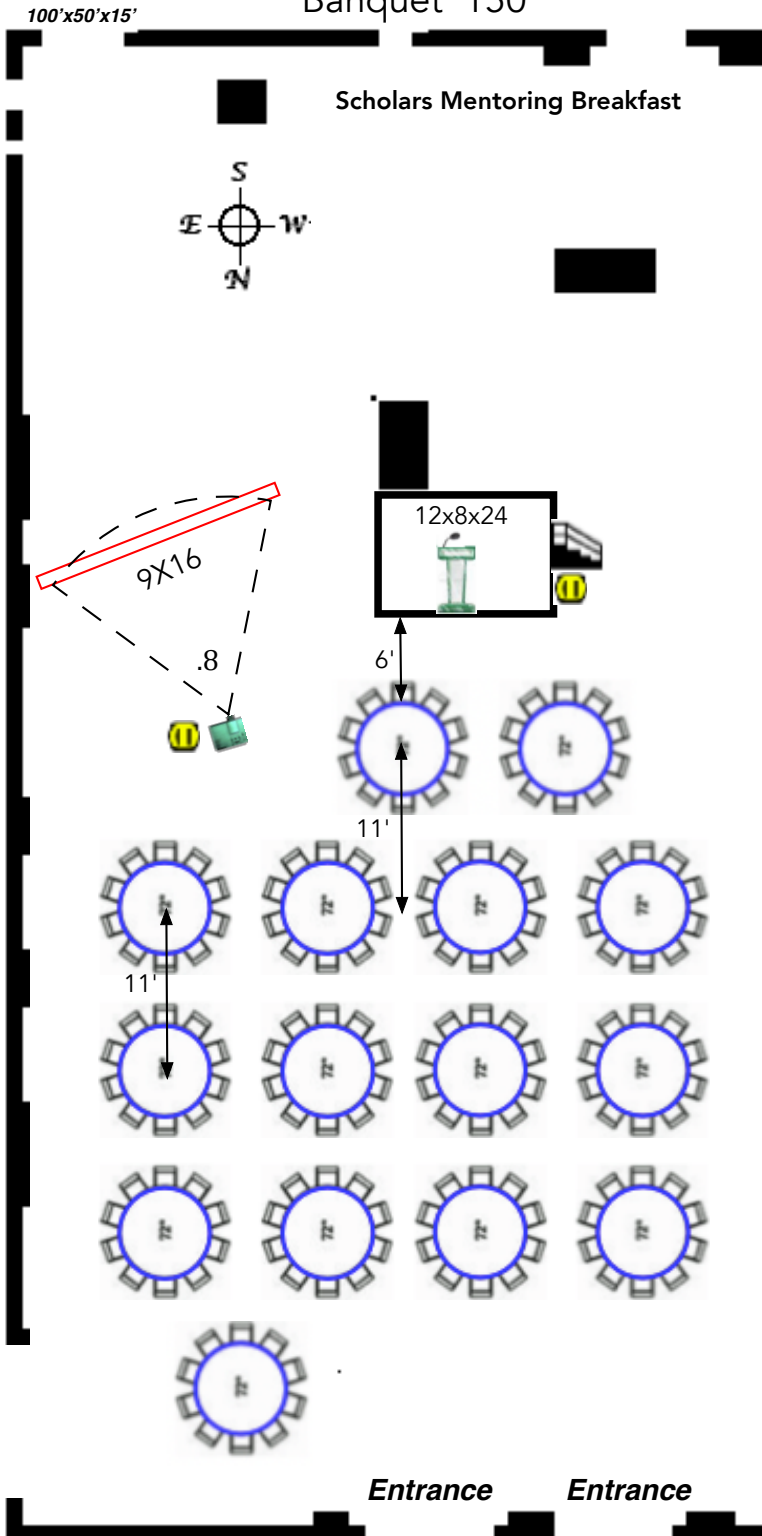
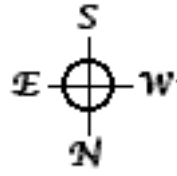


**SFN-2023**  
**Rock Creek A**  
Banquet 150



Audio: Lectern Mic  
Platform: 12x8x24"  
Lights: Preset lts over screen  
Electric Drops 🟡

Rock Creek C



SFN-2023

Cmte on Cmtes

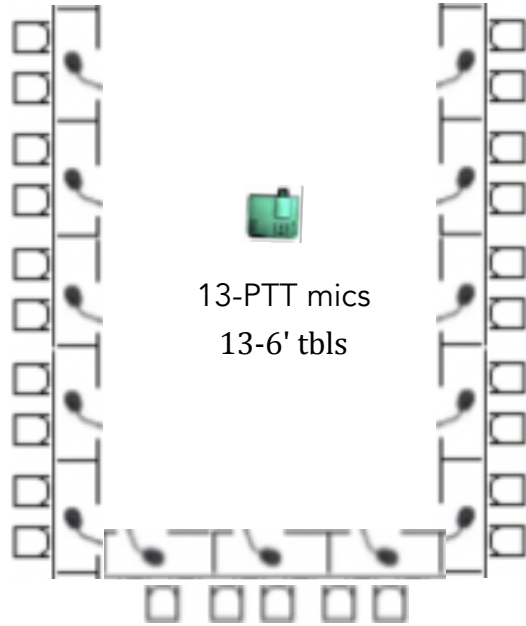
Rock Creek B



12'

50'x50'x15.5'

U-25



*Entrance*

**Saturday, November 11, 2023**

**9:00 AM- 12:00 PM**

**D-SPAN Breakout Room (Part of BP ENDURE Meeting)**

**Renaissance Washington, DC Downtown Hotel: Meeting Room 3**

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**Function Type:** Satellite  
**Estimated Attendance:** 30

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Holly Reilly

**Organizer Email:** holly.riley@roseliassociates.com

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### Logistics

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#### General Notes - SfN

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

Note

**OCT 12 ADDITION  
NEW SATELLITE EVENT ASSIGNMENT IN CONJUNCTION WITH  
BP ENDURE EVENT**

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

**Saturday, November 11, 2023**

**9:00 AM- 12:00 PM**

**D-SPAN Meeting (Part of BP ENDURE Meeting)**

**Renaissance Washington, DC Downtown Hotel: Anacostia Ballroom Salon D**

---

**Function Type:** Satellite

**Estimated Attendance:** 130

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

---

### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Holly Reilly

**Organizer Email:** holly.riley@roseliassociates.com

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**

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

Note

**OCT 12 ADDITION**

**NEW SATELLITE EVENT ASSIGNMENT IN CONJUNCTION WITH  
BP ENDURE EVENT**

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

**Sunday, November 12, 2023**

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

**Neuroscience Scholars Program Mentoring Event**

**Renaissance Washington, DC Downtown Hotel: Rock Creek Ballroom A**

---

**Function Type:** Meeting

**Estimated Attendance:** 125

**Room Set:** Banquet

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-AT300-N309

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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:**

**Sunday, November 12, 2023 @ 7:00 AM**

Note

**OCTOBER 16 UPDATE:  
REMOVED ROCK CREEK B; THE EVENT WILL NOW BE IN ROCK  
CREEK A ONLY.**

---

#### Setup - Renaissance DC

**Ready By:**

**Sunday, November 12, 2023 @ 6:00 AM**

Note

Set Banquet Rounds Style for (150)  
(1) Standing lectern with light at the front of the room on a riser  
(1) Easel  
(2) Skirted Registration Tables with 4 chairs, at entrance to the room

---

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

**Ready By:**

**Sunday, November 12, 2023 @ 7:00 AM**

Note

(1) Lectern Microphone at Standing Lectern  
(1) Floor Microphone  
(1) Screen  
(1) Data Projector with Cart

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

**Ready By:**

**Sunday, November 12, 2023 @ 7:00 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.

---

#### Food And Beverage - Renaissance DC

**Ready By:**  
**Sunday, November 12, 2023 @ 7:30 AM**

Note

EARLY TO RISE BUFFET @ \$58++ per Person  
natural orange, grapefruit and apple juice  
seasonal fresh fruit  
individual yogurts  
housemade granola  
cage free scrambled eggs  
crisp bacon  
roasted tri-color potatoes with sweet peppers and onions (gf)  
assorted breakfast pastries, sweet butter, jams and preserves  
Royal Cup coffee service and specialty teas by Taylors of Harrogate

All prices are subject to 26% service charge and SfN is tax exempt in the District.

**Monday, November 13, 2023**

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

**IBRO Committee Meetings**

**Renaissance Washington, DC Downtown Hotel: Meeting Room 4**

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**Function Type:** Satellite  
**Estimated Attendance:** 15

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Tawanda Daka  
**Organizer Email:** secretariat@ibro.org

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**  
**Monday, November 13, 2023 @ 7:00 AM**

Note

**OCT 12 ADDITION**  
**NEW SATELLITE EVENT ASSIGNMENT**

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

**Tuesday, November 14, 2023**

**8:30 AM- 12:00 PM**

**Committee on Committees**

**Renaissance Washington, DC Downtown Hotel: Rock Creek Ballroom B**

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**Function Type:** Meeting  
**Estimated Attendance:** 25  
**Room Set:** U - Shape

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** A-OV200-M852

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### Contacts

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**Contact:** Stephanie Schlueter

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### Logistics

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#### General Notes - SfN

**Ready By:**  
**Tuesday, November 14, 2023 @ 7:00 AM**

Note  
**OCTOBER 16 UPDATE:  
THIS MEETING MOVED TO ROCK CREEK B**

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#### Setup - Renaissance DC

**Ready By:**  
**Tuesday, November 14, 2023 @ 6:00 AM**

Note  
Set U-shape for (26); 2 per 6'  
(1) 6' table for audio tech with (1) chair  
(1) Easel

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

**Ready By:**  
**Tuesday, November 14, 2023 @ 7:00 AM**

Note  
(13) Push-to-Talk Table Microphones  
(1) Switcher  
(1) Data/video projector  
Audio for the Computer  
(1) Screen

---

#### Electrical - Renaissance DC

**Ready By:**  
**Tuesday, November 14, 2023 @ 6:00 AM**

Note  
(7) Power Strips, distributed evenly around the tables for charging devices

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#### Telecom - Renaissance DC

**Ready By:**  
**Tuesday, November 14, 2023 @ 7:00 AM**

Note  
(1) Wired Internet Connection

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



**Ready By:**  
**Tuesday, November 14, 2023 @ 7:30 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.

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## **Food And Beverage - Renaissance DC**

**Ready By:**  
**Tuesday, November 14, 2023 @ 8:00 AM**

Note  
EARLY TO RISE BUFFET @ \$58++ per Person  
natural orange, grapefruit and apple juice  
seasonal fresh fruit  
individual yogurts  
housemade granola  
cage free scrambled eggs  
crisp bacon  
roasted tri-color potatoes with sweet peppers and onions (gf)  
assorted breakfast pastries, sweet butter, jams and preserves  
Royal Cup coffee service and specialty teas by Taylors of Harrogate

All prices are subject to 26% service charge and SfN is tax exempt in the District.

**Tuesday, November 14, 2023**

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

**Celebration of Women in Neuroscience**

**Renaissance Washington, DC Downtown Hotel: Potomac Ballroom Salon 3**

---

**Function Type:** Workshop  
**Estimated Attendance:** 300  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** A-AT200-A169

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### Contacts

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**Contact:** Eiman Abdelgadir

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### Logistics

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#### Setup - Renaissance DC

**Ready By:**

**Tuesday, November 14, 2023 @ 6:00 AM**

Note

Set Banquet Style for (180) in front

Set Theater style for (120) in back

(1) Standing Lectern on Riser

(1) Head table with (4) chairs

(1) draped table at side of room for computer & switcher

(2) skirted registration tables with chairs outside room outside entrance

(2) Easels

---

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

**Ready By:**

**Tuesday, November 14, 2023 @ 9:00 AM**

Note

(1) Lectern Microphone at Standing Lectern

(2) Table Microphone - push to talk

(2) Floor Microphones

(1) Data/Video Projector

(1) Screen

(1) Switcher

Computer Audio

Speaker Timer

Sound Operator 9:00am-1:00pm

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#### Electrical - Renaissance DC

**Ready By:**

**Tuesday, November 14, 2023 @ 7:00 AM**

Note

(1) 110 20amp drop at stage

(1) 110 20amp drop at projector

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

**Ready By:**

**Tuesday, November 14, 2023 @ 9:00 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

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## Food And Beverage - Renaissance DC

***Ready By:***

**Tuesday, November 14, 2023 @ 9:30 AM**

Note

Royal Cup coffee service and specialty teas by Taylors of Harrogate @ \$125++ per gallon

Assorted Soft Drinks @ \$7.00++ each, charged on consumption.

Chilled Bottled Water @ \$7.00++ each, charged on consumption

(35) Dozen Assorted Breakfast Pastries @ \$75.00++ per dozen

All prices are subject to 26% service charge and Sfn is tax exempt in the District.

**OCTOBER 10 UPDATE:**

**PLEASE PLACE COFFEE AND PASTRIES IN THE FOYER OUTSIDE THE ROOM**