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Wednesday, October 2, 2024- Wednesday, October 9, 2024
6:00 AM- 9:00 PM
AIS Storage Room #1
McCormick Place: N230B

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - McCormick Place

Ready By:
Wednesday, October 2, 2024 @ 6:00 AM

Note

(3) 6' tables skirted
(10) 6' tables - not skirted
(6) chairs

Remain as set through Thursday, October 10 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 2, 2024 @ 8:00 AM

Note

(3) Electric - 110V 20amp

Remain as set through Thursday, October 10 at 5:00pm

Wednesday, October 2, 2024- Wednesday, October 9, 2024
6:00 AM- 9:00 PM
AIS Storage Room #3
McCormick Place: S1037

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: No
	Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - McCormick Place

Ready By:
Wednesday, October 2, 2024 @ 6:00 AM

Note

(8) 6' tables not skirted
(4) chairs

Remain as set through Wednesday, October 9 at 7:00pm

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 2, 2024 @ 6:00 AM

Note

(2) 110V 20amps

Remain as set basis through Wednesday, October 9 at 7:00pm

Wednesday, October 2, 2024- Thursday, October 10, 2024
8:00 AM- 9:00 PM
AIS Storage Room #2
McCormick Place: S4000

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: No
	Cost Center: A-MO200-A201

Logistics

Setup - McCormick Place

Ready By:
Wednesday, October 2, 2024 @ 6:00 AM

Note

(6) 6' tables not skirted
(5) chairs

Remain as set through Thursday, October 10 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 2, 2024 @ 6:00 AM

Note

(2) 110V 20amps

Remain as set basis through Thursday, October 10 at 7:00pm

Wednesday, October 2, 2024- Wednesday, October 9, 2024
8:00 AM- 6:00 PM
Exhibitor Lead Retrieval
McCormick Place: Lead Retreival Desk - Hall A

Function Type: Exhibits	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: MO-200-A705

Logistics

General Notes - SfN

Ready By:
Tuesday, October 1, 2024 @ 5:00 PM

Note

Hours: Thurs., Oct. 2 - Sat, Oct. 5, 8:00 am - 6:00 pm
Sun., Oct. 6, - Tues, Oct. 8, 8:30 am - 5:00 pm
Wed., Oct. 9, 8:30 am - 8:00 pm

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, October 1, 2024 @ 5:00 PM

Note

Set-up per diagram.
Headers to read: LEAD RETRIEVAL
(3) Counters
(6) Chairs
(3) 6' x 30" draped tables

STORAGE AREA Setup per diagram.
(2) 6' x 30" draped tables
(8) 6' x 30" tables - no drape
(2) Chairs

Remain as set through Wednesday, October 9 at 9:00 pm

Electrical - The Expo Group (TEG)

Ready By:
Tuesday, October 1, 2024 @ 5:00 PM

Note

(4) 20 amp drops - (1) inside Storage Room, (1) under each counter

All circuits should be 24-hour dedicated.

Remain as set through Wednesday, October 9 at 9:00 pm

Telecom - McCormick Place

Ready By:
Tuesday, October 1, 2024 @ 5:00 PM

Note

(1) Single line with instrument. Restricted and 800 calls only, number per
Telephone Roster.
(1) VLAN drop

Remain as set through Wednesday, October 9 at 9:00 pm

Wednesday, October 2, 2024- Wednesday, October 9, 2024
9:00 AM- 6:00 PM
Headquarters Office
McCormick Place: Headquarters Office - Hall A

Function Type: Office	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

General Contractor - The Expo Group (TEG)

Ready By:
Tuesday, October 1, 2024 @ 12:00 PM

Note

Set Per Diagram

Install walls per attached diagram. The walls on both sides of the center two offices AND the back of offices facing Reception Area are to be smoke plexi on the top half.

Please put low drape around the exterior of the build-outs.

NOTE - Need to lock doors between offices and staff meal room.

NOTE: Need to ensure lock works properly

HEADQUARTERS and LOGISTICS OFFICE:
(33) 6' skirted tables with white drape, (16) to be used as desks
(16) Behind the desks, as drawn on diagram
(16) Executive swivel chairs
(23) Chairs (2) in front of desks and (3) Chairs - along wall for waiting area
(16) Wastebaskets

CONFERENCE ROOM
(1) 6' draped round table to make Conference Table, per diagram
(6) chairs
(1) Wastebasket

TRUNK / SIGN ROOM
Build room w/door per diagram.
(3) 6'x30" Skirted tables with white drape
(1) Wastebasket
(2) Coat Racks with hangers

Remain as set through Wednesday, October 9 at 7:00 pm

Electrical - The Expo Group (TEG)

Ready By:	Note
Tuesday, October 1, 2024 @ 5:00 PM	(16) 120v/15 amp drops, see diagram for placement (2) Power Strips per Diagram. NOTE: If possible, please don't install breaker boxes in offices. **Remain as set through Wednesday, October 9 at 7:00 pm**

Telecom - McCormick Place

Ready By:	Note
Tuesday, October 1, 2024 @ 5:00 PM	(1) VLAN with (2) static drop locations per diagram in Paula's area and table behind Allison M. on the SfN Staff VLAN (15) additional dhcp IP addresses (1) CDS VLAN drop at Stephanie's area NOTE: SfN staff will create a secured wireless network and network all computers and printers (4) Multi-lines, unrestricted, with instruments and rollover, numbers per attached Telephone Roster. See diagram for placements. **Remain as set through Wednesday, October 9 at 7:00 pm**

Computer - Atlantic Images & Sound

Ready By:	Note
Tuesday, October 1, 2024 @ 5:00 PM	(1) iPad (please deliver to Headquarters, when computers are delivered). (1) Black & White Printer behind Allison M. desk (1) Color Printer on the corner of Paula's desk NOTE: SfN staff to network all computers to printers. iPad for Tim **Remain as set through Wednesday, October 9 at 7:00 pm**

Wednesday, October 2, 2024- Friday, October 4, 2024
11:00 AM- 5:00 PM
Press Room Set Up
McCormick Place: S501A, S501BC

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 60	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** No
	Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Setup - McCormick Place

Ready By:
Wednesday, October 2, 2024 @ 10:00 AM

Note
(19) 6'x30" tables as diagrammed
(20) Chairs as diagrammed.
(7) Banquet Rounds, with (8) chairs at each, spread evenly throughout the room.
(2) Easels
(8) Wastebaskets
(5) Keys
(1) Water cooler w/disposable cups. Refresh throughout the week.

Remain as set through Wednesday, October 9 at 5:00pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 10:00 AM

Note
(1) Poster Board with push pins
(5) Task Chairs
(2) Coat Racks

Remain as set through Wednesday, October 9 at 5:00pm

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 2, 2024 @ 2:00 PM

Note
(3) 110 V AC drops; (1) under each table with computers and at the U shaped staff area.

Power at each of the round tables with a power strip.
(2) Extra power strips to staff - please give to staff.

Remain as set through Wednesday, October 9 at 5:00pm

Telecom - McCormick Place

Ready By:
Thursday, October 3, 2024 @ 10:00 AM

Note

(1) VLAN with (2) drops. See diagram for locations. On the SfN Staff VLAN. SfN staff to provide secured wireless network and to network computers and printers.

(1) Single line with instrument, unrestricted, at staff area. Phone numbers per Telephone Roster, see diagram for placement

Remain as set through Wednesday, October 9 at 5:00pm

Computer - Atlantic Images & Sound

Ready By:
Thursday, October 3, 2024 @ 4:00 PM

Note

(3) Laptops with Microsoft Windows 10/11, Office365, and Adobe Acrobat Reader. Must be equipped with a CD/DVD drive and the USB ports. Fully patched Windows OS with latest feature update/build, fully patched Office365 suite, and Windows Defender definitions up to date.

(1) Black & White Printer
(1) Color Printer in staff area
SfN staff to provide secured wireless network and network computers and printers.

Remain as set through Wednesday, October 9 at 5:00pm

Wednesday, October 2, 2024- Saturday, October 5, 2024
12:00 PM- 5:00 PM
Press Conference Set Up
McCormick Place: S501D

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 40	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** No
	Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Setup - McCormick Place

Ready By:
Wednesday, October 2, 2024 @ 12:00 PM

Note

Set room theater style with center aisle for (40)
Stage per diagram
Head table for (6) - (2) 8' Tables with 3 chairs each
(1) Standing Lectern
(1) cocktail round at the back of the riser for live stream gear
(1) 8' skirted table and (3) chairs for materials and staff
(1) 8' skirted table with (1) chair for audio tech
(1) 6' skirted table and (2) chairs for Multiview (web casting vendor)
(1) Easel
(1) Wastebasket

(3) Keys

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

(1) Water Cooler with cups in rear of room. Refill as needed.

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, October 8 at 3:00pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Thursday, October 3, 2024 @ 3:30 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).

Preset Room Lights out over Screen

NOTE: PLEASE HAVE A TECH NEAR BY IN CASE ONE IS NEEDED DURING THE RECORDING TIMES.

NOTE: Video recording will be done by MultiView.

Remain as set through Tuesday, October 8 at 3:00pm

Audio/Visual - McCormick Place

Ready By:
Friday, October 4, 2024 @ 12:00 PM

Note

(1) Lectern Microphone
(1) Lavalier Microphone (at lectern)
(6) Table Microphones, push to talk
(1) Floor Microphone 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, October 8 at 3:00pm.

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 2, 2024 @ 5:00 PM

Note

(1) 110v, 20amp drop at camera platform
(1) 110v, 20amp drop at Lt trees
(1) 110V, 20amp drop at audio table
(1) 110V, 20amp drop at Stage
(1) 110V, 20amp drop at projector
(1) Power strip - leave at SfN table

Remain as set through Tuesday, October 8 at 8:00pm

Telecom - McCormick Place

Ready By:
Friday, October 4, 2024 @ 10:00 AM

Note

(5) additional IP addresses

(1) Wired connection at crew table.
g NetDedicated (Dedicated 10 Mbps w/5 IP addresses) - for web casting.

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

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 9:00 AM

Note

(1) Laptop computer with Microsoft Windows 10/11, Office365, and Adobe Acrobat Reader. Must be equipped with a CD/DVD drive and the USB ports. Fully patched Windows OS with latest feature update/build, fully patched Office365 suite, and Windows Defender definitions up to date.

Please ensure that the laptop has Zoom on it

Remain as set through Tuesday, October 8 at 8:00 pm