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**Thursday, October 3, 2024**

**6:00 AM- 5:00 PM**

**Committee Conference Room #2 Set Up**

**McCormick Place: N131**

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**Function Type:** Meeting

**Set For:** 16

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

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## Logistics

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### Setup - McCormick Place

***Ready By:***

**Thursday, October 3, 2024 @ 8:00 AM**

Note

Hollow Square set for 16 ppl, no more than 2 ppl per 6' table

(1) Easel

(1) Wastebasket

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

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### Electrical - McCormick Place

***Ready By:***

**Thursday, October 3, 2024 @ 1:00 PM**

Note

(5) Power strips around the hollow square for attendee laptops

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

**Thursday, October 3, 2024- Thursday, October 10, 2024**

**8:00 AM- 5:00 PM**

**Charging Stations**

**McCormick Place**

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**Function Type:** Other

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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### **Logistics**

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

**Ready By:**

**Thursday, October 3, 2024 @ 5:00 PM**

Note

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#### **General Notes - The Expo Group (TEG)**

**Ready By:**

**Thursday, October 3, 2024 @ 1:00 PM**

Note

SEE DIAGRAM FOR LOCATION

(1) Charging Station (tower) in Hall A

(1) Charging Station (tower) in Level 2.5

**\*\*Remain as set through Wednesday, Oct. 9 at 5:00pm\*\***

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#### **Electrical - The Expo Group (TEG)**

**Ready By:**

**Thursday, October 3, 2024 @ 3:00 PM**

Note

(1) 110V 20 amp drops at each tower charging station.

**\*\*Remain as set through Wednesday, Oct. 9 at 5:00pm\*\***

**Thursday, October 3, 2024**

**8:00 AM- 5:00 PM**

**Committee Conference Room #1 Set Up**

**McCormick Place: N126**

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**Function Type:** Meeting

**Set For:** 16

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Dawn Keane

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Thursday, October 3, 2024 @ 8:00 AM**

Note

Hollow Square for 16 ppl, no more than 2 ppl per 6' table

(1) Easel

(1) Wastebasket

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

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#### Electrical - McCormick Place

**Ready By:**

**Thursday, October 3, 2024 @ 1:00 PM**

Note

(5) Power strips around the u-shape set-up for attendees to use for laptops

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

**Thursday, October 3, 2024**

**8:00 AM- 5:00 PM**

**Committee Room #1 Standard Set Up**

**McCormick Place: S502B**

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**Function Type:** Meeting

**Set For:** 36

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Dawn Keane

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Thursday, October 3, 2024 @ 8:00 AM**

Note

U-Shape set for 36, 3 per 6'

(1) Easel

(1) Wastebasket

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

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#### Electrical - McCormick Place

**Ready By:**

**Thursday, October 3, 2024 @ 10:00 AM**

Note

(12) Power strips around the u-shape for attendees to use for laptops.

(2) 110V 20amp drops per floor plan

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

**Thursday, October 3, 2024**

**8:00 AM- 5:00 PM**

**Committee Room #2 Standard Set Up**

**McCormick Place: S503A**

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**Function Type:** Meeting

**Set For:** 30

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Dawn Keane

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### Logistics

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#### Electrical - McCormick Place

**Ready By:**

**Thursday, October 3, 2024 @ 8:00 AM**

Note

U-Shape set for 30, 2 per 6'

(1) Easel

(1) Wastebasket

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

**Ready By:**

**Thursday, October 3, 2024 @ 10:00 AM**

Note

(10) Power strips around the u-shape for attendees to use for laptops.

(2) 110V 20amp drops per floor plan

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

**Thursday, October 3, 2024**

**8:00 AM- 5:00 PM**

**Committee Room #3 Standard Set Up**

**McCormick Place: S503B**

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**Function Type:** Meeting

**Set For:** 30

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Dawn Keane

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Thursday, October 3, 2024 @ 7:00 AM**

Note

U-Shape set for 30, 2 per 6'

(1) Easel

(1) Wastebasket

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

**Ready By:**

**Thursday, October 3, 2024 @ 10:00 AM**

Note

(10) Power strips around the u-shape for attendees to use for laptops.

(2) 110V 20amp drops per floor plan

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

**Thursday, October 3, 2024- Wednesday, October 9, 2024**

**8:00 AM- 5:00 PM**

**Shuttle Office**

**McCormick Place: Shuttle Office - West Trans Lobby**

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Function Type: Office

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Jennifer Gross

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### Logistics

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#### Setup - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 2, 2024 @ 12:00 PM**

Note

Build Shuttle Office per diagram

(4) Keys for door

(Contact: Jenni Sanders, Production Transport)

(3) 6'x30" Tables

(4) Chairs

(1) Wastebasket

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

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#### Electrical - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 2, 2024 @ 12:00 PM**

Note

(1) 120v/15 amp drop

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

**Thursday, October 3, 2024**

**11:30 AM- 2:00 PM**

**Staff Meal Room**

**McCormick Place: Staff Meal Room - Hall A**

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**Function Type:** Other

**Estimated Attendance:** 50

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** A-MO200-A201

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## Logistics

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### Setup - McCormick Place

**Ready By:**

**Wednesday, October 2, 2024 @ 2:00 PM**

Note

Max room with banquet rounds and chairs, leaving room for buffets.

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

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### General Contractor - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 2, 2024 @ 12:00 PM**

Note

Build staff meal room per diagram.

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### Food And Beverage - OVG - Catering

**Ready By:**

**Thursday, October 3, 2024 @ 11:15 AM**

Note

Lunch Service from 11:30am – 2:00 pm:

STAFF LUNCH, Boxed Lunches @ \$28.80++ each

Each Box Includes Individual Bag Of Chips, Whole Seasonal Fruit And Cookie.

**GRILLED CHICKEN PESTO**

Grilled Chicken Breast, Fresh Mozzarella, Oven Dried Tomato, Arugula, Basil Pesto, Ciabatta Roll

**HAM & SMOKED GOUDA**

Smoked Ham, Smoked Gouda, Dijon Mustard-Aioli, Arugula, Flaky Croissant

**ROASTED VEGETABLE V**

Roasted Bell Peppers, Zucchini, Eggplant, Red Onion, Fresh Mozzarella, Basil Pesto, Focaccia Bread

Assorted Canned Soda @ \$4.00++ each, charged on consumption.

Please have Coke products available

Plus 21.50% service charge and 13% sales taxes.

**Thursday, October 3, 2024 - Wednesday, October 9, 2024**

**12:00 PM- 6:00 PM**

**Business Office**

**McCormick Place: Business Office - Hall A**

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**Function Type:** Office

**Set For:** 35

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Stephanie Embrey

**Post:** Yes

**Cost Center:** A-MO200-A708

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### Contacts

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**Contact:** Cori Spencer

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Thursday, October 3, 2024 @ 8:00 AM**

Note

Hours: Sat., October 5 - Wednesday, October 9, 7:30 am - 6:00 pm

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#### General Contractor - The Expo Group (TEG)

**Ready By:**

**Thursday, October 3, 2024 @ 8:00 AM**

Note

Install walls with locking door per diagram.

(3) Keys required

(4) 6'X30" skirted tables

(8) Chairs

(2) Wastebaskets

\*\*Remain as set through Wednesday, October 9 at 6:00 pm\*\*

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#### Electrical - The Expo Group (TEG)

**Ready By:**

**Thursday, October 3, 2024 @ 8:00 AM**

Note

Electrical at the 6' tables for staff laptops

\*\*Remain as set through Wednesday, October 9 at 6:00 pm\*\*

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#### Computer - Atlantic Images & Sound

**Ready By:**

**Thursday, October 3, 2024 @ 8:00 AM**

Note

(4) Computer monitors

\*\*Remain as set through Wednesday, October 9 at 6:00 pm\*\*

**Thursday, October 3, 2024- Wednesday, October 9, 2024**

**12:00 PM- 5:00 PM**

**DLM Storage/Green/Studio Interview Room**

**McCormick Place: SA1C**

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**Function Type:** Office

**Estimated Attendance:** 10

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

**Cost Center:** G-DL200-P205

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### Contacts

**Contact:** Taylor Johnson

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### Logistics

#### Setup - McCormick Place

**Ready By:**

**Wednesday, October 2, 2024 @ 12:00 PM**

Note

- (4) 6' tables
- (12) chairs
- (2) low cocktail rounds
- (7) Easels
- (1) Wastebasket

Need 6 keys

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

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#### General Contractor - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 2, 2024 @ 2:00 PM**

Note

Pipe and Drape to create a small area for equipment storage.

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#### Electrical - The Expo Group (TEG)

**Ready By:**

**Wednesday, October 2, 2024 @ 2:00 PM**

Note

- (3) Power Strips

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

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#### Computer - Atlantic Images & Sound

**Ready By:**

**Wednesday, October 2, 2024 @ 3:00 PM**

Note

- (1) Monitor and connection cables

**Thursday, October 3, 2024- Wednesday, October 9, 2024**

**12:00 PM- 5:00 PM**

**Staff Work Room**

**McCormick Place: Staff Work Room - Hall A**

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**Function Type:** Office

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** No

**Cost Center:** A-MO200-A201

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### Contacts

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**Contact:** Dawn Keane

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### Logistics

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#### General Contractor - The Expo Group (TEG)

**Ready By:**

**Tuesday, October 1, 2024 @ 5:00 PM**

Note

Set Per Diagram

(8) 6'x30" Skirted Tables

(10) Chairs

(4) Wastebaskets

(9) Two Way Radios on Repeater

**\*\*Remain as set through Wednesday, Oct. 9 at 6:00pm\*\***

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#### Electrical - The Expo Group (TEG)

**Ready By:**

**Tuesday, October 1, 2024 @ 5:00 PM**

Note

(6) Quad Boxes, see floor plan for placement.

NOTE: (1) is for copier, need to ensure we have enough power.

Please provide five power strips for charging devices.

**\*\*Remain as set through Wednesday, Oct. 9 at 6:00pm\*\***

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#### Telecom - McCormick Place

**Ready By:**

**Tuesday, October 1, 2024 @ 5:00 PM**

Note

(2) SfN Staff VLAN drops - (1) for computers/printer and (1) at copier location (with SMTP capability allowing port 25 and 587 for copier drop)  
(10) additional DHCP IP addresses

**\*\*Remain as set through Wednesday, Oct. 9 at 6:00pm\*\***

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#### Computer - Atlantic Images & Sound

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

Note

(2) Computers 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. The USB ports must be located in the front of the CPU.

(2) Monitors

(1) iMAC computer w/Adobe Creative Cloud for Teams NOTE:: Please ensure software is loaded in advance of delivery (trial license is okay)

(1) Printer - SfN staff to network all computers in the workroom to this printer.

NOTE: Please be sure to add Dreamweaver software to order for all computers in this room.

**\*\*Remain as set through Wednesday, Oct. 9 at 6:00pm\*\***

**Thursday, October 3, 2024**

**2:00 PM- 3:00 PM**

**Citywide Hotel Pre-Con**

**McCormick Place: S402A, S402B**

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**Function Type:** Meeting  
**Estimated Attendance:** 60

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes

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## Logistics

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### General Notes - SfN

<b>Ready By:</b> <b>Thursday, October 3, 2024 @ 1:00 PM</b>	<b>Note</b> As set on Saturday, October 5 at noon
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### Audio/Visual - McCormick Place

<b>Ready By:</b> <b>Thursday, October 3, 2024 @ 1:00 PM</b>	<b>Note</b> (1) Lectern microphone
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### Food And Beverage

<b>Ready By:</b> <b>Thursday, October 3, 2024 @ 1:00 PM</b>	<b>Note</b> Assorted Soft Drinks @ \$4.00++ each, charged on consumption (3) Gallons of Citrus Mint Fruit Waters @ \$158++ per 3 gallons  All prices are subject to 21.5% service charge and 13% sales taxes.
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**Thursday, October 3, 2024- Wednesday, October 9, 2024**

**2:00 PM- 5:00 PM**

**Lead Retrieval Rentals**

**McCormick Place**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Stephanie Embrey

**Post:** No

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### Contacts

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**Contact:** Stephanie Embrey

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### Logistics

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#### General Notes - Convention Data Services (CDS)

**Ready By:**

**Thursday, October 3, 2024 @ 3:30 PM**

Note

Please provide a short training in Headquarters on how to use the scanners for staff picking them up.

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#### Other - Convention Data Services (CDS)

**Ready By:**

**Thursday, October 3, 2024 @ 3:30 PM**

Note

(10) Scanners for the events below from 10/4 to 10/9 at 5:00 pm.  
Please contact Eiman Abdelgadir at eabdelgadir@sfn.org & Cashen Almstead at calmstead@sfn.org. Please program all devices for the following Scientific Training events.

Cost Center: A-AT200-5405-A168

PDW: Neuroscience Beyond the Classroom

PDW: Working With and Working for AI

PDW: NIH: Improving the Review of Research

PDW: Team-Based Learning in Neuroscience Education

PDW: Demystifying the Scholarship of Teaching

PDW: International Partnerships in Neuroscience

PDW: Plan for Enhancing Diverse Perspectives

PDW: Building Bridges

PDW: Career Advancement

PDW: NIH Funding Support

PDW: "Building Up the Nerve" to Develop an Effective Career Roadmap

PDW: Opening the File Drawer

PDW: Community for Rigor

NDP: NDP Workshop

RCR Short Course

Neurojobs Career Center

CWIN

Career Development Topics

Animals in Research Panel

Advocacy Forum

Grass Leadership Development

Early Career Poster Session  
Diversity Reception  
NSP Mentoring Event

Ask Anything: The NeuroBioBank  
Ask Anything: How to Navigate Graduate School Applications  
Ask Anything: How NIH Encourages Entrepreneurship  
Ask Anything: Neuroscience Opportunities at NPRC  
Ask Anything: Rampant Retractions  
Ask Anything: The Past, Present, and Future of Dementia Research

**Ready By:**  
**Thursday, October 3, 2024 @ 3:45 PM**

Note  
(4) Scanners for the events below from 10/5 to 10/9 at 5:00 pm.  
Please contact Bria Ward at bward@sfn.org. Please program all devices for the SfN Booth.

Cost Center: A-MK200-5405-A108-UR

SfN Booth

**Ready By:**  
**Thursday, October 3, 2024 @ 3:45 PM**

Note  
(2) Scanners for the events below from 10/7 to 10/9 at 5:00 pm.  
Please contact Katie Collins at kcollins@sfn.org. Please program all devices for the Donor and Volunteer Breakfast

Cost Center: A-DV200-5405-A150-UR

Donor and Volunteer Breakfast

**Ready By:**  
**Thursday, October 3, 2024 @ 3:45 PM**

Note  
(2) Scanners for the event below from 10/5 to 10/9 at 5:00 pm.  
Please contact Tristan Rivera at trivera@sfn.org or Cyrenna Cooper at ccooper@sfn.org. Please program all devices for the BACE event.

Cost Center: A-NL200-5405-A106-UR

BACE

**Ready By:**  
**Tuesday, October 8, 2024 @ 4:00 PM**

Note  
PRESIDENTIAL RECEPTION  
(8) Scanners for the Presidential Reception on Tuesday, October 8.

We will use the access control option to record who attends. Please deliver scanners to the Headquarters Office @4:45 pm on Tuesday. At this time, we would also like for CDS to hold a short training on how to use the scanners with the staff working the reception.

For questions, contact Paula.

**Thursday, October 3, 2024- Wednesday, October 9, 2024**

**3:00 PM- 5:00 PM**

**Digital Signs**

**McCormick Place**

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**Function Type:** Other

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** Yes

**Cost Center:** A-MK200-A108

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### Contacts

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**Contact:** Cynthia Fischer

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Friday, October 4, 2024 @ 10:00 AM**

**Ends On:**

**Wednesday, October 9, 2024 @ 5:00 PM**

Note

(4) meter-board size digital signs will be provided by a company contracted by SfN.

SEE DIAGRAM FOR EXACT LOCATIONS

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#### Electrical - The Expo Group (TEG)

**Ready By:**

**Friday, October 4, 2024 @ 9:00 AM**

**Ends On:**

**Wednesday, October 9, 2024 @ 5:00 PM**

Note

SEE DIAGRAM FOR EXACT LOCATIONS

(4) 120 v 20 amp drops, as diagrammed

#1 - Hall A by Exhibit Hall Directory

#2 - Hall A at far right banner arch

#3 - Hall B to the left of badge pickup

#4 - Grand concourse between Info Desk & Exhibit Directory

**Thursday, October 3, 2024**

**4:00 PM- 5:30 PM**

**Staff Tours**

**McCormick Place**

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**Function Type:** Other

**Estimated Attendance:** 100

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** No

**Cost Center:** A-MO200-A201

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## Logistics

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### General Notes - McCormick Place

***Ready By:***

**Thursday, October 3, 2024 @ 3:30 PM**

Note

Staff tours will be conducted at the following times:

Thursday, 4:00 pm

Friday, 10:00 am

Please ensure all escalators are turned on.