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**Friday, October 4, 2024- Wednesday, October 9, 2024**

**7:00 AM- 6:00 PM**

**KiddieCorp Child Care**

**McCormick Place: S504A, S504BC**

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**Function Type:** Other  
**Estimated Attendance:** 20

**Billing Group:** SfN Master  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes  
**Cost Center:** A-MA200-A202

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Lesley Medina  
**Organizer Email:** lesley@kiddiecorp.com

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### Logistics

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#### Setup - McCormick Place

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

Note

Registration area - right outside the entrance of S504A:  
(1) 6'x30" skirted table (no pins) with (2) chairs  
(1) Small trash can next to table

Rear of Room S504A : (ages 6 months-2 years old)  
(1) Covered diaper pail or lined trash can with cover, with extra trash bags  
(1) Large trash can  
(4) 6'x30" skirted tables (no pins) placed against the wall  
(5) Chairs  
Empty diaper pail every 2-3 hours

Front of Room S504A: (ages 3-12 years old)  
(3) 5' round tables (covered with taped down plastic)  
(8) Chairs around each table  
(4) 6'x30" skirted tables (no pins) placed against the wall  
(2) Large trash cans  
Check trash twice a day. Vacuum each evening.  
Please keep air wall between S504 A and B 1/2 open

Active Room - S504BC:  
(1) 6'x30" skirted table (no pins) placed against the wall  
(1) Large trash can

**\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\***

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#### Setup - Vendor - Other

**Ready By:**  
**Friday, October 4, 2024 @ 5:00 PM**

Note

Items provided by KiddieCorp:  
Rear of Room S504A: (ages 6 months-2 years old)  
(2) Cribs with bedding  
(2) High chairs  
(5) Large sheets

Bottle warmers

\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\*

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

**Ready By:**

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

Note

Cover the (3) 5' round tables with taped down plastic

Rear of Room S504A:

(2) Mini-refrigerators

\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\*

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### Audio/Visual - Atlantic Images & Sound

**Ready By:**

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

Note

Room S504BC:

(1) Flip chart with paper and marking pens

(1) TV/DVD Player

\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\*

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### Electrical - The Expo Group (TEG)

**Ready By:**

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

Note

Front of Room S504A:

(4) power strips, one placed on each 6' table against the wall to charge devices

\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\*

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### Telecom - McCormick Place

**Ready By:**

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

Note

(1) Single line telephone

Call hold and transfer service required. Local and 800 calls only.

S504BC= 312/791-6612

\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\*

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### Food And Beverage - OVG - Catering

**Ready By:**

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

Note

Rear of Room S504A:

(1) Water station (ice, water, napkins, and paper cups)

Front Room S504A

(3) Tablecloths (5' round)

\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\*

**Friday, October 4, 2024- Wednesday, October 9, 2024**

**7:00 AM- 5:00 PM**

**S100 Lobby Seating Area**

**McCormick Place**

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**Function Type:** Other

**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 @ 1:00 PM**

Note

Please provide banquet rounds with chairs and linens.

**\*\*Remain as set through Wednesday, October 10 at 5:00pm\*\***

**Friday, October 4, 2024- Wednesday, October 9, 2024**

**7:00 AM- 7:00 PM**

**Sky Bridge Hours**

**McCormick Place**

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**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

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## Logistics

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### General Notes - McCormick Place

***Ready By:***

**Monday, September 30, 2024 @ 7:00 AM**

Note

Please have the sky bridges and connectors open during the following hours:

Monday, September 30 - 7 am to 6 pm

Tuesday, October 1 - 7 am to 6 pm

Wednesday, October 2 - 7 am to 6 pm

Thursday, October 3 - 7 am to 7 pm

Friday, October 4 - 7 am to 9:30 pm

Saturday, October 5 - 7 am to 10 pm

Sunday, October 6 - 7 am to 9:30 pm

Monday, October 7 - 7 am to 9:30 pm

Tuesday, October 8 - 7 am to 9:30 pm

Wednesday, October 9 - 7 am to 7 pm

Thursday, October 10 - 7 am to 6 pm

**Friday, October 4, 2024**

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

**Molecular and Cellular Cognition Society (MCCS) Symposium**

**McCormick Place: S102A, S102BC, S102D**

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**Function Type:** Satellite

**Estimated Attendance:** 400

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A701

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Karen Frick

**Organizer Email:** frickk@uwm.edu

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Friday, October 4, 2024 @ 7:00 AM**

Note

As set Saturday, October 5 at 2 p.m.

Satellite organizer also requests the following items:

- (2) 6' Skirted registration tables with (4) chairs at the entrance to the room.
  - (1) Easel
- 

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

**Ready By:**

**Friday, October 4, 2024 @ 7:00 AM**

Note

As set Saturday, October 5 at 2 p.m.

Satellite organizer will use the following existing items:

- (1) Screen, set per diagram
  - (1) Data/video projector w/cart
  - (1) 4x1 Switcher
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#### Audio/Visual - McCormick Place

**Ready By:**

**Friday, October 4, 2024 @ 7:00 AM**

Note

As set Saturday, October 5 at 2 p.m.

Satellite organizer will use the following existing items:

- (1) Lectern microphone
  - (3) Head table microphones
  - (1) DI under 6' table for computer
- 

#### Food And Beverage - OVG - Catering

**Ready By:**

**Friday, October 4, 2024 @ 7:00 AM**

Note

Please contact the organizer directly for food and beverage requirements. Organizer will pay OVG-Catering directly for all f/b costs.

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**Friday, October 4, 2024- Wednesday, October 9, 2024**

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

**Registration Temporary Staff Lounge**

**McCormick Place: Reg Temp Lounge - Grand Concourse Lobby**

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**Function Type:** Registration

**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:** Stephanie Embrey

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### Logistics

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#### General Notes - SfN

**Ready By:**

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

Note

Hours: Friday, October 4, 8:00 am - 5:00 pm

Saturday, October 5 - Wednesday, October 9, 7:00 am - 5:00 pm

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#### Setup - McCormick Place

**Ready By:**

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

Note

(2) Banquet rounds with tablecloths and chairs

(2) 6' tables, one for beverage service and one for phone/work area

(2) Chairs

(1) Large trashcan

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

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

**Ready By:**

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

Note

Build room as diagrammed

(1) Coat rack with hangers

\*\*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 @ 5:00 PM**

Note

Place one electrical drop at 6' table with telephone per diagram.

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

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#### Telecom - McCormick Place

**Ready By:**  
**Thursday, October 3, 2024 @ 2:00 PM**

Note  
(1) Single line with instrument, restricted and 800 calls only, number per telephone roster

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

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**Food And Beverage - OVG - Catering**

**Ready By:**  
**Saturday, October 5, 2024 @ 7:00 AM**

Note  
Saturday through Wednesday: Serve coffee from 7:00 am - 8:00 am.  
Freshly Brewed Coffee & Decaffeinated Coffee @\$70.00++ per gallon

All prices are subject to 21.5% service charge and 13% taxes

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



**Friday, October 4, 2024**

**9:00 AM- 3:00 PM**

**Production Transport Staff Training Meeting**

**McCormick Place: S502B**

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**Function Type:** Meeting

**Billing Group:** SfN Master

**Meeting Planner:** Jennifer Gross

**Post:** Yes

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### **Contacts**

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**Contact:** Jennifer Gross

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### **Logistics**

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

**Ready By:**

**Friday, October 4, 2024 @ 8:00 AM**

Note

As Set on Thursday, October 3.

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#### **Electrical - McCormick Place**

**Ready By:**

**Friday, October 4, 2024 @ 8:00 AM**

Note

Will not use AV as set.

**Friday, October 4, 2024**

**9:00 AM- 1:00 PM**

**Temporary Personnel Training**

**McCormick Place: S402A, S402B**

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**Function Type:** Meeting

**Estimated Attendance:** 100

**Set For:** 100

**Room Set:** As Set

**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:** Stephanie Embrey

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### Logistics

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#### General Notes - SfN

**Ready By:**

**Friday, October 4, 2024 @ 8:00 AM**

Note

As set on Saturday, October 5 at noon

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#### Audio/Visual - McCormick Place

**Ready By:**

**Friday, October 4, 2024 @ 8:00 AM**

Note

(1) Lectern microphone

**Friday, October 4, 2024- Wednesday, October 9, 2024**

**10:00 AM- 6:30 PM**

**Infant Care Room**

**McCormick Place: S504D**

**Function Type:** Other  
**Estimated Attendance:** 10  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Sharon Bowles  
**Post:** Yes  
**Cost Center:** A-MA200-A202

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### General Notes - SfN

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

Note  
Infant Care Room Hours:  
Friday, October 4: 10 a.m.- 6:30 p.m.  
Saturday, October 5 - Wednesday, October 9: 7:00 a.m. - 6:30 p.m.

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#### Setup - McCormick Place

**Ready By:**  
**Thursday, October 3, 2024 @ 2:00 PM**

Note  
\*\*See Diagram\*\*  
(3) Large Trash Cans with Liners  
(1) Water Cooler with Cups -Do not plug in - water cannot be cold  
Refill as needed  
Tape or cover electrical outlets except in the 3 cubicles  
Empty diaper pails every 2-3 hours  
  
Check trash twice a day. Vacuum each evening.  
  
\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\*

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

**Ready By:**  
**Thursday, October 3, 2024 @ 12:00 PM**

Note  
(3) 10'x10' Hard-walled cubicles (lockable from inside)  
(1) Trash Can in common area  
(7) Arm Chairs – 1 placed inside each cubicle, and 4 in the common area  
(7) Vibe cubes – 1 placed inside each cubicle, and 4 in the common area  
(4) Large diaper pails– (1) placed next to changing table in common area, (1) in each cubicle  
(3) 6'x36" skirted tables in common area, see diagram for placement  
(4) 6'x36" skirted tables. Install padding (extra padding) under white plastic tops before topping. Please be sure there are no staples, etc. anywhere near the top or sides of the tables. Place one (1) padded table in each cubicle, and one (1) padded table in the common area next to the diaper pail.  
(4) Changing pads - place one (1) pad on top of table in each cubicle, and

one (1) pad on top of the table in the common area next to the diaper pail.  
Keyed lockers - placed along wall in common area

**\*\*See Diagram\*\***

**\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\***

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

***Ready By:***

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

Note

(3) Electrical outlets - place one (1) in each cubicle

(3) Power cords - place one (1) in each cubicle

**\*\*Remain as set through Wednesday, October 9 at 6:00 p.m.\*\***

**Friday, October 4, 2024**

**10:00 AM- 11:30 AM**

**Staff Tours**

**McCormick Place**

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**Function Type:** Other

**Estimated Attendance:** 25

**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:***

**Friday, October 4, 2024 @ 9:30 AM**

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.

**Friday, October 4, 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:** 70

**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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### Food And Beverage - OVG - Catering

**Ready By:**

**Friday, October 4, 2024 @ 11:15 AM**

Note

Morning Service from 7:00am - 9:00am

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @  
\$70 per gallon  
Refresh as needed until 9:00am

(1) Water cooler with disposable cups and replenish as needed.

Lunch Service from 11:30am – 2:00 pm:

STAFF LUNCH, Pizza Buffet \$40.00++

Tomato-Orzo Pasta Soup

SALAD BAR Mixed Greens, Grape Tomatoes, Shredded Carrots, Broccoli

Florets, Green Peas, Shredded Cheddar, Crumbled Bleu Cheese Chopped

Applewood Bacon and House Made Croutons

Oil & Vinegar, Ranch Dressing, Bleu Cheese Dressing and Balsamic

Vinaigrette

Italian Marinated Tomato Salad

Chicago Style Pizza--Cheese Pizza, Sausage Pizza and Pepperoni Pizza

Eggplant and Ricotta Roll Ups with Tomato Sauce

Tiramisu

Sugar Cookies

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @  
\$70 per gallon

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

Please have Coke products available

Plus 21.50% service charge and 13% sales taxes.

**Friday, October 4, 2024**

**12:00 PM- 7:00 PM**

**Advances in Motor Learning and Motor Control**

**McCormick Place: S104A, S104B**

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**Function Type:** Satellite

**Estimated Attendance:** 200

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A701

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Maurice Smith

**Organizer Email:** mas@seas.harvard.edu

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### Logistics

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#### Setup - McCormick Place

**Ready By:**

**Friday, October 4, 2024 @ 11:00 AM**

Note

As set Saturday, October 5 at 1:30 p.m.

Satellite organizer also requests the following items:

- (2) 6' Skirted registration tables with (4) chairs at the entrance to the room.
  - (1) Easel
- 

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

**Ready By:**

**Friday, October 4, 2024 @ 11:00 AM**

Note

As set Saturday, October 5 at 1:30 p.m.

Satellite organizer will use the following existing items:

- (1) Screen, set per diagram
  - (1) Data/video projector w/cart
  - (1) 4x1 Switcher
- 

#### Audio/Visual - McCormick Place

**Ready By:**

**Friday, October 4, 2024 @ 11:00 AM**

Note

As set Saturday, October 5 at 1:30 p.m.

Satellite organizer will use the following existing items:

- (1) Lectern microphone
  - (3) Head table microphones
  - (1) DI under 6' table for computer
- 

#### Food And Beverage - OVG - Catering

**Ready By:**

**Friday, October 4, 2024 @ 11:00 AM**

Note

Please contact the organizer directly for food and beverage requirements. Organizer will pay OVG-Catering directly for all f/b costs.

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**Friday, October 4, 2024- Wednesday, October 9, 2024**

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

**Badge Pick Up**

**McCormick Place: Badge Pick-up - Grand Lobby Concourse**

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**Function Type:** Registration

**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:** Stephanie Embrey

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### Logistics

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#### General Notes - SfN

**Ready By:**

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

Note

Hours for Badge Pick-Up

Fri., Oct. 4 - 12:00 pm - 5:00 pm

Sat., Oct. 5 - Wed., Oct 9 - 7:30 am - 5:00 pm

**\*\*Note:** Please have three counters with scanner/printers and one Customer Services kiosk open for Exhibitor Badge Pick-Up on Wednesday 10/2 & Thursday 10/3, 8 am - 6 pm each day. Must be ready ready to print badges at 8 am Wednesday morning\*\*

**\*\* Note:** Please have four counters and two Customer Service Kiosks open for Short Course participants and exhibitors on the morning of 10/4.\*\*

**\*\*NOTE:** PLEASE KEEP ONE COUNTER OPEN FOR THE SATURDAY NIGHT 10/5 POSTER SESSION UNTIL 8:00 PM. AREA WILL BE MANNED BY A TEMP.\*\*

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

**Ready By:**

**Monday, September 30, 2024 @ 2:00 PM**

Note

Grand Lobby Concourse

Counters 1-5

Signage on Structural Rendering: BADGE PICK-UP

Scan & Go Counters

(5) Counters to accommodate five printers, facing outward

3' high black pipe and drape or rope to create lines in front of counters

Rope and stanchion to create serpentine waiting line

(1) High stool for line monitor

(2) High stools, one at each end of counter

Counters 6-15

Signage on Structural Rendering: BADGE PICK-UP

(10) Counters to accommodate two laptops, one printer and two orbital scanners

3' high black pipe and drape or rope to create lines in front of counters



Rope and stanchion to create serpentine waiting line

(2) High stool for line monitor

(4) High stools, one at each end of counters

Counters 16-19

Signage on Structural Rendering: CUSTOMER SERVICE

(4) Counters to accommodate three computers and one printer facing inward each

(8) Task chairs, (2) Behind each counter

(4) Tables behind the kiosks for admin laptops and printers

3' high black pipe and drape or rope to create lines in front of counters

Rope and stanchion to create serpentine waiting line

(1) High stool for line monitor

(2) High stools, one at each end of counters

Attendee Look Up Counter

(1) 6' Skirted table

\*\* Please place several trash cans/recycle bins in this area.\*\*

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

**Ready By:**

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

Note

SET PER DIAGRAM

(1) Pronoun Sticker Counter with one ADA side

(2) Acrylic holders back-to-back on each counter

Meeting Associate will monitor and replace stickers as needed

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

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## Electrical - The Expo Group (TEG)

**Ready By:**

**Monday, September 30, 2024 @ 5:00 PM**

Note

Badge Pick Up - Total AMPS (150)

2 AMPS = 60 and 6 AMPS = 90

Total Quad Boxes: 15

Place quad boxes with power strips under each counter

Customer Service - Total AMPS (20)

2 AMPS = 8 and 6 AMPS = 12

Total Quad Boxes: 4

Place quad boxes with power strips under each counter and back table

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

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## Telecom - McCormick Place

**Ready By:**

**Monday, September 30, 2024 @ 5:00 PM**

Note

(3) CDS VLAN drops

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

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## Computer - Convention Data Services (CDS)

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

Note

Grand Lobby Concourse - Counters 1-15

- (3) CDS Admin Terminals
- (30) CDS Self-Registration Terminals
- (30) Orbital Scanners
- (15) CDS Printers for Badges
- (5) Scan & Go Handheld Scanners

Customer Service - Counters 16-18

- (6) CDS Workstations
- (6) Orbital Scanners
- (1) CDS Admin Terminal
- (3) CDS Printers for Badges
- (1) Receipt Printers
- (1) Abstracts Online Terminal

Attendee Lookup Table

- (1) Workstation
- (1) Orbital Scanner

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

**Friday, October 4, 2024- Wednesday, October 9, 2024**

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

**SfN Information Booth**

**McCormick Place: SfN Info Booth - Grand Concourse Lobby**

**Function Type:** Other  
**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:** Egle Derkintyte

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### Logistics

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#### General Notes - SfN

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

Note  
Fri, Oct 4, 12:00pm - 6:00pm  
Sat, Oct 5 - Tues, Oct 8, 7:30am - 6:00pm  
Wed, Oct 9, 8:00am - 5:00pm

NOTE: There will (2) locations, the 2nd location will be at the Guest Services Desk at the Gate 4 entrance.

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

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

Note  
(1) Information Booth per diagram. Please provide cabinet space for staff personal items.

Header copy: Annual Meeting Information

(4) Stools  
(2) Wastebaskets

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

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

**Ready By:**  
**Thursday, October 3, 2024 @ 12:00 PM**

Note  
Electrical for computer and monitor at each location.

(1) Power strip

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

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#### Computer - Atlantic Images & Sound

**Ready By:**  
**Friday, October 4, 2024 @ 11:00 AM**

Note

(1) Computer with wireless card and monitor set on the counter.

(1) Laptop for the Guest Services Area

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

**Friday, October 4, 2024**

**1:00 PM- 5:30 PM**

**Short Course: The Responsibility of Being Transparent**

**McCormick Place: S103A, S103BC, S103D**

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**Function Type:** Workshop

**Estimated Attendance:** 210

**Set For:** 210

**Room Set:** Banquet

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A174

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### Contacts

**Contact:** Eiman Abdelgadir

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### Logistics

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

**Ready By:**

**Friday, October 4, 2024 @ 12:30 PM**

Note

CDS rep for first 15 - 45 mins to allow onsite registration at the entrance.

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#### Setup - McCormick Place

**Ready By:**

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

Note

Set per diagram.

Set Crescent rounds of 7 for (210)

Stage 30' x 8' x 24" with steps and railing

Head Table for (5)

(1) Standing Lectern

(2) Easels

(1) 6'x30" skirted registration tables with (4) chairs outside room

(1) 6'x30" skirted AV Tech table with (1) chair

(2) Wastebaskets, placed outside room by registration table

Water for speakers at head table

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

**Ready By:**

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

Note

(1) 6'x18" table, white top/black skirt set perpendicular between head table and standing lectern.

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

**Ready By:**

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

Note

(1) Screen

(1) Data/Video Projector

(1) 4x1 Switcher

(1) Digital Timer

(1) Laser Pointer

Sound Operator 1:00 PM - 5:30 PM

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## Audio/Visual - McCormick Place

***Ready By:***

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

Note

- (1) Audio DI for computer playback
- (1) Lectern Microphone
- (3) Table Microphones (PTT)
- (2) Floor Mics

Lights: preset room lights out over screen

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## Electrical - McCormick Place

***Ready By:***

**Thursday, October 3, 2024 @ 12:00 PM**

Note

- (1) 110v/20amp drop at projector
  - (1) 110v/20amp drop at lectern
- 

## Computer - Atlantic Images & Sound

***Ready By:***

**Friday, October 4, 2024 @ 12:00 PM**

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.

**Friday, October 4, 2024- Wednesday, October 9, 2024**

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

**Attendee Seating Areas & Public Spaces**

**McCormick Place**

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**Function Type:** Other

**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 @ 2:00 PM**

Note

Please place as many tables and chairs as possible in public areas as seating areas for attendees. Seating should be placed in areas not already utilized and so that they don't interfere with traffic flow.

Place additional tables at entrance and back of Hall A per diagram.

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

**Friday, October 4, 2024- Wednesday, October 9, 2024**

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

**Exhibitor Directory, Lanyard Pickup and Badge Recycle Locations**

**McCormick Place**

**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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#### Setup - McCormick Place

**Ready By:**

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

Note

Please provide a large trash can in the below areas next to the Lanyard Bin. Monitor and empty on a regular basis.

SEE DIAGRAM FOR EXACT LOCATIONS  
BADGE LANYARDS BINS  
(3) Grand Lobby in the Badge Pickup area

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

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

**Ready By:**

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

Note

SEE DIAGRAM FOR EXACT LOCATIONS  
LANYARD BINS  
(3) Grand Lobby

NOTE: Please fill (1) bin with lanyards by Thursday, Oct. 3, by 7:30 am with the other (2) bins by Friday, October 4 at noon.

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

**Ready By:**

**Friday, October 4, 2024 @ 12:00 PM**

Note

SEE DIAGRAM FOR EXACT LOCATIONS  
EXHIBIT HALL DIRECTORY PROGRAM and EXHIBIT GUIDE  
PICK-UP  
(8' H x 10' W with Exhibit Guide bins)  
(1) West Transportation  
(1) Hall A  
(2) Grand Lobby

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

**Ready By:**

**Monday, October 7, 2024 @ 7:30 AM**

Note

SEE DIAGRAM FOR EXACT LOCATIONS  
BADGE RECYCLE BIN (locked)  
(2) Grand Lobby Concourse, near Hall A Entrance  
(1) Level 2.5  
(1) West Transportation Lobby

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