Table of Contents

Saturday, October 5, 2024- Wednesday, October 9, 2024
7:00 AM- 5:00 PM
Attendee Services
McCormick Place: Attendee Services - Hall A

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Allison Burns
	Post: Yes
	Cost Center: A-MA200-A202

Contacts

Contact: Allison Morrow

Logistics

General Notes - SfN

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

Note
Hours: Sat, Oct. 15, - Wed., Oct. 9, 7:30 am - 5:00 pm

General Contractor - The Expo Group (TEG)

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

Note

Attendee Services:
Signage on Structural Rendering
(7) 2M registration counters with headers
(5) 6'x30" skirted tables
(7) wastebaskets
(14) task chairs
3' high pipe and drape on sides

HEADERS:
1. Mobile App / Wifi / Virtual Component Support
2. Housing
3. Certificates of Attendance
4. Certificates of Attendance
5. Certificates of Attendance
6. Membership
7. Lost & Found / Ribbons / Travel Award Check-In

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

Electrical - The Expo Group (TEG)

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

Note

(7) 20 amp circuits with power strips- one under each counter.

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

Telecom - McCormick Place

Ready By: **Thursday, October 3, 2024 @ 5:00 PM**	Note INTERNET: CDS VLAN with drops to be located as listed below. (1) CDS VLAN drop for Certificate of Attendance (counter 3) SfN Staff VLAN with drops to be located as below: (1) drop with (5) additional dhcp IP addresses at the Housing Counter (Counter 2) (1) Lost & Found / Ribbon / Travel Check-In (Counter 7) Sales/Membership VLAN (1) drop at the Membership (Counter 6) PHONES: Lost & Found/ Ribbon/ Travel Check-In Counter (Counter 7) (1) single-line with telephone, unrestricted, number per Telephone Roster. Housing Counter (Counter 2) (1) single-line with telephone, unrestricted, number per Telephone Roster. **Remain as set through Wednesday, Oct. 9 at 5:00 pm**

Computer - Atlantic Images & Sound

Ready By: **Thursday, October 3, 2024 @ 5:00 PM**	Note Certificate of Attendance Counters (3, 4, 5) (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. Membership Counter (6) (1) laptop w/ mouse and monitor - 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. (1) Lay Flat Monitor (flat on the counter) – 19” w/ privacy screen Connect each laptop to the monitors for the counter SfN Staff to network computers and printer **Remain as set through Wednesday, Oct. 9 at 5:00 pm**

Computer - Convention Data Services (CDS)

Ready By: **Thursday, October 3, 2024 @ 5:00 PM**	Note CERTIFICATE OF ATTENDANCE (Counters 3,4,5) (3) CDS terminals (2) CDS printer for Certificate of Attendance (1) Administrative terminal (2) Scanners Located at the Lost & Found / Ribbon / Travel Check-In Counter (1) CDS terminal **Remain as set through Wednesday, Oct. 9 at 5:00 pm**

Saturday, October 5, 2024- Wednesday, October 9, 2024
7:00 AM- 6:00 PM
Coat & Luggage Check
McCormick Place: Coat Check - Level 1, Main Entrance, S101A, S101B

Function Type: Other

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes
Cost Center: A-MO200-A201

Contacts

Contact: Dawn Keane

Logistics

General Notes - OVG - Catering

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

Note
Sat, Oct 5 - 7:30 am - 10:00 pm
Sun, Oct 6 7:30am - 7:00pm
Mon, Oct 7 7:30am - 7:00pm
Tues, Oct 8, 7:30am - 7:00pm
Wed, Oct 9, 7:00am - 6:00pm

Cash Coat /Luggage Check Services

CASH COAT CHECK:
Attendees will pay $4.50 per coat and $5.50 for luggage

Min Revenue $27,516 quoted to SfN

Saturday, October 5, 2024- Wednesday, October 9, 2024
7:00 AM- 7:00 PM
Shuttle Drop Off Area
McCormick Place

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Jennifer Gross
	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Jennifer Gross

Logistics

Setup - The Expo Group (TEG)

Ready By:
Saturday, October 5, 2024 @ 6:00 AM

Note

Outside Gate 2 on Sidewalk
(5) 8'x24" tables
(10) chairs

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

Saturday, October 5, 2024- Wednesday, October 9, 2024
7:00 AM- 5:00 PM
Shuttle Information
McCormick Place: Shuttle Info - West Trans Lobby

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Jennifer Gross
	Post: Yes

Contacts

Contact: Jennifer Gross

Logistics

Setup - The Expo Group (TEG)

Ready By:
Wednesday, October 2, 2024 @ 7:00 AM

Note

(1) Custom Counter - see structural renderings
(2) chairs
(1) wastebasket

Header to read: Shuttle Information

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

Electrical - The Expo Group (TEG)

Ready By:
Wednesday, October 2, 2024 @ 7:00 AM

Note

(1) 120v/20 amp circuits with power strips

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

Saturday, October 5, 2024- Wednesday, October 9, 2024
7:00 AM- 5:00 PM
Speaker Ready Room
McCormick Place: N230A

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Dawn Keane
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 6:00 AM

Note
Hours: Sat, Oct 5 - Wed, Oct 9 7:00am - 5:00pm

Setup - McCormick Place

Ready By:
Thursday, October 3, 2024 @ 7:00 AM

Note
(10) 6'x30" skirted tables
(28) Chairs
(4) Keys

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

Electrical - The Expo Group (TEG)

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

Note
10-110V AC 4-outlet drops - (1) under each table

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

Computer - Atlantic Images & Sound

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

Note
(8) PC laptops - must be the same as in the session rooms
(1) Mac PC & Monitor - NOTE: Must be a full size Mac

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

Saturday, October 5, 2024- Wednesday, October 9, 2024
7:30 AM- 5:00 PM
SfN Pop-Up Store
McCormick Place

Function Type: Other	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: MK200-A108

Contacts

Contact: Cynthia Fischer

Logistics

General Contractor - The Expo Group (TEG)

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

Note

SET PER DIAGRAM

HEADER
SfN Pop-up Store
(2) Glass display counters
(2) Stools
Shelving on the structure
(1) Bookshelf with storage

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

Electrical - The Expo Group (TEG)

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

Note

(1) 120v 20 amp drop

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

Telecom - McCormick Place

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

Note

(1) drop on the Sales/Membership VLAN

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

Saturday, October 5, 2024
8:00 AM- 10:00 AM
CAR Meeting
McCormick Place: S502B

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 32	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: G-AT200-M604

Contacts

Contact: Rebecca Whitney

Logistics

General Notes - SfN

Ready By:	Note
Saturday, October 5, 2024 @ 7:00 AM	As set Thursday, October 3

Audio/Visual - Atlantic Images & Sound

Ready By:	Note
Saturday, October 5, 2024 @ 7:00 AM	(1) Screen (1) Data Projector with Cart

Audio/Visual - McCormick Place

Ready By:	Note
Saturday, October 5, 2024 @ 7:00 AM	(16) Push to talk table microphones

Computer - Atlantic Images & Sound

Ready By:	Note
Saturday, October 5, 2024 @ 7:00 AM	(1) Laptop with Microsoft Windows 10/11 Office365 & Adobe Acrobat Reader. CD/DVD & USB ports. Fully patched Windows OS with latest features, fully patched Office365 suite, & Windows Defender up to date.

Food And Beverage - OVG - Catering

Ready By:	Note
Saturday, October 5, 2024 @ 7:30 AM	COMFORT EXPERIENCE BREAKFAST @ 41.00 PER PERSON Freshly Squeezed Orange Juice Seasonally Influenced Sliced Fruit With An Assortment Of Berries Assorted Muffins, Breakfast Breads, Pastries, Butter & Preserves V Scrambled Eggs V | GF Red Flannel Breakfast Potatoes With Three Pepper Confetti VG | GF | DF Applewood Smoked Bacon & Pork Sausage Freshly Brewed Regular And Decaffeinated Coffee, Herbal Tea Selection All prices are subject to 21.5% service charge and 13% taxes

Saturday, October 5, 2024- Wednesday, October 9, 2024
8:00 AM- 3:00 PM
Neurojobs Career Center
McCormick Place: Neurojobs - Hall A

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Allison Burns
	Post: Yes
	Cost Center: G-AT200-P162

Contacts

Contact: Eiman Abdelgadir

Logistics

General Notes - SfN

Ready By:	Note
Friday, October 4, 2024 @ 8:00 AM	Hours: Sat. Oct. 5 – Tue. Oct. 8, 8:00 am - 5:00 pm Wed. Oct., 9, 8:00 am - 3:00 pm
Ready By: **Friday, October 4, 2024 @ 5:00 PM**	Note Advocacy team to provide table top sign For Use By Neurojobs Only on the banquet round with chairs. **Remain as set through Wednesday, Oct. 9, at 5pm**

Setup - McCormick Place

Ready By:	Note
Friday, October 4, 2024 @ 12:00 PM	Set per diagram (5) Draped cocktail tables (1) Draped table with (8) chairs **Remain as set through Wednesday, Oct. 5, at 5:00 pm**

General Contractor - The Expo Group (TEG)

Ready By:	Note
Thursday, October 3, 2024 @ 5:00 PM	(4) Computer kiosks. Build (1) kiosk that is wheelchair accessible. (2) Kiosks on both ends for printers INTERVIEW ROOMS – See diagram. (5) 10 x 10 Hard wall (5) 6' x 30" skirted tables – set (1) per interview room (15) Chairs – (3) per interview room (1) 2M Registration Counter. Header Copy: NeuroJobs (logo) (2) Task chairs at counter (2) Wastebaskets **Remain as set through Wednesday, Oct. 9 at 5:00 pm**

Ready By:	Note
Thursday, October 3, 2024 @ 5:00 PM	(65) Clear literature pockets mounted on the Neurojobs backwall
	Remain as set through Wednesday, Oct. 9 at 5:00 pm

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, October 3, 2024 @ 5:00 PM	(3) 20 amp quad boxes – (2) at counters for printers and computers, (1) at the registration counter.
	Remain as set through Wednesday, Oct. 9 at 5:00 pm

Telecom - McCormick Place

Ready By:	Note
Thursday, October 3, 2024 @ 5:00 PM	(1) Internet drop on the SfN Staff VLAN
	SfN staff to network computers and printers
	Remain as set through Wednesday, Oct. 9 at 5:00 pm

Computer - Atlantic Images & Sound

Ready By:	Note
Thursday, October 3, 2024 @ 5:00 PM	(4) 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. – set one at each kiosk. (2) Printers
	Please lockdown laptop computers and if computers will not be locked down, please have in place by 7:00am, Friday - Wednesday. Note: Friday, SfN Staff to set homepage.
	SfN staff to network computers and printers.
	Remain as set through Wednesday, Oct. 9, at 5pm

Saturday, October 5, 2024- Wednesday, October 9, 2024
8:00 AM- 5:00 PM
Prayer Room
McCormick Place: N127

Function Type: Other	**Billing Group:** SfN Master
	Meeting Planner: Sharon Bowles
	Post: Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

Ready By:
Friday, October 4, 2024 @ 2:00 PM

Note

Hours -
Saturday, Oct. 5 - Tuesday, Oct. 8, 8 a.m.-6 p.m.
Wed., Oct. 9, 8 a.m. - 5 p.m.

(4) 6' Skirted tables
(10) Chairs

Saturday, October 5, 2024- Wednesday, October 9, 2024

8:00 AM- 5:00 PM

Press Room

McCormick Place: S501A, S501BC

Function Type: Office	**Billing Group:** SfN Master
Estimated Attendance: 60	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

Food And Beverage - OVG - Catering

Ready By:
Saturday, October 5, 2024 @ 7:45 AM

Note

Beverages to be provided each day Saturday - Wednesday
(70) Assorted Canned Sodas @ $4.00 each charged on consumption.
(10) gallons @ $70.00 per gallon Freshly Brewed Coffee, Decaffeinated
Coffee and Selection of Hot Teas

Do NOT refresh once this is depleted

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

Saturday, October 5, 2024- Sunday, October 6, 2024

9:00 AM- 5:00 PM

Donor & Volunteer Lounge

McCormick Place: Level 2.5 Lounge

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 25	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-DV200-A150

Contacts

Contact: Katie Collins

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 8:00 AM

Note

Hours: Saturday, October 5: 9 am - 5:00 pm
Sunday, October 6 - Wednesday, October 9: 8 am - 5:00 pm

Setup - McCormick Place

Ready By:
Thursday, October 3, 2024 @ 7:00 AM

Note

(2) chairs at the reception desk
(1) 6'x30" skirted table for F&B
(1) 6'x30" skirted table for materials
(2) Wastebaskets
(4) Easels
(2) Keys - on key list

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

General Contractor - The Expo Group (TEG)

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

Note

VIP area so please use nice comfy furniture.

(4) Seating areas with (1) Love Seat and (2) Comfy chairs and (1) Coffee table in each area
(4) Seating areas of (2) Comfy chairs and (1) Coffee table in each area
A mixture of high and low cocktail tables with seating
(1) Wastebasket
(1) Recycling bin
(2) Easels

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

Electrical - The Expo Group (TEG)

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

Note

Power at each of the seating areas with a power strip.
Power at the reception desk.
(2) Extra power strips - please give to staff.

Food And Beverage - OVG - Catering

Ready By:
Saturday, October 5, 2024 @ 8:45 AM

Note

Beverage service required Saturday & Sunday
Beverages to be set all day

NOTE: VIP ROOM - please check room frequently throughout the day to ensure beverages do not run out

Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ $70.00++ per gallon
BOTTLED WATER $6.70 each, charged on consumption

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

Saturday, October 5, 2024
9:00 AM- 10:00 AM
International Fellows Orientation
McCormick Place: N139

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 30	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

Setup - McCormick Place

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

Note
Set stage per diagram with steps and railings
Head Table for 3
Rounds for (70)
(1) Standing Lectern
(2) Easels

NOTE: Preset room lights out over screen

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

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 8:00 AM

Note
(2) Screens (6' x 10')
(2) Data Projectors

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 8:00 AM

Note
(1) Lectern Microphone

Electrical - McCormick Place

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

Note
(1) 110V, 20 amp drops at projector
(1) 110V, 20 amp drops at upstage right

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

Computer - Atlantic Images & Sound

Ready By:	Note
Saturday, October 5, 2024 @ 8:00 AM	(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.

Food And Beverage - OVG - Catering

Ready By:	Note
Saturday, October 5, 2024 @ 8:45 AM	Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ $70.00++ per gallon Assorted Soft Drinks @ $4.00++ each, charged on consumption. Chilled Bottled Water @ $6.75++ each, charged on consumption. Plus 21.50% service charge and 13% sales taxes.

Saturday, October 5, 2024- Wednesday, October 9, 2024
10:00 AM- 5:00 PM
Art of Neuroscience
McCormick Place: Art of NS - Hall A

Function Type: Exhibits	**Billing Group:** SfN Master
Estimated Attendance: 12	**Meeting Planner:** Jennifer Gross
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MO200-A201

Contacts

Contact: Jennifer Gross

Logistics

General Notes - SfN

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

Note

Exhibit Dates and Hours
Saturday, October 5 – Wednesday, October 9, 10:00am – 4:00 pm

Setup - The Expo Group (TEG)

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

Note

(12) 10' x 10' draped booths (White back and side rail)

Please provide the following at each booth:
(1) 42" - 6' draped table
(2) Stools
(1) Wastebasket

ID signs per list provided in advance

NOTE: Please check with exhibitors that furniture above is needed

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

Electrical - The Expo Group (TEG)

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

Note

(1) 500 watt electrical drop at each booth

Remain as set on an 24-hour basis through Wednesday, October 9 at 5:00pm

Saturday, October 5, 2024
10:00 AM- 12:00 PM
Dialogues Between Neuroscience and Society #LEC01
McCormick Place: Hall B1

Function Type: Lecture	**Billing Group:** SfN Master
Estimated Attendance: 8500	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - Atlantic Images & Sound

Ready By:
Monday, September 30, 2024 @ 4:00 PM

Note

One or more lights may need to be shrouded for visibility and visual aspects. A determination will be made onsite during production load-in.

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

Note

Wordly needs to be turned on & off for each lecture, not left on
Note: SfN has a set number of contracted hours and will be charged for an overage of 10% or more which is 2.7 hours/162 minutes.

Please move a few of the bottles of water to the green room before the Dialogues lecture

Setup - McCormick Place

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

Note

(1) 36'x16'x40" Stage with steps and railings
(1) Standing Lectern with light - NOT PRESIDENTIAL PODIUM

Note: After this event, please place podium to the center of stage.

Set Room theater style for 8500 as diagrammed

(2) 6' tables to the right of the stage with (3) chairs, per diagram for the Q&A moderators

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

General Contractor - The Expo Group (TEG)

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

Note

Provide (2) comfy chairs and coffee table
(1) nice cocktail table for awards with black linen

Carpet stage

Note: After this event, please place podium to the center of stage.
(1) 6'x 24"x 42" table, white top/black skirt set perpendicular to podium.

High Black 30' Velor Drape behind the stage and a little beyond.

Please use 8' drape around the room, may also use vinyl.

Cover windows at rear of room (west wall) to avoid problems with flown screens in the back. The measurements are 17 feet from the top of the window to the top of the ledge.

Will need caution tape to tape off front side sections of the seating during smaller daytime lectures.

Pipe and drape AV Booth, please use black drape.

AV CONTROL ROOM - area behind stage, see diagram for exact location and size - Black drape area
Teleprompter Area - (1) 6' table & (1) chair

FLORAL
Ferns/Flowers on Stage - please make pretty.
(8) Cat Palms plants
GREEN ROOM
Build room with door per diagram
Sofa, (2) side tables, (2) chairs and coffee table (2) Lamps

B1 - GRAND CONCOURSE LOBBY - Please drop a runner of the Blue Jay carpet going into Hall B1

Blue Jay carpet throughout the hall.

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

Audio/Visual - Atlantic Images & Sound

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

Note

Hall B Video Projection
4 13'x24' screens (floor program screens)
4 11'x20' stumpfl screens (flown delay screens)
2 11'x20' stumpfl screens (imag flown screen)
41 10'(12"x12")Box Truss (delay screens + imag)
6 (12"x12") Corner Blocks (delay screens + imag)
20 Chain Motor up to 1 Ton
20 Rigging Hardware
2 55" Samsung MD55C LED Monitor
1 Jelco EZ Tilt Monitor Stand
5 Panasonic PT-RZ12KU Laser Projector
4 Panasonic ET-D75LE6 0.9-1.1:1 HD Lens
4 48" video carts
6 Panasonic PT-RZ12KU Laser Projector (Delays & Imags)
1 Panasonic PT-RZ12KU Laser Projector (Logo)
Projector Flyware N/C
1 Panasonic AK-HC 3800 HD Camera
1 Sachtler V-18 Tripod Package
1 Canon HJ40x10B IASD-V HD Zoom Lens
1 Panasonic AK-HC 3800 HD Camera

1 Sachtler V-18 Tripod Package
1 Canon HJ40x10B IASD-V HD Zoom Lens
2 Indu 200 Amp Powr Distro Pkg
(included Indu Spider Box to Edison 3x Breakered
Nema 5-20 Duplex,L21-30,ac ext cables, etc.)
1 L2130 Floor Box to 3x Edison with Pass Through
3 AJA Ki-Pro Go 4-Ch Recorder
1 Barco E2 Gen 2 Switcher
1 Barco E2 Gen 2- Spare
1 Barco EC-50 Contoller
2 Alienware M15 with VMIX & Accessories
36 Decimator MD-HX HDMI/SDI Cross Conv-Scaling
3 Samsung ME32C LED Monitor
2 Sewell Splitdeck 1x4 HDMI DA
1 Kramer VM-4HDCP XL 1x4 DVI DA
20 BNC Gold Barrel (f-f)
20 3G 100' SDI Cable
15 12G 200' SDI Cable
35 3G 50' SDI Cable
15 50' HDMI Cable
25 25' HDMI Cable
11 Aja FIDO 3G 4-Channel - ST TX/RX HD-SDI ST Fiber Pkg
Add 350' SMPTE Fiber Cable (m-m)
12 Fier-Multi: 200m TAC4 OM3 ST Cable
1 Midas Venice 160 16-channel Audio Mixer
1 16 Space Engineering Rack
1 Sony MDR-7506 Stereo Headphones
1 Flanders 17.3" Production Monitor
2 Marshall Dual 7" Marshall Lynx 702v3 3G-SDI/HDMI
1 40' Scissor Lift (Wide Deck) Propane
2 60' Boom Lift Propane
1 5000lb Electric Forklift Propane
2 2TB Hard Drive - PK
25 Thumb Drives for recordings
2 Apple MacBook Pro 13" M1
3 Lenovo ThinkPad P51 I7

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

Note

Hall B Lighting
1 Grand MA Lighting Console
1 Grand MA Lighting Console SPARE
1 ETC Sensor 48x2 4k Dimmer Rack
28 ETC S4 Par, 750w - Black Barndoors: S4
15 10' (12"x12")Box Truss Lighting plus cable run off
1 Misc Supplies (socco,fan outs, dmx, etc)
10 Chain Motor up to 1 Ton
10 Rigging Hardware
1 62ft Black Border
5 Black Encore: 15'w x 30'h drape
12 LED Par Uplights

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

Note

FOH Electronics
1 Yamaha CL5 Kit
1 Denon / Tascam 2 Track SD Recorder
1 System Drive Rack
1 Dolby Noise Reduction Rack Package

3 RedNet Drive Rack

Speakers PA
32 JBL VTX V20 w/Frame Kit
42 JBL VerTec 4886
8 EAW UB82 Speaker Cabinets
8 JBL AC28/95 Compact Two-way Speaker w/ 2x8" LF
1 HD 12000 6 Amp Rack
HD 12000 6 Amp Sub Rack with double C-form

Stage Equipment
1 Shure sm58s vog mic
2 Axient Digital G57 Combo x2
1 Axient Digital X55 Combo x4
8 Point Source CO2-8WD-XSH-BE Dual Element Headset
1 Mic Kit
1 Stand Kit
2 DI's for PC

Monitor System
1 Shure PSM1000 2 Channel IEM

Communications
1 Arcadia Central Station Kit
8 Clearcom Helixnet HXII-BP
4 FreeSpeak II Beltpack
2 FreeSpeak ii IP Transciever
1 FreeSpeak II E1 Transciever Case

Associated Equipment
1 Snake System
1 Power Distribution
10 Chain Motor up to 1 Ton
10 Rigging Hardware

Ready By: **Thursday, October 3, 2024 @ 4:00 PM**	Note Teleprompter installed at Lectern (1) Push to talk microphone at the moderator table for Q&A
Ready By: **Saturday, October 5, 2024 @ 9:00 AM**	Note During attendee walk-in, we will need moving colored lights on the stage

Electrical - The Expo Group (TEG)

Ready By: **Wednesday, October 2, 2024 @ 4:00 PM**	Note 100amp 3 phase for video 60amp 3 phase for audio 100amp service for lighting Drop electrical behind the stage. NO DROPS NEEDED under screens GREEN ROOM (1) 500 Watt drop for (2) lamps MODERATOR TABLE

(1) power strip

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

Telecom - McCormick Place

Ready By:
Wednesday, October 2, 2024 @ 4:00 PM

Note

10Mbps Dedicated Drop w/5 Static IP Addresses, behind the stage in the AV Control area

(1) Drop on the SfN Staff VLAN in the AV Control area for Wordly

This room will be live streamed through out the meeting.

This room will use a moderated Q&A that works over the wifi, so please ensure there are enough access points.

Computer - Atlantic Images & Sound

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

Note

At the moderator table for Q&A:

(2) Laptop 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.

(2) Computer mouse

Food And Beverage - OVG - Catering

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

Note

(3) Cases of bottle water at the lectern for the week
Please provide (1) drinking glass for each presentation (24).

Saturday, October 5, 2024
11:30 AM- 2:00 PM
Staff Meal Room
McCormick Place: Staff Meal Room - Hall A

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 70	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** No
	Cost Center: A-MO200-A201

Logistics

Food And Beverage - OVG - Catering

Ready By:
Saturday, October 5, 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, TASTE OF CHICAGO @ $53.10++
BUCKTOWN CAESAR SALAD V | GF
Romaine Lettuce, Shaved Parmesan, Garlic Croutons, Vegetarian
Caesar Dressing
WEST LOOP QUINOA SALAD VG | GF
Quinoa, Roasted Sweet Potatoes, Dried Cranberries, Toasted Walnuts,
Lemon-Tahini Dressing
CHICKEN BREAST VESUVIO
Vesuvio Potatoes, Peas, Vesuvio Sauce
SOUTH LOOP GRILLED SALMON GF | DF
Chimichurri Sauce, Roasted Cherry Tomatoes, Asparagus
PILSEN ROASTED ROOT POTATOES & VEGETABLES
VG | GF | DF
Baby Potatoes, Carrots, Parsnips, Beets, Rosemary, Thyme
ELI'S CHEESECAKE BITES V
FARMERS MARKET MINI FRUIT TARTS

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.

Saturday, October 5, 2024- Tuesday, October 8, 2024
12:00 PM- 2:00 PM
Graduate School Fair
McCormick Place: Grad School Fair - Hall A

Function Type: Exhibits
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-MO200-A172

Contacts

Contact: Jennifer Gross

Logistics

General Notes - SfN

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

Note

Hours:
Saturday, October 5 - Tuesday, October 8, 12 pm - 2 pm

Setup - The Expo Group (TEG)

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

Note

(1) Registration Information Counter
(2) Task chairs at counter
(1) Wastebasket
(1) Easel
Extra "S" hooks

Prepare exhibit floor for exhibitor move-in and deliver freight to exhibit booths as follows:
Booth # ending with A: Friday, October 4
Booth # ending with B: Sunday, October 6 between 2 p.m. and end of day

All other GSF exhibitor freight can be delivered on Friday, October 4.

Set (98) 8 X 10 booths as follows:
Carpet the entire area with black carpet
White back drape
Gold side rail
(1) 7' x 44" sign
(1) 6' skirted table
(2) Chairs
(1) Waste Basket

Remain as set on a 24-hour basis through Wednesday, October 9 at 5:00 pm

Electrical - The Expo Group (TEG)

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

Note

(1) 500 watt electrical drop at Registration Information Counter
(1) power strip

Remain as set on an 24-hour basis through Wednesday, October 9 at 5:00pm

Saturday, October 5, 2024
12:00 PM- 2:00 PM
PDW: Neuroscience Beyond the Classroom
McCormick Place: S402A, S402B

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 230	**Meeting Planner:** Allison Burns
Set For: 230	**Post:** Yes
Room Set: See Diagram	**Cost Center:** A-AT200-A168

Contacts

Contact: Eiman Abdelgadir

Logistics

Setup - McCormick Place

Ready By:
Thursday, October 3, 2024 @ 8:00 AM

Note

Set room per diagram
(150) Theatre
(80) Rounds

Stage 30' x 8' x 24" with steps and railings
Head table with (8) chairs on stage
(1) Standing lectern with light
(1) Skirted 6'x36" table and (1) chair for AV tech table per diagram

(1) Easel outside of room
(5) Wastebaskets
(1) Skirted 6' table and (4) chairs outside of room

Lights: preset room lights out over screen

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

General Contractor - The Expo Group (TEG)

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

Note

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

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

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 11:00 AM

Note

(1) Screen
(1) Video Confidence Monitor
(1) Data Projector
(1) 4x1 switcher
(1) Digital Timer
(1) Laser Pointer/Slide Clicker

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

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 11:00 AM

Note

(1) Lectern microphone
(4) Table microphones (PTT) at head table
(2) Floor Mics
(1) DI at lectern (mic level) for computer playback

NOTE: Audio tech required

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

Electrical - McCormick Place

Ready By:
Thursday, October 3, 2024 @ 8:00 AM

Note

(1) 110v/20amp drop @ projector
(1) 110v/20amp drop @ lectern

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

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 11:00 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.

Remain as set through Wednesday, November 15 at 5:00 pm

Saturday, October 5, 2024
12:00 PM- 2:00 PM
PDW: Working With and Working for AI
McCormick Place: S403A, S403B

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 300	**Meeting Planner:** Allison Burns
Set For: 336	**Post:** Yes
Room Set: See Diagram	**Cost Center:** A-AT200-A168

Contacts

Contact: Eiman Abdelgadir

Logistics

Setup - McCormick Place

Ready By:
Thursday, October 3, 2024 @ 8:00 AM

Note

Set room per diagram
Theatre for 336

Stage 30' x 8' x 24" with steps and railings
Head table with (8) chairs on stage
(1) Standing lectern with light
(1) Skirted 6'x36" table and (1) chair for AV tech table per diagram

(1) Easel outside of room
(5) Wastebasket
(1) Skirted 6' table and (4) chairs outside of room

Lights: preset room lights out over screen

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

General Contractor - The Expo Group (TEG)

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

Note

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

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

Audio/Visual - Atlantic Images & Sound

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

Note

(1) Screen
(1) Video Confidence Monitor
(1) Data Projector
(1) 4x1 switcher
(1) Digital Timer
(1) Laser Pointer/Slide Clicker

Audio/Visual - McCormick Place

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

Note

(1) Lectern microphone
(4) Table microphones (PTT) at head table
(2) Floor Mics
(1) DI at lectern (mic level) for computer playback

NOTE: Audio tech required

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

Electrical - McCormick Place

Ready By:
Thursday, October 3, 2024 @ 8:00 AM

Note

(1) 110v/20amp drop @ projector
(1) 110v/20amp drop @ lectern

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

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 2:00 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.

Remain as set through Wednesday, November 15 at 5:00 pm

Saturday, October 5, 2024- Wednesday, October 9, 2024
12:00 PM- 5:00 PM
Press Interview Room
McCormick Place: S502A

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 10	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-NL200-P150

Contacts

Contact: Dina Radtke

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 8:00 AM

Note

Hours: Saturday, Oct 5 - 12:00pm - 5:00pm
Sunday, Oct 6 - Wednesday, Oct 9, 8:00am - 5:00pm

Setup - McCormick Place

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

Note

(3) 6'x30" Skirted Tables
(14) Chairs, set per diagram
(1) Wastebasket

Remain as set through Wednesday, Oct. 9 at 5pm

Electrical - The Expo Group (TEG)

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

Note

(1) Power Strip

Remain as set through Wednesday, Oct. 9 at 5pm

Saturday, October 5, 2024- Wednesday, October 9, 2024
12:00 PM- 4:00 PM
Society Executive Conference Room
McCormick Place: N128

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 12	**Meeting Planner:** Dawn Keane
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-OV200-A140

Contacts

Contact: Cat Black

Logistics

Setup - McCormick Place

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

Note

Set conference style for (12)
Please use tablecloths to cover tables
(6) Chairs set to the side
(1) waste basket
(1) 6' table to the side for a materials table
(2) Easels

Will be used for high level meetings

Remain as set through Wednesday, October 9 at 4:00pm

General Contractor - The Expo Group (TEG)

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

Note

Provide (2) table top plants.

Saturday, October 5, 2024
12:15 PM- 2:00 PM
Council Lunch with Dialogues Speaker
McCormick Place: N138

Function Type: Other	**Billing Group:** SfN Master
Estimated Attendance: 50	**Meeting Planner:** Paula Kara
Set For: 50	**Post:** Yes
Room Set: Reception	**Cost Center:** A-MO200-A130

Contacts

Contact: Cat Black

Logistics

Setup - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 11:15 AM

Note

VIP Event
Set reception style with a combination of high and low cocktail rounds with chairs and seating for 50.
Please use black linens and votives, if possible

Food And Beverage - OVG - Catering

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

VIP Event - China Service
Please set up in stations rather than one long buffet.

Station 1
$16.00 per person
Petite Salads
Grilled Corn and Jalapeno Salad
Crema, Cotija Cheese, Scallion, Lime, Cilantro
Heirloom Tomato and Burrata Salad
Whipped Wisconsin Burrata, Marinated Baby Heirloom Tomatoes, Basil, Pickled Red onion, Arugula
Whipped Hummus and Cauliflower Tabbouleh
Traditional Hummus, Cauliflower, Parsley, Tomatoes, Cucumber, Scallions, Mint and Lemon

Station 2
$21.00 per person
Poke Station (Chef Attended Station)
Choice of Ahi Tuna Poke, Crispy Tofu or Grilled Beef Bulgogi
From the Bar
Sushi Rice
Marinated Cucumber
Wakame Salad
Shredded Cabbage
Edamame
Daikon Radish

Avocado
Pickled Ginger
Scallion
Sesame
Wasabi Mayo
Sriracha Sauce

Station 3
$20.00 per person
Little Havana
Black Bean and Corn Salad
Mini Cuban Sliders – Pulled Mojo Pork, Ham, Dill pickle, Mustard, and Swiss
Mojo Shrimp Skewers – Sour Orange, Garlic and Chile Marinated Shrimp, Grilled and served with
Cilantro Salsa Verde
Sauteed Sweet Plantain
Cumin, Lime

Dessert Station
$16.00 per person
Assorted Miniature Desserts to include:
French Macaroons, Passion Fruit Tarts, S'mores Tart, Petite Apple Pies, Petite Flourless Chocolate Cakes

(3) Bottles of Nobilo Sauvignon Blanc @ $50++ per bottle.
(3) Bottles of Robert Mondavi PS Cabernet Sauvignon @ $50++ per bottle.

Assorted Canned Soda @ $4.00++ each, charged on consumption.
Still Aluminum Bottled Water @ $6.66++ each charged on consumption.

++ 21.50% service charge and 13% sales tax.

Saturday, October 5, 2024
1:00 PM- 3:05 PM
Drug Delivery #NANO08
McCormick Place: S401A, S401BC, S401D

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 546	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
8' Skirted Head table with (3) chairs

Set room theater style for (546)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 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.

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024
1:00 PM- 4:20 PM
Functional Imaging and Data Analysis #NANO05
McCormick Place: S106A, S106B

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 440	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
8' Skirted Head table with (3) chairs

Set room theater style for (440)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 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.

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024
1:00 PM- 2:50 PM
Ligand: Gated Receptors and Ion Channels: Structure #NANO01
McCormick Place: N227A, N227B

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 499	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
8' Skirted Head table with (3) chairs

Set room theater style for (499)
(1) Standing lectern with light stage right

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(2) Screens, set per diagram
(2) Data/video projectors w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at front projector
(1) drop at second projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 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.

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024

1:00 PM- 4:35 PM

Mechanisms of Neuroprotection: Therapy Development #NANO03

McCormick Place: S103A, S103BC, S103D

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 660	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 8' Skirted Head table with (3) chairs
(2) 6' Skirted Head tables with (2) chairs each
(1) Extra chair on end of head table

Set room theater style for (660)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular
between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Lectern microphone
(3) Wired Table microphones at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 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.

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024
1:00 PM- 3:20 PM
Mechanisms of Synaptic Dysfunction in Alzheimer's Disease #NANO02
McCormick Place: S404A, S404BC, S404D

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 565	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
8' Skirted Head table with (3) chairs

Set room theater style for (565)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Saturday, October 5, 2024 @ 11:00 AM

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular
between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 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.

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024
1:00 PM- 4:05 PM
Neural Activity Underlying Higher-Order Human #NANO06
McCormick Place: N427A, N427BC, N427D

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 618	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 8' Skirted Head table with (3) chairs
(2) 6' Skirted Head tables with (2) chairs each
(1) Extra chair at end of head table

Set room theater style for (618)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(2) Screens, set per diagram
(2) Data/video projectors w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer
(1) Confidence Monitor

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Lectern microphone
(3) Wired Table microphones at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at stage left projector
(1) drop at stage right projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(2) Laptop 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.

(1) Laptop placed at Lectern
(1) Laptop computer and (1) Computer mouse placed at Head Table

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024- Wednesday, October 9, 2024
1:00 PM- 5:00 PM
Poster Sessions
McCormick Place: Poster Session - Hall A

Function Type: Posters	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Kyle Haden

Logistics

General Notes - SfN

Ready By: **Saturday, October 5, 2024 @ 1:00 PM**	Note Hours: Sat, Oct. 5, 1:00 pm – 5:00 pm Sun, Oct. 6 – Wed, Oct. 9, 8:00 am–12:00 pm & 1:00 pm–5:00 pm
Ready By: **Saturday, October 5, 2024 @ 1:00 PM**	Note Theme J - V17 - AA28 (Saturday - Sunday) Late Breaking Abstracts - LBA1 - LBA207 (Sunday - Wednesday)

Setup - McCormick Place

Ready By: **Friday, October 4, 2024 @ 5:00 PM**	Note SET PER DIAGRAM Set and place 1,000 chairs in groups of four or six throughout the poster floor. Ensure that there are chairs in every poster aisle, with multiple sets in the longer aisles. The Expo Group will provide zip ties to MCCP for the set up of the chair groupings. Place large trash cans evenly in the aisles and empty on a regular basis. **Remain as set through Wednesday, October 9 at 5 pm**

General Contractor - The Expo Group (TEG)

Ready By: **Thursday, October 3, 2024 @ 3:00 PM**	Note Install Pepper carpet in entire poster session area. Install poster boards as diagrammed on floor plan, with 25" aisles. (1,353) Posterboard faces Poster signs on each board (60,000) Push pins

(1,500) Small Dixie Cups

(5) 2M Registration counters for poster attendants per diagram
(1) at each station
Header to read: POSTER ATTENDANT STATION
(1) Chair at each station
(1) Wastebasket at each station

Locations: SET PER DIAGRAM
#1 - Across from Poster A1
#2 - Between Poster Rows E and F
#3 - Between Poster Rows X and Y
#4 - Across from Poster LBA207
#5 - Near LBA132

Install crowd control tape at cross aisles leading from exhibits to poster sessions after setup is complete for Saturday 1:00 pm poster session. Leave double-wide aisles open.

See the attachments tab for additional requirements.

Provide zip ties to MCCP to zip tie chairs in groups.

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

Ready By: **Wednesday, October 9, 2024 @ 5:00 PM**	Note TEG to cut the zip ties from the chair groupings so chairs can be removed by MCCP.

Audio/Visual - Atlantic Images & Sound

Ready By: **Friday, October 4, 2024 @ 2:00 PM**	Note (5) 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. If laptops are not locked down, please have in place by 7:00am - Saturday - Wednesday. Note: Friday at 2:00pm, SfN staff will check and set homepage. SfN staff to network all computers. **Remain as set through Wednesday, October 9 at 5 pm**

Electrical - The Expo Group (TEG)

Ready By: **Thursday, October 3, 2024 @ 5:00 PM**	Note (5) - 120v outlet (10 AMP/500 WATTS) at each poster attendant station **Remain as set through Wednesday, October 9 at 5 pm**

Saturday, October 5, 2024- Wednesday, October 9, 2024
1:00 PM- 5:00 PM
Product Theater #1 (900 Aisle)
McCormick Place

Function Type: Exhibits	**Billing Group:** SfN Master
Estimated Attendance: 150	**Meeting Planner:** Allison Burns
Set For: 150	**Post:** Yes
Room Set: See Diagram	**Cost Center:** A-MO200-A709

Logistics

General Notes - SfN

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

Note

Product Theater (#1 and #2)
500 - 4'" x 6" Index cards for Q & A
100 - Pencils / 100 - Black Pens
24 boxes of 150 - Quart/Gallon Size zip lock bags for cleaning headsets.
(15) Containers - Sanitizing wipes to clean headsets after each session
(4) Boxes - Disposable gloves for cleaning headsets

Ready By:
Sunday, October 6, 2024 @ 8:30 AM

Note

Schedule

Sunday, Oct. 6
10:00 AM CDT; 11:30 AM CDT; 1:00 PM CDT; 2:30 PM CDT: 4:00 PM CDT

Monday, Oct. 7
10:00 AM CDT; 11:30 AM CDT; 1:00 PM CDT; 2:30 PM CDT: 4:00 PM CDT

Tuesday, Oct. 8
10:00 AM CDT; 11:30 AM CDT; 1:00 PM CDT; 2:30 PM CDT: 4:00 PM CDT

Setup - McCormick Place

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

Note

Product Theater #1
(1) Stage 12' x 16' x 24" with steps and railings
(1) Lectern

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

General Contractor - The Expo Group (TEG)

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

Note

SET AS PER DIAGRAM

PRODUCT THEATER #1 (900 Aisle)
80 x 40 black carpet
16ft. double black drape separating Product Theater #1 and #2

3ft black drape side rail on three sides with a 30 ft. opening

STAGE
(1) Cort WD3 Table for stage
(2) Cort XCHR Chairs for stage

(1) 6' skirted table with (2) chairs for SfN staff.
(2) 6' skirted table with (2) chairs for AV Tech.
(4) Wastebasket

(36) chairs set for Saturday's BAW session.

Stancion at entrance to use during non presenting hours

BANNER: PRODUCT THEATER (Backdrop) and PRODUCT THEATER
(Overhang) signs
1), DS banner, on Paula's sign order - please hang this between the 2 product
theaters
(1) 15' x 6' SS Backdrop Banner, please use image (see rendering)
Please hang these and roll. Unroll after the BAW session at 5:00pm on
Saturday, Oct. 5

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

Ready By: **Saturday, October 5, 2024 @ 8:00 AM**	Note (36) Side chairs
Ready By: **Saturday, October 5, 2024 @ 12:00 PM**	Note Please vacuum this area before the BAW event at 2:30pm.
Ready By: **Sunday, October 6, 2024 @ 8:00 AM**	Note Product Theater #1 (900 Aisle) Add (124 side chairs to the already set 36 side chairs) Note: (50) of up to 200 at NC per agreement) (4) 42" High Ped Table **Remain as set through Wednesday, Oct. 9 at 5:00 pm**

Audio/Visual - Atlantic Images & Sound

Ready By: **Friday, October 4, 2024 @ 8:30 AM**	Note Product Theater #1 (900 Aisle) (2) Screens (2) Data Projectors (1) 4x1 switcher (1) Digital Timer (350) Wireless headsets Set 1 - 175, Set 2 - 175 Please deliver headsets to the Exhibit Management Office - Hall A to be cleaned. **Remain as set through Wednesday, Oct. 9 at 5:00 pm**

Audio/Visual - McCormick Place

Ready By:	Note
Saturday, October 5, 2024 @ 8:00 AM	(1) Lectern microphone
	(1) Aisle or floor microphone that will patch into the headsets for Q&A.(1) Table microphones (PTT) at head table
	(1) DI at lectern (mic level) for computer playback

Electrical - The Expo Group (TEG)

Ready By:	Note
Thursday, October 3, 2024 @ 5:00 PM	PRODUCT THEATER #1 (900 Aisle)
	(1) Electrical at Lectern
	(1) Electrical at each projector projector (2)
	(1) Tech Table
	Remain as set through Wednesday, October 5 at 5:00 pm

Computer - Atlantic Images & Sound

Ready By:	Note
Sunday, October 6, 2024 @ 8:00 AM	Product Theater # 1 (900 Aisle)
	(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.
	Remain as set through Wednesday, October 9 at 5:00 pm

Saturday, October 5, 2024- Wednesday, October 9, 2024
1:00 PM- 5:00 PM
Product Theater #2 (1500 Aisle)
McCormick Place

Function Type: Exhibits	**Billing Group:** SfN Master
Estimated Attendance: 150	**Meeting Planner:** Allison Burns
Set For: 150	**Post:** Yes
Room Set: See Diagram	**Cost Center:** A-MO200-A709

Logistics

General Notes - SfN

Ready By: **Sunday, October 6, 2024 @ 8:30 AM**	Note Schedule (Confirmed) Sunday, Oct. 6 11:30 AM CDT; 1:00 PM CDT; 2:30 PM CDT Monday, Oct. 7 10:00 AM CDT; 11:30 AM CDT; 1:00 PM CDT; 2:30 PM CDT

Setup - McCormick Place

Ready By: **Thursday, October 3, 2024 @ 5:00 PM**	Note Product Theater #2 (1500 Aisle) (1) Stage 12' x 16' x 24" with steps and railings (1) Lectern **Remain as set through Wednesday, Oct. 9 at 5:00 pm**

General Contractor - The Expo Group (TEG)

Ready By: **Thursday, October 3, 2024 @ 12:00 PM**	Note SET AS PER DIAGRAM PRODUCT THEATER #2 (1500 Aisle) 80 x 40 black carpet 16ft. double black drape separating Product Theater #1 and #2 3ft black drape side rail on three sides with a 30 ft. opening STAGE (1) Cort WD3 Table for stage (2) Cort XCHR Chairs for stage (1) 6' skirted table with (2) chairs for SfN staff. (2) 6' skirted table with (2) chairs for AV Tech. (150) Side chairs (150 of up to 200 at NC per agreement) (4) 42" High Ped Table Stanchion at entrance to use during non-presenting hours BANNER: PRODUCT THEATER

(1) 15' x 6' SS backdrop banner with image (see rendering)

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

Audio/Visual - Atlantic Images & Sound

Ready By:
Friday, October 4, 2024 @ 8:30 AM

Note

Product Theater #2 (1500 Aisle)
(2) Screens
(2) Data Projectors
(1) 4x1 switcher
(1) Digital Timer

(350) Wireless headsets
Set 1 - 175, Set 2 - 175

Please deliver headsets to the Exhibit Management Office - Hall A to be cleaned.

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

Audio/Visual - McCormick Place

Ready By:
Sunday, October 6, 2024 @ 8:00 AM

Note

(1) Lectern microphone
(1) Aisle or floor microphone that will patch into the headsets for Q&A
(1) Table microphones (PTT) at head table
(1) DI at lectern (mic level) for computer playback

Electrical - The Expo Group (TEG)

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

Note

PRODUCT THEATER #2 (1500 Aisle)
(1) Electrical at Lectern
(1) Electrical at each projector projector (2)
(1) Tech Table

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

Computer - Atlantic Images & Sound

Ready By:
Sunday, October 6, 2024 @ 8:00 AM

Note

Product Theater # 2 (1500 Aisle)
(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.

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

Saturday, October 5, 2024
1:00 PM- 4:35 PM
Somatosensory Restoration Through Neuroprosthetics #NANO04
McCormick Place: N426A, N426B, N426C

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 558	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
8' Skirted Head table with (3) chairs

Set room theater style for (558)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(2) Screens, set per diagram
(2) Data/video projectors w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer
(1) Confidence monitor

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at stage left projector
(1) drop at stage right projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 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.

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024

1:00 PM- 2:00 PM

Special Lecture: Exploring Sex-Specific Neural Architecture—Tali Kimchi #LEC02

McCormick Place: Hall B1

Function Type: Lecture	**Billing Group:** SfN Master
Estimated Attendance: 9000	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

As set Saturday, October 5 at 10 a.m.

Saturday, October 5, 2024
1:00 PM- 4:05 PM
Value-Based Decision Making Across Model #NANO07
McCormick Place: N228

Function Type: Nanosymposium	**Billing Group:** SfN Master
Estimated Attendance: 466	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
8' Skirted Head table with (3) chairs

Set room theater style for (466)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:00 PM

Note

(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 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.

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024
1:30 PM- 3:00 PM
Journal of Neuroscience Editorial Board Meeting
McCormick Place: N139

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 35	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: J-SP401-J804

Contacts

Contact: Haley Huchler

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 12:30 PM

Note
As set on Saturday, October 5 @ 9 am

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:30 PM

Note
(2) Screens
(2) Data Projectors with Cart

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:30 PM

Note
(1) Lectern Microphone
(2) Handheld Microphones

Food And Beverage - OVG - Catering

Ready By:
Saturday, October 5, 2024 @ 1:15 PM

Note
Freshly Brewed Coffee, Decaffeinated Coffee and Selection of Hot Teas @ $70.00++ per gallon
Assorted Soft Drinks @ $4.00++ each, charged on consumption.
Chilled Bottled Water @ $6.70++ each, charged on consumption.

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

Saturday, October 5, 2024

1:30 PM- 2:30 PM

Meet-the-Clinician-Expert: Sohal — Understanding Complex Systems: #MTCE01

McCormick Place: S104A, S104B

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 340	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A167

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 6' Skirted Head table with (1) chair

Set room theater style for (340)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:30 PM

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 12:30 PM

Note

(1) Lectern microphone
(1) Table microphone handheld wireless in stand at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 12:30 PM

Note

(2) Laptop 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.

(1) Laptop placed at Lectern
(1) Laptop computer and (1) Computer mouse placed at Head Table

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024

2:00 PM- 4:30 PM

Advancing Brain Imaging Frontiers: — Zsolt Lenkei #MIN01

McCormick Place: S105A, S105BC, S105D

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 638	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 8' Skirted Head table with (3) chairs
(2) 6' Skirted Head tables with (2) chairs each
(1) Extra chair at end of head table

Set room theater style for (638)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular
between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

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

Note

(2) Screens, set per diagram
(2) Data/video projectors w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer
(1) Confidence monitor

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - McCormick Place

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

Note

(1) Lectern microphone
(3) wired Table microphones at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at stage left projector
(1) drop at stage right projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

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

Note

(2) Laptop 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.

(1) Laptop placed at Lectern
(1) Laptop computer and (1) Computer mouse placed at Head Table

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024

2:00 PM- 4:30 PM

Development of Higher-Level Vision — Kristina J. Nielsen #MIN02

McCormick Place: S406B

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 529	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 8' Skirted Head table with (3) chairs
(2) 6' Skirted Head tables with (2) chairs each
(1) Extra chair placed at end of head table

Set room theater style for (529)
(1) Standing lectern with light stage right

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

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

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer
(1) Confidence Monitor

Audio/Visual - McCormick Place

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

Note

(1) Lectern microphone
(3) wired Table microphones at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

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

Note

(2) Laptop 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.

(1) Laptop placed at Lectern
(1) Laptop computer and (1) Computer mouse placed at Head Table

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024
2:00 PM- 4:30 PM
Extracellular Vesicle-Mediated Neuron-Glia -Tsuneya Ikezu #SYM01
McCormick Place: S100BC

Function Type: Symposium	**Billing Group:** SfN Master
Estimated Attendance: 1166	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 8' Skirted Head table with (3) chairs
(2) 6' Skirted Head tables with (2) chairs each
(1) Extra chair at end of head table

Set room theater style for (1166)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18"x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

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

Note

(2) Screens, set per diagram
(2) Data/video projectors w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Audio/Visual - McCormick Place

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

Note

(1) Lectern microphone
(3) Wired Table microphones at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at stage left projector
(1) drop at stage right projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

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

Note

(2) Laptop 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.

(1) Laptop placed at Lectern
(1) Laptop computer and (1) Computer mouse placed at Head Table

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024
2:00 PM- 4:30 PM
Insights Into Sensorimotor Neural Circuit Dynamics — Maria C. Dadarlat #MIN03
McCormick Place: S102A, S102BC, S102D

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 660	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 8' Skirted Head table with (3) chairs
(2) 6' Skirted Head tables with (2) chairs each
(1) Extra chair at end of head table

Set room theater style for (660)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

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

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Audio/Visual - McCormick Place

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

Note

(1) Lectern microphone
(3) Wired Table microphones at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

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

Note

(2) Laptop 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.

(1) Laptop placed at Lectern
(1) Laptop computer and (1) Computer mouse placed at Head Table

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024

2:00 PM- 4:30 PM

The Effects of Food Consumption— Maxime Chevee #MIN04

McCormick Place: S100A

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 1166	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 8' Skirted Head table with (3) chairs
(2) 6' Skirted Head tables with (2) chairs each
(1) Extra chair at end of head table

Set room theater style for (1166)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

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

Note

(2) Screens, set per diagram
(2) Data/video projectors w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Audio/Visual - McCormick Place

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

Note

(1) Lectern microphone
(3) Wired Table microphones at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at stage left projector
(1) drop at stage right projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

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

Note

(2) Laptop 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.

(1) Laptop placed at Lectern
(1) Laptop computer and (1) Computer mouse placed at Head Table

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024

2:00 PM- 4:30 PM

The Noradrenergic System: New Insights — Thiago Arzua #MIN05

McCormick Place: S406A

Function Type: Minisymposium	**Billing Group:** SfN Master
Estimated Attendance: 900	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A135

Contacts

Contact: Sharon Bowles

Logistics

Setup - McCormick Place

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

Note

(1) Set stage per diagram with steps and railings
(1) 8' Skirted Head table with (3) chairs
(2) 6' Skirted Head tables with (2) chairs each
(1) Extra chair placed at end of head table

Set room theater style for (900)
(1) Standing lectern with light stage left

(1) 6' x 30" table with (1) chair for AV tech

Lights: preset room lights out over screen

Ice water and cups at standing lectern and head table

Remain as set through Wednesday, October 9 at 5 pm

General Contractor - The Expo Group (TEG)

Ready By:
Thursday, October 3, 2024 @ 11:00 AM

Note

(1) 6' x 18" x 42" table, white top/black skirt set perpendicular
between head table and standing lectern.

Remain as set through Wednesday, October 9 at 5 pm

Audio/Visual - Atlantic Images & Sound

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

Note

(1) Screen, set per diagram
(1) Data/video projector w/cart
(1) 4x1 Switcher
(1) Laser Pointer
(1) Projectionist
(1) Digital Timer

Audio/Visual - McCormick Place

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

Note

(1) Lectern microphone
(3) Wired Table microphones at head table
(2) Floor microphones
(1) DI under 6' table for computer

Remain as set through Wednesday, October 9 at 5 pm

Electrical - McCormick Place

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

Note

(1) drop at projector
(1) drop at lectern

Remain as set through Wednesday, October 9 at 5 pm

Computer - Atlantic Images & Sound

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

Note

(2) Laptop 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.

(1) Laptop placed at Lectern
(1) Laptop computer and (1) Computer mouse placed at Head Table

Remain as set through Wednesday, October 9 at 5 pm

Saturday, October 5, 2024
2:30 PM- 4:00 PM
Brain Awareness Campaign Event
McCormick Place

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 150	**Meeting Planner:** Allison Burns
Set For: 150	**Post:** Yes
Room Set: See Diagram	**Cost Center:** NL200-A106

Contacts

Contact: Hope Berns

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 8:00 AM

Note
BAW will take place in Product Theater Location #1 (900 Aisle)

Setup - McCormick Place

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

Note
As set for Product Theater

Setup - The Expo Group (TEG)

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

Note

SET PER DIAGRAM

Set front or room theater style for 36 - space the rows of chairs with extra room between, to allow for people to walk through the rows while others are sitting.

(18) Posterboards (36 poster faces) in back of seating per diagram.
Please provide push pins and dixie cups for the posters.

(1) Skirted 6' table & (1) Chair next to poster #1.
(1) Skirted 6' table & (1) Chair next to poster #36.
(1) Easel
(2) Wastebasket at registration tables

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 8:00 AM

Note

(175) headsets to be used during this session.

Computer and Audio Tech
2:30 - 4:00 pm

Saturday, October 5, 2024

3:00 PM- 5:00 PM

PDW: NIH: Improving the Review of Research Project Grant and Fellowship Applications

McCormick Place: S403A, S403B

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 300	**Meeting Planner:** Allison Burns
Set For: 300	**Post:** Yes
	Cost Center: A-AT200-A168

Contacts

Contact: Eiman Abdelgadir

Logistics

General Notes - SfN

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

Note
As set on Saturday, October 5 at 12:00 p.m.

Saturday, October 5, 2024

3:00 PM- 5:00 PM

PDW: Team-Based Learning in Neuroscience Education

McCormick Place: S402A, S402B

44 - 1

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 230	**Meeting Planner:** Allison Burns
Set For: 230	**Post:** Yes
Room Set: See Diagram	**Cost Center:** A-AT200-A168

Contacts

Contact: Eiman Abdelgadir

Logistics

General Notes - SfN

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

Note
As set on Saturday, October 5 at 12:00 p.m.

Saturday, October 5, 2024

3:00 PM- 4:00 PM

SfNova Lecture: Corey C. Harwell; Lucia L. Prieto Godino #LEC03

McCormick Place: Hall B1

Function Type: Lecture	**Billing Group:** SfN Master
Estimated Attendance: 9000	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

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

Note

As set Saturday, October 5 at 10 a.m.

Saturday, October 5, 2024
3:30 PM- 5:00 PM
Journal of Neuroscience Senior Editors Meeting
McCormick Place: N131

Function Type: Meeting	**Billing Group:** SfN Master
Estimated Attendance: 13	**Meeting Planner:** Dawn Keane
Room Set: As Set	**Post:** Yes
	Cost Center: J-SP401-J804

Contacts

Contact: Haley Huchler

Logistics

General Notes - SfN

Ready By:	Note
Saturday, October 5, 2024 @ 2:30 PM	As set Thursday, October 3

Saturday, October 5, 2024

3:30 PM- 4:30 PM

Meet-the-Expert: Bu — Unlocking the Mystery of Alzheimer's #MTE01

McCormick Place: S104A, S104B

Function Type: Workshop	**Billing Group:** SfN Master
Estimated Attendance: 340	**Meeting Planner:** Sharon Bowles
Room Set: As Set	**Post:** Yes
	Cost Center: A-MA200-A167

Contacts

Contact: Sharon Bowles

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 2:30 PM

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

Saturday, October 5, 2024

5:15 PM- 6:30 PM

Presidential Special Lecture: What Does a Large Language—L. A. Paul #LEC04

McCormick Place: Hall B1

Function Type: Lecture	**Billing Group:** SfN Master
Estimated Attendance: 9000	**Meeting Planner:** Sharon Bowles
Room Set: See Diagram	**Post:** Yes
	Cost Center: A-MA200-A130

Contacts

Contact: Kyle Hayden

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 4:15 PM

Note

As set Saturday, October 5 at 10 a.m.

Saturday, October 5, 2024
6:30 PM- 9:30 PM
Early Career Poster Session and A Networking Event
McCormick Place: Hall A

Function Type: Posters	**Billing Group:** SfN Master
Room Set: See Diagram	**Meeting Planner:** Allison Burns
	Post: Yes
	Cost Center: A-AT200-A166

Contacts

Contact: Cashen Almstead

Logistics

General Notes - SfN

Ready By:
Saturday, October 5, 2024 @ 5:30 PM

Note

Left and middle entrances will be used for entry.

Early Careers Poster Session
Sat, Oct. 5, 6:30 pm - 8:30 pm

Career Development: A Networking Event
Sat, Nov 11, 8:00 pm - 9:30 pm

Attendees can start entering the Poster Area at 5:30 pm.

SfN staff to scan badges at both entrances with (5) scanners at each entrance (make 3 lines to keep the attendees moving through the line.
QR code on the signage will link to the Program, SfN staff to have printed programs to handout, if needed.

General Contractor - The Expo Group (TEG)

Ready By:
Saturday, October 5, 2024 @ 5:30 PM

Note

SET PER DIAGRAM
Front of Hall A
(1) Skirted table and (2) chairs at left side entrance, front of Neurojobs
(1) Skirted table and (2) chairs at middle entrance, left side of entrance in front of Art of Neuroscience booths
(2) Easels
(3500) push pins
(950) dixie cups

Note: will use Attendee Services Counters for check-in.

POSTERS
Poster presenters will use existing poster board numbers
(820) poster faces using Rows A - N

NETWORKING AREA - Hall A, front

3' drape around the (30) rounds with 2 openings.
(1) Chair at each opening of the 3' drape
(1) Easel
(3) Wastebaskets

See Diagram for placement of (11) 1M boards and caution tape or drape in other areas of the hall.

Remove pipe and drape & rope and stanchion after these sessions end.

Audio/Visual - Atlantic Images & Sound

Ready By:
Saturday, October 5, 2024 @ 7:00 PM

Note

(1) Handheld Mic at the Mentoring Area tables in the front of Hall A on the left-hand side.

Sound Operator 8:00 PM - 9:30 PM

Other - Convention Data Services (CDS)

Ready By:
Saturday, October 5, 2024 @ 6:00 PM

Note

(1) Registration counter to be open during this event until 8pm.

Other - Lincoln Security

Ready By:
Saturday, October 5, 2024 @ 5:00 PM

Note

(10) Security guards (5:00 pm - 10:00 pm) around the exhibit hall / poster area.

Note: Caution tape will be around the perimeter of the hall. Attendees are not permitted in the exhibit area.

Attendees can enter the Poster Area at 5:30 pm.

Security request is posted on the security schedule.

Food And Beverage - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 6:00 PM

Note

NETWORKING EVENT
(30) tables in draped off area, please put new table linens on tables for this session that begins at 6:30 pm.

(30) Table card holders placed on tables

(2) cases of bottled water, please deliver at 6 pm to the check in desk in front of Neurojobs.

Saturday, October 5, 2024
6:30 PM- 9:30 PM
g.tec BCI Workshop
McCormick Place: S104A, S104B

Function Type: Satellite	**Billing Group:** SfN Master
Estimated Attendance: 300	**Meeting Planner:** Sharon Bowles
Room Set: As Set	**Post:** Yes
	Cost Center: A-MA200-A701

Contacts

Contact: Sharon Bowles

Alt Contact: Christoph Guger
Organizer Email: guger@gtec.at

Logistics

Setup - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 5:30 PM

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:
Saturday, October 5, 2024 @ 5:30 PM

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 Projector
(1) Cart

Audio/Visual - McCormick Place

Ready By:
Saturday, October 5, 2024 @ 5:30 PM

Note

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

Satellite organizer will use the following existing items:
(1) Lectern microphone
(1) Head table microphone
(1) DI under 6' table for computer

Food And Beverage - OVG - Catering

Ready By:
Saturday, October 5, 2024 @ 5:30 PM

Note

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