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Monday, September 30, 2024- Friday, October 11, 2024

6:00 AM- 6:00 PM

Gender Neutral Bathrooms

McCormick Place

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Logistics

Setup - McCormick Place

Ready By:

Monday, September 30, 2024 @ 8:00 AM

Note

Please convert the women's restroom near Room S400 to a gender neutral restroom.

We will also use the gender neutral bathroom near the former McDonald's location.

Monday, September 30, 2024- Friday, October 11, 2024

6:00 AM- 5:00 PM

Wireless Internet Buyout

McCormick Place

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paula Kara

Logistics

Telecom - McCormick Place

Ready By:

Monday, September 30, 2024 @ 6:00 AM

Note

Wireless Internet Buyout in all Meeting Rooms and Public Areas of North and South Buildings and in Exhibit Halls A and B (entire building)

SSID: Neuroscience

Additional requirements: Local landing (redirect) page

5 Separate VLANs:

-Wireless Buyout - All North and South Buildings

-Convention Data Services (CDS) for registration

-SfN Staff - Headquarters/Neurojobs/SfN Booth/Staff Work Room

-Session Moderator Wireless Network – no more than 30 connections; not broadcasting the SSID

-Sales/Membership

Daily Reports for each VLAN detailing hourly concurrent users, unique devices and bandwidth consumption.

Frequencies for Public Space/Meeting Rooms – 5.0 GHz 802.11 a/g/n

Exhibit Halls – 5.0 GHz only

Speed - Unthrottled up/down (throughout both buildings)

Access Points Connections - 200 Concurrent Connections per Access Point

DHCP lease at 12 hours and will be adjusted according to load on system.

Wireless buyout to include Exhibit Halls A & B, all Meeting Rooms and Public Space in North and South Buildings, per discussions with McCormick Place.

NOTE: Scott Moore and Harjit Jathoul have the authority to request restarts of the VLAN in the event we need to do so. No changes to the wireless buyout that have a financial consequence may be made without approval of Paula Kara

Monday, September 30, 2024- Thursday, October 10, 2024

7:00 AM- 10:00 PM

The Expo Group

McCormick Place: SA1B

Function Type: Office

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: Chris Balak

Logistics

Setup - McCormick Place

Ready By:

Monday, September 30, 2024 @ 7:00 AM

Note

Clean and clear room

Monday, September 30, 2024- Thursday, October 10, 2024

8:00 AM- 5:00 PM

AIS Storage Room #4

McCormick Place: N429

Function Type: Other
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: No
Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - McCormick Place

Ready By:
Monday, September 30, 2024 @ 6:00 AM

Note
(9) 6' tables - not skirted
(5) chairs

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

Electrical - The Expo Group (TEG)

Ready By:
Monday, September 30, 2024 @ 8:00 AM

Note
(2) Electric - 110V 20amp

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

Monday, September 30, 2024- Friday, October 11, 2024

8:00 AM- 5:00 PM

First Aid Station

McCormick Place: First Aid Station - Level 2.5 S

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-A202

Contacts

Contact: Sharon Bowles

Logistics

General Notes - McCormick Place

Ready By:

Monday, September 30, 2024 @ 6:00 AM

Note

The permanent First Aid room is equipped with furniture, AED and supplies.

SfN has been provided with the following phone number for the Main Security line: 312-791-6060.

House Phone: 6060

Protocol is to call Security and they will contact EMT on-site.

**See attachment for the First Aid daily schedule.

(1) EMT will be scheduled from September 30 - October 11, and an additional (1) EMT will be scheduled October 5-9, when attendee capacity is greatest.

Monday, September 30, 2024- Thursday, October 10, 2024

8:00 AM- 5:00 PM

Freight/Shipping Room

McCormick Place: S400B

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Paul Troxell

Logistics

Setup - McCormick Place

Ready By:

Monday, September 30, 2024 @ 7:00 AM

Note

- (2) 6' tables w/ skirts
- (3) 8' tables - no skirts
- (5) chairs

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

Monday, September 30, 2024- Thursday, October 10, 2024

8:00 AM- 5:00 PM

Security Office

McCormick Place: S400C

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Contacts

Contact:

Alt Contact: John Krivulka

Logistics

Setup - McCormick Place

Ready By:

Monday, September 30, 2024 @ 6:00 AM

Note

SET PER DIAGRAM

(8) 6ft. Skirted tables are the around the perimeter of the room

(1) 6ft. Round and (10) chairs in the center

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

Electrical - McCormick Place

Ready By:

Monday, September 30, 2024 @ 7:00 AM

Note

(1) 120v 20 amp drop

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

Telecom - McCormick Place

Ready By:

Monday, September 30, 2024 @ 8:00 AM

Note

(1) Single phone line and hand set, number per Telephone Roster at table in front of room. Calls for local and 800 calls only.

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

Monday, September 30, 2024- Saturday, October 5, 2024

9:00 AM- 6:00 PM

Exhibit Hall Move In

McCormick Place: Hall A

Function Type: Exhibits

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Logistics

General Notes - SfN

Ready By:

Wednesday, October 2, 2024 @ 8:00 AM

Note

DECORATOR MOVE-IN

Mon., Sept. 30 - Sat., Oct. 5

EXHIBITOR MOVE-IN

Wed, Oct. 2 - Sat, Oct. 5, 8:00 a.m. - 6:00 p.m.

Setup - The Expo Group (TEG)

Ready By:

Tuesday, October 1, 2024 @ 5:00 PM

Note

(7) Business Suites (Ste. 1, Ste. 2, Ste. 3, Ste. 4, Ste. 5, Ste 6. and Ste. 7 on the exhibit floor with white hard walls and locked door.

Each suites comes with 10 x 10 grey carpet and (1) 22" x 28" door sign.

Note: exhibitor will order all furnishings, electrical and internet (if needed) for their suite at exhibitor cost.

General Contractor - The Expo Group (TEG)

Ready By:

Monday, September 30, 2024 @ 12:00 PM

Note

(5) Electric Carts

(5) 8" x 5" signs with show logo for electric carts (signs are not on Paula's order) – Signs to read:

SfN Allison

SfN #1

SfN #2

SfN #3

SfN Floor Manager

Ready By:

Tuesday, October 1, 2024 @ 5:00 PM

Note

NOTE: Prepare exhibit floor for exhibitor move-in and distribute freight to exhibit booths.

CARPET:

Black carpet in exhibit aisles

Rainforest carpet in power aisles

Bluejay carpet in poster area

Black in Graduate School Fair area

Black - Front of Hall A

BOOTHS

Set 10 X 10 booths as follows:

White Back drape

White Side rail

SIGNS:

Hang double-sided aisle signs per drawing (on Paula's Banner order).

(1) Double-sided sign to read: INSTITUTES/NONPROFITS (on Paula's Banner order).

CAUTION TAPE:

Please cordon off the aisles into two sections (see diagram). Aisles 100-800 and Aisles 900 - 1800.

Saturday at 11:00 a.m., put caution tape around the exhibit area sections and remove the caution tape beginning at 9:20 a.m. (Sunday, Monday, Tuesday, and Wednesday). After the exhibit hall closes at 5:00 p.m. (Sunday, Monday, and Tuesday) put caution tape around the exhibit.

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

Ready By:

Saturday, October 5, 2024 @ 9:30 PM

Note

Vacuum all booths.

NOTE: Please do not vacuum until after the Saturday night poster session ends at 9:30pm.

Monday, September 30, 2024- Thursday, October 10, 2024

9:00 AM- 5:00 PM

Exhibit Management Office

McCormick Place: Exhibit Management Office - Hall A

Function Type: Office

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: Yes

Cost Center: MO-200-A705

Logistics

General Notes - SfN

Ready By:

Tuesday, October 1, 2024 @ 12:00 PM

Note

Exhibit Management Office Hours:

Wed., Oct. 2 - Sat., Oct. 5, 8:00 a.m. - 6:00 p.m.

Sun., Oct. 6 - Tue., Oct. 8, 7:00 am - 6:00 p.m.

Wed., Oct. 9, 7:00 am - 8:00 p.m.

General Contractor - The Expo Group (TEG)

Ready By:

Tuesday, October 1, 2024 @ 12:00 PM

Note

Set per diagram

(6) 6' x 30" skirted tables with white drape

(1) 4' x 30" skirted table with white drape - (1) Reception

(4) Executive Swivel Chairs

(5) Wastebaskets

(12) Armchairs

****Remain as set through Thursday, October 10 at 6:00 am****

Audio/Visual - McCormick Place

Ready By:

Tuesday, October 1, 2024 @ 12:00 PM

Note

See diagram for location

(1) Standing Microphone to make daily announcements in the exhibit hall (Halls A1 and A2).

****Remain as set through Thursday, October 10 at 6:00 am****

Electrical - The Expo Group (TEG)

Ready By:

Tuesday, October 1, 2024 @ 12:00 PM

Note

(5) 1000 Watt Outlet with 25 ft. Multi Strip/each -

(1) Allison's Desk, (1) Jen's desk, (1) Jim's desk (1) Reception Desk and (1) printer table

NOTE: Will plug in (1) small heater at Allison's Desk, will need enough power for that as well.

****Remain as set through Thursday, October 10 at 6:00 am****

Telecom - McCormick Place

Ready By:
Tuesday, October 1, 2024 @ 4:00 PM

Note

Telecom - Smart City - WCC

(1) Internet drop on SfN Staff VLAN with 2 dhcp addresses. Place internet drop at 6' table with printer.

SfN staff to network laptop computers and printer, including SfN (Allison and Jen) laptops.

(3) Multi Lines, unrestricted, with instrument rollover feature. Extensions per Telephone Roster for Receptionist, Jennifer and Allison.

****Remain as set through Thursday, October 10 at 6:00 am****

Computer - Atlantic Images & Sound

Ready By:
Tuesday, October 1, 2024 @ 2:00 PM

Note

(2) 22" Monitors to connect to Jen and Allison's laptop

(1) Printer (b/w) - network laptops to this printer.

(1) iPad for Receptionist (please deliver to Exhibit Management, when the printer is delivered).

SfN staff to network laptop computers and printer.

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

Monday, September 30, 2024- Wednesday, October 9, 2024

10:00 AM- 5:00 PM

Push to Talk Microphones

McCormick Place

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: No

Contacts

Contact: DawnKeane

Logistics

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, September 30, 2024 @ 10:00 AM

Note

Please ensure that all the push to talk microphones set to “push to talk, push to turn off” not “hold to talk”.

Audio/Visual - McCormick Place

Ready By:

Monday, September 30, 2024 @ 10:00 AM

Note

Please ensure that all the push to talk microphones set to “push to talk, push to turn off” not “hold to talk”.

Monday, September 30, 2024- Thursday, October 10, 2024

12:00 PM- 2:00 PM

AIS - Hall A

McCormick Place

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

General Contractor - The Expo Group (TEG)

Ready By:

Wednesday, October 2, 2024 @ 5:00 PM

Note

(2) 6ft tables skirted tables

(2) Chairs

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

Monday, September 30, 2024- Thursday, October 10, 2024

12:00 PM- 6:30 PM

Lincoln Security Cameras

McCormick Place

Function Type: Other

Billing Group: SfN Master

Meeting Planner: Allison Burns

Post: No

Logistics

General Notes - Lincoln Security

Ready By:

Wednesday, October 2, 2024 @ 12:00 PM

Note

EXACT LOCATIONS IN THE BELOW AREAS TBD ONSITE

- (1) Hall B1 (AV Back)
- (1) Grand Concourse Area (Registration)
- (1) Hall A (Hall A - front or near SfN Booth)
- (1) Hall A (Exhibitor Lounge and Exhibitor Service Area)
- (1) West Transportation Area

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

Electrical - The Expo Group (TEG)

Ready By:

Wednesday, October 2, 2024 @ 12:00 PM

Note

(5) 110v/20amp drops at the below locations

- (1) Hall B1 (AV Back)
- (1) Grand Concourse Area (Registration)
- (1) Hall A (Hall A - front or near SfN Booth)
- (1) Hall A (Exhibitor Lounge and Exhibitor Service Area)
- (1) West Transportation Area

See John S. Krivulka or Rosby Jones for exact locations

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