

Friday, October 4, 2024

1:00 PM- 11:45 PM

Space Release for Satellite Set Up

Hyatt McCormick: Grant Park A, Grant Park B, Grant Park C, Grant Park D, Hyde Park A, Hyde Park B, Jackson Park A, Jackson Park B, Jackson Park C, Jackson Park D

Function Type: Satellite

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Mary Pellemounter

Organizer Email: mary.pellemounter@nih.gov

Logistics

General Notes - SfN

Ready By:

Friday, October 4, 2024 @ 1:00 PM

Note

SEPT 5 UPDATE
SPACE RELEASE TO HOTEL FOR SATELLITE EVENT SET UP AND
WALK-THROUGH

Friday, October 4, 2024

7:00 PM- 9:00 PM

Informal Gathering

Hyatt McCormick: Burnham B, Burnham C

Function Type: Reception

Estimated Attendance: 45

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A702

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 6:00 PM

Note

VIP Event

Set Reception Style with high and low cocktail rounds. Ensure plenty of seating. Please use black linens and votives, if possible.

(1) Easel at room entrance

SEPT 10 UPDATE

CHANGED ROOM TO BURNHAM BC FROM ERIE

Food And Beverage - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 6:30 PM

Note

VIP Event

Serve food beginning at 6:45 pm

Hosted Bar Charged on Consumption

Premium & Imported Beer @ \$14.00++ each

Domestic Beer @ \$13.00++ each

Select Wine by the Glass @ \$13.00++ each

Water @ \$8.00++ each

Soft Drinks @ \$8.00++ each

Hard Cider @ \$14.00++ each

ARTISANAL CHEESE SELECTION for (25) @ \$33.00++ per person

Local Cheese Monger Selection of Artisan Cheeses with Lavosh & Baguettes, Fruit Chutney, Honeycomb, Toasted Nuts & Roasted Fruits (VG, N)

GREEN CITY MARKET VEGETABLE DISPLAY for (25) @ \$28.00++ per person

Poached Green Asparagus, Heirloom Baby Carrots, English Cucumber Sticks, Honey Sweet Tomatoes, Baby Bell Peppers & Sugar Snap Peas

Lemon Dill Hummus & Green Goddess Dip

Sea Sal Olive Oil Crackers & Gluten Free Sesame Crackers

PASSED HORS D'OEUVRES

(80) Pork Pot Stickers with Ginger Soy Sauce (GF) @ \$9.00++ per piece

(80) Crispy Spring Roll with Sweet Chili Sauce (V) @ \$9.00++ per piece

(80) Sesame Chicken Tenderloin with Sweet Chili Sauce @ \$9.00++ per piece

SUSHI DISPLAY for (60) @ \$46++ per Person

Maki Rolls to include Spicy Tuna, Shrimp Tempura Crunch & California with Masago

BBQ Eel, Salmon & Shrimp Nigiri

Wasabi, Soy Sauce & Pickled Ginger

(2) GARLIC AND HERB CRUSTED BEEF TENDERLOIN CARVING STATION @ \$750++

Horseradish & Sour Cream Whipped Potatoes (VG, GF)

Grilled Asparagus with Balsamic Butter (VG, GF)

Cabernet Demi Glace, Horseradish Cream (GF)

Assortment of Freshly Baked Rolls with Whipped Butter (VG, N)

GOLD COAST SWEET STREET STATION for (25) @ \$26.00++ per person

Warm Chocolate Chip Bread Pudding (VG)

Miniature Seasonal Pastries & Cake Pops (VG, N)

Eli's Cheesecake Squares with Fresh Strawberry Sace, Dark Chocolate Shavings, Salted Caramel & Whipped Cream (VG)

Note: All sauces, dressings and mayo on the side.

All prices are subject to 26% service charge and 11.75% taxes

Saturday, October 5, 2024

1:00 PM- 5:00 PM

Private Bruker Staff Meeting

Hyatt McCormick: Adler A, Adler B, Adler C

Function Type: Satellite
Estimated Attendance: 20

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Aina Afzal
Organizer Email: aina.afzal@bruker.com

Logistics

General Notes - SfN

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

Note

SEPT 12 UPDATE
NEW SATELLITE EVENT ASSIGNMENT

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Sunday, October 6, 2024

1:00 PM- 6:30 PM

Space Release to Hotel for Satellite Event Set Up

Hyatt McCormick: Grant Park A, Grant Park B, Grant Park C, Grant Park D, Hyde Park A, Hyde Park B

Function Type: Satellite

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Logistics

General Notes - Hyatt McCormick Place

Ready By:

Sunday, October 6, 2024 @ 1:00 PM

Note

SEPT 11 UPDATE

NEW SPACE RELEASE REQUEST - SETUP FOR BRAIN INITIATIVE

SOCIAL STARTING AT 6:30 P.M.

Sunday, October 6, 2024

6:30 PM- 8:30 PM

NeuroSetu: Bridging Neuroscientists for an Independent Career in India

Hyatt McCormick: Clark A, Clark B, Clark C

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Pankaj Seth

Organizer Email: pseth.nbrc@gov.in

Logistics

General Notes - SfN

Ready By:

Sunday, October 6, 2024 @ 5:30 PM

Note

SEPT 12 UPDATE

NEW SATELLITE EVENT ASSIGNMENT

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, October 7, 2024

8:00 AM- 10:00 AM

National Academy of Science Breakfast

Hyatt McCormick: Jackson Park A, Jackson Park B, Jackson Park C, Jackson Park D

Function Type: Meeting

Estimated Attendance: 50

Room Set: U - Shape

Billing Group: Bill Organizer Directly

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Alt Contact: Amanda Fetsick

Organizer Email: amandafetsick@pitt.edu

Logistics

General Notes - SfN

Ready By:

Monday, October 7, 2024 @ 7:00 AM

Note

Organizer will work directly with hotel event manager in planning this event.

AUGUST 28 UPDATE

EVENT CONTACTS:

Amanda Fetsick - amandafetsick@pitt.edu

Peter Strick - strickp@pitt.edu

Michael Greenberg - meg@hms.harvard.edu

Monday, October 7, 2024
11:15 AM- 12:45 PM
Past Presidents Luncheon
Hyatt McCormick: Prairie B

Function Type: Meeting
Estimated Attendance: 30
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OV200-A140-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Hyatt McCormick Place

Ready By:
Monday, October 7, 2024 @ 10:00 AM

Note
VIP Event
Note: Please use VIP chairs provided by The Expo Group

As set from Friday, October 4

- (1) Skirted Registration Table with 2 chairs, Outside of the room
 - (1) Easel outside the room
-

Audio/Visual - Atlantic Images & Sound

Ready By:
Monday, October 7, 2024 @ 10:00 AM

Note
(15) Table Microphones (PTT)
(1) Sound Operator

Sound Operator Time Needed: 10:45 AM

Electrical - Hyatt McCormick Place

Ready By:
Monday, October 7, 2024 @ 10:00 AM

Note
(8) Power Strips

Food And Beverage - Hyatt McCormick Place

Ready By:
Monday, October 7, 2024 @ 10:45 AM

Note
VIP Event - China Service
Please use linens to drape the tops of tables for this event

Plated Lunch @ \$70.00 per person
Kale Caesar Salad with Baby Kale, Charred Broccolini, Slow Roasted Tomatoes, Crispy Chickpeas & Shaved Parmesan, Caesar Vinaigrette (VG, GF)
Roasted Garlic & Herb Seared Airline Chicken Breast, Thyme Pan Jus, Creamy Parmesan Orzo with Caramelized Leeks, Honey Glazed Brussels Sprouts

Chicago Style Cheesecake with Crème Chantilly & Berry Relish (VG, N)

Canvas, Pinot Grigio @ \$60.00++ per bottle

Canvas, Pinot Noir @ \$60.00++ per bottle

Hard Seltzer @ \$14.00++ each

Assorted Soft Drinks @ \$8.00++ each, charged on consumption.

Chilled Bottled Water @ \$8.00++ each, charged on consumption.

All prices are subject to 26% service charge and 11.75% taxes

SEPT 9 UPDATE

CHANGE HARD SELTZER TO HARD CIDER AT \$14++ EACH

Monday, October 7, 2024

3:00 PM- 4:30 PM

Journal of Neuroscience Methods Editorial Board Meeting

Hyatt McCormick: Field A, Field B, Field C

Function Type: Satellite
Estimated Attendance: 20

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Megan Monachino
Organizer Email: m.monachino@elsevier.com

Logistics

General Notes - SfN

Ready By:
Monday, October 7, 2024 @ 2:00 PM

Note

SEPT 12 UPDATE
NEW SATELLITE EVENT ASSIGNMENT

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, October 7, 2024

8:30 PM- 10:30 PM

Lab Reception

Hyatt McCormick: Clark B, Clark C

Function Type: Reception

Estimated Attendance: 50

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A702

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 7:30 PM

Note

Set Reception Style with high and low cocktail rounds. Ensure plenty of seating.

(1) Easel at room entrance

SEPT 10 UPDATE

CHANGED ROOM TO CLARK BC FROM ERIE

Food And Beverage - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 8:00 PM

Note

VIP Event

Serve food beginning at 8:15pm

Hosted Bar Charged on Consumption

Premium & Imported Beer @ \$14.00++ each

Domestic Beer @ \$13.00++ each

Select Wine by the Glass @ \$13.00++ each

Water @ \$8.00++ each

Soft Drinks @ \$8.00++ each

Hard Cider @ \$14.00++ each

Charcuterie Display for (30) @ \$35.00++ per person

Display of Local Artisan Charcuterie Meats & Cheeses

Fire Roasted Artichokes, Grilled Asparagus, Balsamic Roasted Red Peppers,

Marinated Olives & Paprika Spiced Pecans

Whole Grain Mustard, Caramelized Onion & Balsamic Hummus

Sliced Tomato Focaccia, Crispy Breadsticks & Sea Salt Olive Oil Crackers

(VG, N)

Green City Market Vegetable Display for (30) @ \$28.00++ per person

Poached Green Asparagus, Heirloom Baby Carrots, English Cucumber Sticks,

Honey Sweet Tomatoes, Baby Bell Peppers & Sugar Snap Peas

Lemon Dill Hummus & Green Goddess Dip

Sea Sal Olive Oil Crackers & Gluten Free Sesame Crackers

PASSED HORS D'OEUVRES

(100) Vegetable Empanadas with Salsa Verde (VG) @ \$9.00 per Piece

(100) Cuban Cigar Spring Roll with Spicy Mustard Dip @ \$9.00++ per piece

(100) Honey Sriracha Chicken Meatball Skewer @ \$9.00++ per piece

26th Street Taco Bar for (65) @ \$32.00++ per person

Freshly Fried Tortilla Chips with Lime Sea Salt, Guacamole & Mexican Corn Dip

Build your Own Tacos with Braised Chipotle Chicken Tinga and Marinated Chopped Skirt Steak

Braised Poblano, Corn & Black Beans (VG)

Warm El Milagro Corn Tortillas (GF, VG)

Roasted Tomato Salsa, Salsa Verde, Shredded Chihuahua Cheese, Picco De Gallo & Mexican Cream

Gold Coast Sweet Street Station for (25) @ \$26.00 per person

Warm Chocolate Chip Bread Pudding (VG)

Miniature Seasonal Pastries & Cake Pops (VG, N)

Eli's Cheesecake Squares with Fresh Strawberry Sace, Dark Chocolate Shavings, Salted Caramel & Whipped Cream (VG)

Note: All sauces, dressings and mayo on the side.

All prices are subject to 26% service charge and 11.75% taxes

Tuesday, October 8, 2024

11:00 AM- 2:30 PM

Program Committee Meeting

Hyatt McCormick: Regency A, Regency B

Function Type: Meeting
Estimated Attendance: 88
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Sharon Bowles
Post: Yes
Cost Center: A-MA200-M751

Contacts

Contact: Kyle Hayden

Logistics

Setup - Hyatt McCormick Place

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

Note

UPDATE AUG 29
THE (3) STAFF TABLES ON THE RISER NEED TO BE SKIRTED

Chevron set for (72) 2 per 6' tables
(1) Skirted Head table for (6) 2 per 6' tables on riser
(3) Skirted Registration/Materials tables inside the room at the entrance for tent cards
(3) Staff tables set to the side with (2) chairs each on a riser
(1) Audio tech table with (2) chairs
(2) Easels

** See Diagram**

Audio/Visual - Atlantic Images & Sound

Ready By:
Tuesday, October 8, 2024 @ 9:00 AM

Note

(2) Screens
(2) Data/Video Projectors projecting different images
(1) Laser pointer
(1) Switcher
(1) Hand-held microphone to the front head table (Not staff table)
(43) Push-to-talk table microphones
(1) Audio Recording (provided on CD or USB)
(1) Sound Operator 10:30 a.m. - 2:30 p.m.
Computer Audio Required
Confidence Monitor placed in front of Head Table
Need capability of each screen to show different data

Please place screens so that everyone has a clear line of sight, including staff table.

Electrical - Hyatt McCormick Place

Ready By:
Tuesday, October 8, 2024 @ 9:00 AM

Note
Set (6) 120v Electrical drops per diagram
(44) Power strips to be placed at each table allowing for at least two plugs per person

Telecom - Hyatt McCormick Place

Ready By:
Tuesday, October 8, 2024 @ 9:00 AM

Note
(86) Wireless connections: 86 simple WI-FI Up to 3Mbps (51-100/User)
(1) Wired internet at the staff table

Computer - Atlantic Images & Sound

Ready By:
Tuesday, October 8, 2024 @ 9:00 AM

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.

Food And Beverage - Hyatt McCormick Place

Ready By:
Tuesday, October 8, 2024 @ 10:30 AM

Note
VIP Event - China Service
Please add linens to the tops of all tables

Beverage Service on consumption from 10:30 a.m. - 2 p.m.
Assorted Soft Drinks: Pepsi, Diet Pepsi, Decaffeinated Pepsi @ \$8.00++ each, charged on consumption.
Coke, Diet Coke, Decaffeinated Coke @ \$8.75++ each, charged on consumption.

Chilled Bottled Water @ \$8.00++ each, charged on consumption.
All Beverage service inside the room and refresh as necessary.

Lunch Service Starts between 10:30-10:45 a.m.
Autumn Harvest Buffet (88) @ \$79++ per person
Creamy Sweet Potato Bisque
Baby Spinach Salad with Roasted Pears, Crumbled Goat Cheese, Dried Cherries & Spiced Pecans, Maple Mustard Dressing (GF, VG, N)
Quinoa Salad with Butternut Squash, Cranberries & Spiced Pumpkin Seeds (GF, V, N)
Herb Seared Sea Bass with Brown Butter Roasted Cauliflower, Whole Grain Mustard-Lemon Pan Sauce
Spiced Brined Amish Chicken Breast with Garlic-Horseradish Roasted Marble Potatoes, Tarragon Jus
Cavatappi Pasta with Sage Pumpkin Brown Butter Sauce & Toasted Panko (VG)
Apple Spice Cake Squares with Cinnamon Cream Cheese Frosting (VG, N)
Freshly Baked Dinner Rolls and Butter (VG,N)

Please keep lunch set for as long as possible.

Please add food labels to identify ingredients to inform the attendees with allergies.

All prices are subject to 26% service charge and 11.75% taxes.

Request quiet service and that several tray jacks be placed around the room.