

**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\*\***

**SEPT 6 UPDATE**

**CHANGE TO (3) 6' TABLES - NO SKIRTS**

**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.

**SEPT 7**

**CHANGE - BUILD ONLY (2) SUTES. STE 1 - NSA and STE 2**

**STE 1 - NSA WILL CONTACT - CONTACT TEG TO RENT THEIR FURNISHINGS**

**STE 2 - PLEASE FURNISH WITH ROUND TABLE AND 4 CHAIRS AND ELECTRICAL - BILL TO SFN**

**WE WILL NOT BUILD STE 3 - STE 7**

---

### 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.

**Wednesday, October 2, 2024- Saturday, October 5, 2024**

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

**Press Conference Set Up**

**McCormick Place: S501D**

**Function Type:** Other  
**Estimated Attendance:** 40  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** No  
**Cost Center:** A-NL200-P150

---

### Contacts

---

**Contact:** Dina Radtke

---

### Logistics

---

#### Setup - McCormick Place

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

Note  
Set room theater style with center aisle for (40)  
Stage per diagram  
Head table for (6) - (2) 8' Tables with 3 chairs each  
(1) Standing Lectern  
(1) cocktail round at the back of the riser for live stream gear  
(1) 8' skirted table and (3) chairs for materials and staff  
(1) 8' skirted table with (1) chair for audio tech  
(1) 6' skirted table and (2) chairs for Multiview (web casting vendor)  
(1) Easel  
(1) Wastebasket

(3) Keys

Water service at the head table for each press conference. A schedule will be provided closer to the meeting.

(1) Water Cooler with cups in rear of room. Refill as needed.

Preset room lights out over screen

8' x 6' x 24" riser in the back of the room so cameraman is level with the speakers in front.

**\*\*Remain as set through Tuesday, October 8 at 3:00pm\*\***

**SEPTEMBER 6 UPDATE**  
**CHANGE MATERIALS/STAFF TABLE TO (1) 6' TABLE**  
**CHANGE AUDIO TECH TABLE TO (1) 6' TABLE**  
**CANCEL (1) EASEL**  
**CANCEL (2) 8' TABLES**

---

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

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

Note

**SEPT 6**  
**ADD (1) EASEL**  
**ADD (2) 8' TABLES WITH BLUE SKIRTING**

---

### Audio/Visual - Atlantic Images & Sound

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

Note

- (1) Screen
- (1) Data Video Projector
- (1) Laser pointer
- (1) Remote to advance slides
- (1) Speaker Timer
- (2) Light trees (additional room lighting for filming).

Preset Room Lights out over Screen

NOTE: PLEASE HAVE A TECH NEAR BY IN CASE ONE IS NEEDED DURING THE RECORDING TIMES.

NOTE: Video recording will be done by MultiView.

**\*\*Remain as set through Tuesday, October 8 at 3:00pm\*\***

---

### Audio/Visual - McCormick Place

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

Note

- (1) Lectern Microphone
  - (1) Lavalier Microphone (at lectern)
  - (6) Table Microphones, push to talk
  - (1) Floor Microphone in center aisle
  - (1) Mult box (6 channel)
- Audio DI for computer playback at lectern.

Sound operator will be required, times TBD.

**\*\*Remain as set through Tuesday, October 8 at 3:00pm.\*\***

---

### Electrical - The Expo Group (TEG)

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

Note

- (1) 110v, 20amp drop at camera platform
- (1) 110v, 20amp drop at Lt trees
- (1) 110V, 20amp drop at audio table
- (1) 110V, 20amp drop at Stage
- (1) 110V, 20amp drop at projector
- (1) Power strip - leave at SfN table

**\*\*Remain as set through Tuesday, October 8 at 8:00pm\*\***

---

### Telecom - McCormick Place

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

Note

- (5) additional IP addresses

- (1) Wired connection at crew table.
- g NetDedicated (Dedicated 10 Mbps w/5 IP addresses) - for web casting.

**\*\*Remain as set through Tuesday, October 8 at 8:00pm.\*\***

---

## **Computer - Atlantic Images & Sound**

***Ready By:***

**Saturday, October 5, 2024 @ 9:00 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.

Please ensure that the laptop has Zoom on it

**\*\*Remain as set through Tuesday, October 8 at 8:00 pm\*\***

**Thursday, October 3, 2024**

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

**Committee Conference Room #2 Set Up**

**McCormick Place: N131**

---

**Function Type:** Meeting

**Set For:** 16

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

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

(1) Easel

(1) Wastebasket

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

SEPT 6

CANCEL (1) EASEL

CANCEL (1) WASTEBASKET

---

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

**Ready By:**

**Thursday, October 3, 2024 @ 5:15 PM**

Note

SEPT 6

ADD (1) EASEL

---

#### Electrical - McCormick Place

**Ready By:**

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

Note

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

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

**Thursday, October 3, 2024**

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

**Committee Conference Room #1 Set Up**

**McCormick Place: N126**

**Function Type:** Meeting

**Set For:** 16

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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

---

### Contacts

---

**Contact:** DawnKeane

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

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

(1) Easel

(1) Wastebasket

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

SEPT 6

CANCEL (1) EASEL

CANCEL (1) WASTEBASKET

---

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

**Ready By:**

**Thursday, October 3, 2024 @ 5:15 PM**

Note

SEPT 6

ADD (1) EASEL

---

#### Electrical - McCormick Place

**Ready By:**

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

Note

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

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



**Thursday, October 3, 2024**

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

**Committee Room #1 Standard Set Up**

**McCormick Place: S502B**

**Function Type:** Meeting

**Set For:** 36

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

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

---

### Contacts

---

**Contact:** DawnKeane

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

U-Shape set for 36, 3 per 6'

(1) Easel

(1) Wastebasket

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

SEPT 6

**CANCEL (1) EASEL**

**CANCEL (1) WASTEBASKET**

---

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

**Ready By:**

**Thursday, October 3, 2024 @ 5:15 PM**

Note

**SEPT 6**

**ADD (1) EASEL**

---

#### Electrical - McCormick Place

**Ready By:**

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

Note

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

(2) 110V 20amp drops per floor plan

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

**Thursday, October 3, 2024**

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

**Committee Room #2 Standard Set Up**

**McCormick Place: S503A**

---

**Function Type:** Meeting

**Set For:** 30

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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

---

### Contacts

---

**Contact:** DawnKeane

---

### Logistics

---

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

**Ready By:**

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

Note

SEPT 6

ADD (1) EASEL

---

#### Electrical - McCormick Place

**Ready By:**

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

Note

U-Shape set for 30, 2 per 6'

(1) Easel

(1) Wastebasket

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

SEPT 6

CANCEL (1) EASEL

CANCEL (1) WASTEBASKET

**Ready By:**

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

Note

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

(2) 110V 20amp drops per floor plan

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

**Thursday, October 3, 2024**

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

**Committee Room #3 Standard Set Up**

**McCormick Place: S503B**

**Function Type:** Meeting

**Set For:** 30

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

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

---

### Contacts

---

**Contact:** Dawn Keane

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

U-Shape set for 30, 2 per 6'

(1) Easel

(1) Wastebasket

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

**SEPT 6**

**CANCEL (1) EASEL**

**CANCEL (1) WASTEBASKET**

**Ready By:**

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

Note

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

(2) 110V 20amp drops per floor plan

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

---

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

**Ready By:**

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

Note

**SEPT 6**

**ADD (1) EASEL**

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

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

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

**McCormick Place: SA1C**

**Function Type:** Office

**Estimated Attendance:** 10

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** No

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

---

### Contacts

**Contact:** Taylor Johnson

---

### Logistics

#### Setup - McCormick Place

**Ready By:**

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

Note

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

Need 6 keys

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

**SEPT 6**

**CANCEL (7) EASELS**

---

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

**Ready By:**

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

Note

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

**SEPT 6**

**ADD (7) EASELS**

---

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

**Ready By:**

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

Note

- (3) Power Strips

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

---

#### Computer - Atlantic Images & Sound

**Ready By:**

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

Note

- (1) Monitor and connection cables

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

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

**Digital Signs**

**McCormick Place**

**Function Type:** Other  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Paula Kara  
**Post:** Yes  
**Cost Center:** A-MK200-A108

---

### Contacts

---

**Contact:** Cynthia Fischer

---

### Logistics

---

#### General Notes - SfN

**Ready By:**  
**Friday, October 4, 2024 @ 10:00 AM**  
**Ends On:**  
Wednesday, October 9, 2024 @ 5:00 PM

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

SEE DIAGRAM FOR EXACT LOCATIONS

**SEPT 13 UPDATE**  
**SCREEN SPECS:**  
**50" VERTICAL SCREEN - 50 INCH INTERACTIVE TOUCH SCREEN**  
**1080 X 1920 HD WITH SPEAKERS**  
**PLUG & PLAY READY IN CUSTOM CASE**

**PROVIDER: VELOCITY**  
**DELIVERY METHOD: FREIGHT CARRIER, NOT FEDEX OR UPS, TO THE MCP LOADING DOCK IN CUSTOM CASES DURING THE CONFIRMED WINDOW. PAUL TROXELL WILL MEET THE DRIVERS AT THE DOCK TO RECEIVE THE SHIPMENT.**  
**DELIVERY: OCTOBER 4TH (9-4PM)**  
**PICKUP: OCTOBER 10TH (9-4PM)**  
**SETUP: THE EXPO GROUP TO ARRANGE ELECTRICAL AND LABOR TO SET UP SIGNS.**

---

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

**Ready By:**  
**Friday, October 4, 2024 @ 9:00 AM**  
**Ends On:**  
Wednesday, October 9, 2024 @ 5:00 PM

Note  
SEE DIAGRAM FOR EXACT LOCATIONS

(4) 120 v 20 amp drops, as diagrammed  
#1 - Hall A by Exhibit Hall Directory  
#2 - Hall A at far right banner arch  
#3 - Hall B to the left of badge pickup  
#4 - Grand concourse between Info Desk & Exhibit Directory

**Friday, October 4, 2024**

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

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

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

**Function Type:** Satellite

**Estimated Attendance:** 400

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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

---

### Contacts

**Contact:** Sharon Bowles

**Alt Contact:** Karen Frick

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

---

### Logistics

#### Setup - McCormick Place

**Ready By:**

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

Note

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

Satellite organizer also requests the following items:

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

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

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

Note

SEPT 6

ADD (1) EASEL

---

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

**Ready By:**

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

Note

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

Satellite organizer will use the following existing items:

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

---

#### Audio/Visual - McCormick Place

**Ready By:**

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

Note

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

Satellite organizer will use the following existing items:

(1) Lectern microphone

(3) Head table microphones

**Food And Beverage - OVG - Catering**

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

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

**Friday, October 4, 2024**

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

**Advances in Motor Learning and Motor Control**

**McCormick Place: S104A, S104B**

**Function Type:** Satellite

**Estimated Attendance:** 200

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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

---

### Contacts

**Contact:** Sharon Bowles

**Alt Contact:** Maurice Smith

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

---

### Logistics

#### Setup - McCormick Place

**Ready By:**

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

Note

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

Satellite organizer also requests the following items:

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

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

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

Note

SEPT 6

ADD (1) EASEL

---

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

**Ready By:**

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

Note

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

Satellite organizer will use the following existing items:

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

---

#### Audio/Visual - McCormick Place

**Ready By:**

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

Note

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

Satellite organizer will use the following existing items:

(1) Lectern microphone

(3) Head table microphones



(1) DI under 6' table for computer

---

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

***Ready By:***

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

Note

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

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

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

**Badge Pick Up**

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

---

**Function Type:** Registration

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Stephanie Embrey

**Post:** Yes

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

---

### Contacts

---

**Contact:** Stephanie Embrey

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

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

Note

Hours for Badge Pick-Up

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

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

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

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

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

---

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

**Ready By:**

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

Note

Grand Lobby Concourse

Counters 1-5

Signage on Structural Rendering: BADGE PICK-UP

Scan & Go Counters

(5) Counters to accommodate five printers, facing outward

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

Rope and stanchion to create serpentine waiting line

(1) High stool for line monitor

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

Counters 6-15

Signage on Structural Rendering: BADGE PICK-UP

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

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

Rope and stanchion to create serpentine waiting line

(2) High stool for line monitor

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

Counters 16-19

Signage on Structural Rendering: CUSTOMER SERVICE

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

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

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

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

Rope and stanchion to create serpentine waiting line

(1) High stool for line monitor

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

Attendee Look Up Counter

(1) 6' Skirted table

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

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

**Ready By:**

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

Note

SET PER DIAGRAM

(1) Pronoun Sticker Counter with one ADA side

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

Meeting Associate will monitor and replace stickers as needed

**ADDITION SEPT 6**

**(1) ACCORDION LITERATURE STAND NEXT TO PRONOUN STICKER COUNTER**

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

---

## Electrical - The Expo Group (TEG)

**Ready By:**

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

Note

Badge Pick Up - Total AMPS (150)

2 AMPS = 60 and 6 AMPS = 90

Total Quad Boxes: 15

Place quad boxes with power strips under each counter

Customer Service - Total AMPS (20)

2 AMPS = 8 and 6 AMPS = 12

Total Quad Boxes: 4

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

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

---

## Telecom - McCormick Place

**Ready By:**

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

Note

(3) CDS VLAN drops

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

---

## Computer - Convention Data Services (CDS)

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

Note

Grand Lobby Concourse - Counters 1-15

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

Customer Service - Counters 16-18

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

Attendee Lookup Table

- (1) Workstation
- (1) Orbital Scanner

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

**Friday, October 4, 2024**

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

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

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

**Function Type:** Workshop

**Estimated Attendance:** 210

**Set For:** 210

**Room Set:** Banquet

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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

---

### Contacts

---

**Contact:** Eiman Abdelgadir

---

### Logistics

---

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

**Ready By:**

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

Note

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

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Set per diagram.

Set Crescent rounds of 7 for (210)

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

Head Table for (5)

(1) Standing Lectern

(2) Easels

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

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

(2) Wastebaskets, placed outside room by registration table

Water for speakers at head table

**SEPT 6**

**CANCEL (2) EASELS**

---

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

**Ready By:**

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

Note

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

**SEPT 6**

**ADD (2) EASELS**

---

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

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

- Note
- (1) Screen
  - (1) Data/Video Projector
  - (1) 4x1 Switcher
  - (1) Digital Timer
  - (1) Laser Pointer

Sound Operator 1:00 PM - 5:30 PM

---

### **Audio/Visual - McCormick Place**

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

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

Lights: preset room lights out over screen

---

### **Electrical - McCormick Place**

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

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

### **Computer - Atlantic Images & Sound**

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

- Note
- (1) Laptop computer with Microsoft Windows 10/11, Office365, and Adobe Acrobat Reader. Must be equipped with a CD/DVD drive and the USB ports. Fully patched Windows OS with latest feature update/build, fully patched Office365 suite, and Windows Defender definitions up to date.

**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

**ADDITION SEPT 6**

**(1) ACCORDION LITERATURE STAND**

\*\*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**

**7:30 AM- 5:00 PM**

**SfN Pop-Up Store**

**McCormick Place**

**Function Type:** Other  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**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

**ADDITION SEPT 6**  
**(1) ACCORDION LITERATURE STAND**

\*\*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- 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:**

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

Note

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:**

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

Note

Set per diagram

(5) Draped cocktail tables

(1) Draped table with (8) chairs

**DELETE SEPT 11**

**(5) Draped cocktail tables**

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

---

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

**Ready By:**

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

Note

(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

ADDITION SEPT 11  
(5) Draped cocktail tables

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

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

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

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

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

Note  
(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- Sunday, October 6, 2024**

**9:00 AM- 5:00 PM**

**Donor & Volunteer Lounge**

**McCormick Place: Level 2.5 Lounge**

**Function Type:** Other  
**Estimated Attendance:** 25  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**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\*\*

**SEPT 6**  
**CANCEL (4) EASELS**

---

#### 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\*\*

SEPT 6

ADD (4) EASELS

ADD (1) ACCORDION LITERATURE STAND

---

### 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  
**Estimated Attendance:** 30  
**Room Set:** As Set

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**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\*\*

SEPTEMBER 6 UPDATE  
CHANGE HEAD TABLE TO (1) 6' TABLE

CANCEL (2) EASELS

---

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

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

Note  
SEPT 6  
ADD (2) EASELS

---

#### 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:**  
**Saturday, October 5, 2024 @ 8:00 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.

---

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

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

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 @ \$6.75++ each, charged on consumption.

Plus 21.50% service charge and 13% sales taxes.



**Saturday, October 5, 2024**

**10:00 AM- 12:00 PM**

**Dialogues Between Neuroscience and Society #LEC01**

**McCormick Place: Hall B1**

---

**Function Type:** Lecture

**Estimated Attendance:** 8500

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**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 average 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.

SEPT 13 UPDATE

BETWEEN NOON AND 1:00 PM, CLEANING CREW TO PICK UP ANY KAZOOS LEFT IN THE ROOM

\*\*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 vov 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**

**12:00 PM- 2:00 PM**

**PDW: Neuroscience Beyond the Classroom**

**McCormick Place: S402A, S402B**

**Function Type:** Workshop  
**Estimated Attendance:** 230  
**Set For:** 230  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** Yes  
**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\*\*

SEPT 6  
CANCEL (1) EASEL  
CANCEL (5) WASTEBASKETS  
CANCEL (1) 8' TABLE

---

#### 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\*\*

SEPT 6  
ADD (1) EASEL  
ADD (1) 8' TABLE WITH BLUE SKIRTING

---

## 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  
**Estimated Attendance:** 300  
**Set For:** 336  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** Yes  
**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\*\*

SEPT 6  
CANCEL (1) EASEL  
CANCEL (5) WASTEBASKETS  
CANCEL (1) 8' TABLE

---

#### 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\*\*

SEPT 6  
ADD (1) EASEL  
ADD (1) 8' TABLE WITH BLUE SKIRTING

---

#### 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

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

---

### **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- 4:00 PM**

**Society Executive Conference Room**

**McCormick Place: N128**

---

**Function Type:** Other

**Estimated Attendance:** 12

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-OV200-A140

---

### Contacts

---

**Contact:** CatBlack

---

### 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\*\***

**SEPT 6**

**CANCEL (2) EASELS**

---

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

**Ready By:**

**Saturday, October 5, 2024 @ 9:00 AM**

Note

Provide (2) table top plants.

**SEPT 6**

**ADD (2) EASELS**

**Saturday, October 5, 2024**

**1:00 PM- 3:05 PM**

**Drug Delivery #NANO08**

**McCormick Place: S401A, S401BC, S401D**

**Function Type:** Nanosymposium

**Estimated Attendance:** 546

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPTEMBER 6 UPDATE**

**CHANGE HEAD TABLE TO (1) 6' TABLE**

---

### 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

**Estimated Attendance:** 440

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPTEMBER 6 UPDATE**

**CHANGE HEAD TABLE TO (1) 6' TABLE**

---

### 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

**Estimated Attendance:** 499

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\*

**SEPTEMBER 6 UPDATE**

**CHANGE HEAD TABLE TO (1) 6' TABLE**

---

### 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

**Estimated Attendance:** 660

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPT 6 CHANGE**

**CANCEL (1) 8' HEAD TABLE**

---

### 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\*\***

**SEPT 6 CHANGE**

**ADD (1) 8' HEAD TABLE WITH BLUE SKIRTING**

---

### 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
- (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

**Estimated Attendance:** 565

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\*

**SEPTEMBER 6 UPDATE**

**CHANGE HEAD TABLE TO (1) 6' TABLE**

---

### 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

**Estimated Attendance:** 618

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPT 6 CHANGE**

**CANCEL (1) 8' HEAD TABLE**

---

#### 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\*\***

**SEPT 6 CHANGE**

**ADD (1) 8' HEAD TABLE WITH BLUE SKIRTING**

---

#### 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**

**1:00 PM- 4:35 PM**

**Somatosensory Restoration Through Neuroprosthetics #NANO04**

**McCormick Place: N426A, N426B, N426C**

---

**Function Type:** Nanosymposium

**Estimated Attendance:** 558

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\*

**SEPTEMBER 6 UPDATE**

**CHANGE HEAD TABLE TO (1) 6' TABLE**

---

### 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- 4:05 PM**

**Value-Based Decision Making Across Model #NANO07**

**McCormick Place: N228**

**Function Type:** Nanosymposium

**Estimated Attendance:** 466

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\*

**SEPTEMBER 6 UPDATE**

**CHANGE HEAD TABLE TO (1) 6' TABLE**

---

### 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**

**2:00 PM- 4:30 PM**

**Advancing Brain Imaging Frontiers: — Zsolt Lenkei #MIN01**

**McCormick Place: S105A, S105BC, S105D**

---

**Function Type:** Minisymposium

**Estimated Attendance:** 638

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPT 6 CHANGE**

**CANCEL (1) 8' HEAD TABLE**

---

### 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\*\***

**SEPT 6 CHANGE**

**ADD (1) 8' HEAD TABLE WITH BLUE SKIRTING**

---

### 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

**Estimated Attendance:** 529

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPT 6 CHANGE**

**CANCEL (1) 8' HEAD TABLE**

---

### 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\*\***

**SEPT 6 CHANGE**

**ADD (1) 8' HEAD TABLE WITH BLUE SKIRTING**

---

### 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

**\*\*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 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

**Estimated Attendance:** 1166

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPT 6 CHANGE**

**CANCEL (1) 8' HEAD TABLE**

---

#### 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\*\***

**SEPT 6 CHANGE**

**ADD (1) 8' HEAD TABLE WITH BLUE SKIRTING**

---

#### 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

**\*\*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**

**Insights Into Sensorimotor Neural Circuit Dynamics — Maria C. Dadarlat #MIN03**

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

---

**Function Type:** Minisymposium

**Estimated Attendance:** 660

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPT 6 CHANGE**

**CANCEL (1) 8' HEAD TABLE**

---

### 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\*\***

**SEPT 6 CHANGE**

**ADD (1) 8' HEAD TABLE WITH BLUE SKIRTING**

---

### 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

**\*\*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 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

**Estimated Attendance:** 1166

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPT 6 CHANGE**

**CANCEL (1) 8' HEAD TABLE**

---

#### 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\*\***

**SEPT 6 CHANGE**

**ADD (1) 8' HEAD TABLE WITH BLUE SKIRTING**

---

#### 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

**\*\*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**

**The Noradrenergic System: New Insights — Thiago Arzua #MIN05**

**McCormick Place: S406A**

---

**Function Type:** Minisymposium

**Estimated Attendance:** 900

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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\*\***

**SEPT 6 CHANGE**

**CANCEL (1) 8' HEAD TABLE**

---

#### 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\*\***

**SEPT 6 CHANGE**

**ADD (1) 8' HEAD TABLE WITH BLUE SKIRTING**

---

#### 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

**\*\*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 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**

**6:30 PM- 9:30 PM**

**g.tec BCI Workshop**

**McCormick Place: S104A, S104B**

---

**Function Type:** Satellite

**Estimated Attendance:** 300

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**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

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

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

Note

SEPT 6

ADD (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

**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.



**Sunday, October 6, 2024- Wednesday, October 9, 2024**

**8:00 AM- 6:00 PM**

**Exhibitor Lounge**

**McCormick Place: Exhibitor Lounge - Hall A**

**Function Type:** Exhibits

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** MO-200-A705

---

## Logistics

---

### Setup - McCormick Place

**Ready By:**

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

Note

Provide rounds and chairs per diagram.

(2) 6ft. draped tables for Food & Beverage Station

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

---

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

**Ready By:**

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

Note

Please monitor room on a regular basis to empty trash cans.

Vacuum room every day between 5:00 p.m. - 5:30 p.m. beginning Thursday, Oct. 3 - Wednesday, Oct. 9, room is locked at 6:00 p.m.

**\*\*Remain as set through Wednesday, Oct. 9 at 8:00pm\*\***

---

### Food And Beverage - OVG - Catering

**Ready By:**

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

Note

(1) Water cooler with disposable cups. Replenish as needed throughout the week.

**SEPT 3 UPDATE**

**READY BY: 10-05-2024 10:00am**

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

**Ready By:**

**Sunday, October 6, 2024 @ 8:00 AM**

Note

Beverage to be provided on show days only, Sunday - Wednesday.

Do not refresh without permission from the Exhibit Management team (Allison or Jennifer, Hall A, next door)

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Teas

COFFEE \$70.00 per gallon

TEA, \$70.00 per gallon

Plus 21.50% service charge and 13% sales taxes.

Morning service 8:30 am

Serve the following each morning:

- (17) Gallons of regular coffee
- (3) Gallons of decaf coffee
- (4) Gallons of tea

Mid-morning service 10:30 am

- (7) Gallons of regular coffee
- (1) Gallons of decaf coffee
- (2) Gallons of tea

Afternoon service 3:00 pm

- (17) Gallons of regular coffee
- (3) Gallons of decaf coffee
- (4) Gallons of tea (gallon)

NOTE: Please have room cleaned by 5:30 pm each evening. Room is locked at 6 pm.

**Sunday, October 6, 2024- Tuesday, October 8, 2024**

**8:00 AM- 3:00 PM**

**Press Conference Room**

**McCormick Place: S501D**

---

**Function Type:** Other

**Estimated Attendance:** 40

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-NL200-P150

---

## Contacts

---

**Contact:** Dina Radtke

---

## Logistics

### General Notes - SfN

**Ready By:**

**Sunday, October 6, 2024 @ 7:00 AM**

Note

Press conferences will be held Sunday - Tuesday. The schedule will be available closer to the meeting.

**SEPT 5 UPDATE**

**PRESS CONFERENCE SCHEDULE**

**ALL PRESS CONFERENCES ARE 1 HOUR**

**SUNDAY, 10/6 at 10 a.m.**

**SUNDAY, 10/6 at 11:30 a.m.**

**SUNDAY, 10/6 at 2 p.m.**

**MONDAY, 10/7 at 9 a.m.**

**MONDAY, 10/7 at 11:15 a.m.**

**MONDAY, 10/7 at 12:30 p.m.**

**MONDAY, 10/7 at 2 p.m.**

**TUESDAY, 10/8 at 9 a.m.**

**TUESDAY, 10/8 at 11:15 a.m.**

**Sunday, October 6, 2024- Wednesday, October 9, 2024**

**9:30 AM- 5:00 PM**

**SfN Booth**

**McCormick Place**

**Function Type:** Exhibits

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** Yes

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

---

## Contacts

---

**Contact:** Cynthia Fischer

---

## Logistics

---

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

**Ready By:**

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

Note

SfN Store Display Area:

- (4) Bag Holder Stands
- (2) Mannequins (headless torsos)

SfN Store Checkout Area (Facing entrance side of hall):

- (2) Wastebaskets
- (1) Counter
- (1) Half height wall behind counter and chairs
- (2) Task Chairs
- Rope and Stanchion – discuss specific placement with Bria Ward or Aubrey Smith onsite

Sci Pubs (behind Store Checkout, facing back of hall):

- (1) Wastebasket
- (2) High Cocktail Rounds
- (2) High Stools
- (1) Accordion Literature Stand

Meet-the-Editor (at corner of 600 Aisle and back of hall):

- (2) Journal Distribution Bins
- (1) Wastebasket
- (2) Coffee Tables
- (6) Chairs

**SEPT 6**

**• ADD (3) ACCORDION LITERATURE STANDS FOR SCI PUBS AREA**

**• JOURNAL DISTRIBUTION BINS IN MEET-THE-EDITOR AREA SHOULD BE ALL WHITE**

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

Note

Membership (at corner of 800 Aisle and Hall Entrance):

- (2) Enclosed Counters (to accommodate 4 people)
- (4) Task Chairs
- (2) Wastebaskets

3 Independent Areas (see plan for exact location; each with a freestanding digital sign):

- (3) High Cocktail Rounds (1 for each location)
- (3) High Stools (1 for each location)

Photobooth Area (facing back of hall, on back wall of store structure):

- (1) 6-foot draped table - white drape
- (2) Task Chairs
- (1) Wastebasket

Center of Store Structure:

- (2) 6-foot draped tables - white drape
- (4) chairs
- (3) tall bookcases (for store inventory)

- Please ensure that all counters/cabinets include storage underneath for storage.
- Please ensure all cabinets can be locked.
- Install carpet, color TBD, and extra padding per diagram only AFTER internet and video cables are in place. (SfN staff to arrive Monday September 30, 2024, at 11:00 AM for internet cable placement).

**SEPT 13 UPDATE**

**CARPET COLOR - CEMENT**

---

## Electrical - The Expo Group (TEG)

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

Note

Note: SfN will provide its own power strips

- Membership: (2) 120 v 20 amp drops, as diagrammed
- SfN Store Checkout Area: (2) 120 v 20 amp drops, as diagrammed
- Sci Pubs: (1) 120 v 20 amp drops, as diagrammed
- 3 Independent Areas (each w/digital sign): (3) 120 v 20 amp drops, as diagrammed (1 each)
- Photobooth Area: (1) 120 v 20 amp drops, as diagrammed
- Center of Store Structure: 2 Quad Boxes in the large center area

---

## Telecom - McCormick Place

**Ready By:**  
**Monday, September 30, 2024 @ 9:00 AM**

Note

- 22-24 IP Addresses required, please advise how many are provided per VLAN
- (1) Drop on the SfN Staff VLAN labelled SfN Booth (in center structure)
- (1) Drop on the Membership Counter area VLAN labelled Sales/Membership
- (1) Drop on the Sales/Membership VLAN labelled Membership and Store (in center tower)
- Must be in place by 9:00 AM Monday, September 30, 2024, in order to run cables before carpet is laid.

---

## Computer - Atlantic Images & Sound

***Ready By:***

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

Note

- Please send network cable in advance to SfN's office by 9/17/2024.
- Please send to Harjit Jathoul.

Order for Cables:

- (2) 25' Cables
- (2) 50' Cables
- 8 or 12 port switch (unmanaged)

Membership:

- (3) Laptops with mouse, USB ports, Microsoft Windows 10/11, Office365, and Adobe Acrobat Reader. All OS and software should be fully patched along with Windows Defender definitions up to date.
- (3) Lay Flat Monitors – 19" flat panel monitor with privacy screen – to be laid flat on the counter

Photobooth

(1) iPad - deliver to Cynthia Fischer

---

## Other - Convention Data Services (CDS)

***Ready By:***

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

Note

- Lead retrieval for the SfN Booth is included in the order from Stephanie Embrey
- 

## Food And Beverage - OVG - Catering

***Ready By:***

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

Note

- Water cooler with disposable cups and replenish as needed. Place in center structure.

**Sunday, October 6, 2024**

**12:00 PM- 2:00 PM**

**JNeurosci Early Career Researcher Advisory Board**

**McCormick Place: N131**

---

**Function Type:** Meeting

**Estimated Attendance:** 16

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

---

### Contacts

---

**Contact:** Kelly Newton

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Sunday, October 6, 2024 @ 11:00 AM**

Note

**AUGUST 29 NEW EVENT**

**As set Thursday, October 3**

**Sunday, October 6, 2024**

**6:30 PM- 7:30 PM**

**Journals Social Hour**

**McCormick Place: N138**

**Function Type:** Reception

**Estimated Attendance:** 60

**Room Set:** Reception

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** J-SP401/SP451

---

### Contacts

---

**Contact:** Vince Carmona

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Sunday, October 6, 2024 @ 5:30 PM**

Note

For the Coding; split 70/30:

J-SP401

J-SP451

---

#### Setup - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:30 PM**

Note

As set Saturday, October 5 at 12:15

(1) Easel- outside the room

**SEPT 6**

**CANCEL (1) EASEL**

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:30 PM**

Note

**SEPT 6**

**ADD (1) EASEL**

---

#### Food And Beverage - OVG - Catering

**Ready By:**

**Sunday, October 6, 2024 @ 6:00 PM**

Note

INTERNATIONAL CHEESE DISPLAY @ \$325.00+

Chef's Selection Of Cheeses Served With Wildflower Honey, Fresh Seasonal Berries, Dried Fruit Garnish, Sliced Crostini, Crackers, & Flat Breads

GARDEN FRESH CRUDITÉ @ \$275.00++

Fresh Cut Vegetables, Buttermilk Ranch Dip And Hummus

ARMOUR SQUARE DUMPLINGS for (60) @ \$18.00 PER PERSON

Vegetable Potsticker V

Chicken Potsticker DF

Shrimp Shao Mai Steamed Dumpling DF



All Selections Served With Crunchy Ramen Noodle Salad, Classic Dumpling Sauce, Grilled Scallion Ponzu And Spicy Chili-Garlic

ELMWOOD PARK BATTLE OF THE BEEF for (60) @ \$20.00 PER PERSON

Pepperoncini Shredded Chicken Sandwich DF

Balsamic Roasted Portobello Sandwich

All Selections Served With Tomato And Basil Bruschetta Cups, Spicy Potato Wedges, Crusty Rolls, Dipping Au Jus And Arrabiatta Sauce

PILSEN | 21.00 PER PERSON

Ancho Chile Chicken Empanadas

Poblano Chile, Black Bean And Corn Quesadillas V

All Selections Served With A Duet Of Mushroom And Epazote Ceviche And Shrimp Ceviche

Hosted Bar Charged on Consumption

Deluxe Wine @ \$11.50++ per serving

Domestic Beer @ \$7.00++ per serving

Premium Beer @ \$8.00++ per serving

Hard Cider @ \$9.00 per serving

Soft Drinks @ \$4.00++ per serving

Bottled Water @ \$4.00++ per serving

Plus 21.50% service charge and 13% sales taxes.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Alzheimer's Disease and Related Dementias Social #SOC01**

**McCormick Place: N228**

---

**Function Type:** Social

**Estimated Attendance:** 150

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

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

This is a Purely Social event.

Remove (4) rows of chairs from the rear of the room before the social starts.

Reset the (4) rows of chairs after the social concludes for the next session that begins at 8 a.m. on Monday, Oct. 7.

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 6

ADD (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

This SfN Social will not require the a/v set.

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SfN Social will require the microphone:

(1) Podium Microphone

---

#### Food And Beverage - OVG - Catering

***Ready By:***  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Black In Neuro Social #SOC02**

**McCormick Place: N226**

**Function Type:** Social

**Estimated Attendance:** 200

**Room Set:** Half Theater/Half Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Set theater style in the front for (75)

Set rear of the room reception style, scattered cocktail rounds with seating

(1) Skirted head table with (2) chairs

(1) Podium

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 6

ADD (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

Computer audio required

---

#### Food And Beverage - OVG - Catering

**Ready By:**  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Cash Bars**

**McCormick Place: North Level 1 Foyer, North Level 2 Foyer**

Function Type: Other

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

## Contacts

---

**Contact:** Sharon Bowles

---

## Logistics

---

### Food And Beverage - OVG - Catering

**Ready By:**

**Sunday, October 6, 2024 @ 6:15 PM**

Note

**SEPT 4 UPDATE**

**CASH BAR PRICES:**

**DELUXE WHITE AND RED WINE @ \$12.00 PER DRINK**

**DELUXE SPARKLING WINE @ \$12.00 PER DRINK**

**IMPORTED BEER @ \$10.00 PER BOTTLE**

**DOMESTIC BEER @ \$9.00 PER BOTTLE**

**HARD SELTZER @ \$9.00 PER BOTTLE**

**ASSORTED SOFT DRINKS - SODA @ \$4.00 PER BOTTLE**

**AQUAFINA BOTTLED WATER @ \$4.00 PER BOTTLE**

(2) Double Cash bars to be located in North Lobby Level 1

(2) Single Cash bars to be located on North Lobby Level 2

All bars must accept cash and credit cards.

Open bars at 6:30 p.m. and close bars at 8:45 p.m.

(4) Bartenders on North Level 1 and (2) bartenders on North Level 2 at @ \$375.00 each

Cash Bar Prices:

Premium Wine @ \$13.00 per drink

Deluxe Wine @ \$11.50 per drink

Imported Beer @ \$8.00 per bottle

Domestic Beer @ \$7.00 per bottle

Hard Seltzers @ \$8.00 per bottle

Assorted Soft Drinks @ \$4.00 per bottle

Bottled Water @ \$4.00 per bottle

Juices @ \$4.00 per bottle

NOTE: Bartender fee is \$375.00 for each bar

NOTE: SfN Organizers are supplied with a limited number of drink tickets to obtain beverages from the cash bar without cost. Samples of the tickets will be provided. Charge these tickets to the Society Master Account.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening, along with the number of drink tickets turned in at each bar.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Development of the Cerebral Cortex: From Embryos to Organoids Social #SOC03**

**McCormick Place: N139**

**Function Type:** Social

**Estimated Attendance:** 150

**Room Set:** Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

As set Saturday, October 5 at 9 a.m.

(1) Podium

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 6

ADD (1) EASEL

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

---

#### Food And Beverage - OVG - Catering

**Ready By:**

**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and

Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11)

Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.



**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Dignity Neuroscience Social #SOC04**

**McCormick Place: N135**

**Function Type:** Social

**Estimated Attendance:** 75

**Room Set:** Half Theater/Half Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Set theater in the front for (50)

Set the rear of room reception style, scattered cocktail rounds with seating

(1) Podium

(1) Skirted head table with (2) chairs

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 6 ADDITION

(1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

Computer audio required

---

#### Food And Beverage - OVG - Catering

***Ready By:***  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Diversity in STEM Research Social #SOC05**

**McCormick Place: N140**

**Function Type:** Social

**Estimated Attendance:** 100

**Room Set:** Half Theater/Half Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Set theater in the front for (30)

Set the rear of room reception style, scattered cocktail rounds with seating

(1) Podium

(1) Skirted head table with (2) chairs

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 6 ADDITION

(1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

Computer audio required

---

#### Food And Beverage - OVG - Catering

***Ready By:***  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Eye Movements Social #SOC06**

**McCormick Place: N133**

**Function Type:** Social

**Estimated Attendance:** 50

**Room Set:** Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

## Contacts

---

**Contact:** Sharon Bowles

---

## Logistics

---

### Setup - McCormick Place

**Ready By:**

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

Note

SEPT 10 UPDATE  
MOVED SOCIAL EVENT FROM N130  
AS SET THURSDAY, OCT. 3 AT 5 P.M.

Set theater in the front for (25)

Set the rear of room reception style, scattered cocktail rounds with seating

(1) Podium

(1) Skirted head table with (2) chairs

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 11 UPDATE  
ADD (1) EASEL

---

### Audio/Visual - Atlantic Images & Sound

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 10 UPDATE  
SOCIAL EVENT MOVED FROM N130  
AS SET

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

### Audio/Visual - McCormick Place

**Ready By:**  
**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 10 UPDATE  
SOCIAL EVENT MOVED FROM N130  
AS SET

(1) Podium Microphone  
Computer audio required

---

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

**Ready By:**  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.  
Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.  
Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Faculty for Undergraduate Neuroscience (FUN) Social #SOC07**

**McCormick Place: N231**

---

**Function Type:** Social

**Estimated Attendance:** 150

**Room Set:** Half Theater/Half Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Set theater in the front for (75)

Set the rear of room reception style, scattered cocktail rounds with seating

(1) Podium

(1) Skirted head table with (2) chairs

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 6

ADD (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

Computer audio required

---

#### Food And Beverage - OVG - Catering

**Ready By:**  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.



**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Neuroethology Social #SOC08**

**McCormick Place: N136**

---

**Function Type:** Social

**Estimated Attendance:** 75

**Room Set:** Half Theater/Half Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Set theater in the front for (30)

Set the rear of room reception style, scattered cocktail rounds with seating

(1) Podium

(1) Skirted head table with (2) chairs

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 6 ADDITION

(1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

Computer audio required

---

#### Food And Beverage - OVG - Catering

**Ready By:**  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**New Faculty Diversity Social #SOC09**

**McCormick Place: N132**

**Function Type:** Social

**Estimated Attendance:** 50

**Room Set:** Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Reception style for (50), with scattered cocktail rounds with seating  
(1) Podium

(1) Easel

**SEPT 6  
CANCEL (1) EASEL**

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 AM**

Note

**SEPT 6 ADDITION  
(1) EASEL**

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

---

#### Food And Beverage - OVG - Catering

**Ready By:**

**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: SunChips Garden Salsa, SunChips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Open-Source Technology Social #SOC10**

**McCormick Place: N129**

**Function Type:** Social

**Estimated Attendance:** 75

**Room Set:** Half Theater/Half Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

## Contacts

---

**Contact:** Sharon Bowles

---

## Logistics

---

### Setup - McCormick Place

**Ready By:**

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

Note

SEPT 11 UPDATE

NEW SOCIAL ROOM SETUP

THIS SOCIAL MOVED FROM N137, FROM A PURELY SOCIAL TO SOCIAL W/BRIEF PRESENTATION

NEW ROOM SETUP

SET THEATER STYLE IN FRONT FOR (25)

SET REAR OF THE ROOM RECEPTION STYLE, SCATTERED

COCKTAIL ROUNDS WITH SEATING

(1) SKIRTED HEAD TABLE WITH (2) CHAIRS

(1) PODIUM

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 11 ADDITION

(1) EASEL

---

### Audio/Visual - Atlantic Images & Sound

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 11 UPDATE

THIS SOCIAL MOVED FROM N137

ADD A/V

(1) SCREEN

(1) DATA PROJECTOR W/CART

ORGANIZER IS BRINGING OWN LAPTOP

---

### Audio/Visual - McCormick Place

**Ready By:**  
**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 11 UPDATE  
THIS SOCIAL MOVED FROM N137  
ADD:  
(1) PODIUM MICROPHONE  
COMPUTER AUDIO REQUIRED

---

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

**Ready By:**  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.  
Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.  
Set up buffet style in the rear of the room.  
  
Snacks are not to be replenished.

**Sunday, October 6, 2024**

**6:45 PM- 8:45 PM**

**Yes and!: Engaging Neuroscientists and Society through Improv Theater Social #SOC11**

**McCormick Place: N134**

---

**Function Type:** Social

**Estimated Attendance:** 75

**Room Set:** Half Theater/Half Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Set theater style in the front for (30)

Set rear of the room reception style, scattered cocktail rounds with seating

(1) Skirted head table with (2) chairs

(1) Podium

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

SEPT 6 ADDITION

(1) EASEL

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - Hyatt McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

Computer audio required

---

#### Food And Beverage - OVG - Catering

***Ready By:***  
**Sunday, October 6, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (11) Socials on Sunday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Monday, October 7, 2024**

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

**Ask Anything: The NeuroBioBank: A Worldwide Resource**

**McCormick Place: N130**

---

**Function Type:** Workshop

**Estimated Attendance:** 30

**Set For:** 40

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

**Cost Center:** A-AT200-A177

---

### Contacts

**Contact:** Eiman Abdelgadir

---

### Logistics

#### Setup - McCormick Place

**Ready By:**

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

Note

SET PER DIAGRAM

Rounds for (40)

(1) Easel

(1) Wastebasket

(1) Skirted Registration table with (2) chairs outside of the room.

(4) stools at the front of room

(1) Draped cocktail round

**DELETE SEPT 6**

**(1) EASEL**

**(4) STOOLS AT THE FRONT OF THE ROOM**

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

---

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

**Ready By:**

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

Note

**ADDITION SEPT 6**

**(1) EASEL**

**(4) STOOLS AT THE FRONT OF ROOM**

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

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Monday, October 7, 2024 @ 9:00 AM**

Note

(4) Lavalier Microphones

(1) Floor Mic

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



**Monday, October 7, 2024**

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

**TEG Move Out Meeting**

**McCormick Place: N131**

---

**Function Type:** Meeting

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

---

### Contacts

---

**Contact:** Chris Balak

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Monday, October 7, 2024 @ 9:00 AM**

Note

SEPTEMBER 6 ADD:

NEW EVENT

USING ROOM AS SET

**Monday, October 7, 2024**

**1:30 PM- 3:00 PM**

**Animals in Research**

**McCormick Place: N229**

---

**Function Type:** Workshop  
**Estimated Attendance:** 150  
**Set For:** 163  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Allison Burns  
**Post:** Yes  
**Cost Center:** A-AT200-A176

---

### Contacts

---

**Contact:** Katherine Bloom

---

### Logistics

---

#### Setup - McCormick Place

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

Note  
SET PER DIAGRAM

Stage 24' x 8' x 30" with steps and railings  
Head table with (5) chairs  
Set room theater style for (163)  
(1) Standing lectern with light  
(1) 6' x 30" table with (1) chair for AV tech

Outside of room  
(1) Easel  
(2) Wastebaskets  
(1) Skirted Registration Table with 2 chairs

Lights: preset room lights out over screen

**SEPT 6 CHANGE**  
**CANCEL (1) EASEL**  
**CANCEL (1) 8' TABLE**

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

**Ready By:**  
**Monday, October 7, 2024 @ 11:00 AM**

Note  
A wheelchair lift or ramp is required for this session ONLY.

---

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

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

Note  
**SEPT 9 CHANGE**  
**ADD (1) EASEL**  
**ADD (1) 8' TABLE**

---

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

**Ready By:**  
**Monday, October 7, 2024 @ 12:00 PM**

Note  
(1) Screen  
(1) Data/ Video Projector  
(1) Digital Timer  
(1) Laser Pointer

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

---

### **Audio/Visual - McCormick Place**

**Ready By:**  
**Monday, October 7, 2024 @ 12:00 PM**

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

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

---

### **Electrical - McCormick Place**

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

Note  
(1) 110V, 20amp at Projector  
(1) 110V, 20amp at Stage  
(3) Power strips at head table

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

---

### **Computer - Atlantic Images & Sound**

**Ready By:**  
**Monday, October 7, 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, 5:00 PM\*\***

---

### **Other - Lincoln Security**

**Ready By:**  
**Monday, October 7, 2024 @ 12:00 PM**

Note  
(2) security guards 12:00 PM - 4:00 PM

**Monday, October 7, 2024**

**2:00 PM- 4:30 PM**

**Molecular and Cellular Mechanisms of Motor— Paschalis Kratsios #MIN19**

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

---

**Function Type:** Minisymposium

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

---

---

### Contacts

---

**Contact:** Sharon Bowles

---

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Monday, October 7, 2024 @ 1:00 PM**

Note

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

---

#### Computer - Atlantic Images & Sound

**Ready By:**

**Monday, October 7, 2024 @ 1:00 PM**

Note

**AUG 27 UPDATE**

**ADD (1) LAPTOP AND (1) COMPUTER MOUSE** placed at Head Table 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.

**Monday, October 7, 2024**

**6:30 PM- 9:30 PM**

**19th Annual Christopher Reeve "Hot Topics" in Stem Cell Biology**

**McCormick Place: S100A**

---

**Function Type:** Satellite

**Estimated Attendance:** 900

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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

---

### Contacts

---

**Contact:** Sharon Bowles

**Alt Contact:** Evan Snyder

**Organizer Email:** [esnnyder@sbpdiscovery.org](mailto:esnnyder@sbpdiscovery.org)

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

**Monday, October 7, 2024 @ 5:30 PM**

Note

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

Satellite organizer also requests the following items:

(2) 6' Skirted registration tables with (2) chairs each at the entrance to the room.

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Monday, October 7, 2024 @ 5:30 PM**

Note

SEPT 6

ADD (1) EASEL

---

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

**Ready By:**

**Monday, October 7, 2024 @ 5:30 PM**

Note

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

Satellite organizer will use the following existing items:

(1) Screen, set per diagram

(1) Data/video projector w/cart

(1) 4x1 Switcher

---

#### Audio/Visual - McCormick Place

***Ready By:***  
**Monday, October 7, 2024 @ 5:30 PM**

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

Satellite Organizer will use the following existing items:  
(1) Lectern microphone  
(3) Table microphones at head table  
(1) DI under 6' table for computer

---

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

***Ready By:***  
**Monday, October 7, 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.

**Monday, October 7, 2024**

**6:45 PM- 8:45 PM**

**Cash Bars**

**McCormick Place: North Level 1 Foyer, North Level 2 Foyer**

Function Type: Other

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

## Contacts

---

**Contact:** Sharon Bowles

---

## Logistics

---

### Food And Beverage - OVG - Catering

**Ready By:**

**Monday, October 7, 2024 @ 6:15 PM**

Note

SEPT 4 UPDATE

CASH BAR PRICES:

DELUXE WHITE AND RED WINE @ \$12.00 PER DRINK

DELUXE SPARKLING WINE @ \$12.00 PER DRINK

IMPORTED BEER @ \$10.00 PER BOTTLE

DOMESTIC BEER @ \$9.00 PER BOTTLE

HARD SELTZER @ \$9.00 PER BOTTLE

ASSORTED SOFT DRINKS - SODA @ \$4.00 PER BOTTLE

AQUAFINA BOTTLED WATER @ \$4.00 PER BOTTLE

(2) Double Cash bars to be located in North Lobby Level 1

(2) Single Cash bars to be located on North Lobby Level 2

All bars must accept cash and credit cards.

Open bars at 6:30 p.m. and close bars at 8:45 p.m.

(4) Bartenders on North Level 1 and (2) bartenders on North Level 2 at @ \$375.00 each

Cash Bar Prices:

Premium Wine @ \$13.00 per drink

Deluxe Wine @ \$11.50 per drink

Imported Beer @ \$8.00 per bottle

Domestic Beer @ \$7.00 per bottle

Hard Seltzers @ \$8.00 per bottle

Assorted Soft Drinks @ \$4.00 per bottle

Bottled Water @ \$4.00 per bottle

Juices @ \$4.00 per bottle

NOTE: Bartender fee is \$375.00 for each bar

NOTE: SfN Organizers are supplied with a limited number of drink tickets to obtain beverages from the cash bar without cost. Samples of the tickets will be provided. Charge these tickets to the Society Master Account.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening, along with the number of drink tickets turned in at each bar.



**Tuesday, October 8, 2024**

**9:30 AM- 12:00 PM**

**Unraveling the Mysteries of Thyroid Hormone — Deena M. Walker #SYM18**

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

---

**Function Type:** Symposium

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

---

---

### Contacts

---

**Contact:** Sharon Bowles

---

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Tuesday, October 8, 2024 @ 8:30 AM**

Note

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

---

#### Computer - Atlantic Images & Sound

**Ready By:**

**Tuesday, October 8, 2024 @ 8:30 AM**

Note

**AUG 27 UPDATE**

**ADD (1) LAPTOP AND (1) COMPUTER MOUSE placed** at Head Table 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.

**Tuesday, October 8, 2024**

**2:00 PM- 4:30 PM**

**Metabolic Axon-Glia Interactions — Bogdan Beirowski #MIN24**

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

---

**Function Type:** Minisymposium

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A135

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Tuesday, October 8, 2024 @ 1:00 PM**

Note

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

---

#### Computer - Atlantic Images & Sound

**Ready By:**

**Tuesday, October 8, 2024 @ 1:00 PM**

Note

AUG 27 UPDATE

ADD (1) LAPTOP AND (1) COMPUTER MOUSE placed at Head Table 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.

**Tuesday, October 8, 2024**

**6:45 PM- 8:45 PM**

**Art of Neuroscience Social #SOC23**

**McCormick Place: N135**

---

**Function Type:** Social

**Estimated Attendance:** 125

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

As set on Sunday, October 6 at 6:45 p.m.

Add for this social only for art displays:

(2) Skirted 6' tables set in rear of room

(8) Easels placed inside room

**SEPT 6**

**CANCEL (8) EASELS**

---

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

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

**SEPT 6**

**ADD (8) EASELS**

---

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

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

Computer audio required

---

#### Food And Beverage - OVG - Catering

**Ready By:**  
**Tuesday, October 8, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (9) Socials on Tuesday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.

**Tuesday, October 8, 2024**

**6:45 PM- 8:45 PM**

**Cash Bars**

**McCormick Place: North Level 1 Foyer, North Level 2 Foyer**

---

Function Type: Other

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

## Contacts

**Contact:** Sharon Bowles

---

## Logistics

### Food And Beverage - OVG - Catering

**Ready By:**

**Tuesday, October 8, 2024 @ 6:15 PM**

Note

**SEPT 4 UPDATE**

**CASH BAR PRICES:**

**DELUXE WHITE AND RED WINE @ \$12.00 PER DRINK**

**DELUXE SPARKLING WINE @ \$12.00 PER DRINK**

**IMPORTED BEER @ \$10.00 PER BOTTLE**

**DOMESTIC BEER @ \$9.00 PER BOTTLE**

**HARD SELTZER @ \$9.00 PER BOTTLE**

**ASSORTED SOFT DRINKS - SODA @ \$4.00 PER BOTTLE**

**AQUAFINA BOTTLED WATER @ \$4.00 PER BOTTLE**

(3) Single Cash bars to be located in North Lobby Level 1

(1) Single Cash bar to be located on North Lobby Level 2

All bars must accept cash and credit cards.

Open bars at 6:30 p.m. and close bars at 8:45 p.m.

(3) Bartenders on North Level 1 and (1) bartender on North Level 2 at @ \$375.00 each

Cash Bar Prices:

Premium Wine @ \$13.00 per drink

Deluxe Wine @ \$11.50 per drink

Imported Beer @ \$8.00 per bottle

Domestic Beer @ \$7.00 per bottle

Hard Seltzers @ \$8.00 per bottle

Assorted Soft Drinks @ \$4.00 per bottle

Bottled Water @ \$4.00 per bottle

Juices @ \$4.00 per bottle

NOTE: Bartender fee is \$375.00 for each bar

NOTE: SfN Organizers are supplied with a limited number of drink tickets to obtain beverages from the cash bar without cost. Samples of the tickets will be provided. Charge these tickets to the Society Master Account.

Please provide a daily report of the number of drinks sold at each bar to SfN each evening, along with the number of drink tickets turned in at each bar.

**Tuesday, October 8, 2024**

**6:45 PM- 8:45 PM**

**Childhood Adversity Social #SOC25**

**McCormick Place: N129**

**Function Type:** Social

**Estimated Attendance:** 50

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

SEPT 11 UPDATE

THIS SOCIAL MOVED FROM N130, FROM PURELY SOCIAL TO SOCIAL W/BRIEF PRESENTATION

NEW ROOM SETUP

AS SET SUNDAY, OCT. 6 AT 5:45 P.M.

SET THEATER STYLE IN FRONT FOR (30)

SET REAR OF THE ROOM RECEPTION STYLE, SCATTERED

COCKTAIL ROUNDS WITH SEATING

(1) SKIRTED HEAD TABLE WITH (2) CHAIRS

(1) PODIUM

(1) Easel

---

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

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

SEPT 11 UPDATE

THIS SOCIAL MOVED FROM N137

AS SET SUNDAY, OCT. 6 AT 5:45 P.M.

(1) SCREEN

(1) DATA PROJECTOR W/CART

ORGANIZER IS BRINGING OWN LAPTOP

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

SEPT 11 UPDATE

THIS SOCIAL MOVED FROM N130

AS SET SUNDAY, OCT. 6 AT 5:45 P.M.

(1) PODIUM MICROPHONE

COMPUTER AUDIO REQUIRED

---

## Food And Beverage - OVG - Catering

***Ready By:***

**Tuesday, October 8, 2024 @ 6:15 PM**

Note

Bags of assorted chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (9) Socials on Tuesday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.



**Tuesday, October 8, 2024**  
**6:45 PM- 7:30 PM**  
**Members Business Meeting**  
**McCormick Place: S501D**

---

**Function Type:** Other  
**Estimated Attendance:** 100  
**Room Set:** See Diagram

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** G-OV200-A140

---

---

**Contacts**

---

**Contact:** Stephanie Schlueter

---

---

**Logistics**

---

**General Notes - SfN**

**Ready By:**  
**Tuesday, October 8, 2024 @ 1:00 PM**

Note  
**SEPT 5 UPDATE**  
**THE FINAL PRESS CONFERENCE WILL END AT 12:15 PM**  
**RESET CAN BEGIN AT 1:30 PM**

---

**Setup - McCormick Place**

**Ready By:**  
**Tuesday, October 8, 2024 @ 5:30 PM**

Note  
Set room theater style with center aisle for (100)  
Stage per diagram  
Head table for (10) - (2) 8' Tables with 3 chairs each and (2) 6' Tables with 2 chairs each  
  
(1) Standing Lectern  
(1) 6' skirted table and (2) chairs for materials outside of room  
  
(1) 6' skirted table with (1) chair for audio tech  
(1) Easel  
(1) Wastebasket  
  
Water service at the head table.

---

**Audio/Visual - McCormick Place**

**Ready By:**  
**Tuesday, October 8, 2024 @ 5:45 PM**

Note  
(1) Lectern Microphone  
(6) Table Microphones, push to talk  
(1) Floor microphone in center aisle  
(1) Sound Operator 6:15pm - 8:00pm

**Tuesday, October 8, 2024**

**6:45 PM- 8:45 PM**

**Natives in Neuroscience Social #SOC28**

**McCormick Place: N133**

---

**Function Type:** Social

**Estimated Attendance:** 50

**Room Set:** Half Theater/Half Reception

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A134

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

Set theater in the front for (25)

Set the rear of room reception style, scattered cocktail rounds with seating

(1) Podium

(1) Skirted head table with (2) chairs

(1) Easel

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

SEPT 6

ADD (1) EASEL

---

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

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - McCormick Place

**Ready By:**

**Tuesday, October 8, 2024 @ 5:45 PM**

Note

(1) Podium Microphone

Computer audio required

---

#### Food And Beverage - OVG - Catering

***Ready By:***  
**Tuesday, October 8, 2024 @ 6:15 PM**

Note

Bags of assorted chips: Sunchips Garden Salsa, Sunchips Harvest Cheddar, Miss Vickie's BBQ Kettle Chips, Miss Vickie's Simply Sea Salt Kettle Chip, Lay's BBQ, Cool Ranch Doritos, Nacho Cheese Doritos and Fritos Corn Chips @ \$4.00++ per bag.

Budget is \$13,000 all-inclusive for snacks to be divided among the (9) Socials on Tuesday.

Set up buffet style in the rear of the room.

Snacks are not to be replenished.