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Thursday, October 3, 2024

6:00 AM- 9:00 PM

Council Office

Hyatt McCormick: Prairie A

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Thursday, October 3, 2024 @ 6:00 AM

Note

- (9) 6'x30" skirted tables
- (2) Low cocktail rounds
- (15) Chairs
- (3) Wastebaskets
- (5) Easels - SfN staff will place.
- (6) High Security Keys

** Remain as set through Thursday, Oct. 10th at 4:00pm **

Electrical - Hyatt McCormick Place

Ready By:

Thursday, October 3, 2024 @ 9:00 AM

Note

- (1) Power for 2 computers, 1 printer and a few laptops.

** Remain as set through Thursday, Oct. 10th at 4:00pm **

Telecom - Hyatt McCormick Place

Ready By:

Thursday, October 3, 2024 @ 9:00 AM

Note

- (1) Wired internet line for laptops and printer

** Remain as set through Thursday, Oct. 10th at 4:00pm **

Computer - Atlantic Images & Sound

Ready By:

Thursday, October 3, 2024 @ 9:00 AM

Note

- (2) Laptop computers with Microsoft Windows 10/11, Office365, and Adobe Acrobat Reader. CD/DVD drive and USB ports. Fully patched Windows OS , fully patched Office365, and Windows Defender definitions up to date.
- (1) Color printer networked to both 2 laptops

** Remain as set through Thursday, Oct. 10th at 4:00pm **

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

6:00 AM- 9:00 PM

AIS Storage - Hyatt

Hyatt McCormick: Superior

Function Type: Other

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: No

Cost Center: A-MO200-A201

Contacts

Contact: Eric Berry

Logistics

Setup - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 6:00 AM

Note

Please provide 3 keys and 2 chairs for this room. Please clean and clear this room. High security room.

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

Friday, October 4, 2024

6:00 AM- 9:00 PM

Council Office

Hyatt McCormick: Prairie A

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 3 for entire meeting.
SfN staff will require 24 hour access.

Friday, October 4, 2024

9:00 AM- 12:00 PM

Data Analysis Applications for Neuroscience

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

Function Type: Satellite

Estimated Attendance: 150

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Mike Malek-Ahmadi

Organizer Email: Michael.MalekAhmadi@bannerhealth.com

Logistics

General Notes - SfN

Ready By:

Friday, October 4, 2024 @ 8:00 AM

Note

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

Friday, October 4, 2024

11:00 AM- 6:00 PM

Council Meeting

Hyatt McCormick: Prairie B

Function Type: Meeting

Estimated Attendance: 39

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OVE200-M851

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Thursday, October 3, 2024 @ 7:00 PM

Note

VIP Event

Staff to set-up between 7am-10am

Note: Please use VIP chairs provided by The Expo Group

Set Hollow Square for (44) - SEE FLOOR PLAN

Set (5) extra chairs along wall

(1) 6'x30" table with chair for sound operator

(1) 6'x30" table w/(2) chairs for stenographer

(2) Easels at room entrance

(3) Wastebaskets

Notepads & pens

Ice water and glasses

** Remain as set through Thursday, Oct. 10th at 4:00pm **

General Contractor - The Expo Group (TEG)

Ready By:

Friday, October 4, 2024 @ 8:00 AM

Note

(39) VIP Chairs for the Hollow Square

Audio/Visual - Atlantic Images & Sound

Ready By:

Friday, October 4, 2024 @ 8:00 AM

Note

(2) Screens

(2) Data/Video Projectors

(22) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved.

(1) 6x1 Switcher

(1) XLR Cable for Stenographer

(1) Audio DI for computer playback

The ability to run the audio line from the microphones to Zoom and back

(1) Laser pointer

A sound operator is required from 11:00am - 6:00pm.

Electrical - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 6:00 AM

Note

(4) 110v, 20amp drops - at the audio tech table, at stenographer table, and one at each projector
(22) Power strips around the Hollow Square for laptops, allowing at least two plugs per person

Telecom - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 6:00 AM

Note

(1) Wired Internet Connection at Stenographer table
(40) Wireless Internet Connections - High Speed

Computer - Atlantic Images & Sound

Ready By:

Friday, October 4, 2024 @ 7:00 AM

Note

(1) Laptop-Microsoft Windows 10/11, Office365, & Adobe Acrobat Reader. CD/DVD drive & USB ports. Fully patched Windows OS with latest feature update, fully patched Office365, & Windows Defender definitions up to date.

Food And Beverage - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 10:30 AM

Note

Beverage Service - ready at 10:30 am
To remain set for the entire meeting - Do not refresh without permission
Assorted Soft Drinks @ \$8.75++ each, charged on consumption.
Chilled Bottled Water @ \$8.00++ each, charged on consumption.
Sparkling Water @ \$8.00++ each, charged on consumption.
Coffee, Decaf and Tea Service @ \$175.00++ per gallon

Lunch to be ready by 12:00 pm
Mediterranean Market @ \$79.00++ per person
Lemon Chicken Orzo Soup
Chopped Salad-Romaine, Cucumber, Tomato, Olives, Artichoke & Chickpeas, Lemon Oregano Dressing (V,GF)
Roasted Garlic Chicken with Greek Potatoes & Roasted Mushrooms
Pan Seared Halibut with Slow Roasted Tomatoes & Warm Crumbled Feta
Roasted Eggplant with Sweet Peppers & Fresh Herbs (GF, V)
Toasted Fregola Pilaf (VG)
Baklava & Vanilla Mousse Cups with Seasonal Fruit Compote (VG, N)
Freshly Baked Dinner Rolls & Toasted Pita

Snack to be ready by 3:30 pm
(2) dozen Freshly Baked Jumbo Cookies @ \$72.00++ per dozen
(2) dozen Bavarian Soft Pretzel Sticks (VG) @ \$66.00++ per dozen

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

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

Friday, October 4, 2024

1:15 PM- 1:45 PM

Council Photo

Hyatt McCormick: Adler B, Adler C

Function Type: Other

Estimated Attendance: 20

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 12:00 PM

Note

(1) Easel

(1) 8'x24'x16" skirted riser against wall with steps.

(24) Chairs - Set (12) on riser and (12) on floor.

Friday, October 4, 2024

7:00 PM- 9:00 PM

Informal Gathering

Hyatt McCormick: Erie

Function Type: Reception

Estimated Attendance: 45

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A702

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 6:00 PM

Note

VIP Event

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

(1) Easel at room entrance

Food And Beverage - Hyatt McCormick Place

Ready By:

Friday, October 4, 2024 @ 6:30 PM

Note

VIP Event

Serve food beginning at 6:45 pm

Hosted Bar Charged on Consumption

Premium & Imported Beer @ \$14.00++ each

Domestic Beer @ \$13.00++ each

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

Water @ \$8.00++ each

Soft Drinks @ \$8.00++ each

Hard Cider @ \$14.00++ each

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

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

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

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

Honey Sweet Tomatoes, Baby Bell Peppers & Sugar Snap Peas

Lemon Dill Hummus & Green Goddess Dip

Sea Sal Olive Oil Crackers & Gluten Free Sesame Crackers

PASSED HORS D'OEUVRES

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

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

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

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

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

BBQ Eel, Salmon & Shrimp Nigiri

Wasabi, Soy Sauce & Pickled Ginger

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

Horseradish & Sour Cream Whipped Potatoes (VG, GF)

Grilled Asparagus with Balsamic Butter (VG, GF)

Cabernet Demi Glace, Horseradish Cream (GF)

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

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

Warm Chocolate Chip Bread Pudding (VG)

Miniature Seasonal Pastries & Cake Pops (VG, N)

Eli's Cheesecake Squares with Fresh Strawberry Sace, Dark Chocolate Shavings,

Salted Caramel & Whipped Cream (VG)

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

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

Saturday, October 5, 2024

6:00 AM- 9:00 PM

Council Office

Hyatt McCormick: Prairie A

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Saturday, October 5, 2024 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 3 for entire meeting.
SfN staff will require 24 hour access.

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

7:00 AM- 6:00 PM

Alzheimer's Association Staff Office

Hyatt McCormick: Michigan

Function Type: Satellite

Estimated Attendance: 15

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: No

Contacts

Contact: Sharon Bowles

Alt Contact: Alicia Martin

Organizer Email: almartin@alz.org

Logistics

General Notes - SfN

Ready By:

Saturday, October 5, 2024 @ 6:00 AM

Note

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

Saturday, October 5, 2024

7:00 AM- 10:00 AM

NIH Blueprint Initiative ENDURE

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

Function Type: Satellite
Estimated Attendance: 240

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

Contacts

Contact: Sharon Bowles

Alt Contact: Marguerite Matthews

Organizer Email: marguerite.matthews@nih.gov

Logistics

General Notes - SfN

Ready By:

Saturday, October 5, 2024 @ 6:00 AM

Note

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

Saturday, October 5, 2024

7:00 AM- 10:00 AM

NIH D-SPAN Annual Meeting

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

Function Type: Satellite

Estimated Attendance: 160

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Marguerite Matthews

Organizer Email: marguerite.matthews@nih.gov

Logistics

General Notes - SfN

Ready By:

Saturday, October 5, 2024 @ 6:00 AM

Note

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

Saturday, October 5, 2024

7:30 PM- 10:00 PM

Multi-Model Neuronal-Imaging from Synapse to Circuits

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

Function Type: Satellite

Estimated Attendance: 500

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Aina Afzal

Organizer Email: Aina.Afzal@bruker.com

Logistics

General Notes - SfN

Ready By:

Saturday, October 5, 2024 @ 6:30 PM

Note

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

Sunday, October 6, 2024

6:00 AM- 9:00 PM

Council Office

Hyatt McCormick: Prairie A

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Sunday, October 6, 2024 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 3 for entire meeting.
SfN staff will require 24 hour access.

Sunday, October 6, 2024

8:00 AM- 10:00 AM

Neuroscience Scholars Program Mentoring Event

Hyatt McCormick: Regency C, Regency Corridor, Regency D, Regency E

Function Type: Meeting

Estimated Attendance: 125

Room Set: Banquet

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT300-N309

Contacts

Contact: Cashen Almstead

Logistics

Setup - Hyatt McCormick Place

Ready By:

Sunday, October 6, 2024 @ 6:00 AM

Note

Set Banquet Rounds Style for (150)

(1) Standing lectern with light at the front of the room on a riser

(1) Easel

(2) Skirted Registration Tables with 4 chairs, at entrance to the room

Audio/Visual - Atlantic Images & Sound

Ready By:

Sunday, October 6, 2024 @ 7:00 AM

Note

(1) Lectern Microphone at Standing Lectern

(1) Floor Microphone

(1) Screen

(1) Data Projector with Cart

Electrical - Hyatt McCormick Place

Ready By:

Sunday, October 6, 2024 @ 7:00 AM

Note

(2) 110V 20amp drops - at riser and projection

Computer - Atlantic Images & Sound

Ready By:

Sunday, October 6, 2024 @ 7:00 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 - Hyatt McCormick Place

Ready By:
Sunday, October 6, 2024 @ 7:30 AM

Note

SECOND CITY BREAKFAST BUFFET @ \$63++ per Person

Selection of Chilled Juices

Freshly Sliced Melons, Pineapple & Watermelon Topped Fresh Berries, Whole Michigan Apples (V, GF)

Freshly Baked Cranberry Orange Muffins, Bran Muffins, Gluten Free Banana Nut Muffins, Apple Pie Sliced Breakfast Bread (VG, N)

Build Your Own Overnight Oats served with Berry Compote, Toasted Nuts and Granola (V, N)

Autumn Cage Free Egg Skillet with Braised Kale, Caramelized Onions & Wisconsin Cheddar (GF, VG)

Sweet Potato Hash with Scallions (GF, VG)

Savory Chicken Sausage Links & Crispy Pork Bacon (GF, DF)

Coffee, Decaffeinated Coffee & Tea

Food should not be removed until 9:30 am CDT

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

Sunday, October 6, 2024

6:30 PM- 9:00 PM

2nd Annual Neuroscience Drug Discovery Meeting and Networking Reception

Hyatt McCormick: Jackson Park A, Jackson Park B

Function Type: Satellite

Estimated Attendance: 100

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Hunter Shaw

Organizer Email: hunter.shaw@nuchemsciences.com

Logistics

General Notes - SfN

Ready By:

Sunday, October 6, 2024 @ 5:30 PM

Note

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

Sunday, October 6, 2024

6:30 PM- 9:30 PM

Building Tools and Tech for an Innovative Future: A BRAIN Initiative Alliance Social

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

Function Type: Satellite
Estimated Attendance: 350

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

Contacts

Contact: Sharon Bowles

Alt Contact: Diana Andriola

Organizer Email: diana.andriola@nih.gov

Logistics

General Notes - SfN

Ready By:

Sunday, October 6, 2024 @ 5:30 PM

Note

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

Sunday, October 6, 2024

6:30 PM- 8:30 PM

Tissue IF/IHC Workshop with Expert Panel and Networking Reception

Hyatt McCormick: Regency A

Function Type: Satellite

Estimated Attendance: 250

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Lynnea Wolfe

Organizer Email: lynnea@ptglab.com

Logistics

General Notes - SfN

Ready By:

Sunday, October 6, 2024 @ 5:30 PM

Note

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

Sunday, October 6, 2024

6:30 PM- 8:30 PM

U.S.-Japan Brain Research Cooperative Program (BRCP) - Investigators' Networking Session

Hyatt McCormick: Adler A, Adler B, Adler C

Function Type: Satellite

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Stacey Chambers

Organizer Email: chambers@ninds.nih.gov

Logistics

General Notes - SfN

Ready By:

Sunday, October 6, 2024 @ 5:30 PM

Note

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

Monday, October 7, 2024

6:00 AM- 9:00 PM

Council Office

Hyatt McCormick: Prairie A

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 3 for entire meeting.
SfN staff will require 24 hour access.

Monday, October 7, 2024

7:30 AM- 9:00 AM

OPIA Breakfast Meeting

Hyatt McCormick: DuSable A, DuSable B, DuSable C

Function Type: Satellite

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Clark Clark

Organizer Email: cmulligan@lpanet.org

Logistics

General Notes - SfN

Ready By:

Monday, October 7, 2024 @ 6:30 AM

Note

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

Monday, October 7, 2024

8:00 AM- 6:30 PM

American Brain Coalition Meeting

Hyatt McCormick: Hyde Park A, Hyde Park B

Function Type: Meeting

Estimated Attendance: 75

Billing Group: Bill Organizer Directly

Meeting Planner: Dawn Keane

Post: Yes

Contacts

Alt Contact: Sheila Stern

Organizer Email: sstern@americanbraincoalition.org

Logistics

General Notes - SfN

Ready By:

Monday, October 7, 2024 @ 7:00 AM

Note

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

Monday, October 7, 2024

8:00 AM- 10:00 AM

National Academy of Science Breakfast

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

Function Type: Meeting

Estimated Attendance: 50

Room Set: U - Shape

Billing Group: Bill Organizer Directly

Meeting Planner: Dawn Keane

Post: Yes

Logistics

General Notes - SfN

Ready By:

Monday, October 7, 2024 @ 7:00 AM

Note

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

Event Contact Details to Follow.

Monday, October 7, 2024

11:00 AM- 11:30 AM

Past Presidents Photo

Hyatt McCormick: Adler B, Adler C

Function Type: Other

Estimated Attendance: 30

Set For: 30

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-A140-UR

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 9:30 AM

Note

(1) Easel

(1) 8'x24'x16" skirted riser against wall with steps

(25) Chairs (10 on riser/10 in front/5 on side)

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

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

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

Contacts

Contact: Stephanie Schlueter

Logistics

Setup - Hyatt McCormick Place

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

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

As set from Friday, October 4

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

Audio/Visual - Atlantic Images & Sound

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

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

Sound Operator Time Needed: 10:45 AM

Electrical - Hyatt McCormick Place

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

Note
(8) Power Strips

Food And Beverage - Hyatt McCormick Place

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

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

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

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

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

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

Hard Seltzer @ \$14.00++ each

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

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

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

Monday, October 7, 2024

12:00 PM- 1:30 PM

Alzheimer's Association Fellows' Lunch

Hyatt McCormick: Clark A, Clark B, Clark C

Function Type: Satellite
Estimated Attendance: 40

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

Contacts

Contact: Sharon Bowles

Alt Contact: Alicia Martin
Organizer Email: almartin@alz.org

Logistics

General Notes - SfN

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

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

Monday, October 7, 2024

6:30 PM- 8:30 PM

Alzheimer's Association ISTAART Reception

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

Function Type: Satellite

Estimated Attendance: 500

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Alicia Martin

Organizer Email: almartin@alz.org

Logistics

General Notes - SfN

Ready By:

Monday, October 7, 2024 @ 5:30 PM

Note

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

Monday, October 7, 2024

6:30 PM- 8:30 PM

HHMI Fellowships: Experiences from Hanna Gray and Gilliam Fellows

Hyatt McCormick: Adler A, Adler B, Adler C

Function Type: Satellite

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Wendy Yue

Organizer Email: WingSzeWendy.Yue@ucsf.edu

Logistics

General Notes - SfN

Ready By:

Monday, October 7, 2024 @ 5:30 PM

Note

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

Monday, October 7, 2024

6:30 PM- 9:30 PM

Sleep and Circadian Biology Datablitz

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

Function Type: Satellite

Estimated Attendance: 450

Billing Group: Bill Organizer Directly

Meeting Planner: Sharon Bowles

Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Aaron Laposky

Organizer Email: laposkya@nhlbi.nih.gov

Logistics

General Notes - SfN

Ready By:

Monday, October 7, 2024 @ 5:30 PM

Note

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

Monday, October 7, 2024

6:30 PM- 8:30 PM

Workshop: Simulating Embodied Neural Control Using NeuroMechFly

Hyatt McCormick: Burnham A, Burnham B, Burnham C

Function Type: Satellite
Estimated Attendance: 25

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

Contacts

Contact: Sharon Bowles

Alt Contact: Pavan Ramdya
Organizer Email: pavan.ramdya@epfl.ch

Logistics

General Notes - SfN

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

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

Monday, October 7, 2024

7:00 PM- 8:00 PM

Awards Reception

Hyatt McCormick: Regency C, Regency D, Regency E

Function Type: Reception

Estimated Attendance: 225

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-DV200-Z900

Contacts

Contact: Lisa Adler-Golden

Logistics

Setup - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 6:00 PM

Note

Set Reception Style for (225) with scattered cocktail rounds.

(1) Standing lectern on a riser

(2) Easels

(1) Skirted 6' table and (2) chairs outside of room

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, October 7, 2024 @ 6:00 PM

Note

(1) Screen

(1) Data Projector

(1) Lectern microphone

Food And Beverage - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 6:30 PM

Note

NOTE: Do not open doors prior to start time or extend the bar past 8:00 without approval from Dawn Keane only

(2) Hosted Bar:

Premium & Imported Beer @ \$14.00++ each

Domestic Beer @ \$13.00++ each

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

Water & Soft Drinks @ \$8.00++ each

Hard Cider @ \$14.00++ each

ARTISANAL CHEESE SELECTION for (60) @ \$33.00++ per person

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

GREEN CITY MARKET VEGETABLE DISPLAY for (60) @ \$28.00++ per person

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

Honey Sweet Tomatoes, Baby Bell Peppers & Sugar Snap Peas

Lemon Dill Hummus & Green Goddess Dip

Crackers & Gluten Free Sesame Crackers

WINDY CITY SLIDERS BAR for (120) @ \$30.00++ per person
Griddled Angus Beef Sliders (GF), Slagel Farms Caramelized Onion Pork
Burgers (GF) & Barbecue Black Bean-Brown Rice Burgers (VG)
Wisconsin Cheddar & Smoked Gouda
Butter Lettuce, Sliced Roma Tomato, Bread & Butter Pickle Chips
Ketchup & Creamy Dijonnaise
Miniature Brioche Buns (VG,N)

TAYLOR STREET PASTA BAR for (120) @ \$34.00++ per person
Fresh Egg Fettuccine (VG), Three Cheese Tortellone (VG) & Gluten Free Corn
Penne (GF,V)
Roasted Garlic Alfredo (VG), Creamy Vodka Sauce (VG) & Roasted Tomato
Basil (GF,V)
Fire Roasted Artichoke Hearts, Lacinato Kale, English Peas, Roasted
Midwestern Mushrooms, Torn Basil, Pancetta Lardons, Whipped Ricotta &
Shaved Parmesan

(4) MAPLE CIDER BRINED TURKEY BREAST CARVING STATIONS @
\$490.00++ each
Sage & Leek Brioche Stuffing, Roasted Garlic Green Beans with Toasted
Almonds (VG,N)
Orange Cranberry Relish, Herb Gravy
Warm Buttermilk Biscuits with Whipped Honey Butter (VG,N)

GOLD COAST SWEET STREET STATION for (75) @ \$26.00++ per person
Warm Chocolate Chip Bread Pudding (VG)
Miniature Seasonal Pastries & Cake Pops (VG,N)
Eli's Cheesecake Squares

All prices are subject to 26% service ch

Monday, October 7, 2024

7:00 PM- 8:00 PM

Diversity Reception

Hyatt McCormick: Regency A, Regency B

Function Type: Reception

Estimated Attendance: 300

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-AT300-N309

Contacts

Contact: Cashen Almstead

Logistics

Setup - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 6:00 PM

Note

Set Reception Style for (300) with scattered cocktail rounds.

(1) Standing lectern on a riser

(1) Easel

(2) Skirted 6' table and (6) chairs outside of room

Audio/Visual - Atlantic Images & Sound

Ready By:

Monday, October 7, 2024 @ 6:00 PM

Note

(1) Screen

(1) Data Projector

(1) Lectern microphone

Computer - Atlantic Images & Sound

Ready By:

Monday, October 7, 2024 @ 6:00 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.

Food And Beverage - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 6:30 PM

Note

NOTE: Do not open doors prior to start time or extend the bar past 8:00 without approval from Dawn Keane only

(3) Hosted Bar:

Premium & Imported Beer @ \$14.00++ each

Domestic Beer @ \$13.00++ each

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

Water @ \$8.00++ each

Soft Drinks @ \$8.00++ each

Hard Cider @ \$14.00++ each

Artisanal Cheese Selection for (100) @ \$33.00++ per person
Local Cheese Monger Selection of Artisan Cheeses with Lavosh & Baguettes,
Fruit Chutney, Honeycomb, Toasted Nuts & Roasted Fruits (VG, N)

Green City Market Vegetable Display for (100) @ \$28.00++ per person
Poached Green Asparagus, Heirloom Baby Carrots, English Cucumber Sticks,
Honey Sweet Tomatoes, Baby Bell Peppers & Sugar Snap Peas
Lemon Dill Hummus & Green Goddess Dip
Sea Sal Olive Oil Crackers & Gluten Free Sesame Crackers

Windy City Sliders Bar for (175) @ \$30.00++ per person
Griddled Angus Beef Sliders (GF), Slagel Farms Caramelized Onion Pork
Burgers (GF) & Barbecue Black Bean-Brown Rice Burgers (VG)
Wisconsin Cheddar & Smoked Gouda
Butter Lettuce, Sliced Roma Tomato, Bread & Butter Pickle Chips
Local 78 Ketchup & Creamy Dijonnaise
Miniature Brioche Buns (VG, N)

Taylor Street Pasta Bar for (175) @ \$34.00++ per person
Fresh Egg Fettuccine (VG), Three Cheese Tortellone (VG) & Gluten Free Corn
Penne (GF, V)
Roasted Garlic Alfredo (VG), Creamy Vodka Sauce (VG) & Roasted Tomato
Basil (GF, V)
Fire Roasted Artichoke Hearts, Lacinato Kale, English Peas, Roasted
Midwestern Mushrooms, Torn Basil, Pancetta Lardons, Whipped Ricotta &
Shaved Parmesan

(5) Maple Cider Brined Turkey Breast Carving Stations @ \$490.00++ each
Sage & Leek Brioche Stuffing, Roasted Garlic Green Beans with Toasted
Almonds (VG, N)
Orange Cranberry Relish, Herb Gravy
Warm Buttermilk Biscuits with Whipped Honey Butter (VG, N)

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

Monday, October 7, 2024

8:30 PM- 10:30 PM

Lab Reception

Hyatt McCormick: Erie

Function Type: Reception

Estimated Attendance: 50

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A702

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 7:30 PM

Note

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

(1) Easel at room entrance

Food And Beverage - Hyatt McCormick Place

Ready By:

Monday, October 7, 2024 @ 8:00 PM

Note

VIP Event

Serve food beginning at 8:15pm

Hosted Bar Charged on Consumption

Premium & Imported Beer @ \$14.00++ each

Domestic Beer @ \$13.00++ each

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

Water @ \$8.00++ each

Soft Drinks @ \$8.00++ each

Hard Cider @ \$14.00++ each

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

Display of Local Artisan Charcuterie Meats & Cheeses

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

Marinated Olives & Paprika Spiced Pecans

Whole Grain Mustard, Caramelized Onion & Balsamic Hummus

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

(VG, N)

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

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

Honey Sweet Tomatoes, Baby Bell Peppers & Sugar Snap Peas

Lemon Dill Hummus & Green Goddess Dip

Sea Sal Olive Oil Crackers & Gluten Free Sesame Crackers

PASSED HORS D'OEUVRES

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

(100) Cuban Cigar Spring Roll with Spicy Mustard Dip @ \$9.00++ per piece
(100) Honey Sriracha Chicken Meatball Skewer @ \$9.00++ per piece

26th Street Taco Bar for (65) @ \$32.00++ per person
Freshly Fried Tortilla Chips with Lime Sea Salt, Guacamole & Mexican Corn Dip
Build your Own Tacos with Braised Chipotle Chicken Tinga and Marinated Chopped Skirt Steak
Braised Poblano, Corn & Black Beans (VG)
Warm El Milagro Corn Tortillas (GF, VG)
Roasted Tomato Salsa, Salsa Verde, Shredded Chihuahua Cheese, Picco De Gallo & Mexican Cream

Gold Coast Sweet Street Station for (25) @ \$26.00 per person
Warm Chocolate Chip Bread Pudding (VG)
Miniature Seasonal Pastries & Cake Pops (VG, N)
Eli's Cheesecake Squares with Fresh Strawberry Sace, Dark Chocolate Shavings, Salted Caramel & Whipped Cream (VG)

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

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

Tuesday, October 8, 2024

6:00 AM- 9:00 PM

Council Office

Hyatt McCormick: Prairie A

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Tuesday, October 8, 2024 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 3 for entire meeting.
SfN staff will require 24 hour access.

Tuesday, October 8, 2024

10:00 AM- 12:00 PM

Celebration of Women in Neuroscience

Hyatt McCormick: Regency C, Regency Corridor, Regency D, Regency E

Function Type: Workshop
Estimated Attendance: 230
Room Set: Banquet

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-AT200-A169

Contacts

Contact: Eiman Abdelgadir

Logistics

Setup - Hyatt McCormick Place

Ready By:

Tuesday, October 8, 2024 @ 6:00 AM

Note

- Set Banquet Style for (230)
 - (1) Standing Lectern on Riser
 - (1) Head table with (5) chairs
 - (1) draped table at side of room for computer & switcher
 - (2) skirted registration tables with (4) chairs outside room entrance
 - (1) Easels
 - (5) Wastebaskets
-

Audio/Visual - Atlantic Images & Sound

Ready By:

Tuesday, October 8, 2024 @ 9:00 AM

Note

- (1) Lectern Microphone at Standing Lectern
 - (3) Table Microphones - push to talk
 - (2) Floor Microphones
 - (2) Data/Video Projectors
 - (2) Screens
 - (1) Switcher
 - (1) Audio DI for computer playback
 - (1) Speaker Timer
 - (1) Laser Pointer
 - Sound Operator & Projectionist 9:00am-1:00pm
-

Electrical - Hyatt McCormick Place

Ready By:

Tuesday, October 8, 2024 @ 7:00 AM

Note

- (3) 110V 20amp drops - at stage and projectors
-

Computer - Atlantic Images & Sound

Ready By:
Tuesday, October 8, 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.

Food And Beverage - Hyatt McCormick Place

Ready By:
Tuesday, October 8, 2024 @ 9:30 AM

Note

Freshly Brewed Regular & Decaffeinated Coffee @ \$175++ per gallon
Assorted Soft Drinks @ \$8.75++ each, charged on consumption.
Chilled Bottled Water @ \$8.00++ each, charged on consumption

Please place coffee and pastries in the foyer outside the room

(24) Dozen Chef's Selection of Bakeries @ \$65.00++ per dozen

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

Tuesday, October 8, 2024

11:00 AM- 2:30 PM

Program Committee Meeting

Hyatt McCormick: Regency A, Regency B

Function Type: Meeting

Estimated Attendance: 88

Room Set: See Diagram

Billing Group: SfN Master

Meeting Planner: Sharon Bowles

Post: Yes

Cost Center: A-MA200-M751

Contacts

Contact: Kyle Hayden

Logistics

Setup - Hyatt McCormick Place

Ready By:

Tuesday, October 8, 2024 @ 6:00 AM

Note

Chevron set for (72) 2 per 6' tables

(1) Skirted Head table for (6) 2 per 6' tables on riser

(3) Skirted Registration/Materials tables inside the room at the entrance for tent cards

(3) Staff tables set to the side with (2) chairs each on a riser

(1) Audio tech table with (2) chairs

(2) Easels

** See Diagram**

Audio/Visual - Atlantic Images & Sound

Ready By:

Tuesday, October 8, 2024 @ 9:00 AM

Note

(2) Screens

(2) Data/Video Projectors projecting different images

(1) Laser pointer

(1) Switcher

(1) Hand-held microphone to the front head table (Not staff table)

(43) Push-to-talk table microphones

(1) Audio Recording (provided on CD or USB)

(1) Sound Operator 10:30 a.m. - 2:30 p.m.

Computer Audio Required

Confidence Monitor placed in front of Head Table

Need capability of each screen to show different data

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

Electrical - Hyatt McCormick Place

Ready By:

Tuesday, October 8, 2024 @ 9:00 AM

Note

Set (6) 120v Electrical drops per diagram

(44) Power strips to be placed at each table allowing for at least two plugs per person

Telecom - Hyatt McCormick Place

Ready By:

Tuesday, October 8, 2024 @ 9:00 AM

Note

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

Computer - Atlantic Images & Sound

Ready By:

Tuesday, October 8, 2024 @ 9:00 AM

Note

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

Food And Beverage - Hyatt McCormick Place

Ready By:

Tuesday, October 8, 2024 @ 10:30 AM

Note

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

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

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

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

Please keep lunch set for as long as possible.

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

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

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

Tuesday, October 8, 2024

12:00 PM- 1:00 PM

BRAIN Initiative Alliance Executive Committee Meeting Lunch

Hyatt McCormick: Hyde Park A, Hyde Park B

Function Type: Satellite
Estimated Attendance: 40

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

Contacts

Contact: Sharon Bowles

Alt Contact: Diana Andriola
Organizer Email: diana.andriola@nih.gov

Logistics

General Notes - SfN

Ready By:
Tuesday, October 8, 2024 @ 11:00 AM

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

Tuesday, October 8, 2024

12:00 PM- 2:00 PM

SCGB Simons Foundation Luncheon

Hyatt McCormick: Adler A, Adler B, Adler C

Function Type: Satellite
Estimated Attendance: 40

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

Contacts

Contact: Sharon Bowles

Alt Contact: Stephanie Adika

Organizer Email: sadika@simonsfoundation.org

Logistics

General Notes - SfN

Ready By:
Tuesday, October 8, 2024 @ 11:00 AM

Note

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

Tuesday, October 8, 2024

3:00 PM- 11:00 PM

Space Release to the Hotel

Hyatt McCormick: DuSable A, DuSable B, DuSable C, Field A, Field B, Field C

Function Type: Other

Meeting Planner: Dawn Keane

Post: No

Logistics

Wednesday, October 9, 2024

6:00 AM- 9:00 PM

Council Office

Hyatt McCormick: Prairie A

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Wednesday, October 9, 2024 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 3 for entire meeting.
SfN staff will require 24 hour access.

Wednesday, October 9, 2024

9:30 AM- 10:30 AM

SfN/CAN/Mexican Chapter Meeting

Hyatt McCormick: Adler A, Adler B, Adler C

Function Type: Meeting
Estimated Attendance: 15
Room Set: Hollow Square

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes
Cost Center: A-OV200-P210

Contacts

Contact: Corey Dillon

Logistics

Setup - Hyatt McCormick Place

Ready By:
Wednesday, October 9, 2024 @ 8:30 AM

Note
Set Hollow Square for (16); 2 per 6'
(1) Easel
(1) Wastebasket

Food And Beverage - Hyatt McCormick Place

Ready By:
Wednesday, October 9, 2024 @ 9:00 AM

Note
Assorted Soft Drinks @ \$8.75++ each, charged on consumption
Chilled Bottled Water @ \$8.00++ each, charged on consumption
Coffee, Decaf and Tea Service @ \$175.00++ per gallon

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

Wednesday, October 9, 2024
11:00 AM- 5:00 PM
Council Meeting
Hyatt McCormick: Prairie B

Function Type: Meeting
Estimated Attendance: 42
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OVE200-M851

Contacts

Contact: CatBlack

Logistics

General Notes - SfN

Ready By: Wednesday, October 9, 2024 @ 6:00 AM	Note As set from Friday October 4
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Audio/Visual - Atlantic Images & Sound

Ready By: Wednesday, October 9, 2024 @ 6:00 AM	Note (2) Screens (2) Data/Video Projectors (22) Table Microphones, 1 per 2 people - Push to Talk. Loosely wired so that mics can be moved. (1) 6x1 Switcher (1) XLR Cable for Stenographer (1) Audio DI for computer playback The ability to run the audio line from the microphones to Zoom and back (1) Laser pointer A sound operator is required from 11:00am - 6:00pm **Remain as set through Thursday, October 10 at 4 pm**
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Electrical - Hyatt McCormick Place

Ready By: Wednesday, October 9, 2024 @ 6:00 AM	Note (4) 110v, 20amp drops - at the audio tech table, at stenographer table, and one at each projector (22) Power strips around the Hollow Square for laptops, allowing at least two plugs per person **Remain as set through Thursday, October 10 at 4 pm**
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Telecom - Hyatt McCormick Place

Ready By:
Wednesday, October 9, 2024 @ 6:00 AM

Note

(1) Wired Internet Connection
(40) Wireless Internet Connections - High Speed

****Remain as set through Thursday, October 10 at 4 pm****

Food And Beverage - Hyatt McCormick Place

Ready By:
Wednesday, October 9, 2024 @ 10:15 AM

Note

Beverage Service - ready at 10:30 am

To remain set for the entire meeting - Do not refresh without permission

Assorted Soft Drinks @ \$8.75++ each, charged on consumption.

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

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

Coffee, Decaf and Tea Service @ \$175.00++ per gallon

Lunch to be ready by 12:00 pm

Taylor Street Buffet @\$79.00++ per person

Pasta e Fagioli Soup served with Crispy Breadsticks

Baby Arugula Salad with Shaved Parmesan, Marinated Sun Dried Tomatoes, Fire Roasted Artichoke Hearts, Toasted Pine Nuts & White Balsamic Dressing (VG, GF, N)

Italian Vegetable Salad with Roasted Red Peppers, Cherry Tomatoes, Pepperoncini Peppers, Olives, Roasted Mushrooms & Fresh Mozzarella with Balsamic-Pesto Marinade (GF, VG)

Lightly Breaded Chicken Cutlets with Creamy Mushroom Marsala Orzo Pasta

Broiled Balsamic Flank Steak with Creamy Polenta and Slow Roasted Tomatoes

Flash Sauteed Broccolini with Calabrian Chilo and Garlic Oil (V, GF)

Tiramisu Cake Squares (VG, N)

Freshly Baked Dinner Rolls and Butter (VG, N)

Snack to be ready by 2:30 pm

Fresh Fruit Kabobs with Honey Yogurt Dipping Sauce (V, GF) for (20) @ \$10.00++ per person

(2) dozen Seasonal Macarons @ \$45.00++ per dozen

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

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

Wednesday, October 9, 2024

11:00 AM- 11:45 AM

Professional Development & Training Cluster

Hyatt McCormick: Burnham B

Function Type: Meeting

Estimated Attendance: 8

Room Set: As Set

Billing Group: SfN Master

Meeting Planner: Dawn Keane

Post: Yes

Cost Center: A-AT200-M457

Contacts

Contact: Adam Katz

Logistics

Setup - Hyatt McCormick Place

Ready By:

Wednesday, October 9, 2024 @ 10:00 AM

Note

Conference table for (12)

Food And Beverage - Hyatt McCormick Place

Ready By:

Wednesday, October 9, 2024 @ 10:45 AM

Note

Assorted Soft Drinks @ \$8.00++ each, charged on consumption.
Chilled Bottled Water @ \$8.75++ each, charged on consumption.

(1) Dozen Chef's Selection of Bakeries @ \$65.00++ per dozen

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

Wednesday, October 9, 2024
12:00 PM- 12:45 PM
Public Outreach Cluster
Hyatt McCormick: Burnham B

Function Type: Meeting
Estimated Attendance: 10
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Dawn Keane
Post: Yes
Cost Center: A-AT200-M603

Contacts

Contact: Adam Katz

Logistics

Setup - Hyatt McCormick Place

Ready By:
Wednesday, October 9, 2024 @ 10:00 AM

Note
Conference table for (12)

Food And Beverage - Hyatt McCormick Place

Ready By:
Wednesday, October 9, 2024 @ 11:45 AM

Note
Assorted Soft Drinks @ \$8.00++ each, charged on consumption.
Chilled Bottled Water @ \$8.75++ each, charged on consumption.

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

Thursday, October 10, 2024

6:00 AM- 9:00 PM

Council Office

Hyatt McCormick: Prairie A

Function Type: Office

Estimated Attendance: 5

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-OV200-M851-UR

Contacts

Contact: CatBlack

Logistics

Setup - Hyatt McCormick Place

Ready By:

Thursday, October 10, 2024 @ 6:00 AM

Note

Room to remain as set on Thursday, Oct. 3 for entire meeting.
SfN staff will require 24 hour access.

Thursday, October 10, 2024

9:00 AM- 1:00 PM

Council Meeting

Hyatt McCormick: Prairie B

Function Type: Meeting
Estimated Attendance: 42
Room Set: See Diagram

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OVE200-M851

Contacts

Contact: CatBlack

Logistics

General Notes - SfN

Ready By: Note
Thursday, October 10, 2024 @ 6:00 AM As set from Wednesday October 9

Audio/Visual - Atlantic Images & Sound

Ready By: Note
Thursday, October 10, 2024 @ 6:00 AM As set from Wednesday October 9
A sound operator is required from 7:30am - 1:00pm

Electrical - Hyatt McCormick Place

Ready By: Note
Thursday, October 10, 2024 @ 6:00 AM As set from Wednesday October 9

Telecom - Hyatt McCormick Place

Ready By: Note
Thursday, October 10, 2024 @ 6:00 AM As set from Wednesday October 9

Food And Beverage - Hyatt McCormick Place

Ready By: Note
Thursday, October 10, 2024 @ 7:30 AM Beverage Service - ready at 8:00 am
To remain set for the entire meeting - Do not refresh without permission
Assorted Soft Drinks @ \$8.75++ each, charged on consumption
Chilled Bottled Water @ \$8.00++ each, charged on consumption
Sparkling Water @ \$8.00++ each, charged on consumption
Coffee, Decaf and Tea Service @ \$175.00++ per gallon

Breakfast ready by 8:30 am
South Loop Breakfast Buffet @\$63.00++ per person
Selection of Chilled Juices
Freshly Cut Melon, Kiwi & Citrus Salad, Whole Local Pears (V,GF)
Michigan Apple Danish, Pumpkin Danish, Sliced Seasonal Breakfast Breads

and Gluten Free Blueberry Muffins (VG, N)
Traditional Steel Cut Oatmeal served with Brown Sugar, Dried Blueberries,
Toasted Almonds (VG, N)
Toasted Butter Croissant Sandwich with Cage Free Egg Patty and Melted
Smoked Gouda
Crispy Peppered Bacon & Pork Sausage Patties served on the side (GF, DF)
Crispy Yukon Gold Potato Wedges with Caramelized Onions & Wilted
Baby Spinach (GF, VG)
Coffee, Decaffeinated Coffee & Tea

Lunch ready by 11:45 am
South Loop Deli Buffet @\$79.00++ per person
Creamy Tomato Soup with Cheese Tortellini & Fresh Basil
Pipette Pasta Salad with Roasted Vegetables, Sun-Dried Tomatoes, Fresh
Mozzarella, Pesto Dressing (VG)
Chicago Chopped Salad with Romaine & Red Cabbage, Peppered Bacon,
Heirloom Cherry Tomatoes, Hard Boiled Eggs, Scallions, Crumbled Blue
Cheese & White Balsamic Dressing (GF)
Deli Board with: Warm Shaved Striploin of Beef, Turkey & Tuna Salad
Cheddar & Muenster Cheese, Lettuce, Tomatoes, Red Onions & Pickles
Spicy Dijonnaise, Roasted Garlic and Herb Mayo
Brioche Rolls, Pretzel Buns & Oat Bread (VG, N)
Individual Bags of Kettle Chips
Caramel Apple Bars & Peanut Butter Brownies (VG, N)

Note: Please have the bacon on the side for the Chopped Salad
Note: All sauces, dressings and mayo on the side.

Note: Please have "to-go" boxes ready for those with early flights

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