

**NEUROSCIENCE 2024**  
**OCTOBER 5-9**  
**RESUME OVERVIEW**

The Society for Neuroscience is the world's largest organization of scientists and physicians dedicated to understanding the brain, spinal cord, and peripheral nervous system. Founded in 1969, the Society has grown from 500 charter members to nearly 35,000 members. The purposes of the Society are to (a) advance the understanding of the nervous system by bringing together scientists from various backgrounds and by encouraging research in all aspects of neuroscience; (b) promote education in the neurosciences; and (c) inform the general public about results and implications of new research. The exchange of scientific information occurs at the Annual Meeting that includes nearly 12,000 reports of new scientific findings and estimated 25,000 – 30,000 participants. The Society's Annual Meeting is the largest of its kind in the world and is considered the arena for the presentation of new results in neuroscience.

The SfN annual meeting has typically drawn 25,000- 30,000 attendees each year. Attendees from North America comprised 65% and international attendees from approximately 80 countries represented 35% of the total attendance. Exhibit personnel included 3,300 – 3,500 people.

**MEETING LOCATION**

Headquarters offices, scientific sessions, symposia, nanosymposia, mini-symposia, exhibits, and registration will be located at McCormick Place. Daytime special and presidential special lectures will be held in Hall B. SfN-Sponsored Socials will be held at McCormick Place.

**GENERAL SCHEDULE OF MEETING**

Friday, October 4	Pre-Conference Short Course
	Attendee Badge Pickup Opens at noon.
Saturday, October 5	Official meeting opens at 10 a.m.
	Sessions and Posters begin at 1 p.m.
Sunday, October 6	Sessions, Posters, and Exhibits, Exhibits open at 9:30 a.m.
Monday, October 7	Sessions, Posters, and Exhibits
Tuesday, October 8	Sessions, Posters, and Exhibits
Wednesday, October 9	Sessions, Posters, and Exhibits, Meeting Closes at 5 p.m.

**Badge Pick-Up**

Badge pick-up is in Grand Lobby Concourse of McCormick Place. Badge Pick-up is open on the following dates and hours.

Friday, October 4	12:00 p.m. - 5:00 p.m.
Saturday, October 5	7:30 a.m. - 5:00 p.m.
Sunday, October 6	7:30 a.m. - 5:00 p.m.
Monday, October 7	7:30 a.m. - 5:00 p.m.
Tuesday, October 8	7:30 a.m. - 5:00 p.m.
Wednesday, October 9	7:30 a.m. - 5:00 p.m.

**Exposition**

Exhibits are in Hall A of McCormick Place. The Exhibit Management Office is located in Hall A.

Exhibit Management Contacts:

Allison Burns, CEM, Senior Operations Manager  
Jennifer Gross, Meetings Operations Specialist

Official Service Contractor:

The Expo Group

Move In for Exhibitors:	Wednesday, October 2	6:00 a.m. - 7:00 p.m.
	Thursday, October 3	6:00 a.m. - 7:00 p.m.
	Friday, October 4	6:00 a.m. - 7:00 p.m.
	Saturday, October 5	6:00 a.m. - 7:00 p.m.
Exhibit Hours:	Sunday, October 6	9:30 a.m. - 5:00 p.m.

	Monday, October 7	9:30 a.m. - 5:00 p.m.
	Tuesday, October 8	9:30 a.m. - 5:00 p.m.
	Wednesday, October 9	9:30 a.m. - 5:00 p.m.
Move Out for Exhibitors:	Thursday, October 10	5:00 p.m. - Midnight
	Friday, October 11	8:00 a.m. - Midnight

### Poster Sessions

Poster sessions are located throughout Hall A of McCormick Place.

Saturday, October 5	1:00 p.m. - 5:00 p.m.
Sunday, October 6 – Wednesday, October 9	8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 5:00 p.m.

### Sessions

All SfN sessions are located at McCormick Place and held Saturday, October 5 – Wednesday, October 9. A detailed schedule is included in the resume and at <http://www.sfn.org/am2024>.

### Satellite/Ancillary Events

- Satellite Symposia and Ancillary Events are non-SfN sponsored events, meetings, socials, etc., and SfN Annual Meeting attendees may attend these events.
- Satellite events are approved and scheduled through SfN so not to conflict with SfN scientific sessions.
- Satellite events are held Wednesday, October 2 – Wednesday, October 9.
- Satellite/Ancillary Event contact information, logistics, and billing information are detailed in the resume.
- The facility is to obtain specific catering requirements for satellite/ancillary events directly from the organizers listed on each logistics sheet.
- Please note the special billing instructions contained in this resume. Organizers have been advised they must set up individual accounts for their events.
- Requests for poster boards should be directed to The Expo Group.

### OFFICES

#### Annual Meeting Headquarters Office

The Annual Meeting Logistics Headquarters Office is in Hall A of McCormick Place. The onsite telephone number is (312) 791-6600. This office manages all logistics and advance registration related questions. Annual Meeting Logistics staff are:

Paula Kara, CMP, Senior Director, Meeting Services  
Dawn Keane, CMP, Director, Meeting Operations  
Sharon Kerley Bowles, CEM, Senior Meeting Planner  
Allison Burns, CEM, Senior Operations Manager  
Stephanie Embrey, CEM, Registration Manager  
Jennifer Gross, CEM, Meeting Operations Specialist  
Katelyn Crume, Meeting Services Associate  
Tim Pontrelli, Logistics Consultant

The Annual Meeting Headquarters Office is open during the following hours:

Friday, October 4	8:00 a.m. - 5:00 p.m.
Saturday, October 5	7:30 a.m. - 6:00 p.m.
Sunday, October 6	7:30 a.m. - 6:00 p.m.
Monday, October 7	7:30 a.m. - 6:00 p.m.
Tuesday, October 8	7:30 a.m. - 6:00 p.m.
Wednesday, October 9	7:30 a.m. - 6:00 p.m.

### Audio Visual & Computer Rental

- The Society for Neuroscience official audio visual and computer rental company is Atlantic Images and Sound (AIS). The contact is Eric Berry, President.
- Visual support will be provided by Atlantic Images and Sound.

- Audio support will be provided by McCormick Place.
- The AIS office will be in N230B in McCormick Place and staffed Saturday, October 5 - Wednesday, October 9, 7:00 a.m.-5:00 p.m.

### **Security**

- The Society's Security Provider is Lincoln Security.
- The Society for Neuroscience security contacts are Paula Kara and Allison Burns.
- There is the potential for demonstrations by animal rights activists during the Animals in Research Workshop on Monday, October 7 (1:30 pm in Room N229) and during the nanosymposia and poster sessions Saturday, October 5 – Wednesday, October 9.

### **Service Desk**

The Expo Group, Inc will operate a service desk located in Hall A.

### **Shuttle Service**

- Shuttle service has been arranged through Production Transport.
- Production Transport will operate a service desk for attendees located in West Transportation Lobby. Telephone: (310) 900-9525.
- Shuttle Bus service will be available from the official convention hotels to McCormick Place except for the hotels which are within walking distance.
- For more information about hours and routes, please visit [www.sfn.org/shuttle](http://www.sfn.org/shuttle)

## **IMPORTANT SOCIETY FOR NEUROSCIENCE POLICIES**

### **Audio/Video Reproductions**

The Society for Neuroscience reserves the rights to audio and video reproduction of all presentations at Neuroscience 2024. Individuals may not patch into house sound systems.

### **Accounting**

- Identify each charge.
- Enclose all banquet checks, accounting of cash bar receipts, and backup for all charges. In the individual resume sheets, you will notice we have included cost center information. If it is possible to include this information on your final bill, it will speed the coding and processing of the bill.

### **Authorized Signatures**

Individuals listed in the resume may sign for charges incurred for their events. Individuals below are additional authorized signatures to the Society for Neuroscience Master Account.

Paula Kara, CMP, Senior Director, Meeting Services  
 Dawn Keane, CMP, Director, Meeting Operations  
 Kyle Hayden, CMP, Director, Meeting Programs & Attendee Services  
 Sharon Kerley Bowles, CEM, Senior Meeting Planner  
 Allison Burns, CEM, Senior Meetings Operations Manager  
 Stephanie Embrey, CEM, Registration Manager  
 Jennifer Gross, CEM, Meeting Operations Specialist  
 Katelyn Crume, Meeting Services Associate  
 Tim Pontrelli, Logistics Consultant  
 Marty Saggese, Executive Director  
 Marina Picciotto, PhD, SfN President

### **Keys**

- A key order is provided for each facility in the resume.
- All locks requiring high security should be reset and only Society staff will be issued keys below.
- Please key rooms with more than one door the same. If doors cannot be keyed the same, provide the number of keys listed for each door below. If the doors can be keyed the same, then just provide the number of keys

requested (not for each door).

### **Master Account**

Please establish a Master Account in the name of the Society for Neuroscience. At the conclusion of the meeting, forward the Master Account along with backup for all charges to:

Society for Neuroscience  
Attention: Dawn Keane, CMP Director, Meeting Operations  
1121 14<sup>th</sup> Street, NW, Suite 1010  
Washington, DC 20005  
dkeane@sfn.org

### **Meeting Room Temperature**

- Preset all session rooms for 69-71 F.
- The temperature should not go above 75 F.
- Please do not set computers for air conditioning to be turned off precisely at the end time of each event as many run overtime.
- Please be sure to have air conditioning on in the meeting rooms in enough time to sufficiently cool the rooms prior to the meeting start times.

### **Signs/Literature**

- Lobby and directional signs will be delivered by The Expo Group and placed beginning on Tuesday, October 1 – Friday, October 4.
- Only official Society signs may be placed in the Neuroscience 2024 facilities.
- Organizers of ancillary events may only place a sign outside the entrance to their function room on the day of their function only.
- Exhibitors may only distribute literature from their booths.
- Under no circumstances may any other individuals place signs of any nature or distribute literature of any kind without prior written approval from the Society for Neuroscience.
- (1) easel is required outside the entrance to each Society event 45 minutes prior to the start of the event.

### **Telephone Numbers**

Please refer to the telephone list on the Neuroscience 2024 resume website for telephone numbers.

### **SCHEDULE OF PRE-CONVENTION MEETINGS**

Hyatt McCormick	Wednesday, October 2	11:00 a.m.
McCormick Place	Wednesday, October 2	3:00 p.m.
City-Wide Hotel Pre-Con Meeting	Thursday, October 3	2:00 p.m.

## Additional Information for McCormick Place

### Building Access

Please arrange to have a door open at Gate 4 for SfN staff to gain early access to the building. Please be sure doors are open each morning at the following times:

Monday, September 30 – Thursday, October 3	8:00 a.m. - Staff Only
Friday, October 4 – Wednesday, October 9	6:00 a.m. - Staff Only
Friday, October 4	7:00 a.m. - All Entrances Open
Saturday, October 5 - Wednesday, October 9	7:00 a.m. - All Entrances Open

Please instruct building security that Society for Neuroscience staff with badges and staff ribbons only may enter through these entrances on a 24-hour basis. Please advise us of procedures that SfN staff must use to gain access to the building during closed hours.

### Equipment Delivery

- The Expo Group and Society for Neuroscience materials (boxes and trunks) will arrive at McCormick Place loading docks on Monday, September 30 at 6:00 a.m. Boxes and trunks will be marked for placement within McCormick Place.
- Atlantic Images and Sound will deliver equipment beginning at 8:00 a.m. on Monday, September 30. Eric Berry is in charge of distribution.
- Office machines, copy machines, etc. for offices will be delivered on Wednesday, October 2. Convention Data Services equipment will arrive on Tuesday, October 1.

### Food Service

- Please open concessions and restaurants beginning Thursday, October 3 (minimal service for exhibitor move-in), Friday, October 4 at 7:00 a.m. through Wednesday, October 9 at 5:00 p.m.
- Please have healthy food available, as well as the favorite non-healthy foods.
- Have outlets open during registration hours with maximum staffing.
- Please keep exhibit hall concessions staffed to capacity during the breakfast and lunch hours.
- Place as many portable concessions as is possible in lobbies and hallways.
- Please provide the final concession schedule by September 6, 2024.

### Remote Dimmer Switches

Provide in each meeting room used for scientific sessions if available.

### Water in Session Rooms/Committee Meetings

Water service will be required for sessions and committee meetings as outlined in the resume. Please have water delivered promptly (no later than 20 minutes prior to the start of each session listed in resume).

## Additional Information for the Headquarter Hotels

The Society events, as well as special group meetings (satellite/ancillary events) may be viewed and downloaded from our website at <https://www.sfn.org/meetings/neuroscience-2024/at-the-meeting/neuroscience-2024-resumes>. Please note that events listed have been scheduled to begin and end according to the scheduled times listed; however, some of the sessions and lectures may end prior to, or run about 15-30 minutes longer than the listed time. If a session is continuing past the listed time, do not interrupt to begin room clean-up.

**Amenity Packages** – Will provide under separate cover.

### Bell Stand

Please have the bell stand staffed to maximum capacity for arrivals on Friday-Sunday, October 4-6. Likewise for heavy checkout on Tuesday afternoon and Wednesday morning, October 8-9. Many of the guests will check out early and leave luggage at the bell stand or take it with them to McCormick Place.

### Front Desk

- Please have the Front Desk staffed to maximum capacity for heavy arrivals on Friday-Sunday, October 4-6.
- Anticipate average arrival on Thursday, October 3 (VIPs begin arriving on Thursday, please have Front Desk staffed so they do not have to wait in lines).
- Heavy checkout is anticipated Tuesday afternoon and Wednesday morning, October 8-9.
- **Note: Please be sure to instruct personnel to only charge VIPs as outlined in the reservations provided by CMR.**

**Master Account & VIP Reservations**– Will provide under separate cover from CMR, the housing company for Neuroscience 2024.

### Room Service/Restaurants/F&B Outlets

- Sessions are 8:00 a.m. - 6:30 p.m. daily at McCormick Place beginning Saturday, October 5 at 10:00 a.m. through 5:00 p.m. on Wednesday, October 9.
- Exhibits are open 9:30 a.m.-5:00 p.m. daily from Sunday, October 6 - Wednesday, October 9.
- Room service and restaurant traffic could be heavy early in the morning.
- The daily lunch break is between 11:30 a.m.-1:00 p.m.
- Sessions and exhibits end between 5:00 – 6:30 p.m. Saturday - Wednesday.
- Traffic will be heavy in lounges from 5:30 p.m. into the evening.
- Keep bars and lounges stocked for heavy beer and wine consumption.

### Special Attention/VIP Status

The following individuals are to be given VIP status:

Marina Picciotto, PhD	President
John Morrison, PhD	President-Elect
Nick Spitzer, PhD	Incoming Present-Elect
Oswald Steward, PhD	Past President
Quentin Pittman, PhD	Treasurer
Cheryl Sisk, PhD	Treasurer-Elect
Katalin Toth, PhD	Incoming Treasurer-Elect
Ken Maynard, PhD	Past Treasurer
Patricia Janka, PhD	Secretary
Katherine Roche, PhD	Secretary-Elect
Marty Saggese	Executive Director

### Special Note:

**PLEASE red flag** the Presidential Suite occupied by Dr. Picciotto for **SPEEDY SERVICE**. Please schedule cleaning of the suite and nightly turn-down service as follows: **Please clean suite each morning at 9:30 a.m. Please schedule nightly turn-down at 6:00 p.m.**