

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

**7:00 AM- 6:00 PM**

**Alzheimer's Association Staff Office**

**Hyatt McCormick: Michigan**

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**Function Type:** Satellite  
**Estimated Attendance:** 15

**Billing Group:** Bill Organizer Directly  
**Meeting Planner:** Sharon Bowles  
**Post:** No

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### **Contacts**

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**Contact:** Sharon Bowles

**Alt Contact:** Alicia Martin  
**Organizer Email:** [almartin@alz.org](mailto:almartin@alz.org)

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**  
**Saturday, October 5, 2024 @ 6:00 AM**

Note

**SEPT 13 UPDATE  
THIS STAFF OFFICE REQUEST FOR SATURDAY, OCT. 5 HAS BEEN  
CANCELLED BY THE ORGANIZER.**

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**

**1:00 PM- 11:00 PM**

**Space Release to the Hyatt Regency**

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

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**Function Type:** Satellite

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### **Contacts**

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**Contact:** Sharon Bowles

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### **Logistics**

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#### **General Notes - SfN**

**Ready By:**

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

Note

**SEPT 16 UPDATE**

**SPACE RELEASE TO THE HYATT REGENCY**

**Sunday, October 6, 2024**

**1:00 PM- 6:30 PM**

**Space Release to Hotel for Satellite Event Set Up**

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

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**Function Type:** Satellite

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

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**Contact:** Sharon Bowles

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### Logistics

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#### General Notes - Hyatt McCormick Place

**Ready By:**

**Sunday, October 6, 2024 @ 1:00 PM**

Note

SEPT 13 UPDATE

SATELLITE ORGANIZER CANCELED THIS ROOM REQUEST.

SEPT 11 UPDATE

NEW SPACE RELEASE REQUEST - SETUP FOR BRAIN INITIATIVE  
SOCIAL STARTING AT 6:30 P.M.

**Sunday, October 6, 2024**

**1:30 PM- 4:30 PM**

**Brain Science Editorial Board Members Meeting**

**Hyatt McCormick: Burnham A, Burnham B, Burnham C**

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**Function Type:** Satellite  
**Estimated Attendance:** 20

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

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Wren Liu  
**Organizer Email:** wren.liu@mdpi.com

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### Logistics

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#### General Notes - SfN

**Ready By:**  
**Sunday, October 6, 2024 @ 12:30 PM**

Note

SEPT 19 UPDATE  
NEW SATELLITE EVENT ASSIGNMENT

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

**Sunday, October 6, 2024**

**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**

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**Function Type:** Satellite  
**Estimated Attendance:** 350

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

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Diana Andriola

**Organizer Email:** [diana.andriola@nih.gov](mailto:diana.andriola@nih.gov)

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### Logistics

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#### General Notes - SfN

**Ready By:**

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

Note

SEPT 13 UPDATE  
SATELLITE ORGANIZER CANCELED THIS ROOM REQUEST.

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**

**Stanford & Yale Social**

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

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**Function Type:** Satellite

**Estimated Attendance:** 100

**Billing Group:** Bill Organizer Directly

**Meeting Planner:** Sharon Bowles

**Post:** Yes

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### Contacts

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**Contact:** Sharon Bowles

**Alt Contact:** Donna Broughan

**Organizer Email:** donnabro@stanford.edu

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### Logistics

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#### General Notes - SfN

**Ready By:**

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

Note

SEPT 19 UPDATE

NEW SATELLITE EVENT ASSIGNMENT

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

**Thursday, October 10, 2024**

**8:30 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

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### Contacts

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**Contact:** CatBlack

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### Logistics

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#### General Notes - SfN

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

**SEPT 26 UPDATE**  
**MEETING WILL NOW START AT 8:30 AM**

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#### 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

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#### Electrical - Hyatt McCormick Place

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

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#### Telecom - Hyatt McCormick Place

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

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#### 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, on consumption  
Chilled Bottled Water @ \$8.00++ each, on consumption  
Sparkling Water @ \$8.00++ each, 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

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)

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 & 11.75% tax

SEPT 26 UPDATE

HAVE BREAKFAST READY AT 8 AM