

**Wednesday, October 2, 2024- Wednesday, October 9, 2024**

**9:00 AM- 6:00 PM**

**Headquarters Office**

**McCormick Place: Headquarters Office - Hall A**

---

**Function Type:** Office

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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

---

## Contacts

---

**Contact:** Dawn Keane

---

## Logistics

---

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

**Ready By:**

**Tuesday, October 1, 2024 @ 12:00 PM**

Note

Set Per Diagram

Install walls per attached diagram. The walls on both sides of the center two offices AND the back of offices facing Reception Area are to be smoke plexi on the top half.

Please put low drape around the exterior of the build-outs.

NOTE - Need to lock doors between offices and staff meal room.

NOTE: Need to ensure lock works properly

HEADQUARTERS and LOGISTICS OFFICE:

(33) 6' skirted tables with white drape, (16) to be used as desks

(16) Behind the desks, as drawn on diagram

(16) Executive swivel chairs

(23) Chairs (2) in front of desks and (3) Chairs - along wall for waiting area

(16) Wastebaskets

CONFERENCE ROOM

(1) 6' draped round table to make Conference Table, per diagram

(6) chairs

(1) Wastebasket

TRUNK / SIGN ROOM

Build room w/door per diagram.

(3) 6'x30" Skirted tables with white drape

(1) Wastebasket

(2) Coat Racks with hangers

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

**SEPT 18 ADDITION**

**2 ROLLS OF CAUTION TAPE FOR USE IN THE LECTURE HALL**

---

## Electrical - The Expo Group (TEG)

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

Note  
(16) 120v/15 amp drops, see diagram for placement  
(2) Power Strips per Diagram.

NOTE: If possible, please don't install breaker boxes in offices.

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

---

## Telecom - McCormick Place

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

Note  
(1) VLAN with (2) static drop locations per diagram in Paula's area and table behind Allison M. on the SfN Staff VLAN  
(15) additional dhcp IP addresses  
(1) CDS VLAN drop at Stephanie's area

NOTE: SfN staff will create a secured wireless network and network all computers and printers

(4) Multi-lines, unrestricted, with instruments and rollover, numbers per attached Telephone Roster. See diagram for placements.

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

---

## Computer - Atlantic Images & Sound

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

Note  
(1) iPad (please deliver to Headquarters, when computers are delivered).  
(1) Black & White Printer behind Allison M. desk  
(1) Color Printer on the corner of Paula's desk

NOTE:  
SfN staff to network all computers to printers.  
iPad for Tim

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

**Thursday, October 3, 2024**

**2:00 PM- 3:00 PM**

**Citywide Hotel Pre-Con - CANCELLED**

**McCormick Place**

---

**Function Type:** Meeting  
**Estimated Attendance:** 60

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes

---

### Logistics

---

#### General Notes - SfN

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

Note  
As set on Saturday, October 5 at noon

**SEPT 24 UPDATE**  
**THIS EVENT IS NOW CANCELLED**

---

#### Audio/Visual - McCormick Place

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

Note  
(1) Lectern microphone

**SEPT 24 UPDATE**  
**THIS EVENT IS NOW CANCELLED**

---

#### Food And Beverage

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

Note  
Assorted Soft Drinks @ \$4.00++ each, charged on consumption  
(3) Gallons of Citrus Mint Fruit Waters @ \$158++ per 3 gallons  
  
All prices are subject to 21.5% service charge and 13% sales taxes.

**SEPT 24 UPDATE**  
**THIS EVENT IS NOW CANCELLED**

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

**2:00 PM- 5:00 PM**

**Lead Retrieval Rentals**

**McCormick Place**

---

**Function Type:** Other

**Billing Group:** SfN Master

**Meeting Planner:** Stephanie Embrey

**Post:** No

---

### Contacts

---

**Contact:** Stephanie Embrey

---

### Logistics

---

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

**Ready By:**

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

Note

Please provide a short training in Headquarters on how to use the scanners for staff picking them up.

---

#### Other - Convention Data Services (CDS)

**Ready By:**

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

Note

(10) Scanners for the events below from 10/4 to 10/9 at 5:00 pm.  
Please contact Eiman Abdelgadir at eabdelgadir@sfn.org & Cashen Almstead at calmstead@sfn.org. Please program all devices for the following Scientific Training events.

Cost Center: A-AT200-5405-A168

PDW: Neuroscience Beyond the Classroom

PDW: Working With and Working for AI

PDW: NIH: Improving the Review of Research

PDW: Team-Based Learning in Neuroscience Education

PDW: Demystifying the Scholarship of Teaching

PDW: International Partnerships in Neuroscience

PDW: Plan for Enhancing Diverse Perspectives

PDW: Building Bridges

PDW: Career Advancement

PDW: NIH Funding Support

PDW: "Building Up the Nerve" to Develop an Effective Career Roadmap

PDW: Opening the File Drawer

PDW: Community for Rigor

NDP: NDP Workshop

RCR Short Course

Neurojobs Career Center

CWIN

Career Development Topics

Animals in Research Panel

Advocacy Forum

Grass Leadership Development

Early Career Poster Session  
Diversity Reception  
NSP Mentoring Event

Ask Anything: The NeuroBioBank  
Ask Anything: How to Navigate Graduate School Applications  
Ask Anything: How NIH Encourages Entrepreneurship  
Ask Anything: Neuroscience Opportunities at NPRC  
Ask Anything: Rampant Retractions  
Ask Anything: The Past, Present, and Future of Dementia Research

**Ready By:**  
**Thursday, October 3, 2024 @ 3:45 PM**

Note  
(4) Scanners for the events below from 10/5 to 10/9 at 5:00 pm. Please contact Bria Ward at bward@sfn.org. Please program all devices for the SfN Booth.

Cost Center: A-MK200-5405-A108-UR

SfN Booth

**Ready By:**  
**Thursday, October 3, 2024 @ 3:45 PM**

Note  
(2) Scanners for the events below from 10/7 to 10/9 at 5:00 pm. Please contact Katie Collins at kcollins@sfn.org. Please program all devices for the Donor and Volunteer Breakfast

Cost Center: A-DV200-5405-A150-UR

Donor and Volunteer Breakfast

**Ready By:**  
**Thursday, October 3, 2024 @ 3:45 PM**

Note  
(2) Scanners for the event below from 10/5 to 10/9 at 5:00 pm. Please contact Tristan Rivera at trivera@sfn.org or Cyrenna Cooper at ccooper@sfn.org. Please program all devices for the BACE and Find a Neuroscientist Database.

Cost Center: A-NL200-5405-A106-UR

BACE

**\*\*SEPT 20 UPDATE\*\*:**  
**ADD: Find a Neuroscientist Database**

**Ready By:**  
**Tuesday, October 8, 2024 @ 4:00 PM**

Note  
PRESIDENTIAL RECEPTION  
(8) Scanners for the Presidential Reception on Tuesday, October 8.

Please deliver scanners to the Headquarters Office @4:45 pm on Tuesday. At this time, we would also like for CDS to hold a short training on how to use the scanners with the staff working the reception.

For questions, contact Paula.

**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.

**SEPT 26 UPDATE**

**ADD:**

**(2) LASER POINTERS**

**(1) TIMER**

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.

SEPT 26 UPDATE  
ORGANIZER WILL USE:  
(1) LECTERN MICROPHONE  
(1) HEAD TABLE MICROPHONE  
(2) FLOOR MICROPHONES

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 @ 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**

**10:00 AM- 11:30 AM**

**Staff Tours**

**McCormick Place**

---

**Function Type:** Other

**Estimated Attendance:** 25

**Billing Group:** SfN Master

**Meeting Planner:** Paula Kara

**Post:** No

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

---

## **Logistics**

---

### **General Notes - McCormick Place**

***Ready By:***

**Friday, October 4, 2024 @ 9:30 AM**

Note

Staff tours will be conducted at the following times:

Thursday, 4:00 pm

Friday, 10:00 am

Please ensure all escalators are turned on.



**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.

**SEPT 26 UPDATE**

**ADD**

**(1) LASER POINTER**

**(1) SPEAKER TIMER**

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.

SEPT 26 UPDATE  
ORGANIZER WILL USE:  
(1) LECTERN MICROPHONE  
(1) HEAD TABLE MICROPHONE  
(2) FLOOR MICROPHONES

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**

**SfN Information Booth**

**McCormick Place: SfN Info Booth - Grand Concourse Lobby**

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

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** A-MO200-A201

---

### Contacts

---

**Contact:** Egle Derkintyte

---

### Logistics

---

#### General Notes - SfN

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

Note  
Fri, Oct 4, 12:00pm - 6:00pm  
Sat, Oct 5 - Tues, Oct 8, 7:30am - 6:00pm  
Wed, Oct 9, 8:00am - 5:00pm

NOTE: There will (2) locations, the 2nd location will be at the Guest Services Desk at the Gate 4 entrance.

---

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

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

Note  
(1) Information Booth per diagram. Please provide cabinet space for staff personal items.

Header copy: Annual Meeting Information

(4) Stools  
(2) Wastebaskets

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

---

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

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

Note  
Electrical for computer and monitor at each location.

(1) Power strip

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

---

#### Computer - Atlantic Images & Sound

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

Note

(1) Computer with wireless card and monitor set on the counter.

(1) Laptop for the Guest Services Area

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

**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

SEPT 25 UPDATED  
CANCEL (2) CHAIRS  
CANCEL (1) MATERIALS TABLE

---

#### 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

SEPT 25 UPDATE  
ADD (2) CHAIRS  
ADD (1) MATERIALS TABLE

---

**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- Wednesday, October 9, 2024**

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

**Poster Sessions**

**McCormick Place: Poster Session - Hall A**

---

**Function Type:** Posters

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Allison Burns

**Post:** Yes

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

---

### Contacts

---

**Contact:** Kyle Haden

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

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

Note

Hours:

Sat, Oct. 5, 1:00 pm – 5:00 pm

Sun, Oct. 6 – Wed, Oct. 9, 8:00 am–12:00 pm & 1:00 pm–5:00 pm

**Ready By:**

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

Note

Theme J - V17 - AA28 (Saturday - Sunday)

Late Breaking Abstracts - LBA1 - LBA207 (Sunday - Wednesday)

---

#### Setup - McCormick Place

**Ready By:**

**Friday, October 4, 2024 @ 5:00 PM**

Note

SET PER DIAGRAM

Set and place 1,000 chairs in groups of four or six throughout the poster floor.

Ensure that there are chairs in every poster aisle, with multiple sets in the longer aisles.

The Expo Group will provide zip ties to MCCC for the set up of the chair groupings.

Place large trash cans evenly in the aisles and empty on a regular basis.

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

---

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

**Ready By:**

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

Note

Install Pepper carpet in entire poster session area.

Install poster boards as diagrammed on floor plan, with 25" aisles.  
(1,353) Posterboard faces

Poster signs on each board  
(60,000) Push pins

(1,500) Small Dixie Cups

(5) 2M Registration counters for poster attendants per diagram  
(1) at each station

Header to read: POSTER ATTENDANT STATION

(1) Chair at each station

(1) Wastebasket at each station

Locations: SET PER DIAGRAM

#1 - Across from Poster A1

#2 - Between Poster Rows E and F

#3 - Between Poster Rows X and Y

#4 - Across from Poster LBA207

#5 - Near LBA132

Install crowd control tape at cross aisles leading from exhibits to poster sessions after setup is complete for Saturday 1:00 pm poster session. Leave double-wide aisles open.

See the attachments tab for additional requirements.

Provide zip ties to MCCP to zip tie chairs in groups.

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

**Ready By:**

**Wednesday, October 9, 2024 @ 5:00 PM**

Note

TEG to cut the zip ties from the chair groupings so chairs can be removed by MCCP.

---

## Audio/Visual - Atlantic Images & Sound

**Ready By:**

**Friday, October 4, 2024 @ 2:00 PM**

Note

(5) 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.

If laptops are not locked down, please have in place by 7:00am - Saturday - Wednesday. Note: Friday at 2:00pm, SfN staff will check and set homepage.

SfN staff to network all computers.

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

---

## Electrical - The Expo Group (TEG)

**Ready By:**

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

Note

(5) - 120v outlet (10 AMP/500 WATTS) at each poster attendant station

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

---

## Telecom - McCormick Place



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

Note

**SEPT 17 ADDITION**  
**(5) INTERNET DROPS, 1 AT EACH POSTER ATTENDANT**  
**LOCATION AS LISTED BELOW:**

**LOCATIONS: SET PER DIAGRAM**

**#1 - ACROSS FROM POSTER A1**

**#2 - BETWEEN POSTER ROWS E and F**

**#3 - BETWEEN POSTER ROWS X and Y**

**#4 - ACROSS FROM POSTER LBA207**

**#5 - NEAR LBA132**

**Saturday, October 5, 2024**

**3:00 PM- 4:00 PM**

**SfNova Lecture: Corey C. Harwell; Lucia L. Prieto Godino #LEC03**

**McCormick Place: Hall B1**

---

**Function Type:** Lecture

**Estimated Attendance:** 9000

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A130

---

### Contacts

---

**Contact:** Kyle Hayden

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

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

Note

As set Saturday, October 5 at 10 a.m.

---

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

**Ready By:**

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

Note

SEPT 19 UPDATE

ADD (1) SKIRTED HEAD TABLE AND (2) CHAIRS TO CENTER OF STAGE FOR THIS LECTURE ONLY.

REMOVE AT CONCLUSION OF THIS LECTURE.

---

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

**Ready By:**

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

Note

SEPT 19 UPDATE

ADD (2) HANDHELD WIRELESS MICROPHONES TO THE HEAD TABLE IN THE CENTER OF THE STAGE - FOR THIS LECTURE ONLY.

REMOVE MICROPHONES AT CONCLUSION OF THIS LECTURE.

**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.

SEPT 26 UPDATE

CANCEL (1) HEAD TABLE MICROPHONE

Satellite organizer will use the following existing items:

- (1) Lectern microphone
- (1) Head table microphone
- (1) DI under 6' table for computer

---

## 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**

**9:30 AM- 11:00 AM**

**Brainfacts.org Editorial Board**

**McCormick Place: S502B**

---

**Function Type:** Meeting

**Estimated Attendance:** 18

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Dawn Keane

**Post:** Yes

**Cost Center:** A-NL300-N130

---

### Contacts

---

**Contact:** Tristan Rivera

---

### Logistics

---

#### General Notes - SfN

**Ready By:** Note  
**Sunday, October 6, 2024 @ 8:30 AM** As set on Thursday, October 3

---

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

**Ready By:** Note  
**Sunday, October 6, 2024 @ 8:30 AM** (1) Screen  
(1) Data Projector with Cart  
(1) Switcher

---

#### Audio/Visual - McCormick Place

**Ready By:** Note  
**Sunday, October 6, 2024 @ 8:30 AM** (14) Push to talk table microphones  
(1) Audio DI for computer playback  
The ability to run the audio line from the microphones to Zoom and back

**SEPT 24 UPDATE**  
**CANCEL THE ABILITY TO RUN THE MICROPHONES TO ZOOM**

---

#### Telecom - McCormick Place

**Ready By:** Note  
**Sunday, October 6, 2024 @ 8:30 AM** (1) wired internet drop on the SfN Staff VLAN

**SEPT 24 UPDATE**  
**CANCEL WIRED INTERNET DROP**

---

#### Computer - Atlantic Images & Sound

**Ready By:**  
**Sunday, October 6, 2024 @ 8:30 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:**  
**Sunday, October 6, 2024 @ 9:15 AM**

Note

Continental Breakfast Experience @ \$20.00++ per person  
Assorted Fresh Baked Muffins, Breakfast Breads & Pastries  
Butter And Preserves  
Freshly Squeezed Orange Juice  
Freshly Brewed Regular & Decaffeinated Coffee, Herbal Tea Selection

All prices are subject to 21.5% service charge and 13% taxes.

**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**

**3:00 PM- 4:30 PM**

**Peter and Patricia Gruber Lecture: Uncovering Principles of Nervous—Bargmann, Rubin #LEC #LEC09**

**McCormick Place: Hall B1**

---

**Function Type:** Lecture

**Estimated Attendance:** 9000

**Room Set:** See Diagram

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A130

---

## Contacts

---

**Contact:** Kyle Hayden

---

## Logistics

---

### General Notes - SfN

**Ready By:**

**Sunday, October 6, 2024 @ 2:00 PM**

Note

As set Saturday, October 5 at 10 a.m.

---

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

**Ready By:**

**Sunday, October 6, 2024 @ 2:00 PM**

Note

SEPT 19 UPDATE

ADD (1) SKIRTED HEAD TABLE AND (2) CHAIRS TO CENTER OF STAGE FOR THIS LECTURE ONLY.

REMOVE AT CONCLUSION OF THIS LECTURE.

---

### Audio/Visual - Atlantic Images & Sound

**Ready By:**

**Sunday, October 6, 2024 @ 2:00 PM**

Note

SEPT 19 UPDATE

ADD (2) HANDHELD WIRELESS MICROPHONES TO THE HEAD TABLE IN THE CENTER OF THE STAGE - FOR THIS LECTURE ONLY.

REMOVE MICROPHONES AT CONCLUSION OF THIS LECTURE.

**Monday, October 7, 2024**  
**12:00 PM- 3:00 PM**  
**Scientific Publications Committee**  
**McCormick Place: S503A**

---

**Function Type:** Meeting  
**Estimated Attendance:** 16  
**Room Set:** As Set

**Billing Group:** SfN Master  
**Meeting Planner:** Dawn Keane  
**Post:** Yes  
**Cost Center:** J-SP200-M801

---

**Contacts**

---

**Contact:** Blythe Alexander

---

**Logistics**

---

**General Notes - SfN**

**Ready By:** Note  
**Monday, October 7, 2024 @ 11:00 AM** As set Thursday, October 3

---

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

**Ready By:** Note  
**Monday, October 7, 2024 @ 11:00 AM** (1) Screen  
(1) Data Projector with Cart

SEPT 23 UPDATE  
ADD AN ADDITIONAL SCREEN AND PROJECTOR FOR THIS  
MEETING FOR A ZOOM CALL

---

**Audio/Visual - McCormick Place**

**Ready By:** Note  
**Monday, October 7, 2024 @ 11:00 AM** (10) Push to Talk Microphones

SEPT 23 UPDATE  
AUDIO CONNECTION TO ROUTE THE MICROPHONE SYSTEM TO  
ZOOM AND BACK

---

**Telecom - McCormick Place**

**Ready By:** Note  
**Monday, October 7, 2024 @ 11:00 AM** SEPT 23 UPDATE  
(1) WIRED INTERNET DROP FOR A ZOOM CALL

---

**Food And Beverage - OVG - Catering**

**Ready By:**  
**Monday, October 7, 2024 @ 11:45 AM**

Note

GREEK ISLES @ \$55++  
MIXED SALAD-Baby Lettuces, Tomato, Cucumber, Tahini  
VEGETARIAN STUFFED PEPPERS V | GF | NF  
Baked Bell Peppers, Quinoa, Spinach, Feta, Tomato Sauce  
FETA BRINED CHICKEN BREAST-Chicken Breast Marinated In Feta  
Brine, Served With Parsley-Caper, Salsa Verde, Lemon-Herb Couscous  
MEDITERRANEAN SWEET POTATOES VG | GF | DF  
Roasted Sweet Potatoes, Olive Oil, Garlic, Herbs  
GREEN BEANS ALMOND GREMOLATA V | GF | DF  
Steamed Green Beans With A Zesty Almond And Citrus Topping  
LEMON OLIVE OIL CAKE V | GF | DF  
GREEK YOGURT AND HONEY PANNA COTTA V | GF

Freshly Brewed Coffee, Decaf & Selection of Hot Teas @ \$70 per gallon  
Assorted Canned Soda @ \$4.00++ each, charged on consumption.

Plus 21.50% service charge and 13% sales taxes.

**Monday, October 7, 2024**

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

**EVENT CANCELLED - 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:** [esnyder@sbpdiscovery.org](mailto:esnyder@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 23 UPDATE

THIS SATELLITE EVENT IS CANCELLED

SEPT 6

CANCEL (1) EASEL

---

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

**Ready By:**

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

Note

SEPT 23 UPDATE

THIS SATELLITE EVENT IS CANCELLED

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.

SEPT 23 UPDATE

THIS SATELLITE EVENT IS CANCELLED

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.

**SEPT 23 UPDATE**

**THIS SATELLITE EVENT IS CANCELLED**

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

**SEPT 23 UPDATE**

**THIS SATELLITE EVENT IS CANCELLED**

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

**Tuesday, October 8, 2024**

**9:00 AM- 10:00 AM**

**Event Cancelled - Meet-the-Expert: Hammal — Multimodal Behavioral AI: Enhancing Human ;  
Human #MTE07**

**McCormick Place: S104A, S104B**

---

**Function Type:** Workshop

**Room Set:** As Set

**Billing Group:** SfN Master

**Meeting Planner:** Sharon Bowles

**Post:** Yes

**Cost Center:** A-MA200-A167

---

### Contacts

---

**Contact:** Sharon Bowles

---

### Logistics

---

#### General Notes - SfN

**Ready By:**

**Tuesday, October 8, 2024 @ 8:00 AM**

Note

SEPT 24 UPDATE

THIS EVENT HAS BEEN CANCELLED BY KYLE HAYDEN

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

**Tuesday, October 8, 2024**

**6:30 PM- 8:30 PM**

**ALBA-IBRO Social for Diversity & Inclusion in Neuroscience**

**McCormick Place: N136**

---

**Function Type:** Satellite

**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:** Mathilde Maughan

**Organizer Email:** m.maughan@alba.network

---

### Logistics

#### General Notes - SfN

**Ready By:**

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

Note

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

Satellite organizer will use this room as preset for the SfN Social.

SEPT 26 UPDATE

CANCEL (1) Easel

---

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

**Ready By:**

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

Note

SEPT 26 UPDATE

ADD (1) EASEL

---

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

**Ready By:**

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

Note

SEPT 26 UPDATE

ADD:

(1) LASER POINTER

(1) 4X1 SWITCHER

SEPT 19 UPDATE

ADD (1) FLIPCHART WITH MARKERS

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

Satellite organizer will use the following existing items:

(1) Screen

(1) Data Projector w/cart

Organizer is bringing own laptop

---

#### Audio/Visual - McCormick Place



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

Note

**SEPT 26 UPDATE**  
**ADD (1) WIRELESS HAND-HELD MICROPHONE**

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

Satellite organizer will use the following existing items:  
(1) Podium Microphone  
Computer audio required

---

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

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

Note

Please contact satellite organizer directly for all food and beverage requirements. Event organizer will pay OVG Catering directly for all f&b services.

**Tuesday, October 8, 2024**

**6:30 PM- 8:30 PM**

**Behavioral Neuroendocrinology Social**

**McCormick Place: N137**

---

**Function Type:** Satellite

**Estimated Attendance:** 150

**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:** Margaret McCarthy

**Organizer Email:** MMcCarthy@som.umaryland.edu

---

### Logistics

---

#### Setup - McCormick Place

**Ready By:**

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

Note

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

Satellite organizer will use this room as preset for the SfN Social.  
Reception style for (150), with scattered cocktail rounds with seating

Satellite organizer is requesting:  
(1) Podium

**SEPT 26 UPDATE**  
**CANCEL (1) Easel**

---

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

**Ready By:**

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

Note

**SEPT 26 UPDATE**  
**ADD (1) EASEL**

---

#### Audio/Visual - McCormick Place

**Ready By:**

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

Note

Satellite organizer is requesting to use:  
(1) Podium microphone

---

#### Food And Beverage - OVG - Catering

**Ready By:**

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

Note

Please contact satellite organizer directly for all food and beverage requirements. Event organizer will pay OVG Catering directly for all f&b services.