



Request for Proposal
COMPREN-RFP-03302011-final

Key RFP Dates:

RFP Issued: April 6, 2011
Vendor Questions: April 6 – April 18
Submit Proposal By: April 29, 2011

The Society for Neuroscience (SfN) requests proposals from qualified firms to provide computer equipment rental and technical service during its annual meeting. We are looking for a firm with a comprehensive inventory of computer equipment. Firms must provide expertly trained installers and technicians to provide onsite installation and support during the annual meeting.

Please Note: Proposals received after April 29, 2011 will be considered at SfN's discretion.

We look forward to receiving your proposal and invite any questions you may have regarding this RFP.

Sincerely,

Paul T. Troxell
Procurement Manager

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1. ORGANIZATIONAL INFORMATION

SfN is the world's largest organization of scientists and physicians devoted to advancing the understanding of the brain and nervous system. A membership society founded in 1969, SfN has grown to serve more than 40,000 members in 80+ countries. SfN promotes scientific exchange through its annual meeting, which attracts more than 30,000 attendees from around the globe, and *The Journal of Neuroscience*, the field's most-cited peer-reviewed journal. SfN also supports the neuroscience community through professional development programming and is dedicated to sharing the excitement and progress of scientific discovery through public information and outreach. SfN advocates strongly for policies that advance science and improve health, such as robust federal research investments and the responsible use of animals in research.

2. SCHEDULE

This request for proposal will be governed by the following schedule:

Release RFP	April 6, 2011
Registration	April 15, 2011
Supplier Questions	April 6 – April 19, 2011
Proposals Due	April 29, 2011

SfN may delay scheduled due dates if it is to the advantage of SfN to do so. SfN will notify respondents of all changes in scheduled due dates by written notice.

3. REGISTRATION

All Firms that will submit an offer in response to this RFP are required to register with SfN. To register, the Firm must send an e-mail containing a point of contact, statement of intent to file a proposal, and the Firm's e-mail address to rfp@sfn.org by COB April 15, 2011.

4. SUPPLIER QUESTIONS

Questions may be e-mailed to rfp@sfn.org until 12:00 PM EST by April 19, 2011. Written questions should be directly tied to the RFP by the writer. Questions should be asked in constructive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page and section number to which it relates.

NOTE: Registered firms are NOT to contact any SfN associate directly without first clearing it with the Procurement Manager. You can contact the Procurement Manager at 202-962-4028. Anyone caught violating this rule risks being eliminated from the RFP process.

5. SCOPE OF WORK

5.1 Summary

Provide computer rental equipment and software per SfN summary invoice spreadsheet (attachment b). Deliver and pick-up computer equipment onsite as requested on the SfN Meeting Resume (attachment a). Place computers as drawn on floor plans provided by show management. Check that all equipment is working properly at delivery time. Work with SfN's

audio visual contractor on deliveries and pick-up of computers used for the scientific program. Serve as the Official Computer Rental provider for the Exhibit Program. Work with SfN's general contractor The Expo Group (TEG) on their Single Source system. Provide TEG with order form for online and print Exhibitor Service Manual.

5.2 Event Dates

The contractor awarded an agreement will be providing services at the following meetings:

41 st Annual Meeting 2011 - November 12-16	Washington, DC
42 nd Annual Meeting 2012 - October 13-17	New Orleans, LA
43 rd Annual Meeting 2013 - November 9-13	San Diego, CA

5.3 Requirements

The following are the minimum expectations that SfN requires from the computer rental firm:

- Provide desktops and laptops as ordered, including specified software requirements.
- Provide computers and audio visual equipment for exhibitors.
- Ensure all equipment is no more than one (1) year old and in excellent working condition.
- Work closely with SfN's audio visual contractor on computer requirements for scientific programs.
- Accountability for providing a high level of customer service to SfN staff, members, and exhibitors.
- Implementation plans/timeline to SfN for meeting planning.
- Professional and accurate information pertaining to SfN orders.
- Cost estimates and detailed breakdowns.
- Final billing within thirty (30) days after the close of show with a thirty (30) day payment due date from receipt of invoice.
- Evidence of a business continuity plan/disaster recovery plan.
- Post show reports.

5.3 Project Staffing

SfN requires a principle and an assistant account executive for support throughout the year. This may include on-site planning meetings at the SfN Central Office in Washington, DC. Please name each representative and provide a brief synopsis of his/her industry experience. Please include the current position in the company, years of experience as a service contractor and in trade shows, and comparable medical trade shows serviced within the past 24 months. It is strongly preferred that the principle account executive remain assigned to the SfN meeting for each of the meetings contained in this three-year proposal.

Please answer the following questions:

- Provide the number of staff you will have on-site during the meeting?
- Will someone be available to provide 24 hour on-site support? If so, how will the Society contact them?
- Will on-site employees need hotel rooms? NOTE: SfN will NOT provide and/or reimburse for travel expenses.
- Please break out by Mac and PC the number of extra computers you will have available on-site during the meeting.

- The Society requires a single invoice for all equipment rented for the meeting. Will this be a problem?

SfN requires a dedicated supervisory team to be on-site for each meeting to cover the following areas:

- o Freight
- o SfN Booth
- o Exhibitor Services
- o SfN Offices
- o NeuroJobs
- o Neuroscience Meeting Planning Area

5.4 Insurance Safety

- Detail your company's accident prevention program
- Onsite procedures to help prevent accidents
- Your company's types and levels of insurance
- Your company's business continuity plan

5.5 Billing and Collections

- Explain company's billing procedures for SfN exhibitors
- Explain company's billing policy and procedures for SfN

5.6 Other Requirements

- References of medical trade shows of similar complexity and size which contractor has serviced in the past two years.
- Will a sub-contractor service any part of the meeting? If yes, please explain in detail.

6. General Meeting Information

6.1 Attendance

The SfN annual meeting typically draws 28,000-32,000 attendees each year. Attendees from North America comprise 60% and international attendees from more than 80 countries represent 40% of the total attendance. Exhibit personnel include 3,300 – 3,500 people. Eighty percent register online in advance for the meeting. Statistics from the past three meetings:

SfN Exhibit Booth History						
	Washington, DC - 2008		Chicago, IL - 2009		San Diego, CA - 2010	
	2008 Companies	2008 Booths	2009 Companies	2009 Booths	2010 Companies	2010 Booths
Commercial	487	888	433	759	490	860
Nonprofit	59	69	51	63	66	77
Institute/Gov't	28	61	20	58	18	54
SfN Booth		25		25		25
Neuroscience in Departments and Programs				2		2

TOTALS	574	1043	504	907	574	1018
* Comps included in the non profit booths (32)						
Totals without paid aisles & without SfN booths		1003		860		954
Total Attendance		31,652		30,547		31,975

6.2 Meeting Logistics

Headquarters offices, scientific sessions, lectures, symposia, mini-symposia, socials, poster sessions, exhibits, and registration will be located in the Convention Center. Satellite symposia and ancillary events are held in the Convention Center, co-headquarter hotels, and in other area facilities.

SESSIONS

All SfN sessions (with exception of a few workshops held Friday) are located in the Convention Center and held during the following days:

Move-In	Tuesday-Thursday prior to Saturday opening	Meeting Rooms
Satellite events	Thursday-Friday prior to Saturday opening	Meeting Rooms
SfN Workshops	Friday prior to Saturday opening	Meeting Rooms
Sessions	Saturday, 1-5pm, Sunday-Wednesday, 8am-5pm	Meeting Rooms
Move-Out Ends	Thursday by 5pm	Meeting Rooms

Typically 19 sessions run concurrently; 1 major lecture for 5,000-8,000, 3 symposia for 1,500, 3 mini symposia for 800, 12 slide sessions ranging in size for 150 to 500.

7. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

7.1 General

The bidder must follow instructions in this RFP when preparing and submitting its bid proposal. The bidder is advised to read thoroughly and to follow all instructions. The information required to be submitted in response to this RFP has been determined to be essential in the bid evaluation and contract award process.

Each bidder is given wide latitude in the degree of detail it elects to offer. Each bidder is cautioned, however, that insufficient detail may result in a determination that the bid proposal is materially non-responsive.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Number of Proposal Copies**

Please submit one electronic copy of your proposal to: ptroxell@sfn.org

- **Joint Venture**

If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture should be submitted with the venture's proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal.

7.2 Management Overview

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. The narrative should convince SfN that the bidder understands the objectives that the contract is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the contract. The narrative should convince SfN that the bidder's general approach and plans to undertake and complete the contract are appropriate to the task and subtasks involved.

Mere reiterations of the RFP tasks and subtasks are strongly discouraged as they do not provide insight into the bidder's ability to complete the contract. The bidder's response to this section should be designed to convince SfN that the bidder's detailed plan and approach proposed to complete the Scope of Work are realistic, attainable and appropriate and that the bidder's proposal will lead to successful contract completion.

7.3 Contract Management

The bidder should describe its specific plans to manage, control and supervise the contract to ensure satisfactory contract completion according to the required schedule. The plan should include the bidders approach to communicate with SfN, including, but not limited to, status meetings, status reports, etc.

7.4 Potential Problems

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed solution.

7.5 Location

The bidder should include the location of the bidder's office that will be responsible for managing the contract. The bidder should include the telephone number and name of the individual to contact.

7.6 Experience of Bidder on Contracts of Similar Size and Scope

The bidder should provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the bidder's ability to successfully complete the services required by this RFP. Emphasis should be placed on contracts that are similar in size and scope to those required by this RFP. A description of all such contracts should include and should show how such contract relates to the ability of the firm to complete the services required by this RFP. For each contract, bidder should provide the name and telephone number of a contact person for the other contract party. Beginning and ending dates should also be given for each contract.

8. COST PROPOSAL

Bidder must submit their cost proposal for the work as outlined in this RFP. Bidder should include comprehensive listing of all rental and labor categories that may be used to perform the

work listed herein or any additional work and/or special projects. Loaded hourly rates are to be submitted for all labor categories that the bidder anticipates may be performed herein.

Failure to include a labor category with the loaded hourly rates will exclude that category from eligibility to perform additional work and/or special projects under the contract resulting from this RFP. Each bidder may submit labor categories for additional work that are not included in the base proposal to perform the Scope of Work required by this RFP.

Each bidder may also submit any additional price or cost information that the bidder feels may be required to perform any additional work and/or special projects required by this RFP.

ONLY price and costing information provided by the bidder in its original bid proposal submitted in response to this RFP may later be used for additional work and/or special projects to be paid against the contract resulting from this RFP.

9. PROPOSAL EVALUATIONS AND CONTRACT AWARD

9.1 Proposal Evaluation Committee

Proposals may be evaluated by an Evaluation Committee comprised of members of affected departments together with members from procurement. On occasion, the Evaluation Committee may choose to make use of the expertise of an outside consultant in an advisory role.

9.2 Oral Presentation and/or Clarification of Bids

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee may also require a bidder to submit written responses to questions regarding its bid.

The purpose of such communication with bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid. The original bid, as submitted, however, cannot be supplemented, changed, or corrected in any way during the evaluation period. **No comments regarding other bids are permitted.** Bidders may not attend presentations made by their competitors.

It is within the Evaluation Committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid. The Procurement Manager is the sole point of contact regarding any requests for an oral presentation or written clarification.

9.3 Evaluation Criteria

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate the bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

9.3.1 The bidder's detailed approach and plans to perform the services required by the Scope of Services section of the RFP.

9.3.2 The bidder's documented experience in successfully completing contracts of similar size and scope of those required by this RFP.

9.3.3 The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract.

9.3.4 The bidder's cost proposal.

9.3.5 The Procurement Manager may obtain any information determined to be appropriate regarding the ability of the bidder to supply and/or render the services required by the RFP.

9.3.6 The Evaluation Committee may consider such other factors that, in the opinion of the team, are important in evaluating the bidder's proposal.

9.3.7 The Evaluation Committee reserves the right to request all bidders to explain the methods used to arrive at any costs or pricing figures.

9.3.8 When making the contract award decision, SfN may consider evidence of formal or other complaints against the bidder(s) by local, state and federal government agencies or other non-profits.

9.3.9 SfN reserves the right to check bidder's financial capacity and ability to successfully undertake and complete the services required by this RFP by any means deemed appropriate.

9.3.10 SfN reserves the right to conduct site inspections of any facility(s) services by the bidder(s) to assist in judging the bidder's ability to provide the services required by this RFP. This applies to all facilities services by the bidder or any sub-contractor to the bidder.

9.3.11 **SfN has the right to consider additional information not listed here.**

10. Contract Award

The contract shall be awarded with reasonable promptness by written notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to SfN in regards to price and other factors considered. SfN will award a three year agreement with an option to renew for two additional years.

11. GENERAL INFORMATION

- Neither SfN nor its representatives shall be liable for any expenses a Firm incurs in connection with preparation of a response to this RFP. Applicants should prepare their proposals simply and economically, providing a straightforward and concise description of the Firm's ability to meet the requirements of this RFP.

- The issuance of this RFP does not commit SfN to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to actually procure the requested services.
- SfN reserves the right to reject any or all the RFP applications submitted in response to this solicitation, due to the lack of responsiveness, changes in SfN's operating objectives, lack of funding, or for any reason determined by SfN and at the sole discretion of SfN.
- Time Extension: SfN may for good and sufficient reason extend the response deadline, in which case all potential vendors will receive an addendum setting forth the new time and date.
- Request for Additional Information: Prior to the final selection, vendors may be required to submit additional information that SfN deems necessary to further evaluate the vendor's qualifications. As part of the evaluation process, vendors shall furnish such additional information that SfN may reasonably require.
- Denial of Reimbursement: SfN will not reimburse vendors for any costs associated with the preparation and submission of a proposal or for any travel or other costs that are incurred.
- SfN will not be liable for any costs incurred by the vendor in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.
- Gratuity Prohibition: Vendors shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this proposal. If an SfN associate solicits a gratuity, the vendor is obligated to inform SfN's Deputy Executive Director.
- Right of Withdrawal: A proposal may not be withdrawn before the expiration of one hundred and eighty (180) days from the proposal due date.
- Right of Negotiation: SfN reserves the right to negotiate with the selected vendor the exact terms and conditions for a contract.
- Liability and Insurance: The selected firm shall purchase and maintain insurance in the amounts and types as needed for the protection from claims caused by the contractor's personnel or work, or by any subcontractor performing work for the contractor.
- Legal Compliance: In connection with the furnishing of supplies of performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- Disqualification: No award will be made to any firm, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.
- Performance and Approval of Sub-Consultants: The vendor will perform the project as an independent contractor and not as an agent or employee of SfN. The vendor shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- Licenses, Permits & Taxes: The price or prices for the work shall include full compensation for all taxes, permits, etc. that the vendor is or may be required to pay. SfN is a tax exempt entity.
- Minority/Women Business Enterprise (MWBE) Policy: It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a vendor plans to

sub-contract a portion of the work, it is required to make "A Good Faith Effort" to engage qualified MWBEs for such work. Vendors shall keep records of such efforts, when applicable, that are adequate to permit a determination of compliance with this requirement. If subcontracting is involved in the proposal, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.

- Revisions to this RFP: In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed to all registered bidders via the e-mail provided.

Bidder Responsibility: The bidder assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after bids are opened because bidder's failure to be knowledgeable of all the requirements of the RFP. By submitting a proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP

12. Attachments

Attachment A: 2010 Resume Sheets for Computer Rentals

Attachment B: SFN Invoice Summary for 2011

Monday, November 08 2010

8:00AM-5:00PM - [Headquarters - Logistics & Program Office](#)

SDCC: Headquarters/Logistics Office - Sails Pavilion

Post As: Headquarters - Logistics & Program
Office

Cost Center: MS102

Estimate: 0 people

Logistics

Computer Rental

Ready By: (10) Laptop computers with Microsoft Windows XP, Office 2007, Adobe
Tue 11/09 12:00 PM Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD
drive and USB ports.

Please provide a mouse for each laptop.

(2) Printers

SfN staff to network all computers to printers.

****Remain as set on a 24-hour basis through Wednesday, November 17 at 5:00
pm****

Monday, November 08 2010

8:00AM-6:00PM - [Exhibit Management Office](#)

SDCC: Exhibit Management Office - Lobby D

Post As: Exhibit Management Office

Cost Center: MS705

Estimate: 0 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (3) Laptops Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0,
Mon 11/08 5:00 PM Quicktime and Flash Software. Must be equipped with a CD/DVD drive and
USB ports.

(3) 22" Monitors to connect to laptops.

NEW - Please download ExpoCad (current version) on all 3 laptops.
MUST HAVE 4GB RAM

Please provide a mouse for each laptop.

(1) Printer - network laptops to this printer.

NMR staff to network laptop computers and printer, must be hardwired.

****Remain as set on a 24-hour basis through Thursday, November 18 at 12:00 pm****

CHANGE 10/21/10

Please provide (2) Laptops and (2) monitors instead of (3).

Tuesday, November 09 2010

8:00AM-5:00PM - [Sign & Staff Work Rooms](#)

SDCC: Sign & Work Rooms - Sails Pavilion

Cost Center: MS102

Estimate: 0 people

Logistics

Computer Rental

Ready By:

Wed 11/10 10:00 AM

Staff Work Room:

(2) Computers and monitors with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The CPU must be equipped with a CD/DVD drive and the USB ports must be located in the front of the CPU.

(1) MAC computer w/creative suites 5, Adobe Acrobat 9.0, Quicktime and Flash Software.

(1) Printer - network all computers in the workroom to this printer.

NMR to network computers to printer. SfN will provide (1) PC. NMR to network those computers as well.

****Remain as set on a 24-hour basis through Wednesday, November 17 at 5:00 pm****

Thursday, November 11 2010

9:00AM-5:00PM - [Council Office](#)

Marriott: Mission Hills

Post As:

Council Office

Cost Center: OG 851

Estimate: 0 people

Contact Information

SFN Contact: Melanie McGraw

Logistics

Computer Rental

Billing: SFN Master Account

Ready By:

Thu 11/11 8:00 AM

(3) Computers with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

(2) color printers networked to all 3 computers.

NOTE: We will be printing badges from one of the printers, please provide one with a USB printer cable from computer to printer.

Friday, November 12 2010

7:00AM-5:00PM - [Speaker Ready Room](#)

SDCC: 9

Post As: Speaker Ready Room

Cost Center: MS757

Estimate: 0 people

Contact Information

SFN Contact: Eric Berry

Logistics

Computer Rental

Ready By:

Thu 11/11 8:00 AM

(16) PC Computers and (16) monitors.

(2) Mac PC & Monitor

****Remain as set on an 24-hour basis through Wednesday, November 17 at 5:00pm****

Friday, November 12 2010

7:30AM-5:30PM - [Short Course 1](#)

SDCC: Ballroom 6B

Post As: Short Course 1

Cost Center: PD479

Estimate: 250 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.
Fri 11/12 6:30 AM

Friday, November 12 2010

8:00AM-1:00PM - [NDW](#)

SDCC: Ballroom 6A

Post As: NDW

Cost Center: PD480

Estimate: 300 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.
Fri 11/12 7:00 AM

Friday, November 12 2010

8:00AM-6:00PM - [Short Course 2](#)

SDCC: Ballroom 6C,Ballroom 6F

Post As: Short Course 2

Cost Center: PD479

Estimate: 250 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:

Fri 11/12 7:00 AM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Friday, November 12 2010

8:30AM-6:30PM - [Short Course 3](#)

SDCC: Ballroom 6D,Ballroom 6E

Post As: Short Course 3

Cost Center: PD479

Estimate: 250 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:

Fri 11/12 7:00 AM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Friday, November 12 2010

2:00PM-5:00PM - [Message Center](#)

SDCC: Message Center - Lobby A ,Message Center - Lobby G,Message Center - Sails Pavilion

Post As: Message Center

Cost Center: MS708

Estimate: 0 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:

Thu 11/11 2:00 PM

(3) Message Centers per diagrams, located in:
Lobbies A & G and Sails Pavilion

All locations will consist of:

(6) Computers and monitors

(4) Computers with LCD Monitors

NMR staff to network computers and monitors.

****Remain as set on an 24-hour basis through Wednesday, November 17 at 5:00pm****

Friday, November 12 2010

2:00PM-5:00PM - [SfN Information Booth](#)

SDCC: SfN Info Booth - Front of Box Office A,SfN Info Booth - Lobby D,SfN Info Booth - Sails Pavilion

Post As: SfN Information Booth

Cost Center: CS102

Estimate: 0 people

Contact Information

SfN Contact:

Notes

Lobby A & D locations open Friday at 2pm

All 3 locations will be open beginning Saturday at 8am.

Logistics

Computer Rental

Ready By: (3) Computers and monitors set on the counters, one at each location.

Fri 11/12 8:00 AM

****Remain as set on an 24-hour basis through Wednesday, November 17 at 5:00pm****

Saturday, November 13 2010

8:00AM-5:00PM - [Business Office](#)

SDCC: Business Office - Sails Pavilion

Post As: Business Office

Cost Center: MS708

Estimate: 0 people

Contact Information

SfN Contact:

Logistics

Computer Rental

Ready By: (3) Laptop computers with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD
Thu 11/11 12:00 PM

drive and the USB ports.

(1) Printer

NMR to network computers and printers.

****Remain as set on a 24-hour basis through Wednesday, November 17 at 6:00 pm****

PICK-UP EQUIPMENT AT 6:00PM

Saturday, November 13 2010

8:00AM-5:00PM - [Press Interview Room](#)

SDCC: 14B

Post As: Press Interview Room

Cost Center: PI102

Estimate: 0 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.
Fri 11/12 8:00 AM

Saturday, November 13 2010

8:00AM-5:00PM - [Press Room](#)

SDCC: 15B

Post As: Press Room

Cost Center: PI102

Estimate: 50 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (12) Computers and monitors with Microsoft Windows XP, wireless network

Thu 11/11 10:00 AM

card, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The CPU must be equipped with a CD/DVD drive and the USB ports must be located in the front of the CPU.

(3) Printers, please network as requested by Press Room staff on Friday, November 12.

NMR staff to network computers and printers.

SfN staff to provide secured wireless network.

****Remain as set on an 24-hour basis through Wednesday, November 17 at 5:00pm****

Saturday, November 13 2010

8:00AM-5:00PM - [Neurojobs](#)

SDCC: NeuroJobs - Sails Pavilion

Post As: Neurojobs

Cost Center: PD476

Estimate: 0 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:

Thu 11/11 1:00 PM

(30) Computers and monitors with Microsoft Internet Explorer - set one at each kiosk
(2) Computers and monitors set on the the counters.
(4) Printers

NOTE: Computers must have a flash drive port in the front as attendees and employers bring their resumes and job listings on a flash drive to upload.

NOTE: Be sure to place CPU on the counter of the kiosks and then the monitor goes on top of the CPU.

****Remain as set on an 24-hour basis through Wednesday, November 17 at 5:00pm****

Saturday, November 13 2010

8:00AM-5:00PM - [NMP - Neuroscience Meeting Planner Viewing Area](#)

SDCC: Meeting Planner Viewing Room - Sails Pavilion

Post As: NMP - Neuroscience Meeting Planner Viewing Area

Cost Center: MS752

Estimate: 0 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (50) PC Computers and monitors - Monitors are to face out towards attendee traffic.
Thu 11/11 1:00 PM (12) printers

NOTE: CPUs are to be placed under tables and Monitors on Top only. See Floor plan for exact placement.

****Remain as set on an 24-hour basis through Wednesday, November 17 at 5:00pm****

Saturday, November 13 2010

8:00AM-5:00PM - [Registration](#)

SDCC: Attendee Registration - Sails Pavilion

Post As: Registration

Cost Center: MS708

Estimate: 0 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: Attendee Resources -

Thu 11/11 3:00 PM

Located at the Membership Counters

(2) Computers with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

(1) Printer

****Remain as set on a 24-hour basis through Wednesday, November 17 at 3:00 pm****

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 1 - #19](#)

SDCC: 1A,1B

Post As: Nano Room 1 - #19

Cost Center: MS757

Estimate: 440 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 2 - #17](#)

SDCC: 2

Post As: Nano Room 2 - #17

Cost Center: MS757

Estimate: 350 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 3 - #20](#)

SDCC: 5A,5B

Post As: Nano Room 3

Cost Center: MS757

Estimate: 450 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 4 - #13](#)

SDCC: 7A,7B

Post As: Nano Room 4

Cost Center: MS757

Estimate: 400 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 5 - #12](#)

SDCC: 23A,23B,23C

Post As: Nano Room 5

Cost Center: MS757

Estimate: 350 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:
Sat 11/13 12:00 PM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 6 - #14](#)

SDCC: 24A,24B,24C

Post As: Nano Room 6

Cost Center: MS757

Estimate: 380 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:
Sat 11/13 12:00 PM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 7 - #10](#)

SDCC: 25A,25B,25C

Post As: Nano Room 7

Cost Center: MS757

Estimate: 450 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:
Sat 11/13 12:00 PM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 8 - #11](#)

SDCC: 31A,31B,31C

Post As: Nano Room 8

Cost Center: MS757

Estimate: 490 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 9 - #15](#)

SDCC: 32A,32B

Post As: Nano Room 9

Cost Center: MS757

Estimate: 325 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 10 - #18](#)

SDCC: 33A,33B,33C

Post As: Nano Room 10

Cost Center: MS757

Estimate: 500 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

1:00PM-5:00PM - [Nano Room 11 - #16](#)

SDCC: 10

Post As: Nano Room 11

Cost Center: MS757

Estimate: 280 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

1:00PM-5:00PM - [Poster Sessions](#)

SDCC: Hall B,Hall C,Hall D,Hall E,Hall F,Hall G,Hall H

Post As: Poster Sessions

Cost Center: MS757

Estimate: 0 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: 12) Computers and monitors with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The CPU must be equipped with a CD/DVD drive and the USB ports must be located in the front of the CPU. (2) Computers at each of the six Poster Locator stations.
Sat 11/13 9:00 AM

NMR staff to network computers.

****Remain as set on an 24-hour basis through Wednesday, November 17 at 5:00pm****

NOTE: Make sure computer CPU at abstract locators are not attendee-accessible. This should be under tables and hidden. Staff may need to access if problems arise.

NOTE FOR NEXT YEAR: SET UP BY 3PM ON FRI & ADD PLACE COMPUTERS ON 42" TABLES. PROVIDE RENDERING.

Saturday, November 13 2010

1:30PM-3:30PM - [NSP Orientation](#)

Hilton Bayfront: Indigo 202A,Indigo 202B

Post As: NSP Orientation

Cost Center: PD 469

Estimate: 55 people

Contact Information

SFN Contact: Anne Busse

Notes

Guarantee = 57

Logistics

Computer Rental

Billing: SFN Master Account

Ready By:

Sat 11/13 12:30 PM

Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Saturday, November 13 2010

1:30PM-4:00PM - [Symposia Room 1 - #2](#)

SDCC: Ballroom 6A

Post As: Symposia Room 1

Cost Center: MS758

Estimate: 1000 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:

Sat 11/13 12:30 PM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.

Saturday, November 13 2010

1:30PM-4:00PM - [Symposia Room 2 - #4](#)

SDCC: Ballroom 6B

Post As: Symposia Room 2

Cost Center: MS758

Estimate: 1000 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:

Sat 11/13 12:30 PM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.

Saturday, November 13 2010

1:30PM-4:00PM - [Symposia Room 3 - #3](#)

SDCC: Ballroom 6C,Ballroom 6F

Post As: Symposia Room 3

Cost Center: MS758

Estimate: 1000 people

Contact Information

SFN Contact:

Notes

Note: Room will be used for Symposia and Nano Sessions throughout the week.

Logistics

Computer Rental

Ready By:

Sat 11/13 12:30 PM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.

Saturday, November 13 2010

1:30PM-4:00PM - [Mini Symposia Room 1 - #5](#)

SDCC: Ballroom 6D,Ballroom 6E

Post As: Mini Symposia Room 1

Cost Center: MS758

Estimate: 800 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:30 PM

Saturday, November 13 2010

1:30PM-4:00PM - [Mini Symposia Room 2 - #6](#)

SDCC: 29A,29B,29C,29D

Post As: Mini Symposia Room 2

Cost Center: MS758

Estimate: 650 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:30 PM

Saturday, November 13 2010

1:30PM-4:00PM - [Mini Symposia Room 3 - #7](#)

SDCC: 30A,30B,30C,30D,30E

Post As: Mini Symposia Room 3

Cost Center: MS758

Estimate: 800 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 12:00 PM

Saturday, November 13 2010

3:00PM-4:30PM - [Annual Brain Awareness Campaign](#)

SDCC: 28A,28B,28C,28D,28E

Post As: Annual Brain Awareness Campaign

Cost Center: PI102

Estimate: 300 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: (1) Laptop computers with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.
Sat 11/13 2:00 PM

Saturday, November 13 2010

6:30PM-8:30PM - [Diversity Fellows Poster Session](#)

Hilton Bayfront: Sapphire A,Sapphire B,Sapphire E,Sapphire F

Post As: Diversity Fellows Poster Session

Cost Center: PD 469

Estimate: 200 people

Contact Information

SFN Contact:

Notes

10/15 UPDATE: CHANGED CATERING QUANTITIES

Guarantee = 200

Logistics

Computer Rental
Ready By:
Sat 11/13 5:30 PM

Billing: SfN Master Account
Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0,
Quicktime and Flash Software. Must be equipped with a CD/DVD drive and
the USB ports.

Saturday, November 13 2010

7:30PM-9:30PM - [Mentoring Program](#)

Hilton Bayfront: Sapphire C,Sapphire D,Sapphire G,Sapphire H

Post As: Mentoring Program
Cost Center: PD 455

Estimate: 200 people

Contact Information

SfN Contact:

Notes

10/15 UPDATE: UPDATED CATERING QUANTITIES

Guarantee = 200

Logistics

Computer Rental
Ready By:
Sat 11/13 6:30 PM

Billing: SfN Master Account
Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0,
Quicktime and Flash Software. Must be equipped with a CD/DVD drive and
the USB ports.

Sunday, November 14 2010

9:30AM-5:00PM - [SfN Booth 2013](#)

SDCC: SfN Booth # 2013

Post As: SfN Booth 2013

Estimate: 0 people

Contact Information

SfN Contact:

Notes

Internet and Electrical fees are charged to CS102.

Logistics

Computer Rental

Ready By:

Thu 11/11 3:00 PM

(10) Computers and LCD monitors with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software and Personify. The CPU must be equipped with a CD/DVD drive and the USB ports must be located in the front of the CPU.

(1) MAC with Creative Suites, Adobe Acrobat 9.0, Quicktime and Flash Software

(1) Printer

PLACEMENT OF EQUIPMENT:

Public Education & Advocacy/Educating and Engaging the Public Side

Public Education (1) computer w/19" monitor with swivel ability and speakers

Advocacy (3) computers, two with regular monitors and one w/19" monitor with swivel ability

Journal/Creating Venues for Great Science (2) PCs and (1) MAC

Professional Development, Membership & Chapters/Supporting the Neuroscience Community

Membership - (3) computers

Professional Development (1) computer

****Remain as set on a 24-hour basis through Wednesday, November 17 at 5:00 pm****

Sunday, November 14 2010

9:30AM-5:00PM - [NDP Booth #3831](#)

SDCC: NDP Booth 3831

Cost Center: PD463

Estimate: 0 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:

Fri 11/12 2:00 PM

(2) Laptop computers with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Please deliver to Headquarter office to Stephanie Embrey

****Remain as set on a 24-hour basis through Wednesday, November 17 at 5:00 pm****

Sunday, November 14 2010

11:00AM-2:00PM - [Professional Development Committee Meeting](#)

Marriott: Marina Ballroom Salon D

Post As: Professional Development Committee Meeting

Cost Center: PD 453

Estimate: 45 people

Contact Information

SFN Contact:

Notes

Guarantee = 38 with 1 gluten free

Logistics

Computer Rental

Billing: SFN Master Account

Ready By:

Sun 11/14 10:00 AM

Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Sunday, November 14 2010

1:00PM-3:00PM - [Social Issues Roundtable](#)

SDCC: 10

Post As: Social Issues Roundtable

Cost Center: GA102

Estimate: 250 people

Contact Information

SFN Contact:

Notes

As set Saturday, Nov 13.

Logistics

Computer Rental

Ready By:

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat

Sun 11/14 12:00 PM

9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.

Sunday, November 14 2010

6:30PM-8:00PM - [Neuroscience Departments & Programs Reception](#)

Marriott: Marina Ballroom Salon E

Post As: Neuroscience Departments & Programs
Reception

Cost Center: PD 463

Estimate: 90 people

Contact Information

SFN Contact:

Notes

Guarantee = 90

Logistics

Computer Rental

Billing: SFN Master Account

Ready By:

Sun 11/14 5:30 PM

Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Sunday, November 14 2010

6:45PM-8:45PM - [Auditory Neuroscience Social](#)

Marriott: Marriott Hall Salon 1

Post As: Auditory Neuroscience Social

Cost Center: MS 756

Estimate: 150 people

Contact Information

SFN Contact:

Satellite/Co-Sponsor

Organizer:

Xiaoqin Wang

Logistics

Computer Rental

Ready By:

Sun 11/14 5:30 PM

Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Sunday, November 14 2010

6:45PM-8:45PM - [Behavioral and Cognitive Neuroscience Social](#)

Marriott: Marriott Hall Salon 6

Post As: Behavioral and Cognitive Neuroscience
Social

Cost Center: MS 756

Estimate: 100 people

Contact Information

SFN Contact:

Satellite/Co-Sponsor

Organizer:

Logistics

Computer Rental

Billing: SFN Master Account

Ready By:

Sun 11/14 5:30 PM

Computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Sunday, November 14 2010

6:45PM-8:45PM - [Neuroscience Education Outreach Social](#)

Marriott: Atlanta, Chicago

Post As: Neuroscience Education Outreach Social

Cost Center: MS 756

Estimate: 40 people

Contact Information

SFN Contact:

Satellite/Co-Sponsor

Organizer:

Logistics

Computer Rental

Billing: SFN Master Account

Ready By:

Sun 11/14 5:30 PM

Computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Monday, November 15 2010

8:00AM-12:00PM - [Committee On Committees](#)

Marriott: Balboa

Post As: Committee On Committees
Cost Center: OG 852

Estimate: 20 people

Contact Information

SFN Contact:

Notes

10/12: CHANGE SET UP TIME TO 6:30 AM. THERE WILL BE A SMALL PRE-MEETING STARTING AT 7:00 AM IN THIS ROOM.

Guarantee = 18

Logistics**Computer Rental**

Billing: SFN Master Account

Ready By: Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.
Mon 11/15 6:30 AM

10/19 UPDATE: CANCEL LAPTOP

Monday, November 15 2010

9:00AM-11:00AM - [Animals in Research Panel](#)

SDCC: 11A,11B

Post As: Animals in Research Panel
Cost Center: GA102

Estimate: 100 people

Contact Information

SFN Contact:

Logistics**Computer Rental**

Ready By: (1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports
Mon 11/15 8:00 AM

Monday, November 15 2010

2:15PM-3:00PM - [Council and Kennedy Meeting](#)

SDCC: 26B

Estimate: 30 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By: ***ADDED ONSITE 11/14/10***
Mon 11/15 1:15 PM (1) Laptop

Monday, November 15 2010

6:45PM-8:45PM - [Autonomic and Respiratory Control Social](#)

Marriott: Marriott Hall Salon 1, Marriott Hall Salon 2

Post As: Autonomic and Respiratory Control Social

Cost Center: MS 756

Estimate: 200 people

Contact Information

SFN Contact:

Satellite/Co-Sponsor

Organizer:

Logistics

Computer Rental

Ready By: Billing: SFN Master Account
Mon 11/15 5:30 PM Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Tuesday, November 16 2010

8:00AM-10:30AM - [Public Education & Communications Committee](#)

SDCC: 26B

Post As: Public Education & Communications
Committee

Cost Center: PI102

Estimate: 35 people

Contact Information

SFN Contact:

Logistics

Computer Rental

Ready By:

Tue 11/16 7:00 AM

Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Tuesday, November 16 2010

12:00PM-2:00PM - [A Celebration of Women in Neuroscience Luncheon](#)

Hilton Bayfront: Indigo A,Indigo E

Post As: A Celebration of Women in Neuroscience Luncheon

Cost Center: PD 455

Estimate: 250 people

Contact Information

SFN Contact:

Notes

Guarantee = 250 (1 gluten free; 35 vegetarian)

Logistics

Computer Rental

Ready By:

Tue 11/16 11:00 AM

Billing: SFN Master Account

Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Tuesday, November 16 2010

1:30PM-5:00PM - [IAC Meeting](#)

Marriott: Balboa

Post As: IAC Meeting

Cost Center: GE 452

Estimate: 25 people

Contact Information

SFN Contact:

Notes

Guarantee = 20

ONSITE = added internet connection

Logistics

Computer Rental

Ready By:

Tue 11/16 12:30 PM

Billing: SFN Master Account

Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Tuesday, November 16 2010

3:00PM-5:00PM - [Public Advocacy Forum](#)

SDCC: 10

Post As: Public Advocacy Forum

Cost Center: GA102

Estimate: 250 people

Contact Information

SFN Contact:

Notes

As set Saturday, Nov 13.

Logistics

Computer Rental

Ready By:

Tue 11/16 2:00 PM

(1) Laptop computer with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. The laptop must be equipped with a CD/DVD drive and the USB ports.

Tuesday, November 16 2010

6:45PM-8:45PM - [Neuroethics Social](#)

Marriott: Torrey 1,Torrey 2,Torrey 3

Post As: Neuroethics Social

Cost Center: MS 756

Estimate: 150 people

Contact Information

SFN Contact:

Satellite/Co-Sponsor

Organizer:

Logistics

Computer Rental
Ready By:
Tue 11/16 5:45 PM

Billing: SFN Master Account
Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0,
Quicktime and Flash Software. Must be equipped with a CD/DVD drive and
the USB ports.

Tuesday, November 16 2010
6:45PM-8:45PM - [Cre Driver Mouse Social](#)
Marriott: Marriott Hall Salon 3

Post As: Cre Driver Mouse Social
Cost Center: MS 756

Estimate: 200 people

Contact Information

SFN Contact:
Satellite/Co-Sponsor
Organizer:

Logistics

Computer Rental
Ready By:
Tue 11/16 5:45 PM

Billing: SFN Master Account
Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0,
Quicktime and Flash Software. Must be equipped with a CD/DVD drive and
the USB ports.

Tuesday, November 16 2010
6:45PM-8:45PM - [Neuroendocrinology Social](#)
Marriott: Marriott Hall Salon 1

Post As: Neuroendocrinology Social
Cost Center: MS 756

Estimate: 100 people

Contact Information

SFN Contact:
Satellite/Co-Sponsor
Organizer:

Notes

10/7 UPDATE: ADDED (1) LAPTOP; (1) AUDIO FOR LAPTOP; AND (1) STANDING MICROPHONE

Logistics

Computer Rental
Ready By:
Tue 11/16 5:45 PM

Billing: SFN Master Account
10/7 UPDATE: ADD (1) Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

Thursday, November 18 2010
8:00AM-2:00PM - [Council Meeting](#)
Marriott: Marina Ballroom Salon D

Post As: Council Meeting
Cost Center: OG 851

Estimate: 36 people

Contact Information

SFN Contact:

Notes

Guarantee = 30

Logistics

Computer Rental
Ready By:
Thu 11/18 7:00 AM

Billing: SFN Master Account
Laptop with Microsoft Windows XP, Office 2007, Adobe Acrobat 9.0, Quicktime and Flash Software. Must be equipped with a CD/DVD drive and the USB ports.

10/19 UPDATE: CANCEL LAPTOP