

FINAL SCHEDULE FOR PRE-CONGRESS COURSES

Thursday, May 6 - Friday, May 7, 2010

Grand Hyatt Seattle, Seattle, WA USA

THURSDAY, MAY 6, 2010

Pre-Congress Course Organizer: Zosia Maciorowski, Institut Curie

Flow Cytometry Course

Organizer: Lora Barsky, Children's Hospital of Los Angeles, University of Southern California

Image Cytometry Course

Organizer: Gustavo Rohde, Carnegie Mellon University

11 AM – 1 PM **REGISTRATION OPEN (outside ballrooms on first floor/lobby)**

Hotel to set up two 6ft skirted tables w/ 4 chairs and two 6ft skirted tables behind it for material placement. Existing set up to remain until 6:00 PM.

- Registrants to pick up badges and course material
- Assist vendors as needed

1:00 – 6:00 PM **Vendor set up in PRINCESSA BALLROOM**

Hotel to set up 8 demo stations in Princessa ballroom. Vendors to bring/order AV equipment (LCD projector, screen, laptop) if needed. Vendors will set up equipment on tables for demonstrations. Place 10 chairs in room.

Doors must be locked for overnight storage of equipment.

1:00 – 6:00 PM **Vendor set up in DISCOVERY A/B & PORTLAND A/B**

Hotel to set up 2 demo stations in each of the four rooms. Vendors to bring/order AV equipment (LCD projector, screen, laptop) if needed. Vendors will set up equipment on tables for demonstrations. Place 4 chairs in each room

Doors must be locked for overnight storage of equipment.

1:00 – 3:30 PM **Vendors set up Software Demos in back of LEONESS III**

Hotel to set up 2 demo stations in back of ballroom near electrical outlets.

1:00 – 3:30 PM **Vendors set up Software Demos in back of LEONESSA I**

Hotel to set up 2 demo stations in back of ballroom near electrical outlets.

1:00 – 2:45 PM **Lectures in LEONESSA III (60 Classroom)**

Hotel to provide screen, LCD Projector, laptop, podium with lavalier mic, head table for 4 people

1:00 – 3:00 PM **Lectures in LEONESSA I (40 Classroom)**

Hotel to provide screen, LCD Projector, laptop, Podium with lavalier mic, head table for 4 people

2:45 – 3:30 PM **Coffee Break for both courses in the LEONESSA II**
(Banquet rounds –coffee, decaf, tea, soda)

3:15 – 6:00 PM **Lectures Continue in LEONESSA III**

3:30 – 5:30 PM **Lectures Continue in LEONESSA I**

FRIDAY, MAY 7, 2010

Flow Cytometry Course

7:30 – 8:30 AM ***Continental Breakfast for both courses in LEONESSA II***
(Banquet rounds - assortment of muffins, croissants, Danish, orange juice, coffee, decaf, tea)

8:00 – 10:25 AM **Demonstrations in PRINCESSA BALLROOM**
 Same set up

10:15 – 10:45 AM ***Coffee Break for both courses in LEONESSA II***
(Banquet rounds – coffee, decaf, tea, soda)

10:45 – 12:30 PM **Demonstrations in PRINCESSA BALLROOM**

12:30 – 1:30 PM ***Lunch for both courses in LEONESSA II***
(Banquet rounds – pre-made roast beef/turkey sandwiches, chips, cookie, choice of soda/ water)

1:30 – 3:05 PM **Demonstrations in PRINCESSA BALLROOM**

3:00 – 3:40 PM ***Coffee Break for both courses in LEONESSA II***
(Banquet rounds – coffee, decaf, ice tea, ice tea, lemonade, water)

3:10 – 5:00 PM **Vendors pack up/move out**

3:40 – 5:30 PM **Lectures, LEONESSA III**

5:30 – 6:00 PM **Closing Remarks**

6:00 – 8:00 PM ***Reception at Tap House Grill***

Image Cytometry Course

7:30 - 11:30 AM **Vendor set up continues in DISCOVERY AND PORTLAND ROOMS**

8:30 – 10:15 AM **Lectures in LEONESSA I**
 Same set up

10:45 AM–12:30 PM **Lectures in LEONESSA I**
 Same set up

2:00 – 3:00 PM **Demonstrations in DISCOVERY & PORTLAND**

3:30 – 5:30 PM **Demonstrations in DISCOVERY & PORTLAND**

5:30 – 8:00 PM **Vendor pack up/move out**

NOTES TO HYATT:

- ◆ The Princessa Ballroom; the Leonessa Ballroom I & III; Discovery AB; and Portland AB rooms are confirmed for the pre-congress courses (no room rental charges apply). Leonessa Ballroom II will be used for scheduled food & beverage functions.
- ◆ Each vendor demo station should consist of two 6' x 30' tables near electrical outlets – 120V) and 1 chair.
- ◆ 2 keys required for the following rooms: Leonessa I & III, Princessa, Discovery, and Portland for overnight security of equipment. The cost is \$50 per room plus tax.
- ◆ Stellar room on 6th floor has been confirmed for CNC (audio capturing co.) from 5/5-5/7; 2 keys required (no room rental charge). Key charge applicable.

NOTES TO ORGANIZERS:

- ◆ Other groups are booked in the pre-congress rooms until 12:00 NOON on Thursday, May 6.
- ◆ Each vendor demo station will consist of two 6' x 30' tables near electrical outlets – 120V) and 1 chair.
- ◆ The maximum weight capacity for each table is 250 lbs.
- ◆ If vendor equipment is larger than the table dimension or more than 250 lbs, please ask the vendor to bring their own demo table.
- ◆ Directions for vendor loading/unloading are provided below. Direct shipments to the hotel need to be verified and approved by the hotel in advance.
- ◆ Organizers requested a limit of 50 registrants for the Flow course and 30 registrants for the Image Course.
- ◆ 2 keys will be provided to organizers for Leonessa I & III, Princessa, Discovery, and Portland. Organizer must lock rooms for overnight security of equipment and unlock rooms the next morning. Keys must be returned to the hotel upon completion otherwise additional charges will apply.
- ◆ Food & beverage provisions are for students registered for the course, course faculty, and the 3 course organizers only.

VENDOR AUDIO VISUAL REQUIREMENTS:

Vendors can order AV equipment from PSAV directly. PSAV is the in house AV company at the Grand Hyatt. Vendors will be responsible for payment of any order. The contact information for PSAV is listed below:

PSAV Presentation Services, 721 Pine Street, Seattle, WA 98101, Ph: 206/442-9600, Order Online at [Grand Hyatt Seattle](#)

AUDIO CAPTURING:

Content Management Corporation, Craig Menges; Ph: 905/889/6555: craigm@cmcg.com

VENDOR INFORMATION FOR THE GRAND HYATT:

Grand Hyatt Seattle, 721 Pine Street, Seattle, WA 98101

The quickest access for loading/unloading to the ballroom is into the loading dock on 8th Avenue (between Pike and Pine Streets). Vendors will need to check in with security first and then load into the freight elevator which will lead them to the back hallway behind the ballrooms. The loading dock is high and works best for box trucks. If they are coming by van, they will need to pull into the parking garage for access to the freight elevator. Direct shipments to the hotel need to be verified and approved by the hotel in advance.

VENDOR INFORMATION FOR THE CONVENTION CENTER (CYTO EXHIBIT HALL):

Washington State Convention & Trade Center, 800 Convention Place, Seattle, WA 98101 USA

If vendors are also exhibitors at the CYTO congress and would like to bring their equipment to their booth at the Center after removal on Friday evening, they MUST pick up their exhibitor badge and a work pass from Janet Kearney, Exhibit Manager at the registration desk in the South Lobby (Level 4) of the Center. **The registration desk is open on Friday, May 7 from 12:00 PM – 5:00 PM. Exhibitors will not be allowed into the exhibit hall without a badge and Work Late Pass (no exceptions). Please provide the contact information of participating vendors to Janet Kearney at jkearney@faseb.org as soon as possible.**

On Friday, May 7 – The center is open to the public until 8 PM; exhibitors coming from the Hyatt are permitted to bring their equipment (hand carried, wheeled in/on rolling carts) inside the center using the center's front door. Vendors can also hire Freeman to pick up their equipment directly from the Hyatt for delivery to their booth at the Center. Vendors using other I&D companies to set up their equipment at the Center must contact Freeman to provide the necessary information in advance. The contact information for Freeman Decorating is provided below:

Larry Gutelius, Freeman Company, 1000 Elmwood Park Blvd., New Orleans, LA 70123-2397, Ph: 504/733-7469; Fax: 504/825-3506, Larry.gutelius@freemanco.com