

KIDNEYWEEK²⁰¹⁵

San Diego, CA • Nov 3-8

ANCILLARY EVENT FORM - IMPORTANT INFORMATION:

- Please complete all sections. Incomplete forms will **NOT** be processed.
- If you require multiple events, please complete ONE form for EACH function you would like to hold.
- Once the function has been approved, your request will then be forwarded to the hotel and the hotel will contact you directly for your meeting requirements.
- Your organization is responsible for payment of any charges for catering, audio visual, etc. You will need to provide billing information directly to the hotel.
- **Category I and IV Processing fee: \$200.00 ; Category II Event fee: \$500 per four-hour period; Category III: Fees vary on number of attendees**

Contact Information

Company Name _____

Third Party Organizer (i.e. Medical Communication Firm) _____

Contact Person _____ Title _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Cell Phone Number _____ Email _____

Function and Scheduling Information

Please indicate the type of meeting your company will be hosting

- | | |
|---|--|
| <input type="checkbox"/> Category I Event - Exhibitors (Internal Sales/Business Meeting during non-ASN hours) | <input type="checkbox"/> Category IV Event - Non-Profit/Academic Organizations |
| <input type="checkbox"/> Category II Event - Exhibitors (Internal Sales/Business Meeting during ASN hours) | <input type="checkbox"/> Hospitality Desk |
| <input type="checkbox"/> Category III Event - Exhibitors (Meetings/Events non Sales/Business Meeting) | |

Times & Dates

Category I, III, IV events may only be scheduled during non-ASN event hours. All scheduled events must adhere to ASN regulations and may ONLY take place during the following dates and times:

Tuesday, November 3	6:00 pm-11:59 pm
Wednesday, November 4	6:00 pm-11:59 pm
Thursday, November 5	12:00 am-7:45 am & 12:45 pm-1:45 pm & 6:45 pm-11:59 pm
Friday, November 6	12:00 am-7:45 am & 12:45 pm-1:45 pm & 6:45 pm-11:59 pm
Saturday, November 7	12:00 am-7:45 am & 12:45 pm-1:45 pm & 6:45 pm-11:59 pm
Sunday, November 8	12:00 am-7:45 am

Category II events may be scheduled during ASN event hours.

All scheduled events must adhere to ASN regulations and are subject to a \$500.00 event fee per four hour time slot booked.

Tuesday, November 3	12:00 am-6:00 pm
Wednesday, November 4	12:00 am-6:00 pm
Thursday, November 5	7:45 am-12:45 pm & 1:45 pm-6:45 pm
Friday, November 6	7:45 am-12:45 pm & 1:45 pm-6:45 pm
Saturday, November 7	7:45 am-12:45 pm & 1:45 pm-6:45 pm
Sunday, November 8	7:45 am-12:00 pm

For ASN Official Use

Beginning November 3, please submit this information in person to ASN Management Office (Room 14) at the San Diego Convention Center, or email to meetings@asn-online.org.

ASN Approval: _____

Date: _____ Fee: _____

Hotel Assigned: _____

Room Assigned: _____

Meeting Title _____

Meeting Purpose: (30 words or less) _____

Meeting Date: _____ Meeting Start Time: _____ Meeting Start Time: _____ Meeting End Time: _____ Meeting Category: _____

Please indicate your preferred location. Space will be assigned on a first-come, first-served basis. ASN has the right to change the space assignments. If you have a meeting at an ASN hotel that is not listed below you still **must** complete and return an ancillary form and you may be subject to room rental fees. No other venue options will be vetted by ASN.

_____ San Diego Marriott Marquis & Marina _____ Manchester Grand Hyatt _____ Hilton San Diego Bayfront _____ Omni San Diego Hotel

Function Room Requirements

Number of people expected: _____ Room Setup: Conference Hollow Square U-Shape Theater Rounds Crescent Rounds Classroom

Will need additional space for A/V and/or Food and Beverage? Yes No

We agree to abide by all the requirements, restrictions, and obligations as outlined by the American Society of Nephrology.

Authorized Signature _____ Date _____

Card Type: Visa _____ MC _____ AMEX _____ Card Number: _____ Expiration Date _____

Cardholder Name: _____ Signature _____