

CHECKLIST

ASN KIDNEY WEEK 2016 | CHICAGO, IL

USE THE FOLLOWING CHECKLIST TO PLAN YOUR PARTICIPATION IN KIDNEY WEEK 2016...

X	Review Kidney Week website at www.asn-online.org/kidneyweek
Travel Visa (International Participants)	
	Download Kidney Week 2016 Invitation Letter
	Secure travel Visa (if required) (<i>Hint: Allow at least 3 months for visa approval</i>)
Registration (Early Deadline is September 14)	
	Early Program (<i>Hint: Register early programs fill quickly; save with early fees</i>)
	Annual Meeting (<i>Hint: Separate registration required for the Annual Meeting</i>)
Housing (Housing Deadline is October 14)	
	Select desired hotel and make reservation (<i>Hint: Pick 3 hotels in case first/second choice is closed and be sure to book early and well before this date!</i>)
Travel	
	Arrange transportation to the meeting (<i>Hint: Purchase plane or train tickets early for best savings</i>)
	Check out your Ground Transportation Options in Chicago (<i>Hint check out:: http://www.asn-online.org/education/kidneyweek/2016/travel.aspx</i>)
Educational Program	
	Review Annual Meeting daily program schedule (<i>Hint: Download the Kidney Week 2016 mobile app for program information "at-your-fingertips"</i>)
	Create your on-site daily schedule (<i>Hint: Use the mobile app</i>)
	Mark educational sessions you cannot attend to view later on "Kidney On-Demand" (<i>Hint: Exchange voucher for free access code</i>)
Poster Session	
	Review poster abstracts found on the mobile app (<i>Hint: Search the mobile app by topic, author, keyword, or day</i>)
Scientific Exposition	
	Review exhibitor company/product descriptions (<i>Hint: Descriptions and exhibit hall location found on the mobile app</i>)
	Check out the "Exhibitor Spotlight" presentations on mobile app (<i>Hint: Spotlights offered in the A.M. and P.M. highlight products, services, and technologies</i>)
Networking	
	Plan to connect with colleagues and friends (<i>Hint: Use the mobile app to arrange connections</i>)
Trip to Chicago	
	Pack meeting attire and for weather (<i>Hint: Dress in layers at the convention center and check the weather forecast for Chicago</i>)
	Charge your personal devices (<i>Hint: Access to power can be difficult to find</i>)
	Keep your valuables and medications in your carry-on (<i>Hint: Checked luggage may be delayed or lost</i>)
Convention Center	
	Take a look at the shuttle bus schedule in hotel lobby (<i>Hint: Pick departure time that gets to convention center to meet your meeting schedule</i>)
	Explore the exposition hall (<i>Hint: Keep for getting lost by using real-time location finder on the mobile app or "Meet Me" kiosks</i>)
	Use networking opportunities to meet colleagues/friends (<i>Hint: Use the mobile app to arrange connections</i>)
	Print "Certificate of Attendance" for international participants (<i>Hint: Located in registration area</i>)
Post-meeting	
	Complete Kidney Week participant evaluation (<i>Hint: Go to www.asn-online.org/kidneyweek/cme</i>)

