

Housing and Registration FAQ

Contact Information

Housing:

Call Center Hours: Monday – Friday
9:00 am 5:00 pm

Phone: (866) 849-8868 Domestic
(703) 449-6418 International

Email: asnhousing@spargoinc.com

Website: <http://www.asn-online.org/>

Registration:

Call Center Hours: Monday – Friday
9:00 am 5:00 pm

Phone: (866) 849-8868 Domestic
(703) 449-6418 International

Email: asnregistration@spargoinc.com

Website: <http://www.asn-online.org/>

Refer all International Groups to ABTS at <https://www.asn-igh.com/Home.aspx> or go to our website and click on link to International assistance.

When does housing open?

Attendee and group housing opens Wednesday, June 15, 2016 at 10:00 am EST
Exhibitor housing opens Wednesday, June 29, 2016 at 10:00 am EST

When does registration open?

Attendee and group registration opens Wednesday, June 15, 2016 at 10:00 am EST
Exhibitor registration opens Wednesday, June 29, 2016 at 10:00 am EST

How do I access the registration site?

The Kidney Week registration site can be accessed from the ASN website here: <http://www.asn-online.org/education/kidneyweek/2016/register.aspx>

How do I access the housing website?

The Kidney Week housing site can be accessed from the ASN website here: <http://www.asn-online.org/education/kidneyweek/2016/housing.aspx>

When are the registration deadlines?

Early Registration Deadline: June 15 – September 14 @ 11:59 p.m.
Late Registration Deadline: September 15 – November 2 @ 11:59 p.m.
Onsite Registration: November 3 – November 20 onsite

Which hotel is the headquarter hotel?

The Hyatt Regency McCormick Place and the Palmer House Hilton will serve as co-headquarter hotels. Expect limited availability at the Hyatt Regency McCormick Place, as it is the only hotel connected directly to the convention center and the only one within walking distance of the convention center. Shuttle service will be provided from all other official ASN hotels during conference hours for attendees who book through the official ASN housing bureau.

Where can I find a map of the hotels?

A map of all hotels within the ASN room block can be found on the ASN Housing website here: https://dc.jspargo.com/download/JEMSDocuments/showDocuments_143/HotelMap.pdf

What if I have a disability or other special requirement that will need to be addressed?

ASN is committed to making the meeting accessible to all individuals. If you have a disability as identified by the [Americans with Disability Act](#), please let us know when you register for the meeting and create your housing reservation. If you did not request special accommodations when registering or need to make changes to your request, please email meetings@asn-online.org and asnhousing@spargoinc.com.

Where will registration be located once attendees get to Chicago?

Registration will be located at McCormick Place, West Building, Level 3.

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How will I get my badge?

Individuals

For your convenience, if you register prior to September 20, 2016, ASN will mail your name badge in early October to the address you provided during the registration process. If you receive your name badge in the mail, you may proceed directly to Early Programs or ASN annual meeting activities. Be sure to scan the QR code on your badge at an Attendance Verification station to confirm your attendance at the conference. To collect your conference materials, proceed to the Materials Pick-up counter at McCormick Place West Building. If you need to make changes to your name badge, please visit the Advance Registration counter during the onsite hours listed below, to have your name badge corrected and reprinted. Pending registrations will not receive their credentials in the mail.

Groups

Your group administrator will notify you of how to receive your badge. Group administrators have the following options for badge pick-up / mailing:

- Individual badges may be mailed directly to attendees
- Individual badges may be picked up by attendees at the registration desk
- All group badges may be mailed to the Group Administrator
- All group badges may be picked up onsite by the Group Administrator

These selections are made during the registration process. Please contact the ASN registration bureau with questions.

What if I need to cancel / modify my hotel room?

Please Note: One (1) night's room and tax deposit is refundable until Monday, September 12, 2016 at 11:59 pm EDT. After Monday, September 12, 2016 at 11:59 pm EDT, cancellation will result in a forfeit of the deposit. Beginning September 13, 2016, the hotel will receive the credit card information. The hotel will charge the credit card for the non-refundable (1) one night room and tax deposit upon receipt of this information. Any hotel reservation made on or after September 13, 2016 will be charged the non-refundable (1) night room and tax deposit immediately. Please note, changing your hotel after September 12, 2016 at 11:59 pm EDT will result in forfeiting your nonrefundable deposit at your original hotel and an additional non-refundable deposit will be required to confirm your new hotel reservation. To make changes to your existing reservation please contact the ASN housing bureau at asnhousing@spargoinc.com or by phone at (866) 849-8868 Domestic and (703) 449-6418 International.

What if I need to cancel / modify my registration?

Refunds, less a \$100 fee, for all cancelled events will be granted for requests received in writing prior to September 14, 2016 at 11:59 PM EDT. Email requests to asnregistration@spargoinc.com or fax requests to (703) 631-2971. All refunds are processed after the meeting. After September 14, 2016 all sales are final.

How do I become a member and receive the member rate?

Please visit the ASN website here: <http://www.asn-online.org/membership/join.aspx> in order to join ASN. Please note, if you register for the meeting as a non-member, the registration fees will not be refunded. Please complete your ASN membership before registering for the meeting to take advantage of the member rate.

I am a student but I am not currently a member of ASN, how can I come to the meeting without paying the annual meeting registration fee?

Students can register for the ASN annual meeting without paying a registration fee as long as they are a current member with ASN. There is no fee associated with a student membership at ASN. Please visit the ASN website here: <http://www.asn-online.org/membership/join.aspx> in order to join ASN. Please note, if you register for the meeting as a non-member, the registration fees will not be refunded. Please complete your ASN membership before registering for the meeting to take advantage of the free student attendance.

What if I registered as the wrong designation?

If you register as a non-member then apply for membership with ASN, you will not be eligible for a refund of the difference in rate. Please verify your designation and membership status before completing your registration.

I need a letter in order to obtain a Visa. Who do I contact?

Please visit the ASN website here: <http://www.asn-online.org/education/kidneyweek/2016/invite-letter.aspx> to produce an invitation letter.

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What is included in my registration fee?

By registering for the annual meeting, participants receive full access to the scientific exposition, plenary sessions, educational sessions, poster sessions, and industry sponsored educational symposia on the following dates: Thursday, November 17, 2016 through Sunday, November 20, 2016. Early programs have a separate registration fee and require a separate conference badge.

Can I register for just the exhibit hall?

Attendees must register for the annual meeting in order to enter the exhibit hall. Exhibit Hall only passes are not available to attendees.

How do I get my registration receipt / invoice/ confirmation?

Individual

Your registration confirmation will be emailed to you after your registration has been completed. Your receipt will be emailed to you once payment has been made. If you do not receive these emails, please contact the ASN Registration Bureau.

Group

Your group administrator has access to your individual confirmation email and invoice. Please contact them for a copy of those materials.

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Early Program Registration Fees

	Two-Day EPs			One-Day EPs		
	Early	Advance	Onsite	Early	Advance	Onsite
ASN Member	\$520	\$595	\$695	\$270	\$345	\$445
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$245	\$320	\$420	\$180	\$205	\$305
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$245	\$320	\$420	\$180	\$205	\$305
Member PharmD/PA/APN/RN	\$475	\$550	\$650	\$250	\$325	\$425
Nonmember (NM)	\$625	\$700	\$800	\$345	\$395	\$495
Nonmember (NM) Fellow-in-Training/PhD, Post doctorate Trainee	\$345	\$420	\$520	\$280	\$305	\$405
NM-PharmD/PA/APN/RN	\$570	\$645	\$745	\$295	\$370	\$470
NM Medical Student/Resident* (undergraduate, graduate, medical PhD, resident)	\$345	\$420	\$520	\$280	\$305	\$405
NM-Technical Staff/Administrator	\$570	\$645	\$745	\$295	\$370	\$470

	Renal Pathology		
	Early	Advance	Onsite
ASN Member	\$670.00	\$745.00	\$845.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$395.00	\$470.00	\$570.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$395.00	\$470.00	\$570.00
Member PharmD/PA/APN/RN	\$625.00	\$700.00	\$800.00
Nonmember (NM)	\$775.00	\$850.00	\$950.00
Nonmember (NM) Fellow-in-Training/PhD, Post doctorate Trainee	\$495.00	\$570.00	\$670.00
NM-PharmD/PA/APN/RN	\$720.00	\$795.00	\$895.00
NM Medical Student/Resident* (undergraduate, graduate, medical PhD, resident)	\$495.00	\$570.00	\$670.00
NM-Technical Staff/Administrator	\$720.00	\$795.00	\$895.00

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Annual Meeting Registration Fees

	Annual Meeting		
	Early	Advance	OnSite
ASN Member	\$450.00	\$525.00	\$625.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$200.00	\$200.00	\$300.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$-	\$-	N/A
Member PharmD/PA/APN/RN	\$425.00	\$500.00	\$600.00
Nonmember (NM)	\$605.00	\$680.00	\$780.00
Nonmember (NM) Fellow-in-Training/PhD, Post doctorate Trainee	\$255.00	\$255.00	\$355.00
NM-PharmD/PA/APN/RN	\$520.00	\$595.00	\$695.00
NM Medical Student/Resident* (undergraduate, graduate, medical PhD, resident)	\$155.00	\$155.00	\$255.00
NM-Technical Staff/Administrator	\$520.00	\$595.00	\$695.00