

Kidney Week Participant 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/>

Registration

When does registration open?

Attendee and group registration opens Wednesday, June 14, 2017 at 10:00 am EST

Exhibitor registration opens Wednesday, June 28, 2017 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/2017/register.aspx>

When are the registration deadlines?

Early Registration Deadline: June 14 – August 30 @ 11:59 p.m. EST

Late Registration Deadline: August 31 – October 25 @ 11:59 p.m. EST

Onsite Registration: October 26 – November 5 onsite

Where will registration be located once attendees get to New Orleans?

Registration will be located at the Ernest N. Morial Convention Center, Exhibit Hall G Entrance.

How will I get my badge?

Individuals

For your convenience, if you register prior to August 28, 2017, ASN will mail your name badge in September or October to the address you provided during the registration process. If you receive your name badge in the mail, bring the badge with you to New Orleans and 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. You only need to scan the badge ONCE during the conference to be verified. To collect your conference materials, proceed to the Materials Pick-up counter at the Ernest N. Morial Convention Center, Exhibit Hall H Foyer. If you need to make changes to your name badge, please visit the Onsite Registration counter at the convention center, Exhibit Hall G Entrance during the onsite hours listed below, to have your name badge corrected and reprinted. Please refer to the information above on how to make changes to your registration prior to arriving onsite. 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.

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What if I need to cancel / modify my registration?

Refunds, less a \$125 fee, for all cancelled events will be granted for requests received in writing prior to August 30, 2017 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 August 30, 2017, 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> 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> 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. Membership must be established by October 25, 2017, otherwise non-member registration fees will apply regardless of membership status.

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.

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, industry sponsored educational symposia, and the welcome reception on the following dates: Thursday, November 2, 2017 through Sunday, November 5, 2017. 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. Be sure to add asnregistration@spargoinc.com to your contacts and check your spam folder for any expected emails. If you do not receive these emails please contact the ASN Registration Bureau.

Groups

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

Housing

When does housing open?

Attendee and group housing opens Wednesday, June 14, 2017 at 10:00 am EST
Exhibitor housing information will be sent to all exhibitors once they are fully confirmed.

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/2017/housing.aspx>

Which hotel is the headquarter hotel?

The Hilton New Orleans Riverside and the Sheraton New Orleans will serve as co-headquarter hotels. Shuttle service will be provided from select official ASN hotels during conference hours for attendees who book through the official ASN housing bureau.

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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_223/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.

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

Please Note: One (1) night's room and tax deposit is refundable until Monday, August 28, 2017 at 11:59 pm EDT. After Monday, August 28, 2017 at 11:59 pm EDT, cancellation will result in a forfeit of the deposit. Beginning August 29, 2017, 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 August 29, 2017 will be charged the non-refundable (1) night room and tax deposit immediately. Please note, changing your hotel after August 28 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.

International Attendees

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/2017/invite-letter.aspx> to produce an invitation letter.

How do I obtain a travel Visa?

Attending Kidney Week can require a visa for non-U.S. citizens. ASN strongly urges individuals needing a visa to begin the application process several months prior to the meeting. Some embassies require an interview that can take several weeks/months to secure a date. Every country has unique requirements for obtaining a travel Visa. For assistance in selecting a Visa category and initiating the Visa application process, you can visit the US Department of State website here: <https://travel.state.gov/content/visas/en/general/visa-wizard.html>

Who do I contact for International Group assistance?

The ASN International Group Housing bureau ABTS can be contacted through their website here: <https://www.asn-igh.com/Home.aspx>.

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Early Program Registration Fees

	Two-Day EPs			One-Day EPs		
	Early	Advance	Onsite	Early	Advance	Onsite
	>Aug 30	>Oct 25	>Nov 5	>Aug 30	>Oct 25	>Nov 5
ASN Member	\$520.00	\$595.00	\$695.00	\$270.00	\$345.00	\$445.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$245.00	\$320.00	\$420.00	\$180.00	\$205.00	\$305.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$245.00	\$320.00	\$420.00	\$180.00	\$205.00	\$305.00
Member PharmD/PA/APN/RN	\$475.00	\$550.00	\$650.00	\$250.00	\$325.00	\$425.00
Nonmember (NM)	\$625.00	\$700.00	\$800.00	\$345.00	\$395.00	\$495.00
Nonmember (NM) Fellow-in-Training/PhD, Post doctorate Trainee	\$345.00	\$420.00	\$520.00	\$280.00	\$305.00	\$405.00
NM-PharmD/PA/APN/RN	\$570.00	\$645.00	\$745.00	\$295.00	\$370.00	\$470.00
NM Medical Student/Resident* (undergraduate, graduate, medical PhD, resident)	\$345.00	\$420.00	\$520.00	\$280.00	\$305.00	\$405.00
NM-Technical Staff/Administrator	\$570.00	\$645.00	\$745.00	\$295.00	\$370.00	\$470.00
Exhibitor Personnel	N/A	N/A	N/A	N/A	N/A	N/A

	Renal Pathology		
	Early	Advance	Onsite
	>Aug 30	>Oct 25	>Nov 5
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
Exhibitor Personnel	N/A	N/A	N/A

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Annual Meeting Registration Fees

	Annual Meeting		
	Early >Aug 30	Advance >Oct 25	OnSite >Nov 5
ASN Member	\$475.00	\$550.00	\$650.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$225.00	\$225.00	\$325.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$0.00	\$0.00	N/A
Member PharmD/PA/APN/RN	\$450.00	\$525.00	\$625.00
Nonmember (NM)	\$630.00	\$705.00	\$805.00
Nonmember (NM) Fellow-in- Training/PhD, Post doctorate Trainee	\$280.00	\$280.00	\$380.00
NM-PharmD/PA/APN/RN	\$545.00	\$620.00	\$720.00
NM Medical Student/Resident* (undergraduate, graduate, medical PhD, resident)	\$180.00	\$180.00	\$280.00
NM-Technical Staff/Administrator	\$545.00	\$620.00	\$720.00
Exhibitor Personnel	\$125.00	\$125.00	\$125.00